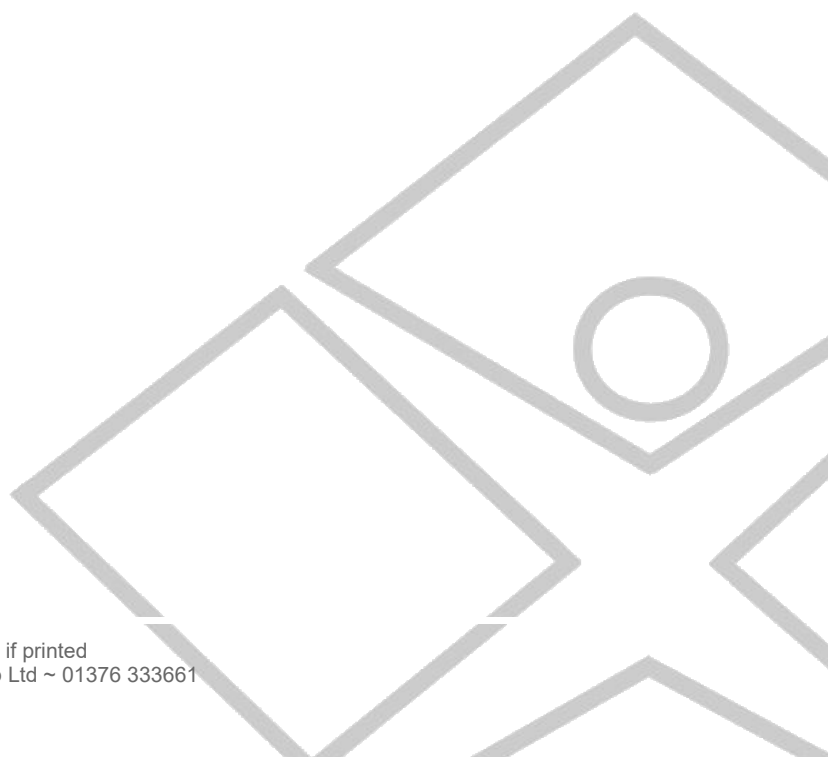


This Health & Safety Policy Manual has been reviewed by AM Safety Specialists Ltd, updated and revised as follows:

First Issue	16th March 2021
Revision 2	1st March 2022
Revision 3	13th January 2023
Revision 4	8th March 2023
Revision 5	1st March 2024



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Part I

Health and Safety Policy Manual

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Bribery, Fraud & Malpractice Policy

Maldon Building Services Ltd Bribery, Fraud and Malpractice Policy is in line with The [Bribery Act 2010](#) which is an Act of the Parliament of the United Kingdom that covers the criminal law relating to bribery.

Fraud

Maldon Building Services Ltd requires all staff at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. Fraud is an ever-present threat to these resources and hence must be a concern to all members of staff. The purpose of this policy is to set out responsibilities with regard to the prevention of fraud.

What is Fraud?

No precise legal definition of fraud exists; many of the offences referred to as fraud are covered by the Theft (Amended) Act 1996 and the Forgery & Counterfeiting Act 1981. The term is used to describe such acts as theft, deception, bribery, forgery, corruption, false accounting and conspiracy to commit these offences. For practical purposes, fraud may be defined as the use of deception with the intention of obtaining an advantage, avoiding an obligation or causing loss to another party.

Maldon Building Services Ltd should be responsible for:

- Developing and maintaining effective controls to prevent fraud
- Carrying out vigorous and prompt investigations if fraud occurs
- Taking appropriate legal and/or disciplinary action against perpetrators of fraud
- Taking disciplinary action against supervisors where supervisory failures have contributed to the commission of fraud

Management should be responsible for:

- Identifying the risks to which systems and procedures are exposed
- Developing and maintaining effective controls to prevent and detect fraud
- Ensuring that controls are being complied with

Individual members of staff are responsible for:

- Acting with propriety in the use of official resources and in the handling and use of corporate funds whether they are involved with cash or payments systems, receipts or dealing with contractors or suppliers.
- Reporting details immediately to their line manager or next most senior manager if they suspect that a fraud has been committed or see any suspicious acts or events.

Bribery

Maldon Building Services Ltd expects its employees to demonstrate honesty, integrity and fairness in all aspects of their business dealings and exercise appropriate standards of professionalism and ethical conduct in all their activities. Maldon Building Services Ltd expects the same approach to doing business from its business partners and suppliers.

Pursuant to this Maldon Building Services Ltd will not tolerate bribery or corruption in any form and has a 'zero tolerance' approach to any breach of this policy.

This means that Maldon Building Services Ltd and its employees will never seek, accept or give a bribe, facilitation payment, kickback or other improper payment. We must also always ensure that we operate with appropriate transparency in all our business dealings.

Maldon Building Services Ltd will take appropriate steps to ensure that:

- We do not, directly or indirectly, offer, promise, give, accept or demand a bribe or other undue advantage (including excessive gifts and hospitality) in order to obtain or retain business, or gain any other improper advantage.
- We do not offer, nor give in to demands, to make illicit or illegal payments to agents, public officials (at whatever level), or the employees of business partners or anybody else that we do business with.
- We engage and remunerate agents and other third parties only for legitimate services and adopt appropriate transparency in our approach.
- We promote employee awareness of, and compliance with, company policies against bribery and corruption through appropriate dissemination of our own procedures (including disciplinary procedures) policies and training programmes on induction and subsequently.
- We adopt management control systems that discourage bribery and corruption, and adopt financial and tax accounting and auditing practices that prevent the establishment of "off the books" secret accounts or the creation of documents which do not properly and fairly record the transactions to which they relate.
- We do not make illegal or inappropriate contributions to candidates for public office or to political parties or to other political organisations.
- We raise awareness of the need to combat bribery and corruption with our business partners by publication of this Policy and (where appropriate) relevant contractual provisions and support initiatives designed to reduce the risk of bribery and corruption.

This policy will be reviewed annually but we will continually endeavour to improve our practices

Signed on behalf of Maldon Building Services Ltd.



Ian Freshwater
Director of Health and Safety.
01/03/2024

Review Date: 28/02/2025

Carbon Footprint Policy Statement

It is the stated policy of the Maldon Building Services Ltd to reduce its environmental impact where practicable. Carbon reducing measures form an integral part of the overall strategy, helping us to improve both operational performance and a reduction in potentially harmful emissions to land, water, and air.

Maldon Building Services Ltd's ultimate aim is for a 0% carbon balance to be achieved within a period ending January 2025, or before where practical.

To help achieve this, Maldon Building Services Ltd will:

- with all current energy legislation, seeking to meet or better legislative targets.
- Minimise waste, promote recycling and the use of recycled products to help reduce the burden on landfill, and corresponding methane generation.
- Continue to promote and support the objectives of the policy.
- Promote environmental awareness and responsibility amongst employees and others, and seek where practicable to continuously improve environmental performance.
- Actively promote telephone conferencing as a means of reducing travel requirements.
- Evaluate the potential benefits of home-working.
- Evaluate the potential benefits of carbon off-setting.
- Continually review and develop the Occupational Driving Policy.

Actions currently being developed include:

- Integration of environmental issues into all aspects of the decision making processes.
- Sustainable sourcing procurement policies.
- Evaluation of energy efficient and correspondingly carbon reducing equipment, vehicles and plant throughout Maldon Building Services Ltd.
- Promotion of 'Smarter Driving Tips' initiatives.
- Vehicle sharing and mileage reduction planning.
- The assessment and procurement of fuel efficient vehicles, supported by effective delivery and field operations planning.

This Carbon Footprint Policy Statement underpins the existing Environmental, Procurement, Waste Management, Quality Assurance, Health & Safety, and Corporate Responsibility Policies already implemented throughout Maldon Building Services Ltd. This policy clearly identifies the responsibilities and procedures for achieving the stated objectives in all aspects of our activities, leading to improved environmental performance, inclusive of reductions in both CO₂ and methane emissions.

Carbon footprint policy

Maldon Building Services Ltd recognises that our work may have a direct or indirect effect on the local and / or regional environment. We are therefore committed to reducing any harm that this may cause. Our carbon footprint – green policy is to constantly look for ways in which we can improve our green credentials, we are achieving this by holding regular meetings to explore ways to achieve our statement promises and to link with other likeminded organisations.

Our carbon reduction strategy is aligned with our company environmental policy and company sustainability policy and current codes of practice on waste and environment protection. We will focus on:

- Reducing waste,
- Reducing materials at every opportunity,
- Repair rather than throw away where we can
- Recycle at any given opportunity.

As our “Green” culture becomes established and embedded we aim to:

- Encourage our employees and suppliers to be responsible, corporate green citizens,
- Utilise energies and water sparingly,
- Consider environmental impacts in our purchasing,
- Endeavour to work with partnering organisations that share our ethos on “carbon footprint”
- Reduce the need for transport and its impacts on the environment.

It is our intention to operate our business in an environmentally friendly and sustainable way as possible. What we have already introduced:

- We reuse, or recycle, all of our packaging materials such as cardboard, polystyrene, shredded paper etc. All materials that can be recycled are segregated into specific waste bins / skips and forwarded to waste transfer stations.
- We minimise the use of paper in our offices through the use of email, this has greatly reduced the amount of paper used within the workplace, and previously we would have sent hard copy correspondence in the post, letters in the post. Processing information electronically is also much more energy and carbon efficient than physically sending hard copy correspondence.
- We have installed multi-function devices to handle faxing, printing and photocopying demands in our offices; this greatly helps reduce energy and also reduces paper usage.
- We supply internal recycle bins for our office paper.
- Our consumption of fuel and energy is closely monitored and we take care that it is not wasted through inefficiency or casualness. For example all radiators have been fitted with Thermostatic Radiator Valves, we use signage to remind staff to turn off lights when leaving a room, and ask staff to use computers responsibly i.e turning them off at night and using standby mode during the daytime when not in use.
- We recycle old computers responsibly and will do so through our IT replacement strategy.
- We recycle mobile phones and printer cartridges.
- We recycle the fluorescent light tubes in our offices.
- We have reduced the amount of our land fill waste by finding ways or recycling waste material more efficiently, either in house or through working in conjunction with others who are able to use the material in a constructive way.
- We ensure that all our work places either in our offices or out on site adhere to current environmental standards and energy conservation requirements.

What we intend to do for the future:

- We intend to purchase our electricity from suppliers who re-invest in renewable energy sources
- Where possible we will source our materials from suppliers who operate in an environmentally friendly manner and who are geologically local to us to reduce road traffic, road traffic costs and carbon emissions.
- We will choose vehicles with fuel efficiency and CO2 emissions in mind, when our current fleet of company vehicles are due for replacement. Fuel efficiency and mileage will be closely monitored with the help of tracker systems.
- We will encourage web links to sites promoting sensible and sustainable attitudes towards the environment, renewable energy etc.
- We will encourage suppliers to strive for the same level of environmental care as we provide to offset their carbon footprint.
- We will deliver awareness training on green issues and sustainable development to all employees in order to inspire them to reduce their carbon footprint and encourage them to take action to offset their carbon footprint in innovative ways.
- We will strive to reduce our carbon footprint year on year by measuring and calculating current standards in each of our offices.

- We intend to identify the size of the current Carbon Footprint in accordance with the latest DEFRA reporting guidance and the World Business Council's Greenhouse Gas Protocol.
- We will identify and quantify the sources of carbon emissions.
- We will identify carbon reduction initiatives.
- We will carry out ongoing measurement of the impact of reduction initiatives in order to aid company reporting of greenhouse gas emissions.

Signed on behalf of Maldon Building Services Ltd.



Ian Freshwater
Director of Health and Safety.
01/03/2024

Review Date: 28/02/2025

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Corporate Social Responsibility (CSR) Policy

Enforcing this policy

Maldon Building Services Ltd has appointed Ian Freshwater to be responsible to ensure this policy remains relevant and appropriate to Maldon Building Services Ltd requirements. Ian Freshwater will monitor / be monitoring the policies effectiveness and report back to Maldon Building Services Ltd any recommended changes. Ian Freshwater will ensure that this policy is enforced through all levels of management and communicated via company induction or toolbox talk.

What Is Corporate Social Responsibility (CSR)?

Maldon Building Services Ltd understands that Corporate social responsibility (CSR) is a self-regulating business model that helps a company be socially accountable to itself, its stakeholders, and the public. By practicing corporate social responsibility, also called corporate citizenship, Maldon Building Services Ltd can be conscious of the kind of impact they are having on all aspects of society, including economic, social, and environmental.

To engage in CSR means that, in the ordinary course of business, a company is operating in ways that enhance society and the environment instead of contributing negatively to them.

Maldon Building Services Ltd recognise that we must integrate our business values and operations to meet the expectations of our stakeholders. They include customers, employees, investors, suppliers, the community and the environment.

- recognise that our social, economic and environmental responsibilities to these stakeholders are integral to our business. We aim to demonstrate these responsibilities through our actions and within our corporate policies.
- takes seriously all feedback that we receive from our stakeholders and, where possible, maintain open dialogue to ensure that we fulfil the requirements outlined within this policy.
- shall be open and honest in communicating our strategies, targets, performance and governance to our stakeholders in our continual commitment to sustainable development.
- The Managing Director will be responsible for the implementation of this policy, and will make the necessary resources available to realise our corporate responsibilities. The responsibility for our performance on this policy rests with all employees throughout the company.



Maldon Building Services Ltd shall:

- Ensure a high level of business performance, while minimising and effectively managing risk ensuring that we uphold the values of honesty, partnership and fairness in our relationships with all our stakeholders.
- Support the development of our external stakeholders, through using our facilities for all of our business partners to hold seminars and industry meetings.
- Ensure contracts are clearly set out the agreed terms, conditions and the basis of our relationship, and will operate in a way that safeguards against unfair business practices.
- Encourage suppliers and contractors to adopt responsible business policies and practices.
- Encourage dialogue with local communities for mutual benefit.
- Register and resolve customer complaints in accordance with our standards of service.

- Support and encourage our employees to help local community organisations, and activities in our region, particularly our employee chosen charities.
- Operate an equal opportunities policy for all present and potential future employees, and will offer our employees clear and fair terms of employment and provide resources to enable their continual development.
- Maintain a clear and fair employee remuneration policy, and shall maintain forums for employee consultation and business involvement.
- Provide safeguards to ensure that all employees of whatever nationality, colour, race or religious belief are treated with respect and without sexual, physical or mental harassment.
- Provide, and strive to maintain, a clean, healthy and safe working environment in line with our Health and Safety policy and safe systems of work
- Develop Environmental policies and objectives as part of the business planning cycle.

Signed on behalf of Maldon Building Services Ltd.



Ian Freshwater
Director of Health and Safety.
01/03/2024

Review Date: 28/02/2025

Drugs and Alcohol Policy

Enforcing this policy

Maldon Building Services Ltd has appointed Ian Freshwater to be responsible to ensure this policy remains relevant and appropriate to Maldon Building Services Ltd requirements. Ian Freshwater will monitor / be monitoring the policies effectiveness and report back to Maldon Building Services Ltd any recommended changes. Ian Freshwater will ensure that this policy is enforced through all levels of management and communicated via company induction or toolbox talk.

The aims of this policy will be achieved by using screening processes, education and information programmes to:

- Detect any person who takes alcohol or drugs either at work or before coming to work.
- Ensure compliance with the relevant legislative arrangements.

The Director, all Managers and Employees of Maldon Building Services Ltd should note that some prescribed and over the counter medication may affect your ability to work, if you are in doubt consult your doctor.

Anyone found under the influence of or in possession of alcohol or an illegal drug will be removed from Company premises and/or areas under the Maldon Building Services Ltd control and would be subjected to disciplinary measures. Anyone found smoking in a designated 'No Smoking' area will be instructed to extinguish the cigarette immediately in a safe manner and be subjected to disciplinary measures. Special consideration will be given to Client conditions and requirements regarding this subject when working on their premises/contracts.



ZERO TOLERANCE FOR DRUGS AND ALCOHOL

Random drug screening may be carried out on employees engaged on safety critical work, and will be carried out following an incident or accident. If tests prove positive for alcohol or drugs, this would be classified as a breach of the company health and safety policy and would therefore result in disciplinary procedures, which could include dismissal.

The Company will use the standards for a positive test shown below for drugs and alcohol generally. Company Management will check the standards of positive tests with all the Maldon Building Services Ltd Clients and if there are standards for positive tests lower than the figures below, then those lower standards will be adopted by the Company for that particular Client.

Employees will note that it might take more than 24 hours for alcohol in blood to disperse. Employees will carefully consider this aspect, particularly those who are engaged on safety critical work or those employees engaged on Contracts where the Maldon Building Services Ltd Clients specify very low acceptable alcohol levels.

Any Company employee found under the influence, or in possession of illegal drugs whilst at work, will be removed from site immediately and the matter reported to the Police. This type of offence will be classified as a major breach of the company health and safety policy, which would result in the employee being dismissed.

Company Standards

All employees required to work on the Maldon Building Services Ltd premises/contract are required to be formally briefed on the drugs and alcohol policy. Each Employee receiving the standard Maldon Building Services Ltd pack of documentation, which is inclusive of the drugs and alcohol policy, are to receive briefings covering this subject as a part of their induction for the contract works prior to starting work.

Positive screening results

For the purpose of the standards, means screening for: The presence of drugs, other than medication, which does not affect the work performance. For the purpose of the standard, means screening for:

- More than 29 milligrams of alcohol in 100 millilitres of blood, or
- More than 13 micrograms of alcohol in 100 millilitres of breath, or
- More than 39 milligrams of alcohol in 100 millilitres of urine.

Screening will be used in the following circumstances:

Post-Accident/Incident

If following an accident/incident there are reasonable grounds to suspect that the employees actions or omissions contributed to the cause then the employee will be tested for drugs and/or alcohol by the Company (or by the police if they attend) through an approved testing agency. The employee will be suspended from duty, with pay, whilst waiting for the test results.

For Cause (behaviour or appearance)

If a manager or supervisor has reasonable cause to suspect that an employee is unfit for work as a result of drugs and/or alcohol then the employee will:

1. Not be allowed to start their duty or will be relieved immediately if they have commenced a duty.
2. Be tested for alcohol and/or drugs by the company or a recognised agency.
3. Be suspended from duty, with pay, whilst waiting for the results.

To maintain a drug/alcohol free workplace random drug/alcohol screening of employees may take place each year.

All employees may be included in the random selection. If an existing employee's test result is positive, or they refuse to take a test, action will be taken in accordance with the Maldon Building Services Ltd disciplinary procedure. This procedure may result in dismissal. All drug screening for existing employees will be carried out by the company using a recognised testing process and analysis.

Legal Highs

Whilst some psychoactive substances are not illegal, they mimic the effects of illegal drugs and therefore pose the same risks to health and safety. Because of this, they are treated by Maldon Building Services Ltd in the same way as illegal drugs for the purposes of this policy.



Prescription or over the counter medication

The policy does not stop employees from using prescribed medication, over-the-counter medication or herbal remedies.

However, medication like tranquillisers, sleeping pills, pain-killers, decongestants, cough suppressants, antihistamines (for treatment of hay fever or other allergies) and antidepressants can make people feel drowsy and may affect their work performance or the safety of themselves or others. So, if an employee is taking any medication they should:

1. Check the possible side effects with their doctor or pharmacist; and
2. Let their Line Manager know in confidence, who will, if necessary, make alternative duty arrangements for them.

Therefore, it is imperative that for your safety and those around you, that you notify your supervisor or Line Manager where you are taking prescription medication. This is so an assessment can be made to determine if the medication may impact or impair your judgement, reactions or capability to work safely when at work, especially when driving vehicles or plant, or when operating tools or machinery.

Fitness for Work

If you arrive for work and in the Company's opinion you are not fit to work, then the Company will reserve the right to exercise our duty of care to keep both you and your colleagues safe from harm, and prevent you from working for the day.

Right of Appeal

If an existing employee's test result is positive they have the right to gain a second independent opinion. The results of both tests will be carefully considered by the relevant Manager before any further action is taken.

Legal Obligations

The Organisation reserves the right to report to the police any employee that is found to be:

- In possession of drugs
- Trafficking drugs
- Under the influence of drugs

Signed on behalf of Maldon Building Services Ltd.



Ian Freshwater
Director of Health and Safety.
01/03/2024

Review Date: 28/02/2025

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Environmental Policy Statement

Enforcing this policy

Maldon Building Services Ltd has appointed Ian Freshwater, to be responsible to ensure this policy remains relevant and appropriate to Maldon Building Services Ltd requirements. Ian Freshwater will monitor / be monitoring the policies effectiveness and report back to Maldon Building Services Ltd any recommended changes. Ian Freshwater will ensure that this policy is enforced through all levels of management and communicated via company induction or toolbox talk.

Maldon Building Services Ltd (the organisation) is a professional and environmentally conscious organisation, which acknowledges the impact that our operations may potentially have on the environment.

Ian Freshwater has overall responsibility for all environmental matters. The implementation of this policy and the associated procedures will be monitored and reviewed to ensure progress is made against environmental objectives and targets on a regular basis to ensure that they remain current and applicable to the company's activities. This policy has been endorsed by the Maldon Building Services Ltd Board of Directors, which gives its full support to its implementation.

It is the clear objective of the organisation to minimise any impact on the environment, this will be achieved by:

- The appointment of Ian Freshwater acting as the organisations' responsible person on environmental incidents and issues.
- The appointment of AM Specialists Group Ltd to assist Ian Freshwater, by providing advice, assistance and guidance as required.
- The organisation will provide duties and responsibilities to cover all levels of management and ensure understanding and compliance of the policy.
- Take all practical steps to ensure that identified environmental hazards and risks have suitable and effective preventive and control measures implemented.
- A commitment to preventing pollution, reducing waste and ensuring, wherever practicable, that measures are implemented to protect and preserve natural habitats, flora and fauna.
- To continuously improve our policies and systems where possible.
- Consider the effects that our operations may have on the local community and environment.
- Taking action to eliminate or reduce, as far as practicable, any potentially adverse environmental impacts.
- Promoting environmental awareness amongst our staff, suppliers, contractors and partners by implementation of operational procedures and training.
- Ensuring effective and expedient incident control, investigation and reporting.
- Providing the clearest communication of this policy to all employees, suppliers, contractors, partners and all other interested parties including the public if requested.



Maldon Building Services Ltd holds the upmost commitment to ensure all suppliers engaged apply environmental protection measures appropriate and proportionate to the activities for which they are engaged.

It is the responsibility of all duty holders to ensure the full implementation of this policy and ensure that environmental issues are given adequate consideration (both financial and resources) in the planning and day to day supervision of all work. To allow for this, all employees will be provided with the necessary resources, equipment, information, instruction and training to fulfil the requirements of this policy.

The organisation will fully comply with the duties placed upon it within the requirements of the [Environmental Protection Act 1990 as amended](#) and the [Environmental Act 2021](#) and any other relevant Environmental legislation, whilst at all times complying with, the requirements and duties set out within Approved Guidance as issued by the Environment Agency and other organisations.

As part of the organisations commitment to continual improvement and maintaining the highest levels of environmental management, it is the intention that the company will work towards environmental management systems compliant with ISO 14001.

All employees and contractors working on behalf of the organisation are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others or the environment. This includes co-operating with management on any environment related matter. Contractors will be monitored via site inspections and PAS 91 audits.

This environmental policy, all duties and responsibilities under the policy and all objectives will be reviewed annually; the review team will be led by Ian Freshwater with the assistance of AM Specialists Group Ltd. The team will provide a report with recommendations and any action plans back to the Board of Directors for final review, implementation and authorisation to publish.

Protection is the responsibility of everyone; therefore every member of staff within the organisation will be encouraged to be actively involved in Environmental issues. Communication is key to the effectiveness of the policy and all staff will be consulted on this policy and the business Environmental objectives and encouraged participate in enforcement.

Signed on behalf of Maldon Building Services Ltd.



Ian Freshwater
Director of Health and Safety.
01/03/2024

Review Date: 28/02/2025

Equal Opportunities, Diversity and Inclusion Statement of Intent

Maldon Building Services Ltd believes that diversity and inclusion are positive assets and values the contribution made by all members of society. We believe that equality of opportunity has a positive impact on people lives and that it has an important role to play in addressing discrimination, disadvantage and social exclusion in society. Maldon Building Services Ltd is committed to equality of opportunity both in our work as a provider of professional advocacy and empowerment services and as a responsible and ethical employer. Maldon Building Services Ltd will not discriminate against anyone applying to work with us, wishing to receive a service from us or applying to become a trustee or volunteer because of any of the following:

- Their race, ethnic origin, or colour,
- Their age, disability, or experience of mental ill health,
- Their religion or creed,
- Their sexual orientation or gender, gender identity or gender reassignment
- Their marital, parental or carer status,
- Their employment status, financial status or criminal record,
- Their health including their HIV status or any other irrelevant distinction

Maldon Building Services Ltd recognises the need to continuously develop and review our employment and service delivery policies, procedures and processes to ensure decisions are made on the basis of competency, performance, need or ability as appropriate and are not inadvertently discriminatory.

Specific responsibilities for ensuring equality of opportunity fall upon managers, those supervising staff and individuals involved in recruitment and employee administration.

We expect all our staff to promote equality in the workplace and in the services we deliver and to work with us in ensuring fairness towards colleagues and the community we serve.

We are committed to playing our part in the development of a society in which everyone is treated with respect and dignity and their rights are upheld.

Signed on behalf of Maldon Building Services Ltd.



Ian Freshwater
Director of Health and Safety.
01/03/2024

Review Date: 28/02/2025

Enforcing this policy

Maldon Building Services Ltd has appointed Ian Freshwater to be responsible to ensure this policy remains relevant and appropriate to Maldon Building Services Ltd requirements. Ian Freshwater will monitor / be monitoring the policies effectiveness and report back to Maldon Building Services Ltd any recommended changes. Ian Freshwater will ensure that this policy is enforced through all levels of management and communicated via company induction or toolbox talk.

This policy is designed to prevent discrimination and to attract the best employees and has been created with the requirements of the Equality Act 2010 in mind. The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. To ensure that diversity and inclusion are embedded within the Company culture and reflected in our staff and to better serve our customers/clients, the company will endeavour to:

- Attract applications from all sections of society irrespective of race, gender, marital / civil partnership status, age, disability, religion or belief, colour, national origin or sexual orientation and ensure fair treatment throughout the recruitment process;
- Improve performance within any role, develop skills and prepare all individuals for other roles and responsibilities through effective appraisal and training procedures;
- Ensure that employment decisions are based on business needs and the individual's ability to undertake the role;
- Enhance decision-making and innovation by encouraging interaction and involvement;
- Increase the company's ability to relate to existing and potential customers / clients wherever they exist;
- Identify the various behaviours and barriers that discrimination can take, and understand the negative effect these can have on the company and its employees and customers / clients;
- Provide training for managers and employees involved in key decision-making areas on the potentially discriminatory effects of imposing practices, conditions, and criteria on minority groups, and the importance of being able to justify decisions;
- Monitor the application of this policy, and work towards eliminating any discriminatory practices which may be limiting the company's ability to achieve its objectives.

Scope

This policy covers the extent of the legislation and how it and the associated codes of conduct that applies to all employees, contractors, temporary workers and job applicants including any individuals working on company premises via a third party. It applies to all aspects of employment, from recruitment and selection through to termination of employment.

To be successful it is important that everyone is familiar with and understands that discrimination can be intentional or unintentional and may occur directly, indirectly, by association, or by perception. Discrimination is not always obvious and can be subtle and unconscious. This policy seeks to address such discrimination.

Responsibilities

All managers at all levels must understand that it is unlawful to discriminate against people at work on the grounds of their: sex, sexual orientation, status as a married person/civil partner, race, colour, age, nationality, ethnic origin, religion, political or other beliefs, because of a disability, pregnancy, childbirth, maternity leave, are a member or non-member of a trade union.

It is also unlawful to discriminate against part-time or home workers. The company will comply with all relevant legislation and no individual will be unjustifiably discriminated against.

To be successful, this Policy will be implemented throughout Maldon Building Services Ltd and therefore commitment to it is required from the whole workforce. The Directors and Senior management have the overarching responsibility for ensuring that this policy underpins all aspects of the company's policy and for promoting an organisational culture that is supportive of the benefits of equality, diversity & inclusion.

Junior / line managers will have an important role in ensuring that policies and procedures relating to diversity and inclusion are implemented and communicated to all existing staff and new staff on commencement of their employment. This will be achieved through induction training. Managers will continuously promote a professional and positive work environment by ensuring that this policy is put into practice by challenging behaviour, actions or decisions that breach the policy.

All individual employees have a responsibility to comply with this policy and to be aware of the various behaviours and barriers that discrimination can take, and to understand the negative impact these can have on the company and colleagues. All employees will co-operate with management in the elimination of any discriminatory practices which may be identified, and any instances of apparent discrimination will be reported immediately to a line manager.

Detail – Equal Opportunities, Diversity, and Inclusion

At Maldon Building Services Ltd we recognise that discrimination comes in many forms and to be successfully managed the whole workforce must understand these different forms, particularly the less direct ones. These are:

- **Direct discrimination:** Treating someone less favourably because of a protected characteristic compared with someone who does not have that characteristic (for example choosing not to recruit someone because they are disabled and you think they "wouldn't fit in" to the team).
- **Indirect discrimination:** Where a policy, procedure or way of working that applies to everyone puts people with a particular protected characteristic at a disadvantage, compared with people who do not have that characteristic, unless there is a good reason to justify it. An example is introducing a requirement for all staff to finish work at 6pm. It is arguable that female employees, who statistically bear the larger share of childcare responsibilities could be at a disadvantage if the new working hours prevent them from collecting their children from school or nursery.
- **Associative discrimination:** Treating someone less favourably because they are associated with someone who has a protected characteristic, for example because their partner is transgender.
- **Discrimination by perception:** Treating someone less favourably because you perceive them to have a protected characteristic even if they do not, for example choosing not to promote someone because you mistakenly perceive them to be gay.
- **Discrimination arising from disability:** Treating someone unfavourably because of something connected with that person's disability and where such treatment is not justified.
- **Failing to make reasonable adjustments:** Employers are legally obliged to make reasonable adjustments to ensure that aspects of employment, or the employer's premises, do not put a disabled person at a substantial disadvantage. Failing to comply with this duty is unlawful.

Key Issues

As previously set out, the legislation identifies nine specific protected characteristics as:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and Maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Age

Maldon Building Services Ltd is fully committed to promoting age diversity. In valuing the contribution of its employees, regardless of age, the company will seek to eliminate age 'stereotyping' and discrimination on the basis of age. The underlying premise of this is that employees will be assessed on the basis of their skills, ability and potential, not their age. This means that employment opportunities and personal/career development will be available, irrespective of a person's age. This will involve:

- basing employment decisions on objective, job-related criteria;
- encouraging staff of all ages to develop their careers;
- ensuring that staff of all age groups participate in training, and have the chance to improve their skills and experience;
- avoiding assumptions about the physical abilities and career intentions of older job applicants or employees.

The Employment Equality (Age) Regulations 2006 and The Employment Equality (Repeal of Retirement Age Provisions) Regulations 2011 covers people of all ages. It is unlawful to discriminate against young workers as well as against older workers. There is no statutory upper age limit on the right to claim unfair dismissal or to receive redundancy payments. There is no legal retirement age, and employers can no longer force their employees to retire at a particular age.

Disability

At Maldon Building Services Ltd we will ensure that any employee with a disability will be treated equally in all regards and the recruitment team will consider disability in advance of any recruitment campaign so that advertising, application forms and assessments, arrangements for interviews, job descriptions and employee specifications, and selection criteria are appropriate and as inclusive as possible.

We will ask applicants at the outset if they require any reasonable adjustments to be made to the recruitment process. If you are involved in the interview process, you must not ask job applicants about their health or disability except with prior approval. Such approval is given only in exceptional circumstances and where there are specific legal grounds for doing so.

We understand that some people find it hard to discuss their disabilities and that disability can be invisible. We do not tolerate ableist language in our organisation. Ableist language is language that is negative, inappropriate or offensive towards people with a disability and may take the form of jokes or "banter". If you adopt such language, Maldon Building Services Ltd will take action against you including (for those to whom it applies) under our Disciplinary procedure.

Marriage and Civil Partnership, Pregnancy and Maternity

At Maldon Building Services Ltd we recognise it is unlawful to discriminate against a job-seeker, worker or trainee on the grounds of their marital or civil partnership arrangements, nor whether they are pregnant or in maternity. This extends to paternity for other partners. The company is sensitive to these statuses, including any cultural and associated religious needs linked to these and Maldon Building Services Ltd will make provision to accommodate any formal requests that are made based on or surrounding these.

Race, Religion or Belief,

Maldon Building Services Ltd recognises it is unlawful to discriminate against a job-seeker, worker or trainee on the grounds of race, colour, nationality and ethnic or national origins or because of their religion or belief or lack of religion or belief. The company is sensitive to the cultural and religious needs of employees and makes provision to accommodate any formal requests that are made in line with these needs.

Sex, and Sexual Orientation, including Gender Reassignment

Maldon Building Services Ltd is fully committed to ensuring equal opportunities for all members of staff regardless of their sexual orientation or gender. All employees are subject to further development based on their achievements, desires and requirements. Should any sexual harassment, bullying or victimisation occur within the workplace then reference will be made to our 'Unacceptable Behaviour - Zero Tolerance' policy.

Equal pay

Men and women doing equal work and work rated as of equal value are entitled to equal pay.

Bullying and Harassment

All staff will expect to be treated with dignity and respect whilst at work and have an equal responsibility to treat their colleagues similarly.

The company is committed to creating a harmonious working environment which is free from harassment, including discrimination, victimisation and bullying, and which protects the dignity of female and male employees irrespective of their race, religion or belief, colour, age, national origin, disability or sexual orientation. Harassment is offensive and prejudicial to a productive working environment. It is indicative of a lack of respect for the person harassed, undermines their position and may have a negative impact upon health, job performance and sense of personal security.

Harassment is unwanted conduct related to a protected characteristic that has the purpose or effect of:

- violating someone else's dignity; or
- creating an intimidating, hostile, degrading, humiliating or offensive environment for someone else.

Sexual harassment is:

- conduct of a sexual nature that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment; and
- less favourable treatment related to sex or gender reassignment that occurs because of a rejection of, or submission to, sexual conduct.

Victimisation

Victimisation is treating another person detrimentally either because that person has made a complaint of discrimination or harassment, or because they have supported someone else who has made such a complaint, for example by giving a witness statement that supports the allegations. Maldon Building Services Ltd will not tolerate such treatment and will take appropriate disciplinary steps to stop such behaviour.

Bullying

There is no legal definition of bullying. However, we regard it as conduct that is offensive, intimidating, malicious, insulting, or an abuse or misuse of power, and usually persistent, that has the effect of undermining, humiliating, or injuring the recipient. Bullying can be physical, verbal or non-verbal conduct. It is not necessarily face to face and can be done by email, phone calls, online or on social media. Bullying may occur at work or outside work.

If the bullying relates to a person's protected characteristic, it may also constitute harassment and, therefore, will be unlawful.

Maldon Building Services Ltd is committed to creating a harmonious working environment which is free from harassment, including discrimination, victimisation and bullying, and which protects the dignity of female and male employees irrespective of their race, religion or belief, colour, age, national origin, disability or sexual orientation. Harassment is offensive and prejudicial to a productive working environment. It is indicative of a lack of respect for the person harassed, undermines their position and may have a negative impact upon health, job performance and sense of personal security.

Grievances

Any employee who feels they have not been treated in accordance with this policy will make a complaint using the company's Grievance Procedure. All complaints will be dealt with seriously, promptly and confidentially. If a member of staff is found to have breached the Diversity Policy, they may be subject to disciplinary action under the company's Disciplinary Procedure, which could result in dismissal.

In many instances issues can be resolved informally before using the formal procedure and speaking with the person you feel is harassing or bullying you and to explain that their behaviour is unwelcome, inappropriate, or it upsets you. If this raises concerns or difficulties, then talk to your manager informally and in confidence. If the issue is with your manager — or there's another reason you would prefer not to discuss it with them — you should instead speak to their manager or HR.

If informal resolution is not possible to resolve issues informally then the Grievance Procedure must be followed. During the investigation of any complaint, Maldon Building Services Ltd will take steps to separate you from the individual or persons accused, whether on a temporary basis, or possible by requesting you stay at home, which would not be a pre-judgement of your complaint. The outcome of the investigation into the grievance will be explained whether upheld or not, and steps taken to address the relationship between accuser and the person accused by, for example changing work pattern of either party, mediation or even counselling.

Training

All employees will receive appropriate training to ensure their understanding of what is expected of them in the workplace regarding Equality, Diversity, and Inclusion together with guidance on associated issues of bullying, harassment and victimisation. The importance of this, the legal position and the possible outcomes of any grievance procedures will form the basis of all induction and ongoing refresher training.

Framework for setting OH&S Objectives

Maldon Building Services Ltd shall establish and maintain OH&S objectives as part of its overall OH&S management system for Equality, Diversity and Inclusion. These objectives shall be consistent with the organization's OH&S policy, legal and other requirements. The Ian Freshwater shall be responsible for establishing and reviewing the OH&S objectives, which shall be specific, measurable, achievable, relevant, and time-bound (SMART). The objectives shall be documented and communicated to all relevant personnel, including contractors and suppliers. The OH&S objectives shall be reviewed and updated on a regular basis, and progress towards achieving the objectives shall be monitored and reported regularly to Ian Freshwater. The following steps will be taken:

1. Legal and other requirements: All relevant legal and other requirements related to the Equality, Diversity and Inclusion shall be identified and taken into account when setting OH&S objectives
2. Consultation and participation: Consultation and participation shall be carried out with relevant personnel, including employees, contractors, and suppliers, to ensure that their input is taken into account when setting OH&S objectives.
3. Feasibility: The feasibility of achieving the OH&S objectives shall be assessed, taking into account the available resources, including personnel, equipment, and budget.
4. Setting objectives: The OH&S objectives shall be established based on the results any historical issues, current legal and other requirements, consultation and participation, and feasibility assessment.
5. Documenting objectives: The OH&S objectives shall be documented, including their specific, measurable, achievable, relevant, and time-bound (SMART) criteria
6. Communicating objectives: The OH&S objectives shall be communicated to all relevant personnel, including employees, contractors, and suppliers.
7. Monitoring and review: Progress towards achieving the OH&S objectives shall be monitored and reported regularly to Ian Freshwater, and the objectives shall be reviewed and updated on a regular basis to ensure their continued relevance and effectiveness in managing Equality, Diversity and Inclusion.

Monitoring & Review

The company will maintain records of the age, race, gender, marital/civil partnership status, and disability of job applicants and existing employees. Any patterns of under representation (for example, where one gender or race appears to have a consistently reduced chance of promotion) will be fully investigated and any discriminatory practices identified and eliminated.

Corrective actions

Maldon Building Services Ltd will initiate the Grievance Procedure to ensure any incidents and complaints are fully investigated and the necessary improvements implemented, or any other disciplinary procedures followed to ensure proper close out of the issue.

Continuous Improvement

At Maldon Building Services Ltd, we are committed to the continuous improvement of our OH&S management system and the implementation of this Equality, Diversity, and Inclusion Policy. Our commitment to this process is driven by our desire to provide a happier and productive working environment for our employees and to minimize any negative impact on our operations.

Commitment to Consultation and Participation of Workers

At Maldon Building Services Ltd, we are committed to creating a culture of consultation and participation where our workers are encouraged and supported to actively contribute to the development and improvement of our OH&S management system and the Equality, Diversity and Inclusion procedures.

We recognize that involving workers in decision-making processes not only enhances their understanding of the issues surrounding Equality, Diversity and Inclusion but also empowers them to contribute to the development of effective solutions when issues arise. We actively encourage worker participation in the development and improvement of policies and procedures.

We also provide regular OH&S training and encourage workers to report any concerns they may have. Through these measures, we aim to create a safe, healthy, and supportive working environment that empowers workers to participate in the improvement of our OH&S management system and the creation of a positive work environment free from any negative issues related to Equality, Diversity, or Inclusion.

Ethical and Sustainable Procurement Policy

Enforcing this policy

Maldon Building Services Ltd has appointed Ian Freshwater to be responsible to ensure this policy remains relevant and appropriate to Maldon Building Services Ltd requirements. Ian Freshwater will monitor / be monitoring the policies effectiveness and report back to Maldon Building Services Ltd any recommended changes. Ian Freshwater will ensure that this policy is enforced through all levels of management and communicated via company induction or toolbox talk.

About this policy

Conducting our business in an ethical and sustainable way is fundamental to Maldon Building Services Ltd, and our Code of Ethics sets out individual and collective responsibilities in respect of this.

This Ethical and Sustainable Procurement Policy, which applies to all purchases of goods and services, sets out how we will conduct business with our suppliers and describes the expectations we have of our suppliers regarding the way they conduct their business.

Our aim is to ensure that the way business is conducted throughout the whole of our supply chain conforms to our own standards and is legally compliant. This will allow Maldon Building Services Ltd to meet all social, moral, economic and legal imperatives associated with the supply chain sustainability.

Our reputation for integrity has been a cornerstone of our business. We strive to maintain the highest standards of ethical conduct and corporate responsibility worldwide and seek to influence our suppliers to operate to similar high standards as ourselves.

Sustainable Procurement

Sustainability is a key element of our strategy for the future growth of our business and in our long term vision we have set out our direction and aspirations to become a more sustainable business in the future. We are committed to the principles of sustainable development and aim to encourage our suppliers to adopt the values of sustainability which we uphold.



Procedures

We will:

- Expect all our employees and those doing business on Maldon Building Services Ltd's behalf, including our agents, distributors, joint venture partners, consultants and other third party intermediaries to adhere to the principles in our Code of Ethics
- Select and treat our suppliers fairly and objectively at all times
- Pay suppliers in accordance with the agreed terms and deal with exceptions in a timely manner
- Ensure an ethical basis to business practice
- Seek to ensure that our suppliers' sustainability credentials are considered in our supplier appraisal process and that, where appropriate, sustainability criteria are used in the award of contracts
- Work with our suppliers to eliminate enslaved labour or human trafficking if we find evidence of this practice, (reporting this to the relevant authorities where appropriate); and if the use of enslaved labour or human trafficking cannot be eliminated, we will not continue relationships with these organisations
- Seek to ensure that key suppliers understand and comply with this Ethical and Sustainable Procurement Policy

We expect our suppliers to: Suppliers and Contractors We will work with suppliers and contractors to:

- Consider the social, economic and environmental impacts of their products, services and activities and take positive steps to improve performance against sustainability objectives;
- Characterise and take action to reduce and eliminate supply chain emissions of greenhouse gases;
- Adopt sustainable approaches to the production of products and services and within their supply chains;
- Assess opportunities to implement circular economy models of resource use wherever possible, including action on packaging waste and the provision of take-back schemes;
- Comply with national and international standards on environmental and human rights issues and encourage a strategic approach to sustainable development and progress;
- Acknowledge their compliance with the principles of our Supply Chain Code of Conduct concerning their organisation and their supply chain;
- Actively exceed the requirements of any anti-slavery / modern slavery legislation in any country that they operate in and comply with any voluntary and mandatory publication schemes in place to provide transparency of this activity; and
- Promote awareness of the Maldon Building Services Ltd sustainability policies, objectives and aspirations in the supply market.
- Conduct business without the payment or receipt of inducements, unlawful incentives or other benefits that might be considered an attempt to influence decision-makers.
- Respect fundamental human rights, including worker representation.
- Treat employees fairly, never abuse or threaten them and never use forced, bonded or child labour.
- Maintain a safe working environment at all times and provide access to protective equipment and safety training for all employees.
- Maintain effective policies, processes and procedures to manage their environmental impact and operate their business in a sustainable way.
- Comply with all applicable local, national, regional and international laws, regulations and directives at all times.
- Respect the intellectual property rights of others.

Key controls

Group and divisional supplier surveys, audits and supplier site visits at a level of detail and on a frequency that is reasonably practicable and proportionate and is based upon a risk based approach. We will share good practice, provide training, and communicate sustainable procurement initiatives and activities to staff and students. We will seek ideas from others to continually improve our performance. We will partner with internal and external stakeholders to effectively deliver our sustainable procurement objectives to maximise the impacts of the Sustainable Procurement Policy.

Regulatory compliance

The following shall be a requirement for all contractors and their supply chain engaged by Maldon Building Services Ltd:

- Suppliers shall comply with all national and other applicable law and regulations. Where the national law and this Standard are in conflict, the highest standards consistent with national law should be applied.
- Where the provisions of law and this Standard are not in conflict but address the same subject, the provision, which affords the greatest protection to people and the environment, should be applied.
- All parties recognise that the highest level of compliance with current HMRC regulations.

Signed on behalf of Maldon Building Services Ltd.



Ian Freshwater
Director of Health and Safety.
01/03/2024

Review Date: 28/02/2025

Intentionally Blank

Fatigue Policy

Enforcing this policy

Maldon Building Services Ltd has appointed Ian Freshwater to be responsible to ensure this policy remains relevant and appropriate to Maldon Building Services Ltd requirements. Ian Freshwater will monitor / be monitoring the policies effectiveness and report back to Maldon Building Services Ltd any recommended changes. Ian Freshwater will ensure that this policy is enforced through all levels of management and communicated via company induction or toolbox talk.

About this policy

In high risk working environments, fatigue can cause or contribute to potentially dangerous mistakes not only affecting our employees, but also other contractors and members of the public. Fatigue can be caused by a number of factors; the job design & the workload, the working environment, long working hours, inadequate breaks or a lack of quality sleep. It can reduce workers' mental alertness and can affect performance; they may find it harder to concentrate, make clear decisions or take in and act on information. Their perception of risk may be affected and they may react more slowly to hazards arising in the workplace.



Directors, assisted by other members of their management team, are responsible for ensuring that work is planned to reduce the risks to health & safety that are associated with working patterns and excessive working hours. This includes:

- Restricting the number of consecutive night or early morning shifts
- Providing adequate rest between shifts and between blocks of shifts to allow fatigue to dissipate.
- Avoiding overly long shifts and too much overtime and arranging for quality breaks during the working day.
- Considering the impact of travelling time and work load when scheduling shifts longer than 8 hours

Exceeding working hours limits shall only be permitted with prior approval, on an infrequent basis & only in exceptional circumstances once the risk of fatigue has been assessed and steps taken to mitigate the risks.

Managers are responsible for taking steps to relieve staff who have worked in excess of the working time limits as soon as practicable, & for taking steps to mitigate against further exceedances. Managers and supervisors are authorised to prevent any employee from commencing work or continuing to work if they believe the person is unfit due to fatigue. Reasons for the fatigue shall be established and appropriate measures shall introduced before the individual is permitted to commence work.

Managers are responsible for ensuring that staff are briefed on this Policy, the effects of fatigue and how it is controlled. This policy and the arrangements for managing the risks of fatigue shall be reviewed at least annually, where working limits are exceeded regularly or when fatigue has been identified as a causal factor in an incident, when circumstances indicate a change is needed or following a change in legislation.



Signed on behalf of Maldon Building Services Ltd.



Ian Freshwater
Director of Health and Safety.
01/03/2024

Review Date: 28/02/2025

Health and Safety Policy: Statement of Intent

This written Policy Statement as required by Section 2(3) of [The Health and Safety at Work etc. Act 1974](#) and Regulation 5(2) of [The Management of Health and Safety at Work Regulations 1999](#) applies to all Maldon Building Services Ltd (the organisation) employees and premises; this includes but is not limited to the employees of Contractors, Sub-Contractors, Self Employed Persons, Clients and Consultants working on behalf of the organisation.

Ian Freshwater has been appointed by the organisation to have overall responsibility for all health and safety matters. The implementation of this policy and the associated procedures will be monitored and reviewed to ensure progress is made against health and safety objectives and targets on a regular basis to ensure that they remain current and applicable to the organisation's activities. This review will be carried out by the organisation or our external consultants AM Specialists Group Ltd.

Ian Freshwater and the Senior Management of the organisation has following consultation with their external consultants AM Specialists Group Ltd, ensured that this policy is appropriate to the nature and scale of the organisation's occupational health and safety risk.

This policy has been endorsed by the Board of Directors, which gives its full support to its implementation.

It is the policy of the organisation to have clear communication and commitment to provide high standards of health, safety and welfare at work and to prevent, so far as is reasonably practicable, accidental loss that may result in:

- Personal Injury.
- Ill Health.
- Damage to plant and property.

The Company objective is to achieve this with a commitment, so far as is reasonable practicable, to:

- The appointment of Ian Freshwater to act as the organisations responsible person on health and safety incidents and issues.
- The appointment of AM Specialists Group Ltd to assist Ian Freshwater, by providing advice, assistance and guidance as required by Regulation 7 (1) of [The Management of Health and Safety at Work Regulations 1999](#).
- The organisation will provide duties and responsibilities to cover all levels of management and ensure understanding and compliance of the policy.
- Providing equipment and methods of work that are safe and without risk to health.
- Providing safe systems of work to be followed to ensure work is carried out without significant risks to the health or safety of employees.
- Ensuring that the arrangements for the use, storage, transport of articles and substances used at work are adequate.
- Providing information, instruction, training and supervision as necessary to ensure health and safety at work.
- Providing a safe place of work, with adequate welfare facilities that are maintained in an efficient manner.
- Ensuring the policy is communicated or displayed within all areas, including remote locations.
- Setting up emergency procedures.
- Providing sufficient resources and allocation of funds to effectively implement this policy.
- Regularly reviewing and planning for health and safety performance, and setting health and safety objectives and targets aimed at improving the organisations health and safety performance.
- Seeking to continually improve company and management systems, operating practices and cultures in all areas that may lead to improved safety performance.

The Senior Management of the organisation is charged with the commitment, application and promotion of this Policy and to ensure that the organisation complies with statutory health and safety legislation, associated Approved Codes of Practice, other Codes of Practice and it's duties in common law.

While the organisation accepts its responsibilities towards health and safety it is expected that Contractors, Sub-Contractors, Self Employed Persons, Clients and Consultants fulfil and comply with their legal requirements under Section 7 and 8 of [The Health and Safety at Work etc. Act 1974](#) e.g. take reasonable care for their own health and safety and that of others that may affected by their acts and omissions, to co-operate with management on matters of health and safety and do not interfere with or misuse anything provided in the interests of health and safety.

This health and safety policy, all duties and responsibilities under the policy and all objectives will be reviewed annually; the review team will be led by Ian Freshwater with the assistance of AM Specialists Group Ltd. The team will provide a report with recommendations and an action plan back to the Board of Directors for final review, implementation and authorisation to publish.

The organisation will aim to secure continuous improvement in health and safety management by establishing challenging health and safety objectives both for the organisation and for its managers, and monitoring progress against those objectives. Individual health and safety objectives will not be compromised for other business objectives;

This Policy is intended to demonstrate that appropriate measures have been determined and applied and is available to all interested parties upon request.

Health and safety is the responsibility of everyone; therefore every member of staff within the organisation will be encouraged to be actively involved in the improvement of health and safety issues. Communication is key to the effectiveness of the policy and all staff will be consulted on this policy and the business health and safety objectives and encouraged participate in enforcement.

Signed on behalf of Maldon Building Services Ltd.



Ian Freshwater
Director of Health and Safety.
01/03/2024

Review Date: 28/02/2025

Mental Health Policy

Enforcing this policy

Maldon Building Services Ltd has appointed Ian Freshwater to be responsible to ensure this policy remains relevant and appropriate to Maldon Building Services Ltd requirements. Ian Freshwater will monitor / be monitoring the policies effectiveness and report back to Maldon Building Services Ltd any recommended changes. Ian Freshwater will ensure that this policy is enforced through all levels of management and communicated via company induction or toolbox talk.

About this policy

For the purposes of this policy, a mental health problem refers to mental health conditions that have been diagnosed by a medical professional, such as depression or PTSD, and signs of stress and anxiety. The purpose of this policy is to assist with creating an open and honest workplace where line managers and employees can discuss mental health problems, and to ensure the necessary support is known and offered to employees when needed.

Legal obligations

The company understands the protection employees with a disability have against discrimination under the Equality Act 2010, including the obligation for employers to introduce reasonable adjustments for disabled employees.

Recruitment

Unless it is related to the specific requirements of the job, the company will not ask applicants at any stage of the recruitment process for information regarding any previous health issues, in order to ensure potential employees are not discriminated against because of their mental health history.

Indicators

In many cases, obvious indications that an employee is suffering from a mental health problem may not be present, however, early signs can include behavioural, mood or temperament changes.

Line Manager Responsibilities

Wherever a manager perceives mental health to be a potential problem for a member of staff — commonly during or as a follow-up to a period of sickness — that manager should talk to the member of staff to discuss what additional support can be offered.

Employee Responsibilities

Any support required by the employee is likely to be known by the employee themselves. The company actively encourages employees to be open and honest about their mental health and to inform their line manager of any issues at an early opportunity to allow these to be addressed.

Action Planning

Where a line manager identifies a mental health issue, they should work alongside the employee to create a personal wellness action plan that provides for proactive management of their mental health. Amongst other things, a wellness action plan should cover actions and measures that can support the employee's mental health.



Making workplace adjustments

The company is legally obliged to make reasonable adjustments to an employee's role or workplace if they have a disability that places them at a disadvantage when performing their role. Examples of adjustments for mental health include adjusting hours of work or reallocating duties. Once the adjustments are agreed, they will be reviewed on an ongoing basis.

Managing Absence and return to work

Where the employee is absent by reason of their mental health concerns, their line manager will communicate with the employee on a regular basis during their absence. The Company's sickness absence policy will apply to the employee's absence as normal, subject to any reasonable adjustments in place for the employee. Upon the employee's return from absence, a return to work plan will be discussed and agreed between the line manager and the employee to ensure necessary steps can be taken to support the employee to remain in work.

Confidentiality

Information concerning an employee's mental health is classed as a special category of personal data. This information will only be disclosed to others in line with the company's policies on data protection.

Signed on behalf of Maldon Building Services Ltd.

Ian Freshwater
Director of Health and Safety.
01/03/2024

Review Date: 28/02/2025

Modern Slavery and Human Trafficking Policy

Enforcing this policy

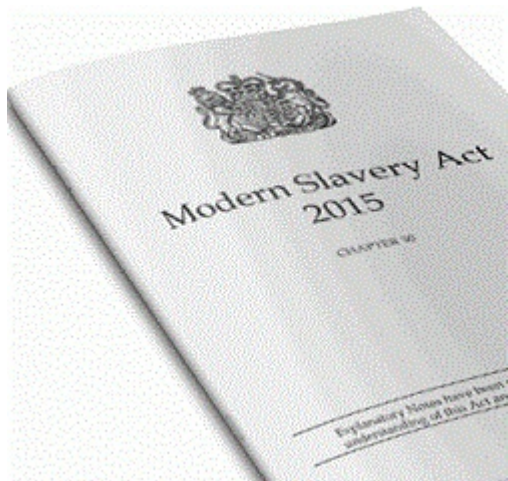
Maldon Building Services Ltd has appointed Ian Freshwater to be responsible to ensure this policy remains relevant and appropriate to Maldon Building Services Ltd requirements.

Ian Freshwater will monitor / be monitoring the policies effectiveness and report back to Maldon Building Services Ltd any recommended changes.

Ian Freshwater will ensure that this policy is enforced through all levels of management and communicated via company induction or toolbox talk.

Maldon Building Services Ltd is committed to eliminating acts of modern day slavery and human trafficking within its core business practices as well as from within our supply chains, including sub-contractors, and suppliers.

The Company acknowledges responsibility to [The Modern Slavery Act 2015](#) and will ensure transparency within the organisation and with suppliers of goods and services to the organisation. These as well as the suppliers of services make up the supply chain within Maldon Building Services Ltd .



Ian Freshwater has been appointed by Maldon Building Services Ltd to have overall responsibility for the implementation of this policy and the associated procedures. This policy will be monitored and reviewed to ensure progress is made against organisational objectives and targets on a regular basis to ensure that they remain current and applicable to the company's activities. This review will be carried out by the organisations external consultants AM Specialists Group Ltd.

Modern Slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another to exploit them for personal or commercial gain.

We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.

As part of the companies due diligence processes into slavery and human trafficking the supplier approval process will incorporate a review of the controls undertaken by the supplier. Imported goods from sources from outside the UK and EU are potentially more at risk for slavery/human trafficking issues.

The level of management control required for these sources will be continually monitored. The company will not support or deal with any business knowingly involved in slavery or human trafficking.

The Company Directors and management team (under the direction of Ian Freshwater) shall take responsibility for implementing this policy statement and its objectives and shall provide adequate resources (training, etc) and investment to ensure that slavery and human trafficking is not taking place within the organisation and within its supply chains.

A full copy of this policy and a copy of [The Modern Slavery Act 2015](#) will be accessible to all employees electronically and can be obtained from the company management upon request. You are invited to comment on this policy and suggest ways in which it might be improved. This policy statement will be reviewed annually and published.

Supplier Due Diligence

Maldon Building Services Ltd conducts due diligence on all new suppliers during on-boarding and on existing suppliers at regular intervals. This includes:

- Assessing risks in the provision of particular services
- Auditing the suppliers, and their health and safety standards, labour relations and employee contracts
- Requiring improvements to substandard employment practices
- Sanctioning suppliers that fail to improve their performance in line with our requirements



We require all suppliers to attest that:

- They don't use any form of forced, compulsory or slave labour
- Their employees work voluntarily and are entitled to leave work
- They provide each employee with an employment contract that contains a reasonable notice period for terminating their employment
- They don't require employees to post a deposit/bond and don't withhold their salaries for any reasons
- They don't require employees to surrender their passports or work permits as a condition of employment

Awareness and communication

Maldon Building Services Ltd has raised awareness of modern slavery issues by putting up posters across our facilities and sending an email that is focused specifically on modern slavery to all our staff, which explains:

- Our commitment in the fight against modern slavery
- Red flags for potential cases of slavery or human trafficking
- How employees should report suspicions of modern slavery

The implementation and operation of the company's existing management system underlines our commitment to this policy. Formal procedures concerning slavery and human trafficking have been established, including disciplinary procedures where they are breached. Additional procedures ensure that this policy is understood and communicated to all levels within the company.

Signed on behalf of Maldon Building Services Ltd.

A handwritten signature in black ink, appearing to be 'Ian Freshwater'.

Ian Freshwater
Director of Health and Safety.
01/03/2024

Review Date: 28/02/2025

Occupational Health Management Policy

Enforcing this policy

Maldon Building Services Ltd has appointed Ian Freshwater to be responsible to ensure this policy remains relevant and appropriate to Maldon Building Services Ltd requirements. Ian Freshwater will monitor / be monitoring the policies effectiveness and report back to Maldon Building Services Ltd any recommended changes. Ian Freshwater will ensure that this policy is enforced through all levels of management and communicated via company induction or toolbox talk.

Maldon Building Services Ltd is committed to the general provisions of occupational health care. Occupational health is about the effect of work on health and about making sure that Maldon Building Services Ltd employees are fit for the work that they do. It's about prevention rather than cure, and about rehabilitating of the workforce after illness.

Ian Freshwater has been appointed by the organisation to have overall responsibility for all occupational health matters. The implementation of this policy and the associated procedures will be monitored and reviewed to ensure progress is made against occupation health objectives and targets on a regular basis to ensure that they remain current and applicable to the organisation's activities. This review will be carried out by the organisations external consultants AM Specialists Group Ltd.

Ian Freshwater and the Senior Management of the organisation has following consultation with their external consultants AM Specialists Group Ltd, ensured that this policy is appropriate to the nature and scale of the organisation's occupational health risk.



This policy has been endorsed by the Board of Directors, which gives its full support to its implementation.

- The appointment of Ian Freshwater to act as the organisations responsible person on occupation health issues.
- The appointment of AM Specialists Group Ltd to assist Ian Freshwater, by providing advice, assistance and guidance as required.
- The organisation will provide duties and responsibilities to cover all levels of management and ensure understanding and compliance of the policy.
- Advice and guidance to management in relation to the health and welfare of employees.
- The provision of health monitoring, health surveillance and relevant records as required by the [The Control of Substances Hazardous to Health Regulations \(CoSHH\) 2002 \(as amended\)](#), [The European CLP Regulations 2015](#) and [The Regulatory Reform \(Fire Safety\) Order 2005](#).
- The provision for the care and rehabilitation of staff suffering from mental health disorders.
- Controls for the monitoring of extreme temperatures while at work.
- Controls and assessments for tasks and processes involving manual handling.
- Controls and systems for personnel involved in operating display screen equipment workstations.
- Controls and safe systems for personnel involved in the use of vibrating tools that present a risk of hand, arm vibration syndrome.
- Controls and safe systems for whose employees work in noisy environments and implementing effective noise control techniques.
- To provide reasonable adjustments for people with disabilities to support them in employment.
- To manage early return to work after sickness certification and wherever possible support rehabilitation after prolonged illness.

Occupational Health Screening

The company may arrange and finance health monitoring or screening for employees where required. The Managing Director may request individual employees to attend a medical examination where recommended by in a formal occupational health assessment. Such an examination would be carried out by mutual agreement and the results classified as "Medical in confidence" information by the Managing Director.

The organisation may hold information about the health of staff. This information and any records will not be divulged to any non-medical staff, without the written consent of the members of staff.

The purpose of occupational medical examination is to identify cases of illness potentially induced by work related undertakings or where the works process exacerbates existing medical conditions.

Signed on behalf of Maldon Building Services Ltd.



Ian Freshwater
Director of Health and Safety.
01/03/2024



Review Date: 28/02/2025

Prevention of Illegal Working Policy

Enforcing this policy

Maldon Building Services Ltd has appointed Ian Freshwater to be responsible to ensure this policy remains relevant and appropriate to Maldon Building Services Ltd requirements.

Ian Freshwater will monitor / be monitoring the policies effectiveness and report back to Maldon Building Services Ltd any recommended changes.

Ian Freshwater will ensure that this policy is enforced through all levels of management and communicated via company induction or toolbox talk.

This policy sets out how we comply with The Immigration, Asylum and Nationality Act 2006. Its purpose is to ensure we conduct basic document checks on every person that we employ to comply with our legal obligations.

Scope

Right to work checks need to be conducted for every person we employ, regardless of their race, nationality or ethnicity, to avoid any potential discrimination. This policy applies to all employees, visitors (excluding day visitors), contractors, agency workers and prospective employees. We will review and update this policy in accordance with our prevention of illegal working obligations. It does not form part of any employee's contract of employment and we may amend, update or supplement it from time to time. We will circulate any new or modified policy to staff when it is adopted. to incorporate any legislative change.

Responsibilities

The HR Manager is responsible for ensuring the Right to Work check is carried out in line with the Home Office guidance for the prevention of illegal working. It is unlawful to employ anyone who does not have the right to work in the UK. If we are found employing an illegal worker, a civil penalty of £10,000 per illegal worker can be imposed. It is illegal to knowingly employ an illegal worker and, we could be subjected to an unlimited fine and five years' imprisonment. Failure to comply with the Prevention of Illegal Working Act 2006, will be treated as a disciplinary offence which could be considered an act of gross misconduct. Documents are to be retained for at least two years after individuals have left the employer.

Carrying out checks

The right to work checks will be conducted at the interview stage of the recruitment process. Only original documents will be accepted, and the individual must be present at the point of checking. If the relevant documents have not been checked and verified, the individual will not be permitted to commence their employment with us.

The company shall take reasonable steps to ensure that the person in control of the documents is the rightful holder by:

a) Checking that photographs are consistent with the person presenting them; b) Checking the date of birth is consistent with the person's appearance; c) Checking that visa are still valid; d) Checking UK government endorsements (biometric resident permits, stamps, visa etc) to see if the person is still able to continue with the work being offered. e) There will be a periodic review of the right to work of all workers undertaken by HR, this will include Temporary workers and agency staff.

If the Company are not satisfied that the documents are genuine they have a duty to contact the Home Office. The Company shall take clear copies of all relevant pages of the documents.

In the case of a passport, or other travel documents the Company shall: a) scan or copy any page containing the holder's personal details; b) scan or copy any page containing UK Government endorsements showing that the holder has permission to work in the UK; c) scan or copy all other documents in full including both sides of a biometric residence permit or national identity card.

Acceptable Documents

The Home Office has published detailed guidance regarding the documents that must be checked. The Company will only accept documents included on these lists. Please refer to <https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version#step-1-obtain>.

Documents that fall within List A provides that a worker has a permanent right to work in the UK. Checks conducted correctly before employment begins will establish continuous statutory excuse for the duration of their employment. No further checks need to be conducted on this individual. Documents that fall with List B provides that a worker has a temporary right to work in the UK for a limited period of time. The Company is required to conduct follow-up checks in the same way as the original check. The Company shall keep a record of every document that has been checked this can be a hardcopy or a scanned document which cannot be manually altered. Copies are kept for two years following the termination of employment. The Company shall mark each document with 'the date on which this right to work check was made :[insert date] in order to demonstrate that comprehensive checks have been made.

Conducting an online right to work check

It is not possible to conduct an online right to work check in all circumstances as not all individuals will have an immigration status that can be checked online.

The online checking service supports those who hold:

a) A biometric residence permit; b) A biometric residence card; or c) Status issued under the EU Settlement Scheme

Signed on behalf of Maldon Building Services Ltd.



Ian Freshwater
Director of Health and Safety.
01/03/2024

Review Date: 28/02/2025

Quality Policy Statement

Maldon Building Services Ltd is dedicated to ensure that all of its products and services fully meet the requirements of its customers at all times. The goal of the Organisation is to achieve the highest level of customer satisfaction.

Ian Freshwater has been appointed by the Organisation to have overall responsibility for all quality matters. The implementation of this policy and the associated procedures will be monitored and reviewed to ensure that progress is made against the quality objectives and targets on a regular basis to ensure that they remain current and applicable to the Organisation's activities. This review will be carried out by the Organisations external consultants AM Specialists Group Ltd.

Ian Freshwater and the Senior Management of the Organisation has following consultation with their external consultants AM Specialists Group Ltd, ensured that this policy is appropriate to the nature and scale of the Organisation's activities.

The Organisation believes in the concept of the client and supplier working together in pursuing this policy and in continually striving for improvements in service quality.

This quality policy is based on 3 fundamental principles:

- Ensuring that the Organisation fully identify and conform to the needs of our customers.
- Looking at the service the Organisation provides, identifying the potential for errors and taking the necessary action to eliminate them.
- Ensuring everyone within the Organisation has an understanding of our client requirements and performs their job to the highest standard first time, every time.



The Organisation's objective is to achieve so far as is reasonable practicable, commitment to the highest level of quality:

- The appointment of Ian Freshwater to act as the organisations responsible person on quality issues.
- The appointment of AM Specialists Group Ltd to assist Ian Freshwater, by providing advice, assistance and guidance as required.
- The organisation will provide duties and responsibilities to cover all levels of management and ensure understanding and compliance of this policy.
- Ensuring the policy is communicated or displayed within all areas, including remote locations.
- Providing sufficient resources and allocation of funds to effectively implement this policy.
- Providing a meaningful response to client or supplier feedback, both negative or positive, in a timely way with reparation as necessary
- Having an active system of monitoring that plots trends and patterns as they emerge and communicates them to stakeholders
- Recording incidents in a systematic way with a commitment to continual improvement
- Regularly reviewing the Organisations performance, and setting objectives and targets aimed at improving the organisations quality performance.
- Seeking to continually improve company and management systems, operating practices and cultures in all areas that may lead to improved quality performance.

To ensure that the policy is successfully implemented, Senior Management will be responsible for identifying customer requirements, communicating these requirements to the team and ensuring that the correct procedures are followed to meet those requirements.

Objectives needed to ensure that the requirements of this policy are met and that continual improvement is maintained in line with the spirit of the policy, will be set, determined and monitored at Management Review. The quality policy principles and objectives will be communicated and available to staff at all times. Training will be an integral part of the strategy to achieve the objectives.

Within this Policy we are committed to operating the Organisation under the disciplines and control of a Quality Management System, planned and developed jointly with our other management functions.

All staff within the Organisation are committed to operating continuously to this standard and we will maintain the necessary Quality standards consistent with our customer requirements.

Our Organisation will constantly review and improve on our services to ensure tasks are completed in the most cost effective and timely manner for the benefit of all our customers and clients.

The Organisation shall ensure that all our personnel understand and fully implement the Organisation's policies and objectives and are able to perform their duties effectively through an ongoing training and development programme.

Signed on behalf of Maldon Building Services Ltd.



Ian Freshwater
Responsible person for Quality.
01/03/2024

Review Date: 28/02/2025

Waste Management Policy

It is Maldon Building Services Ltd policy to ensure a high level of commitment to good environmental policies throughout our business activities. It is our intention to develop this policy by minimising the production of waste, through good purchasing practice of materials used throughout the business and reuse and recycle materials whenever practical to do so. To help ensure we give proper consideration to our environmental and waste management responsibilities and to assist in the minimisation of waste and the recycling of materials wherever practical to do so, systems and procedures will be implemented to encourage the recycling of material with a view to minimising the overall levels of waste we produce. All staff are expected to abide by the following procedures and co-operate with management in the execution of this policy.

Reducing, reusing or recycling waste makes sound environmental and economic sense. Maldon Building Services Ltd will pursue these practices with rigour.

Maldon Building Services Ltd will endeavour to:

- Reduce waste through better storage, more efficient material use, and accurate ordering processes.
- Re-use materials on site wherever possible, in line with best practice and in partnership with clients and supply chains.
- Recycle materials using the array of current methods available through thorough use of clearly marked receptacles on all sites, including those of our offices, and when working remotely.
- Keep all sites clean and tidy, with secure, segregated storage used correctly at all times.
- Collaborate within partnerships and supply chains and seek to embed "sustainable thinking" across activities throughout.
- Maintain continual improvement through measurement against policy and performance, evaluation, review, training and procedural change where required.
- Take special care when working with hazardous wastes, complying with all legislation to ensure they are safely stored and disposed of.
- Communicate this policy to our employees and stakeholders.

Signed on behalf of Maldon Building Services Ltd.



Ian Freshwater
Director of Health and Safety.
01/03/2024

Review Date: 28/02/2025

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16 - Mental Health and Wellbeing Policy

Maldon Building Services Ltd has appointed Ian Freshwater to be responsible to ensure this policy remains relevant and appropriate to Maldon Building Services Ltd requirements. Ian Freshwater will monitor / be monitoring the policies effectiveness and report back to Maldon Building Services Ltd any recommended changes. Ian Freshwater will ensure that this policy is enforced through all levels of management and communicated via company induction or toolbox talk.

Maldon Building Services Ltd is committed to ensuring the Mental Health and Wellbeing of all employees. It is recognised that work has an impact on the mental and physical health of employees, and Maldon Building Services Ltd is committed to making that a positive commitment.

Effective employee mental health and physical wellbeing will be achieved by:

- encouraging employees to seek an effective and appropriate work-life balance
- considering requests for career breaks and sabbaticals
- providing medical assistance to employees if considered appropriate
- encouraging employee mental and physical fitness
- promoting dignity at work
- minimising the stressful impacts of work
- managing sickness absence effectively.

Work-life Balance

All employees with at least 26 weeks' continuous service are legally entitled to request flexible working if they have not made a similar request in the past 12 months. Maldon Building Services Ltd will address all requests sympathetically and will try to meet all requests when the needs of the business allow.

Requests to work from home will be given careful consideration. A request will only be allowed if it will not have a negative impact on the smooth operation of the organisation. Employees must note that some jobs can never be successfully carried out from home.

Employees who are allowed to work from home will be expected to attend the workplace as requested by their line manager with reasonable notice. This will allow effective communication, and ensure that the employee does not feel isolated from the work team.

Employees who work part time will be encouraged to attend team briefings. To achieve this, the timing of team briefings will vary to cover the different working patterns of employees.

Requests for Career Breaks and Sabbaticals

A career break is a period of time away from the workplace. This will be for a minimum of one year and a maximum number of years as agreed with the line manager. During the period of a career break, the individual is not an employee of the organisation, but will be kept in touch with what is happening within the organisation through regular updates to facilitate a smooth return to work in the future.

A sabbatical can be for a number of months as agreed with the line manager. During the sabbatical an employee maybe expected to be doing work connected with the organisation. During the sabbatical the individual will remain an employee and continuity of service will continue to accrue. An employee is required to have at least two years' service before requesting a sabbatical.

Requests for a career break or sabbatical must be made in writing to the line manager.

The organisation reserves the right to refuse a request for a career break or sabbatical. The reasons for a refusal will be confirmed in writing to the employee.

Providing Medical Assistance to Employees and Promoting Healthy Options

To promote the mental health and physical wellbeing of all employees, Maldon Building Services Ltd will do the following:

- Encourage or provide private health insurance for all employees or employees within a specific grade. Details of the scheme will be given to the employee in their contract of employment, if a scheme is applicable.
- Encourage or provide access to a confidential counselling service. This service (if provided) is not run by Maldon Building Services Ltd and no information about who has used the service, or why it has been used, is given to Maldon Building Services Ltd.
- Encourage and promote healthy eating and drinking.
- Encourage and support employees trying to give up smoking.

Encouraging Employee Fitness

Maldon Building Services Ltd will encourage employees to exercise and maintain fitness levels. In addition Maldon Building Services Ltd will encourage employees to undertake non-contact team sports.

Promoting Dignity at Work

Maldon Building Services Ltd believes that all employees should be able to work without fear of being harassed or distressed by their colleagues, customers or other contacts in the workplace.

Any employee who feels or is distressed by events at work and believes that their dignity has been violated or they have suffered harassment should talk to their line manager. This will be addressed in confidence. If it is felt that the individual can't talk to their line manager, or it is felt that it would be inappropriate to speak to the line manager employees should speak to a member of the HR department or a member of the management team above the level of their line manager.

The organisation will act promptly to investigate any allegations of unacceptable behaviour in the workplace.

The organisation will support employees in getting over any distress that has been caused.

Employees who harass colleagues, or engage in otherwise upsetting behaviour, could be subject to disciplinary action following an investigation.

Minimising the Stressful Impacts of Work

All job roles can have times when the work is particularly busy, or particularly demanding both mentally and physically. Maldon Building Services Ltd recognises this and will support employees by allowing regular breaks for the employee to rest and recover from these demands.

Employees are not expected to be answering emails from home in the evenings (unless this is part of the role of the employee or manager). If employees find that they are regularly needing to work from home in the evenings (and it is not an agreed part of their job role) they must discuss this with their line manager to try to find a solution.

Maldon Building Services Ltd will always take steps to cover the absence of colleagues, without putting undue demands on other employees.

if employees are struggling to cope with the demands of their job they should discuss this with their line manager or a member of the HR Department.

Managing Sickness Absence Effectively

Employees who are absent due to sickness must adhere to the Company Sickness Absence Procedure.

Employees should not return to work if medical advice is that they are not fit to work.

Employees who have been absent from work for a lengthy period of time will usually be expected to return to work on a phased return programme. This will be agreed between the employee and their line manager.

While an employee is on sickness absence leave their line manager will keep in touch. The purpose of this will be to ensure that key communications are sent to the employee, and to ensure that the employee still feels part of the work team.

Signed on behalf of Maldon Building Services Ltd.



Ian Freshwater
Director of Health and Safety.
01/03/2024

Review Date: 28/02/2025

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Working With COVID-19 Policy

Enforcing this policy

Maldon Building Services Ltd has appointed Ian Freshwater to be responsible to ensure this policy remains relevant and appropriate to Maldon Building Services Ltd requirements.

Ian Freshwater will monitor / be monitoring the policies effectiveness and report back to Maldon Building Services Ltd any recommended changes.

Ian Freshwater will ensure that this policy is enforced through all levels of management and communicated via company induction or toolbox talk.

All management and staff within Maldon Building Services Ltd need to know that when at work there will be the possibility of exposure to Coronavirus and there is a requirement for all to take reasonable personal precautions to minimise the risk of COVID-19 to themselves and others within the company.

Maldon Building Services Ltd regards the health, safety and welfare of its staff, interested parties and customers who may be affected by its activities as being of prime importance.

It will take all reasonable steps to ensure that its activities do not put anyone at significant risk of injury or ill health.

The purpose of this Policy is to provide clear guidance during the coronavirus pandemic and the steps the Company will take to limit the spread of the outbreak.

This Policy applies from 1st May 2020 for such time as the Directors require it to be in place.

Legal position

Maldon Building Services Ltd has specific responsibilities under the Health and Safety at Work etc. Act 1974 and the Control of Substances Hazardous to Health Regulations 2002 (as amended). Our employees may also be subject to action by the authorities arising under the Health Protection (Coronavirus) Regulations 2020.

Management arrangements

The Company recognises the risks associated with coronavirus and will take reasonable steps to ensure that it doesn't put the health, safety and welfare of its staff, interested parties or customers at an unacceptable risk. To achieve this:

- The Company will monitor and act upon the latest official guidance produced by the government and the World Health Organisation. Ian Freshwater will review and publish all relevant sources of guidance to the rest of the Company on a regular basis,
- The Company will work with its suppliers and industry partners to ensure its actions are in line with others in order to promote best practice,
- The Company will provide regular updates which identify the current risk levels and appropriate control measures,
- All management must follow the instruction of the board and other nominated senior management. Failure to do so will be treated as misconduct and Company disciplinary procedures will be implemented,
- All local management to ensure their staff and contractors are aware of the risks and what to do if they believe they have been exposed to coronavirus or may be infected,
- Any functions which can be carried out via remote working will be considered and accommodated where possible.

Where work at our premises can continue:

- The manager overseeing the cleaning of the premises will liaise with staff and/or contractors as applicable to ensure that appropriate routine cleaning, and where needed deep cleaning, arrangements are in place,
- Notices will be displayed describing rules for use of the premises such as the use of hand sanitiser at entrances and social distancing measures,
- If anyone presents themselves for work or to complete their contracted duties and displays signs of illness, they are to be sent home and to stay at home for at least seven days,
- If a staff member reports that someone else in the household has coronavirus symptoms, they are to be instructed to stay at home for at least 10 days, unless they have been double vaccinated. and if they begin to display symptoms themselves, must stay at home for seven days from when the symptoms begin,
- For functions not appropriate for homeworking, staggered shift patterns and other measures will be taken to ensure service standards are maintained as much as possible whilst maintaining social distancing,
- The Company may implement staggered break times to reduce the number of staff in one area at a time, and may permit different start and finish times where this is convenient and helps staff to avoid the busiest times on public transport,
- Measures will be taken to enable social distancing to be maintained between staff and customers,
- The management team will ensure that regular safety checks are carried out and recorded if the person usually in charge of various duties cannot carry them out. These checks include; testing alarm systems, testing emergency lighting, checking fire doors, checking fire extinguishers, water hygiene testing.

Universal measures:

- Statutory sick pay will be paid from day one instead of day four for those employees who need to take time off work due to coronavirus or coronavirus related self-isolation,
- So far as practicable, managers must encourage and enforce the application of the rules described in the "Employee responsibilities" section below,
- The management team will plan to ensure that health, safety and hygiene standards are maintained. Risk assessments will be reviewed to take account of likely changes in the short term, e.g. short staffing, absence of key staff, the need to evacuate premises temporarily and lack of materials. Where work cannot continue safely and with the required standard of emergency back-up, e.g. rescue arrangements, fire safety and first aid, the activity will be stopped until alternative health and safety arrangements can be put in place,
- Where statutory examinations of premises or vehicles fall due in a period when such services are scarce or unavailable, the management will put in place plans consistent with government advice, whether that involves a permitted extension to the due date or, as necessary, ceasing the use of an installation, piece of equipment or vehicle until it can be declared safe and compliant,
- Where all or part of a premises must be temporarily decommissioned, the management will put in place a plan for safely shutting down and subsequent recommissioning,
- The Company will review and amend our other policies as required in line with government guidance and temporary legislation during the pandemic. These policies include but are not limited to: driving policy, working from home policy, lone working policy.

Employee responsibilities

- All staff and contractors are to follow the government's published guidance on hygiene,
- If anyone believes they have symptoms of coronavirus, however mild, they are to self-isolate for the recommended period of time. If they need clinical advice, they should visit NHS 111 online or call 111 if they don't have internet access. In an emergency, they should call 999. In addition, they are to contact their line manager/Company contact,
- If anyone believes they are infected, or infection is confirmed by a medical practitioner, they may not work or complete their contracted duties until they can confirm they no longer present

Employees have a vital role to play in the prevention of coronavirus spreading in the workplace. To achieve this:

- Employees must wash their hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing their nose, or after being in public areas. Hand sanitiser should be used if there is no soap and running water,
- When employees cough or sneeze, they should cover their mouth and nose with a tissue and throw the tissue away immediately, or sneeze into the crook of their elbow if they do not have a tissue. They should then wash their hands or use a hand sanitising gel,
- If staff feel unwell or develop symptoms at work, they should immediately inform their line manager who will send them home. If for any reason the individual cannot leave the premises immediately, they will be required to isolate themselves from other members of staff until they leave,
- If staff have symptoms of coronavirus, however mild, they must stay at home and not leave their house for ten days (if they live alone) from when symptoms started, and arrange a PCR test,
- Staff members with someone in their household with symptoms do not need to self-isolate if they have been fully vaccinated (14 days must have passed since last vaccination), they are under 18 years old, they are taking part in a vaccine trial, they are not able to get vaccinated for medical reasons,
- any staff member with symptoms of coronavirus should arrange to be tested. PCR tests can be booked on the GOV.UK website (<https://www.gov.uk/get-coronavirus-test>)
- Staff should practice social distancing as much as possible,
- Staff must frequently clean and disinfect objects and surfaces that are touched regularly, where they have been instructed to do so, using the materials supplied ,
- Where possible, employees may be asked to work from home, and they are expected to co-operate to make this work. If for any reason this is not possible, employees should discuss this with their employer to reach a sensible compromise,
- Employees should follow government guidance at all times.

Gatherings and meetings

To limit the spread of coronavirus the following steps will be taken to maximise social distancing:

- All meetings will be carried out via video link or conference call where possible,
- Start times and break times may be staggered to avoid overcrowding and enable social distancing to take place,
- Working from home will be instigated where possible,
- Non-essential use of public transport by our staff will be avoided,
- Government social distancing measures will be followed.

Signed on behalf of Maldon Building Services Ltd.



Ian Freshwater
Director of Health and Safety.
01/03/2024

Review Date: 28/02/2025

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Part II

Duties and Responsibilities

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Health and Safety Responsibilities & Duties

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Health and Safety Responsibilities & Duties

Director Responsible for Health and Safety

The Maldon Building Services Ltd Director in charge of Health and Safety, Ian Freshwater, has overall responsibility for the effectiveness and implementation of the Company's Health & Safety Policy. The Director supports the Company Policy and will ensure adequate resources including finances are made available for any and all reasonable Health and Safety measures.

The Director & Senior Managers

The Maldon Building Services Ltd Director(s) and Managers are responsible for ensuring that the Companies Health and Safety Policy and associated procedures are observed throughout the Company's operations.

The Director and Senior Managers are to co-operate with any appointed safety advisors / consultants, or other legally appointed duty holders and any relevant statutory agencies concerning any safety measures required. They must attend (if requested to do so) regular safety meetings with employees and report to their Director or Manager the Company's Health and Safety Performance against the OH&S policy, this in turn should be communicated to the Director responsible for health and safety.

Additionally they are to:

1. Report to their Manager or Director anything they believe is an unsafe issue or practice.
2. Report to their Manager or Director if they believe that they or any of their staff are not competent or require additional training.
3. Plan for or allow staff time to attend required training to increase competency and health & safety awareness.
4. If required to, establish and maintain standards for health, safety, fire and environment within their areas of responsibility.
5. Establish local / area housekeeping standards.
6. Establish machine-guarding standards (if applicable).
7. Establish Inspection and Audit frequencies to be undertaken by subordinate Managers or Supervisors.
8. Audit their areas of responsibility regularly against established standards or check sheets.
9. Take necessary action to correct unsafe practices and eliminate potential hazards.
10. Review actions taken against employees for misconduct, carelessness and deliberate unsafe practices.
11. Review prepared reports on incidents, accidents, dangerous occurrences and near misses to determine and implement corrective actions required. Forwarding Accident Reports to Health and Safety team and Head Office for review.
12. Develop and review proactive health, safety, fire and environmental programmes to eliminate or reduce unsafe acts and conditions.

For guidance on action to be taken in the event of an accident, incident or near miss contact AM Specialists Group Ltd immediately.

Specific Health and Safety Duties: Fire Responsible Person

There may be one or more responsible persons, if more than one they must work together. Specific requirements will be determined by a specific fire safety assessment. In addition they must:

1. Carry out a fire risk assessment of the premises and review it regularly.
2. Tell staff or their representatives about the risks identified.
3. Put in place, and maintain, appropriate fire safety measures.
4. Plan for an emergency.
5. Provide staff information, fire safety instruction and training.

Premises Controller

The premises controller has control of premises used by people as a place of work and a responsibility to maintain and repair the premises and ensure it is safe to use as a workplace. They must:

1. Identify foreseeable hazards affecting the health and safety of any person accessing, using or egressing the premises.
2. Assess risks arising from the hazards identified.
3. Eliminate or control risks.
4. Review risk assessments and control measures.
5. Provide information which enable other persons to fulfil their health and safety responsibilities, which may include access to the Asbestos Survey, Fire Risk Assessment, Legionella Risk Assessment etc.

Junior Managers and Supervisors

Maldon Building Services Ltd Junior Managers and Supervisors are the primary resource in implementing and controlling the OH&S policies and procedures. Reporting to their line manager, they are to organise those employees who work under their control so that it is undertaken to the required standard with hazards identified, risks controlled and their people knowledgeable with the relevant safety method statements, risk and CoSHH assessments. Additionally they:

1. Administer and support the Company health, safety, fire and environment rules, standards and procedures.
2. Bring to the attention of their line manager, health and safety consultant or the Director responsible for health and safety, as soon as is practicable, any issue they believe to be an uncontrolled significant hazard or risk.
3. Provide new and transferred employees with appropriate training, information and instruction for whom they are responsible before putting them to work.
4. Inform all employees of local safety rules and regulations.
5. Consider the health and safety of everyone on the premises who may need protecting from potential hazards, including specific requirements of people with disabilities or change to a person's requirements, like pregnancy.
6. Enforce established local housekeeping standards.
7. Maintain established machinery and equipment guarding standards.
8. Inspect and audit their areas of responsibility against a set frequency and takes action necessary to correct unsafe practices and eliminate potential hazards.
9. Stop immediately any and all; Employees, Managers, Directors, Contractors or Visitors, found either working in an unsafe manner or entering an area without the correct authorisation or personal protective equipment (PPE). This situation must be reported to their line manager as soon as is practicable following.
10. Warn and reprimand employees for misconduct and careless and deliberate unsafe practices.
11. Investigate or assist with any investigation and prepare reports on incidents, accidents, dangerous occurrences and near misses as laid down in Company procedures.
12. Participate in Departmental induction of new employees (if required).
13. Commend personnel who, by their action or initiative, eliminate hazards.
14. Ensure that welfare facilities are satisfactory and adequately maintained.
15. Undertake regular toolbox talks and refresher training on relevant subjects as work proceeds.
16. Ensure that equipment under their control is regularly checked for defects with repairs dealt with promptly and ensure that thorough examinations are up to date and / or undertaken in a timely manner. All defects are to be reported (if supplied by Maldon Building Services Ltd to the Site Maintenance Manager, if supplied by a hire company back to that hire company).
17. Ensure that people under their control are equipped with and wear appropriate personal protective equipment and safety clothing where required.
18. Ensure that where PPE is provided that the person receiving the PPE is trained to use, store and inspect it.
19. Ensure that persons under their control follow / work to agreed systems. If this is not

Specific Health and Safety Duties: First Aiders

Every workplace needs to have appointed first-aiders. The number depends on specific workplace risks and the type of injuries that may occur. The specific requirements for each workplace will be determined by a specific first aid needs assessment.

Specific Health and Safety Duties: Fire Marshall / Wardens

Every workplace must have appointed Fire Wardens with specific requirements for each workplace determined by a specific Fire Risk Assessment. In an emergency situation they must:

1. Assist in evacuation, checking disabled safe refuges for anyone awaiting evacuation.
2. Perform a sweep of the designated area and be the last to leave.
3. Appropriate to the risks and if trained in extinguisher use – first aid firefighting.
4. If safe, ensure doors and windows are closed as the building is evacuated.
5. Co-ordinate the roll call together with the person in charge of the assembly point.
6. Liaise with the fire and rescue service. They will also have general regular duties, ensuring:
 - Fire doors are not being propped open.
 - Escape routes are free from obstruction.
 - Corridors and passages are kept free of combustible materials or any stored items.
 - Fire extinguishers are correctly sited, work and are in date.
 - All signage for doors and extinguishers is clear and correctly placed.
 - Fire alarms can be heard in all rooms (including those with noisy machinery).
 - Arson risk areas are checked.
 - Escape signs are in place and emergency lighting works.
 - Outdoor areas have a clear, well-lit route to the clearly identified assembly point.
 - All electrical wiring, plugs, sockets are in good order, tested and not overloaded or trialling.

Employees / Contractors / Sub Contractors

Health and safety is not exclusively the responsibility of management alone. Every employee, contractor and sub contractor is responsible for observing the Company's OH&S policy and all associated and related office / work procedures.

Employees and contractors are hereby reminded of their obligations under the Health and Safety at Work etc. Act 1974 Section 7 & 8:

"It shall be the duty of every employee whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. With regard to any duty or requirement imposed on their employer, or any other person by or under any of the relevant statutory provisions, they are to co-operate so far as it is necessary to enable that duty or requirement is performed or complied with. No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare."

Employee's must:

1. Observe the Company's and Statutory health and safety rules and regulations at all times.
2. Fulfil their legal duty to take reasonable care for the health and safety of themselves and their fellow workers.
3. Report to their supervisor or line manager, potential hazards, unsafe conditions, practices, accidents and near misses.
4. Co-operate and consult with the Company Management in efforts to improve health, safety, fire and environmental standards.
5. Properly use protective equipment and clothing provided in compliance with Company Policy and Statutory requirements.
6. Wear all appropriate safety clothing / equipment as and when required by the safe system of work.
7. Report to their line manager any PPE that is defective or requires replacement

8. Practice and apply established good housekeeping standards in all areas.
9. Report to their immediate supervisor all incidents / accidents, potential hazards, defects and unsafe conditions as soon as is reasonably practicable.
10. Read and understand the safe system of work, operating procedures, risk assessment and CoSHH assessments written and that are applicable to the tasks they are undertaking. They are to undertake their work in the given designated area. If there is any doubt as to what is required they are expected to ask their Supervisor for explanation.
11. Only operate Plant / Equipment for which they have been thoroughly trained on and authorised to do so.
12. Defects in plant/equipment and tools should be reported immediately to their Supervisor.
13. They are not to use unsafe defective plant/equipment until it has been put back in good safe condition. They are not attempt to repair or maintain plant and equipment unless they have been properly trained and authorised to do so.

Safety Officer / Consultant

Regulation 7 of MHSWR 1999 requires employers to appoint one or more competent persons to assist in undertaking measures required by health and safety legislation. Where a Safety Officer / Consultancy have been appointed they are, when requested, to assist and advise Maldon Building Services Ltd management on the preparation and review of the Company's OH&S Policy and associated procedural documentation, as well as on relevant legislation, Codes of Practice and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.

They will undertake inspections, audits and safety reviews of the workplace and its operations, workshops and accommodation, the safety and health performance of employees and provide regular feedback on such inspections and other monitoring activities to the Senior Management.

They will prepare statistical analysis of incidents / accidents and identify their causation classification, and provide recommendations on preventative measures.

They will assist Managers in accident investigations and reports on major injuries, notifiable dangerous occurrences, serious occupational ill-health, other accidents and incidents. They will attend and report on legal proceedings in which Maldon Building Services Ltd and / or others may be involved.

Safety Officer / Consultancies will promote good working relations with the Health and Safety Executive and other enforcing Authorities and endeavour, with the co-operation of Management, compliance with current Legislation.

For the purposes of this Health & Safety Policy **AM Specialists Group Ltd** have been engaged to undertake the role of safety consultants to Maldon Building Services Ltd.

Visitors and others who attend Maldon Building Services Ltd works / premises.

All visitors etc. must observe the Company's health and safety rules and the instructions given by persons enforcing the Company's Health and Safety Policy.

Visitors etc. must liaise with the Company representative inviting them on site before starting work on any of the Company's premises.

Visitors etc. must not interfere with or misuse anything provided in the interest of health, safety and welfare.

Summary

Employers shoulder the most responsibility for health, safety and welfare. HSE states that:

"It is an employer's duty to protect the health, safety and welfare of their employees and other people

Employees share some workplace health and safety responsibilities with their employer. HSE clarifies:

“workers have a duty to take care of their own health and safety and that of others who may be affected by [their] actions at work.”

All persons in the workplace have health and safety responsibilities. They must cooperate with the employer and employees to help everyone meet their legal requirements and stay safe in the workplace.

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Part III

Workplace Procedures

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Foreword

Below is a list of all sections that form the H&S Workplace Procedures Section; following a review of Maldon Building Services Ltd procedures some sections of have been deemed unnecessary to the company. The sections included have been marked with a tick in the following index. (Note: if any more sections below are deemed to be needed before the set review date contact AM Safety Specialists Ltd to arrange inclusion into this Policy)

Date of Review	Date of next Review	Review undertaken by:
16th March 2021	15th March 2022	AM Safety Specialists Ltd.
1st March 2022	28th February 2023	AM Safety Specialists Ltd.
13th January 2023	12th January 2024	AM Safety Specialists Ltd.
8th March 2023	29th February 2024	AM Safety Specialists Ltd.
1st March 2024	28th February 2025	AM Safety Specialists Ltd.

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1 - Accident Reporting Procedure

Enforcing this procedure

Maldon Building Services Ltd has appointed Ian Freshwater to be responsible to ensure this procedure remains relevant and appropriate to Maldon Building Services Ltd requirements.

Ian Freshwater will monitor/ be monitoring the procedures effectiveness and report back to Maldon Building Services Ltd any recommended changes.

Ian Freshwater will ensure that this procedure is enforced through all levels of management and communicated via company induction or toolbox talk.

Activity

The term "accident" can be defined as an unplanned event that interrupts the completion of an activity, and that may (or may not) include injury or property damage.

An incident usually refers to an unexpected event that did not cause injury or damage this time but had the potential. "Near miss" or "dangerous occurrences" are also terms for an event that could have caused harm but did not.

The term incident is used in some situations to cover both an "accident" and "incident". It is argued that the word "accident" implies that the event was related to fate or chance. When the root cause is determined, it is usually found that many events were predictable and could have been prevented if the right actions were taken -- making the event not one of fate or chance (thus, the word incident is used). For simplicity, we will use the term accident to mean all of the above events.

Maldon Building Services Ltd has implemented the following procedure to ensure that accidents and incidents are investigated and reported to the relevant authorities in a timely manner.

Definitions:

A "**Near Miss**" A near miss (close call) is an undesired event that under slightly different circumstances could have resulted in harm to people, damage to equipment or loss to process or property.

An "**Accident**" is any unplanned, unwanted event that results in injury or ill-health to people, or damage to equipment, property or materials or where loss has occurred.

The term Accident can be further broken down into the following definitions:

Minor injury: An 'accident' that results in a injury requiring either simple first aid treatment e.g. a plaster or hospital treatment e.g. Lacerations, contusions, puncture wounds, friction wounds, sprains, minor burns or scalds and other miscellaneous injuries requiring 1st Aid only but may result in the injured party incurring lost time of up to seven days not including the day of the accident.

Over 7 day Reportable injury: An accident that causes the injured party to being incapacitated for more than seven consecutive days (not counting the day of the accident but including weekends and rest days).

A Specified Injury (as defined by Regulation 4) is an accident that falls within the following

- Any bone fracture diagnosed by a registered medical practitioner, other than to a finger, thumb or toe.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Any injury diagnosed by a registered medical practitioner as being likely to cause permanent blinding or reduction in sight in one or both eyes.
- Any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen.

Any burn injury (including scalding) which-

(i) Covers more than 10% of the whole body's total surface area; or.

(ii) Causes significant damage to the eyes, respiratory system or other vital organs.

- Any degree of scalping requiring hospital treatment.
- Loss of consciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space which-

(i) Leads to hypothermia or heat-induced illness; or

(ii) Requires resuscitation or admittance to hospital for more than 24 hours.

Maldon Building Services Ltd can no longer email, post or fax incidents to the HSE. There are online forms that need to be filled in at www.hse.gov. The HSE will still accept calls for Fatalities and major Incidents by phone on 0845 300 9923 but all other methods have ceased.

Death. Of an employee or other person e.g. contractor, member of the public etc as an immediate result in of a dangerous occurrence, or major reportable injury.

Additionally where an employee, as a result of an accident at work, has suffered an injury reportable under regulation 3 which is a cause of his death within one year of the date of that accident, the employer shall inform the relevant enforcing authority in writing of the death as soon as it comes to his knowledge, whether or not the accident has been reported.

All injuries no matter how slight should be recorded in the Companies Accident book.

Control Procedures

The accident investigation process will involve the following steps:

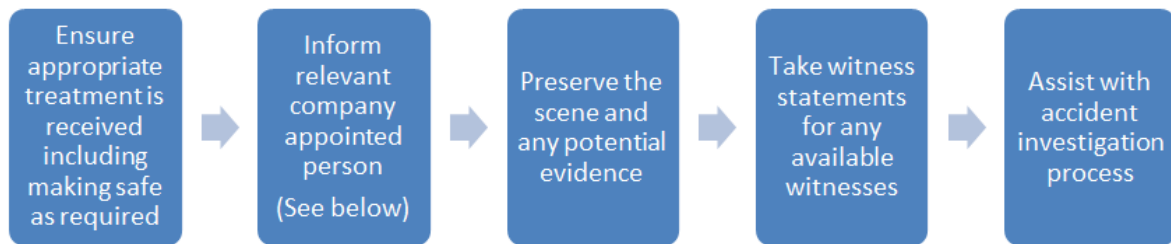
1. Report the accident occurrence to a designated person within the organization.
2. Provide first aid and medical care to injured person(s) and prevent further injuries or damage
3. Investigate the accident
4. Identify the causes
5. Report the findings
6. Develop a plan for corrective action
7. Implement the plan
8. Evaluate the effectiveness of the corrective action
9. Make changes for continuous improvement

As little time as possible should be lost between the moment of an accident or near miss and the beginning of the investigation. In this way, the investigator is most likely to be able to observe the conditions as they were at the time, prevent disturbance of evidence, and identify witnesses. The tools that members of the investigating team may need (pencil, paper, camera, film, camera flash, tape measure, etc.) should be immediately available so that no time is wasted.

Procedural Controls

Injured workers(s)

The most important immediate tasks - rescue operations, medical treatment of the injured, and prevention of further injuries - have priority and others must not interfere with these activities. When these matters are under control, the investigators can start their work.



Accident Action Chart

Type of Incident	Action to Take	Action By
Near Miss	Maldon Building Services Ltd Employee to contact Site Supervisor on: Tel No: 01621 828251 AM Specialists Group Ltd: 01376333661	Site Supervisor: - Investigates Near Miss Incident. - Determines and implements Corrective Action. - Completes Near miss form. - Informs Safety Manager at Head Office by telephone. - Informs Site Principal Contractor of incident. N.B. Safety Representatives may be present during incident investigation.
Minor Injury	Maldon Building Services Ltd Employee contacts Site First Aider for immediate treatment, and completes initial accident report form. First Aider reports Injury to Site Supervisor. Tel No: 01621 828251 AM Specialists Group Ltd: 01376333661	Site Supervisor: - Investigates Injury Incident. - Determines and implements Corrective Action. - Completes accident form. - Informs Safety Manager at Head Office by telephone. - Informs Site Principal Contractor of accident. - Checks that employee returns to work the following shift - Should employee fail to attend work after seven days absence implements 'over 7 day reportable injury actions and calls in Safety Advisor to carry out Accident investigation. N.B. Safety Representatives may be present during incident investigation.

Over 7 day Reportable Injury	Maldon Building Services Ltd Site Supervisor contacts Safety Manager at Head Office by telephone. Tel No: 01621 828251 AM Specialists Group Ltd: 01376333661	Safety Manager: N.B. Safety Representatives may be present during incident investigation. - Investigates Reportable Injury Incident. - Completes Accident form entry. - Completes Company internal accident investigation report. - Determines and implements Corrective Actions. - Informs Site Principal Contractor of reportable accident. - Within 15 working days completes F2508 and sends to HSE.
Specified Reportable Injury	Maldon Building Services Ltd Site Supervisor immediately contacts Safety Manager at Head Office by telephone. Tel No: 01621 828251 Informs AM Specialists Group Ltd: 01376333661 Site Supervisor: - Barriers off area surrounding incident / accident and await attendance by Safety Manager. - Informs Site Principal Contractor of reportable accident.	Safety Manager to inform Operations Director of Incident: Safety Manager/Advisor to attend site: Health & Safety Advisor to: - N.B. Safety Representatives may be present during incident investigation. - AM Specialists Group Ltd informs ICC by filling the forms at the web site www.hse.gov or via email. - Investigates Major Reportable Injury Incident. - Completes accident form. - Determines and implements Corrective Actions. - AM Specialists Group Ltd completes F2508 and sends to HSE.
Death	Maldon Building Services Ltd Site Supervisor immediately contacts Safety Manager at Head Office by telephone. Site Supervisor: - Barriers off area surrounding incident / accident and await attendance by Safety Manager, Operations Director and local area HSE officer. - Informs Site Principal Contractor of workplace death.	Safety Manager to inform Operations Director of Incident: Safety Manager and Operations Manager to attend site: Safety Manager/Advisor N.B. Safety Representatives may be present during incident investigation. Informs local HSE area office by filling the forms at the web site www.hse.gov or via email Commence Investigation of workplace death. Completes accident form. AM Specialists Group Ltd completes F2508

Accident Investigation Process

When accidents are investigated, the emphasis should be concentrated on finding the root cause of the accident rather than the investigation procedure itself, this will ensure there is a focus on ways to prevent it from happening again. The purpose is to find facts that can lead to actions, not to find fault. Always look for deeper causes. For a complete accident investigation process - **Do not simply record the steps of the event**.

Reasons to investigate a workplace accident include:

- Most importantly, to find out the cause of accidents and to prevent similar accidents in the future
- To fulfil any legal requirements
- To determine the cost of an accident
- To determine compliance with applicable safety regulations
- To process workers' compensation claims

Incidents that involve no injury or property damage should still be investigated to determine the hazards that should be corrected. The same principles apply to a quick inquiry of a minor incident and to the more formal investigation of a serious event.

Accident Investigation Team

The lead investigator is someone experienced in accident causation, experienced in investigative techniques, fully knowledgeable of the work processes, procedures, persons, and industrial relations environment of a particular situation.

Accident investigations should be conducted jointly, with both management and employees represented. In most cases, the immediate supervisor should help investigate the event. Other members of the team can include:

- Employees with knowledge of the work
- Safety officer
- Health and safety committee
- Union representative, if applicable
- Employees with experience in investigations
- "Outside" expert
- Representative from local government (Where applicable)

Site management involvement

The advantage is that the supervisor or site manager is likely to know most about the work and persons involved and the current conditions. Furthermore, the supervisor can usually take immediate remedial action.



PART 1 - Establish WHAT happened

Collection of facts and evidence

Before attempting to gather information, the accident investigator must examine the site for a quick overview, take steps to preserve evidence, and identify all witnesses. In some cases (such as serious site accidents) an accident site must not be disturbed without prior approval from appropriate officials such as the coroner, HSE inspector, or police. Physical evidence is probably the most non-controversial information available. It is also subject to rapid change or obliteration; therefore, it should be the first to be recorded. Based on the investigator's knowledge of the work process, the investigator will check items such as:

- Positions of injured workers & works being conducted around the area
- Equipment being used directly involved and by others working nearby
- Materials or chemicals being used directly involved and by others working nearby
- Safety devices in use
- Position of appropriate guards
- Position of controls of machinery
- Damage to equipment
- Housekeeping of area
- Weather conditions at the time of accident
- Lighting levels of the workplace / area
- Noise levels
- Time of day

Ensure to take photographs before anything is moved, both of the general area and specific items. Later careful study of these may reveal conditions or observations missed previously. Sketches of the accident scene based on measurements taken may also help in subsequent analysis and will clarify any written reports.

Broken equipment, debris, and samples of materials involved may be removed for further analysis by appropriate experts. Even if photographs are taken, written notes about the location of these items at the accident scene should be prepared.

Eyewitness Accounts

Although there may be occasions when it is not possible to do so, every effort should be made to interview witnesses. In some situations witnesses may be the primary source of information.

Witnesses may be under severe emotional stress or afraid to be completely open for fear of recrimination, interviewing witnesses is probably the hardest task facing an investigator.

Witnesses should be kept apart and interviewed as soon as possible after the accident. If witnesses have an opportunity to discuss the event among themselves, individual perceptions may be lost in the normal process of accepting a consensus view where doubt exists about the facts.

Witnesses should be interviewed alone, rather than in a group. The investigator may decide to interview a witness at the scene of the accident where it is easier to establish the positions of each person involved and to obtain a description of the events. On the other hand, it may be preferable to carry out interviews in a quiet office where there will be fewer distractions. The decision may depend in part on the nature of the accident and the mental state of the witnesses.

Interviewing

The purpose of the interview is to establish an understanding with the witness and to obtain his or her own words describing the event:

DO...

- put the witness, who is probably upset, at ease - emphasise the real reason for the investigation, to determine what happened and why
- let the witness talk, listen & confirm that you have the statement correct
- try to sense any underlying feelings of the witness
- make short notes or ask someone else on the team to take them during the interview
- ask if it is okay to record the interview, if you are doing so
- close on a positive note

DO NOT...

- intimidate the witness
- interrupt
- prompt
- ask leading questions
- show your own emotions
- jump to conclusions

Ask open-ended questions that cannot be answered by simply "yes" or "no". The actual questions the investigator will ask the witness will naturally vary with each accident, but there are some general questions that should be asked each time:

- Where were you at the time of the accident?
- What were you doing at the time?
- What did you see, hear?
- What were the environmental conditions (weather, light, noise, etc.) at the time?
- What was (were) the injured worker(s) doing at the time?
- In your opinion, what caused the accident?
- How might similar accidents be prevented in the future?

If the investigator was not at the scene at the time of the accident, asking questions is a straightforward approach to establishing what happened. Obviously, care must be taken to assess the credibility of any statements made in the interviews. Answers to a first few questions will generally show how well the witness could actually observe what happened.

Another technique sometimes used to determine the sequence of events is to re-enact or replay them as they happened. Obviously, great care must be taken so that further injury or damage does not occur. A witness (usually the injured worker) is asked to re-enact in slow motion the actions that preceded the accident.

Background Information

A third, and often an overlooked source of information, can be found in documents such as technical data sheets, health and safety meeting or committee minutes, site inspection reports, company policies, maintenance reports, past accident reports, formalised safe-work procedures, and training reports. Any pertinent information should be studied to see what might have happened, and what changes might be recommended to prevent recurrence of similar accidents.

PART 2 - Establish WHY the accident happened

At this stage of the investigation most of the facts about what happened and how it happened should be known. This has taken considerable effort to accomplish but it represents only the first half of the objective. Now the key question - why did it happen? In order to prevent recurrences of similar accidents, the investigators must find all possible answers to this question.

The accident investigator has to keep an open mind to all possibilities and look for all pertinent facts. There may still be gaps in the understanding of the sequence of events that resulted in the accident.

In order for a complete accident investigation there will be a need to re-interview some witnesses to fill these gaps in the knowledge.

When the analysis is complete, write down a step-by-step account of what happened (conclusions) working back from the moment of the accident, listing all possible causes at each step. This is not extra work: it is a draft for part of the final report. Each conclusion should be checked to see if:

- It is supported by evidence
- The evidence is direct (physical or documentary) or based on eyewitness accounts, or
- The evidence is based on assumption.

This list serves as a final check on discrepancies that should be explained or eliminated.

Root Cause Analysis

It is necessary to examine the underlying factors in the chain of events that ends in the accident. The important point is that even in the most seemingly straightforward accidents, **seldom, if ever, is there only a single cause.**

When conducting root cause analysis the investigation team must look at the following:

1.Task

- Was a safe work procedure used?
- Had conditions changed to make the normal procedure unsafe?
- Were the appropriate tools and materials available?
- Were they used?
- Were safety devices working properly?
- Was lockout used when necessary?

For most of these questions, an important follow-up question is "If not, why not?"

2. Material

To seek out possible causes resulting from the equipment and materials used, investigators might ask:

- Was there an equipment failure?
- What caused it to fail?
- Was the machinery poorly designed?
- Were hazardous substances involved?
- Were they clearly identified?
- Was a less hazardous alternative substance possible and available?
- Was the raw material substandard in some way?
- Should personal protective equipment (PPE) have been used? Was the PPE used?
- Were users of PPE properly trained?

Again, each time the answer reveals an unsafe condition, the investigator must ask why this situation was allowed to exist.

3. Environment

The physical environment, and especially sudden changes to that environment, are factors that need to be identified. The situation at the time of the accident is what is important, not what the "usual" conditions were. For example, accident investigators may want to know:

- What were the weather conditions?
- Was poor housekeeping a problem?
- Was it too hot or too cold?
- Was noise a problem?
- Was there adequate light?
- Were toxic or hazardous gases, dusts, or fumes present?

4. Personnel

The physical and mental condition of those individuals directly involved in the event must be explored. The purpose for investigating the accident is not to establish blame against someone but the inquiry will not be complete unless personal characteristics are considered. Some factors will remain essentially constant while others may vary from day to day:

- Were workers experienced in the work being done?
- Had they been adequately trained?
- Can they physically do the work?
- What was the status of their health?
- Were they tired?
- Were they under stress (work or personal)?

5. Management

Management holds the legal responsibility for the safety of the workplace and therefore the role of supervisors and higher management and the role or presence of management systems must always be considered in an accident investigation. Failures of management systems are often found to be direct or indirect factors in accidents. Ask questions such as:

- Were safety rules communicated to and understood by all employees?
- Were written procedures and orientation available?
- Were they being enforced?
- Was there adequate supervision?
- Were workers trained to do the work?
- Had hazards been previously identified?
- Had procedures been developed to overcome them?
- Were unsafe conditions corrected?
- Was regular maintenance of equipment carried out?
- Were regular safety inspections carried out?

PART 3 - Recommendations

The most important final step is to come up with a set of well-considered recommendations designed to prevent recurrences of similar accidents. Once the accident investigation team is knowledgeable about the work processes involved and the overall situation in the organisation, it should not be too difficult to come up with realistic recommendations. Recommendations should:

- Be specific
- Be constructive
- Get at root causes
- Identify contributing factors

Resist the temptation to make only general recommendations to save time and effort.

Never make recommendations about disciplining a person or persons who may have been at fault. This would not only be counterproductive to the real purpose of the investigation, but it would jeopardize the chances for a free flow of information in future accident investigations.

In the unlikely event that the accident investigation team have not been able to determine the causes of an accident with any certainty, they will probably still have uncovered safety weaknesses in the operation. It is appropriate that recommendations be made to correct these deficiencies.

PART 4 - The Accident Investigation Report

The previously prepared draft of the sequence of events can now be used to describe what happened. Remember that readers of the report do not have the intimate knowledge of the accident that the accident investigation team has so the report must include all pertinent detail.

Photographs and diagrams may save many words of description. Identify clearly where evidence is based on certain facts, eyewitness accounts, or assumptions.

If doubt exists about any particular part, say so. The reasons for the conclusions should be stated and followed by the recommendations.

Always communicate the findings with workers, supervisors and management. Present your information 'in context' so everyone understands how the accident occurred and the actions in place to prevent it from happening again.

Human Error

If a thorough workplace accident investigation reveals that some person or persons among management, supervisor, and the workers were apparently at fault, then this fact should be pointed out. **The intention here is to remedy the situation, not to discipline an individual.**

Failing to point out human failings that contributed to an accident will not only downgrade the quality of the investigation. Furthermore, it will also allow future accidents to happen from similar causes because they have not been addressed.

However never make recommendations about disciplining anyone who may be at fault. Any disciplinary steps should be done within the normal personnel procedures.

Follow up Actions

Senior Management are responsible for acting on the recommendations in the accident investigation report. The health and safety committee (if applicable) can monitor the progress of these actions. Follow-up actions include:

- Respond to the recommendations in the report by explaining what can and cannot be done (and why or why not).
- Develop a timetable for corrective actions.
- Monitor that the scheduled actions have been completed.
- Check the condition of injured worker(s).
- Inform and train other workers at risk.
- Re-induct the worker(s) on their return to work.

Legislation

[The Reporting of Injuries, Diseases & Dangerous Occurrences Regs. \(RIDDOR\) 2013 \(as amended\).](#)

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2 - Adhesives

Adhesives are substances used for bonding two similar or dissimilar materials. This procedure outlines general hazards, first aid, emergency actions and control measures. It is important to note that [The Control of Substances Hazardous to Health Regulations \(CoSHH\) 2002 \(as amended\)](#) and guidelines for each individual adhesive must be adhered to at all times. In addition to the guidelines identified within [The Control of Substances Hazardous to Health Regulations \(CoSHH\) 2002 \(as amended\)](#), a CoSHH Assessment needs to be undertaken if the adhesive is harmful to health.

Hazards and control measures

1. Skin contact

- Dermatitic effect - Repeated skin contact with certain adhesives may cause irritation or possibly dermatitis. Certain solvents may also act as systemic poisons if absorbed through skin, or cause sensitization (allergy).
- Skin bonding - Adhesives are capable of bonding skin quickly and rapidly.
- Burns - Hot melt adhesives are capable of causing severe burns, and cement based adhesives are alkaline when mixed with water and can burn sensitive skin.

Contact with skin should be avoided wherever possible and appropriate PPE should be observed at all times. Splash resistant gloves should be worn for general work and 0.2mm thick single use nitrile gloves are acceptable. Refer to the CoSHH Assessment for the type of glove to be used.

2. Eye contact

- Adhesives may cause irritation to eyes or even permanent damage.

Appropriate PPE must be worn at all times to prevent eye contact. Refer to the CoSHH Assessment for the type of eye protection to be used.

3. Inhalation

- Vapours from adhesives are often harmful and inhalation of higher concentrations can cause nausea, headaches, dizziness, unconsciousness or even death. Repeated and prolonged inhalation even of low vapour concentrations can cause serious long term effects on health.
- Hot melt adhesives - When grossly overheated decomposition products may be irritant or toxic.
- Glue sniffing - Adhesives or even empty adhesive containers may be used for this malpractice which can cause serious damage to health.
- Occupational asthma - Isocyanates and the fumes and dust arising from certain hardeners are recognized as agents which can cause occupational asthma.

When working with adhesives, maintain as low a concentration as possible by work arrangements. Provide adequate ventilation and observe appropriate PPE. Heating equipment for adhesives should be equipped with thermal cut-outs and be designed to avoid "hot spots". Stocks of adhesives must be controlled and both full and empty containers must be securely stored. Refer to the CoSHH Assessment for the type of respiratory protection to be used. If respiratory protection is required a fit test should be carried out by a competent person.

4. Ingestion

- Accidental ingestion may cause irritation of throat, mouth and digestive tract. Certain adhesives may also contain fungicide which can be harmful.

Ingestion of adhesives is to be avoided at all times. Appropriate sanitary / hygiene procedures must be maintained and proper PPE is to be observed.

5. Fire / Explosion

- Vapours of flammable and highly flammable adhesives may form explosive mixtures with air. A heavier-than-air mixture may travel considerable distances along the ground. Non flammable adhesives may be prone to decomposing to form a toxic by-product when exposed to heat sources.
- Some adhesives in powder form can present an explosive danger if the dust/air ratio falls within explosive limits.

Sources of heat and ignition should be kept away from adhesives at all times. It must be noted that flammable solvent vapour in a high enough concentration can be ignited by electrical sparks such as those from electrical switches, motors or static discharges. It is important to utilize proper ventilation to prevent this and to earth plant such as mixers and applicators. Ventilation ducts must be regularly inspected and cleaned to prevent build up of condensate which could pose a fire hazard.

First Aid

1. Skin contact - Drench the skin immediately with water and remove contaminated clothing. Clear contaminated skin with appropriate cleanser and then wash with soap and water. Do not attempt to separate bonded skin by pulling. In most cases bonded skin can be separated by soaking in warm water and rolling the two surfaces slowly against one another. If any reactions occur, or if in doubt obtain medical advice.
2. Eye contact - Irrigate with water or eye wash fluid for 10-15 minutes and seek medical assistance.
3. Inhalation - Removed affected person(s) to fresh air and keep warm and at rest. Give artificial respiration if breathing stops and obtain medical assistance.
4. Ingestion - **DO NOT** induce vomiting and obtain medical assistance.

Fire

Always look to the CoSHH assessment for information on the correct type of first action fire fighting equipment. Foam, dry powder or carbon dioxide extinguishers may be the most appropriate to be used to fight a fire. **DO NOT** use water; this may cause the adhesive to spread along the top of the water.

Storage

Containers of adhesives are to be stored in accordance with current UK legislation and conform to details in CoSHH assessments.

Spillages and Disposal

Spillages of adhesives are to be contained using inert, non-combustible materials such as earth or sand. Sawdust is NOT to be used. For solvent borne adhesives the total area should be covered with a blanket of foam or another proprietary substance to restrict the evaporation of vapour. The absorbent material should be removed, stored and disposed of in accordance with the relevant regulations. Waste material from adhesive work must be handled in the same manner as the adhesive itself. Emptied containers of all solvent borne adhesives must be either sealed or placed into a larger container, which is then itself sealed. It must be labelled, stored and disposed of according to regulations covering the appropriate class of adhesives pending disposal. Please adhere strictly to details provided for the adhesives in their CoSHH assessments.

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3 - Asbestos

The objective of this procedure is to prevent employees and any other persons who could be affected by the Company operations being exposed to asbestos where it is present or by operations which involve disturbing or working with asbestos.

Introduction

Asbestos is the generic term used to describe a group of naturally occurring fibrous silicates.

The three main types of asbestos used / found are:-

CHRYSOTILE commonly known as 'white' asbestos.

CROCIDOLITE commonly known as 'blue' asbestos.

AMOSITE and MYSORITE commonly known as 'brown' asbestos.

NOTE: - **Colour** must not be relied upon for positive identification.

Chrysotile is a magnesium silicate. Its fibres are soft and can be spun and woven to make clothes and tape or as a filler or reinforcement in tiles, slates, roofing felts millboard etc.

Amosite is an iron-magnesium silicate whose fibres are long and harsh. It is mainly used for insulation and building products.

Crocidolite is a sodium-iron silicate. It was used widely before 1970 for spray and other types of application to structural steelwork to give increased fire resistance and to wall and roof surfaces for noise and heat insulation and the control of condensation.

Crocidolite 'blue', Amosite and Mysorite 'brown' asbestos have been prohibited in the manufacture of new materials under [The Control of Asbestos Regulations 2012](#), but may still be found in many old buildings and plant prior to 1978. Although there can be no guarantee that 'blue' and 'brown' asbestos will not be found in more recent applications.

Exposure to asbestos dust can result in asbestosis, a disease of the lungs due to the inhalation of asbestos particles. Lung Cancer, Mesothelioma Cancer and Laryngeal Cancer are other diseases that can be suffered from after contact with asbestos dust.

If asbestos is found or suspected at the workplace where it is likely to be disturbed, then it must be analysed by a competent and qualified Company. They will determine the type of asbestos present which once identified suitable precautionary arrangements can be made.

Only properly trained, competent and licensed persons are allowed to disturb or work with asbestos. Companies must be Licensed Contractors when working with 'Brown' - Amosite or Mysorite, or 'Blue' - Crocidolite asbestos. Such works undertaken with Asbestos must be carried out in accordance with all current Asbestos Regulations, Approved Codes of Practices and British Standards.

Compliance with Safety Standards

Management have a duty to ensure that employees, who may be required to work in areas where asbestos could be present, receive Safety Awareness Training for asbestos prior to work starting where asbestos is present, Company employees must receive Safety Induction specific to the asbestos precautionary measures and controls necessary for site operations.

Such controls include the building asbestos procedures and documentation, i.e., Policy's, Survey Reports, Drawings and instant notification procedures. Induction will also include details of the Risk Assessment and Safe Method of Work Statement for asbestos related works specific to the Contract.

Prior to work starting, Company Managers should check that all requirements can be complied with regarding asbestos procedures and those precautionary measures and controls that the Company has to comply with.

Training

Employees who may be liable to be exposed to asbestos or those who supervise them must be provided with the following training, information and instruction, so that they are aware of the following:

1. The properties of asbestos and its effects on health, including its interaction with smoking.
2. The types of products or materials likely to contain asbestos.
3. The operations which could result in asbestos exposure and the importance of preventive controls to minimise exposure.
4. Safe work practices, control measures, and protective equipment.
5. The purpose, choice, limitations, proper use and maintenance of respiratory protective equipment.
6. Emergency procedures.
7. Hygiene requirements.
8. Decontamination procedures.
9. Waste handling procedures.
10. Medical examination requirements.
11. The control limit and the need for air monitoring.
12. Correct use of Respiratory Protective Equipment (RPE) and fit testing.

Information required from Clients

Where there is the likelihood of harmful exposure to asbestos the Company Manager should request and receive all necessary information concerning asbestos from the building management team to any work being carried out. E.g. Asbestos Register, Asbestos Surveys, Reports and drawings showing where asbestos is present and any Incident Records, etc. The Companies Manager should implement a monitoring procedure to ensure that all asbestos precautionary measures and controls are being complied with.

Vetting Licensed Contractors

Where necessary Company Managers involved in works which may involve harmful asbestos exposure must check that Licensed Contractors safety arrangements are in order, e.g.

- Their License details.
- Training records of employees carrying out the work on site.
- Service records of equipment to be used on site, especially function tests and equipment supplied to site is clean and free from asbestos contamination.
- Waste arrangements and records
- Records of past accidental asbestos exposure incidents.

Emergency arrangements for employees

The building Management team must be immediately informed in the event of:

- An asbestos incident.
- Where asbestos is suspected where it has not been identified.
- An asbestos exposure may have occurred, or non-compliance with asbestos controls etc.
- For further advice and to ensure full compliance with any emergency procedures.

Contact the Company Safety Officer immediately for guidance on action to be taken in the event of asbestos being found or suspected and do not disturb the material.

4 - Batteries, Maintenance and Charging

This procedure outlines the basic guidelines concerning the maintenance and charging of batteries which must adhere to at all times.

Charging Lead-Acid Batteries

Lead-acid batteries are used for the storage of electrical energy and consist of an outer case, often pre-cast from rubber or plastics, which may contain fillers such as coal or pitch. Older batteries may contain an asbestos filler. Within the case is a series of lead grids and those which form the positive plates are coated with lead oxide. The top of the battery is sealed with epoxy resin or asphalt and sulphuric acid is added as the electrolyte. Charging is achieved by passing an electrical current in a direction opposite to that for normal use. As the battery becomes charged near its capacity, electrolysis takes place and hydrogen and oxygen are evolved. This process may result in the discharge into the atmosphere of sulphuric acid mist. Batteries must not be overcharged.

Precautions

- When filling, charging and checking batteries, acid resistant PPE should be used, including body, arm, hand, face and eye protection.
- Correct electrolyte levels must be maintained. Only pure distilled or de-ionised water must be used for topping up.
- Batteries should never be overfilled, as acid will overflow.
- Spillage of acid should be dealt with by swilling away with plenty of water.
- Washing and eye splash facilities should be provided in the vicinity of battery handling and charging areas.

Exposure to Acid Mist

The area in which charging is carried out must be properly ventilated as during the 'gassing' stage of charging, sulphuric mist may be discharged into the atmosphere. The rate of emission of acid is greatly reduced if the vent plugs are retained in position during the charging and this practice should always be adopted. Extraction ducts running along charging lines may be required for larger installations, but for most small installations general ventilation such as roof or wall fans may be adequate. During charging the release of a lighter-than-air hydrogen/oxygen mixture is released and this could present a fire / explosion risk so it is important that extraction motors used in ventilation are flame proof.

Electric Shock

The following guidelines must be adhered to at all times;

- Ensure that the charger is switched off before making connections or disconnections with a battery.
- Always disconnect the earth terminal from the battery first and connect it last.
- Always remove covers before charging batteries - except on 'sealed-for-life' units.
- Never place tools or other conductive objects on top of batteries. Use insulated tools where necessary.
- Remove metallic items from hands and wrists (e.g. watches and rings) and this will reduce the risk of burns.
- Before returning batteries to use, ensure that the tops are dry and clean and that the covers are correctly in place.
- The charging bay must only be used as such and other work such as vehicle maintenance may not be undertaken there.

Burns

The charged accumulator may be a considerable source of electric power and inadvertent short circuiting between terminals may lead to an arc which can cause burns to hands or other parts of the body in close proximity. Care must be taken to avoid producing short circuits by tools, metal ornaments or wrist watches etc.

Explosion / Fire

Although the use of normal ventilation described above will often be enough to prevent the build up of gas concentration enough to prevent an explosion risk, care should be taken to ensure that the build-up of local pockets of gas is not permitted. Protective covers over battery terminals etc. should be removed prior to charging. Where it is impractical to remove such covers and there may be an explosion risk, the use of an airline to provide ventilation should be provided. This technique may only be used however, with the air pressure reduced to a minimum to prevent blowing acid mist into the air. Fork-lift truck batteries should be left with the covers off for 30 minutes after charging has ceased as gassing may continue to occur. Sparking or arcing caused by accidental short circuiting should be avoided and fire extinguishers using carbon dioxide should be provided in the vicinity of the charging areas.

Handling and Lifting

Batteries should always be kept upright and be handled with care. Correct lifting techniques should be applied and where necessary the use of appropriate lifting equipment. When transporting or charging batteries anywhere other than a designated charging room or bay, care should be taken to cover the terminals.

Disposal

- Drainage of acid - Before disposal of batteries, the acid should be drained into a properly constructed non-metallic sink connected to a suitable container. The acid may, if suitable waste treatment facilities exist, be disposed of via a drainage system. Unless such facilities are available the acid should be disposed of as special waste.
- It should be noted that breaking up of battery casings and plates must NOT be permitted as this will cause exposure to lead and in older batteries, asbestos which may be extremely harmful.
- The burning of battery casings and plates is forbidden and should be disposed of as special waste.

Lithium batteries should have their cell terminals insulated before disposal. Up to 5 small cells may be disposed of as domestic waste, but larger quantities must be disposed of by the manufacturer or a qualified disposal agency.

5 - CDM Regulations

Contractor Requirements

Who is a contractor?

Contractors are defined in the guidance to [The Construction \(Design & Management\) Regulations 2015](#) as '...those who do the actual construction work and can be either an individual or a company' that is, '...anyone who directly employs or engages construction workers or manages construction is a contractor'.

An individual, a sole trader, a self-employed worker, or a business that carries out, manages or controls construction work as part of their business can be a contractor.

This also includes companies that use their own workforce to do construction work on their own premises. The duties on contractors apply whether the workers under their control are employees, self-employed or agency workers.'

Duties under [The Construction \(Design & Management\) Regulations 2015](#)

Maldon Building Services Ltd recognises our main duty as a contractor under the [The Construction \(Design & Management\) Regulations 2015](#) Regulations is to plan and manage construction work under their control so that it is carried out in a manner which controls the risks to Health and Safety of any person who is affected by or could be affected by the works.

As a contractor, we have a range of other duties that depend on whether more than one contractor is involved in the project we are undertaking. If so, the duties involve co-ordinating our work activities with others involved in the project team - in particular, complying with directions given by the principal designer or principal contractor.

If Maldon Building Services Ltd is the only contractor for the work, we will prepare a construction phase plan and prevent unauthorised access to the site.

If Maldon Building Services Ltd is involved in design work, including for temporary works, we will have duties as Designers.

Maldon Building Services Ltd has a responsibility to ensure operatives and any contractors employed manage and control health and safety risks.

In order to fulfil these duties we will:

- Address the client's requirements, any preconstruction information provided by the principal designer and relevant parts of the construction phase plan and any other requirements provided by the principal contractor when planning work.
- Ensure those carrying out work have the right skills, knowledge, training, experience and supervision
- Ensure those carrying out work have the right plant, tools, equipment, materials and personal protective equipment
- Pass on relevant information and instructions to workers.
- Ensure that workers comply with the site rules
- If required, co-ordinate work with those of other contractors and the principal contractor
- Ensure workers receive a site induction
- Allow workers sufficient time to prepare and carry out the work
- Inform the principal contractor of any intention to sub-contract elements of work.

Domestic works

Under [*The Construction \(Design & Management\) Regulations 2015*](#), A domestic client is someone who has construction work done on their own home, or the home of a family member, which is not done in connection with a business.

Where a client is a domestic client, the principal contractor must carry out the duties of the client under the regulations, however, where there is only one contractor, this means the contractor must carry out those duties (unless there is a written agreement that the principal designer will fulfil them).

Further Guidance

<https://www.citb.co.uk/documents/cdm%20regs/industry-guidance-contractors.pdf>

<http://www.hse.gov.uk/pubns/priced/l153.pdf>

6 - Cartridge Operated Tools

Planning Procedures

During the contract tender stage, all required Regulations will be taken into account and only low velocity indirect type cartridge tools will be used on Maldon Building Services Ltd sites. Sub-Contractors will be informed of this Policy by Maldon Building Services Ltd.

All cartridge tool users will be suitably trained, preferably by the cartridge tool manufacturer's representatives. Users will be provided with a certificate of competence and those certificates held on site. All training will be arranged by Maldon Building Services Ltd.

All cartridge operated tools and their associated cartridges are to be stored separately and securely and the issue of tools and cartridges to be strictly controlled and logged.

Hazards

Because of the similarity of cartridge operated fixing guns to firearms the hazards are similar:

- Accidental firing or free flight of the stud.
- Ricochets of the stud. This can be caused if the gun is not held at right angles to the surface, or if the stud hits a hard object.
- Free flight resulting from studs being fired through soft material such as hardboard or thin alloy.
- Shrapnel caused by the shattering of the work surface if it is too brittle in texture or if the gun is too near the edge of the surface material.
- Explosions caused by uninformed persons using the wrong technique to cope with a misfire.
- Injuries caused by persons falling after being dislodged by recoil or pushing too hard against the surface to cock the gun.
- Hearing damage by repeated use of cartridge tools in enclosed spaces without wearing hearing protection.

Supervision

Supervision will:

1. Ensure that only persons who have been trained and are in possession of a certificate are permitted or required to use cartridge tools on site.
2. Ensure that all cartridge tools brought on site by Sub-Contractors are of the low velocity indirect type.
3. Ensure that suitable and sufficient head, ear and eye protection is available, issued and worn when using cartridge tools. Under the requirements of the Personal Protective Equipment Regulations, only head, ear and eye protection complying to British Standards is to be used.

Safe System of Work

AM Specialists Group Ltd, our safety consultants, will be asked for advice where there is any doubt on safety precautions required or where difficulties are experienced in obtaining training from cartridge tool manufacturers.

Names of certificated operatives and certificates or letters will be kept in Maldon Building Services Ltd offices.

Storage and Issue of Tools

Responsible, competent and authorised persons are to supervise, check the acquisition, issue, use, return and maintenance of cartridge operated tools.

Cartridge operated tools and cartridges are to be stored in a cool, dry and secure (lockable) place.

The issue of such tools and cartridges is to be strictly controlled.

The following points should be clearly noted and understood:

- Cartridge tools should only be stored unloaded.
- Different strengths of cartridge should be clearly identified and not mixed.
- Manufacturer's instructions on the safe use of cartridge tools should be available.
- Manufacturer's instructions for the safe disposal of misfired or spent cartridges.

The use of different makes of equipment on one site should be limited as far as possible.

7 - Cold Weather Working

Cold weather may bring on conditions such as hypothermia, frostbite or immersion foot whose onset is not apparent but whose results can be debilitating. In addition, when workers hands' are affected (temperature falls below 15°), they are much more prone to making mistakes and causing accidents.

The onset of hypothermia causes the sufferer to turn blue, shiver and possibly become irrational. If untreated the skin becomes pale, cold and dry and the person will stop shivering, become stupefied and then lose consciousness. The early stages of frostbite are marked by a greying of the skin.

The early stages of most problems can be treated by moving the sufferer to a warm place and allowing gentle warming. Rapid warming can worsen the damage. Never give alcohol when treating cold related problems.

Safe Systems of Work

The following basic steps should be taken in cold weather:

1. Be aware of the temperature and conditions: ambient temperatures below 10° can lead to problems, moreover high wind speed can reduce the effective temperature quite dramatically (an ambient temperature of -1° is reduced by a 10 mph wind to an effective temperature of -9°);
2. Wear light but warm clothing and gloves;
3. Cover exposed areas such as ears;
4. Take regular breaks somewhere warm and eat hot food;
5. Wherever possible, erect a screen against strong winds;
6. Beware of the early symptoms of cold related disorders in yourself and others and act quickly.

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8 - Communications and Consultation

Introduction

Communications and consultation are the lifeblood of any business. Whatever the size, or type, of organisation people need to talk to each other; they need to exchange views and ideas, issue and receive instructions, discuss problems and consider developments. This policy aims to assist Maldon Building Services Ltd and their staff develop effective arrangements for communications and consultation. It describes:

- Why communications and consultation are important
- Who should take responsibility for communicating and consulting
- What kinds of information are required and when consultation should take place
- The main methods of employee communications and consultation
- The need for regular review of procedures and adequate training.

However, it is first important to define exactly what is meant by the terms communications and consultation.

What is meant by Communications and Consultation? Communications means the provision and exchange of information and instructions which enable Maldon Building Services Ltd to function efficiently and employees to be properly informed about developments. It covers:

- The information to be provided
- The channels along which it passes
- The way it is communicated.

Who should take responsibility for communications and consultation?

Ian Freshwater has been appointed by Maldon Building Services Ltd to have overall responsibility for communications and consultation but, to be effective, all members of the management team need to assist. This is best ensured by having a communications and consultation procedure. The management team should take the initiative in ensuring that employees are fully involved in the process.

Maldon Building Services Ltd, defining the responsibilities of those involved in the process and setting out the means of communications and consultation that will be used. A good communications and consultation procedure should set out:

- A clear statement of policy, including the purpose of communications and consultation, the fact that it is an integral part of every manager's job and the importance of communication as a two-way process and not a one-off exercise.
- Responsibility for communication at each level.
- The methods of communication.
- Arrangements for consultation and participation.
- Arrangements for the training of managers and employees in the skills and processes of communications and consultation.
- How the policy will be monitored.

Communications

What should be communicated?

Communication is a two-way process which requires information to flow up from employees as well as down from managers. Managers need to communicate information to employees about:

- Contractual terms and conditions of employment
- The job and its performance
- Maldon Building Services Ltd performance, progress and prospects
- Changes to any of the above issues.

Employees will also have concerns and points they wish to raise about their jobs at Maldon Building Services Ltd and there should be provision for communicating this information up the line.

Information about Maldon Building Services Ltd

Employees have a strong interest in what is happening in Maldon Building Services Ltd. Information going beyond matters of direct and personal relevance which should be given to employees will vary accordingly.

The process of communications

To be effective communications must be:

- Clear, easily understood and concise
- Presented objectively
- In a manageable form to avoid rejection
- Regular and systematic
- As relevant, local and timely as possible
- Open to questions being asked and answered.

Group meetings

Meetings between managers and the employees for whom they are responsible, sometimes referred to as team briefing or briefing groups. These provide valuable opportunities for discussion and feedback on matters directly related to the workgroup and also on wider information about Maldon Building Services Ltd progress. Opportunities for employees to contribute their ideas may arise from the use of quality circles whereby small groups of employees meet regularly to identify problems, discuss and suggest possible solutions.

Written methods

Written communication is most effective where:

- The need for the information is important or permanent
- The topic requires detailed explanation
- Accuracy and precision in wording are essential
- The audience is widespread or large
- A backup is needed to oral communication
- There is need for a permanent record.

Consultation

Timing and content

Consultation involves taking account of as well as listening to the views of employees and must therefore take place before decisions are made. Making pretence of consulting on issues that have already been decided is unproductive and engenders suspicion and mistrust about the process amongst staff. It will be helpful to decide upon the degree of consultation first and to inform people what the decision making process will be.

Consultation does not mean that employees' views always have to be acted on since there may be good practical or financial reasons for not doing so. However, whenever employees' views are rejected the reasons for doing so should be carefully explained. Equally, where the views and ideas of employees help to improve a decision, due credit and recognition should be given.

Consultation requires a free exchange of ideas and views affecting the interests of employees at Maldon Building Services Ltd. As such, almost any subject is appropriate for discussion.

A comprehensive list of subjects appropriate for consultation is impossible to give as this will depend on the circumstances of Maldon Building Services Ltd and how these circumstances change over time. However, whatever subjects are chosen, they need to be relevant, clearly defined and geared to the needs of Maldon Building Services Ltd and its employees.

If consultation is to be effective it is essential to avoid discussing trivialities. This is not to say that minor issues should be ignored; indeed what is minor to one person may be a major problem for another. Nevertheless, minor issues and pet grievances should not be allowed to dominate the consultation agenda.

The need for training

Good communications and consultation are essential for efficient operation at Maldon Building Services Ltd. However, their impact is often diminished by a lack of skill or knowledge on the part of the participants. It is important, therefore, to provide both managers and employees with training in the skills and techniques required for communication and consultation.

Training can help employees better understand the information they are given and can encourage them to play a fuller part in the way Maldon Building Services Ltd conducts its affairs. Training courses in particular can be a useful way of giving employees factual information about their employment because they necessarily include a substantial element of explanation and provide opportunities for questions to be answered.

Managers have an important role to play in communicating and consulting and good training can enable them to:

- Become more aware of the importance of good communication and consultation practice
- Understand their roles and responsibilities as communicators
- Support those who are less outspoken and improve their ability to communicate.

Training is particularly important for supervisors who have important communications responsibilities but often limited experience. Communication and consultation skills should have a place in any development programme for them as well as for other managers.

Wherever possible training should be participative and trainees should be encouraged to exchange views, take part in discussions and share ideas and experiences. Such participation not only makes for more effective training but also helps to foster the idea of employee involvement which is an underlying principle of consultation and communication.

It is good practice to evaluate periodically the effectiveness of any training undertaken.

Conclusion

Everyone at Maldon Building Services Ltd can benefit from good employee communications and consultation. Certain information, for example: concerning operational matters and employment rights, is essential, but in many successful organisations the principles of good management ensure that systematic communication and consultation take place on a much wider range of subjects. Maldon Building Services Ltd will benefit from better decision making, greater employee understanding and commitment and improved industrial relations.

Good communication and consultation can be achieved by Maldon Building Services Ltd if the following basic requirements are met:

- A lead is given by top management
- All managers, and staff, are involved
- Awareness of employees' needs and wants is established
- Communication is two-way and employees' views are genuinely considered before decisions are taken
- Communication and consultation is both systematic and regular

9 - Compressed Air Power Tools

Standards Required

All works with compressed air tools are to comply with current legislation and statutory provisions e.g. HSE Guidance Note. "Compressed Air Safety" (HS (G) 39) and the Pressure Systems Safety Regulations 2000.

Planning Procedures

During pre tender or at negotiation stage, the above standards will be taken into account.

Maldon Building Services Ltd will ensure that any compressor and associated compressed air tools hired for use on site or in the workplace comply with the above standards and are selected to comply with the Company Policy on noise.

Supervision

Supervision will ensure:

- The Compressor is used in a suitable environment (well ventilated with an ambient temperature of between +5°C and +40°C) and never in places affected by dust, acids, vapours, explosive or flammable gases, rain or snow.
- That any compressor or compressed air tools, provided for use are fitted with all necessary guards and safety devices (e.g. jockey wheel, brake, engine cover stays etc), that noise control measures are operational and that operatives are fully trained in the use of the equipment.
- That all necessary safety equipment required by legislation is available and that operatives wear such equipment.
- That any defects with the compressor, associated hoses or tools are reported immediately to the site manager or Hire Company.
- Encourage all operatives to wear suitable protective equipment when using compressed air equipment.
- That compressed air **IS NOT** used to blow down clothing etc. Disciplinary action may be taken against any operative seen directing a live compressed air hose at any other person.

Safe Systems of Work

1. Keep doors shut on silenced plant. On other plant, check whether it should be run with doors open or shut.
2. Check all pressures and temperatures are correct; refer to the operating instructions.
3. Stop the plant if warning lights show or if gauges register outside normal limits; untrained personnel must not attempt adjustments; call in a plant fitter to investigate.
4. Do not make adjustments inside the canopy when a machine is running, unless appropriate precautions are taken.
5. Do not remove guards.
6. Do not use the machine in a fire hazard area unless it is suitably designed; do not operate in the vicinity of toxic fumes.
7. Ensure that all pneumatic control equipment and air line accessories are always operated below their maximum rated pressure and temperature
8. Care must be taken to ensure that jockey wheels or the towing arm stand is not damaged when moving compressors on site.

9. If compressed air tools are not fitted with automatic cut-off valves, air must be turned off at source (lines must not just be folded and held or tied) when changing tools connected to compressed air lines.

10. All hoses and couplers are to be checked prior to commencement of works:

e.g. Couplers fitted correctly and winged.

Hoses not perforated, cracked, clipped etc.

10 - Confined Spaces

Regulations: [The Confined Spaces Regulations 1997](#) and the associated Approved Code of Practice covers work associated with confined spaces. These regulations impose duties on both employers and self-employed. The term 'confined spaces' covers work places which, because of their enclosed nature, have associated reasonably foreseeable 'specified hazards'. - [The Management of Health and Safety at Work Regulations 1999](#) require employers and self-employed people to carry out a suitable and sufficient assessment of the risks for all work activities for the purpose of deciding what measures are necessary for safety. For work in confined spaces this means identifying the hazards present, assessing the risks and determining what precautions to take

The Regulations define these 'specified hazards' as a risk to a worker of:

- Asphyxiation due to the presence of a free flowing solid.
- Drowning due to an increase in the level of liquid.
- Loss of consciousness due to an increase in body temperature.
- Loss of consciousness due to exposure to gas, fumes, vapour or lack of oxygen.
- Serious injury because of fire or explosion.

The hazards associated with confined spaces arise from a combination of their confined nature and the potential presence of substances or conditions. These are as follows:

- Flammable substances and oxygen enrichment.
- Free-flowing solid materials.
- Oxygen deficiency.
- The ingress or presence of liquids.
- Toxic gases, fumes or vapours.
- Presence of excessive heat.

The Confined Spaces Regulations require that where it is reasonably practicable to do so, entry into a confined space is to be avoided. This can be achieved by making the work in the confined space unnecessary or finding a way that the work can be carried out from outside the confined space.

Where entry into a confined space is unavoidable, a competent person must carry out a risk assessment to assess the risks connected with entering the space and develop a safe working method that eliminates or reduces the risks to an acceptable level.

The main elements to consider when developing a confined spaces safe working method, which may form the basis of a permit-to-work system (see appendices section), are as follows:

- Atmosphere testing and monitoring.
- Communications.
- Eliminating sources of ignition.
- Emergencies and rescue.
- Fire and explosion prevention.
- Gas purging and removal of residues, ventilation and cooling.
- Isolation from gases, liquids & other flowing materials, mechanical and electrical equipment.
- Lighting.
- Limiting working time
- Location of portable gas cylinders and internal combustion engines.
- Safe access and egress arrangements.
- Safeguards where pipes and hoses supply gas.
- Selection and use of suitable work equipment and personal protective equipment.
- Supervision.
- Worker training and competence.

Emergency Procedures

The safety and well-being of all individuals working in or near confined spaces is of paramount importance. In the event of an emergency situation within a confined space, it is crucial to have clear and effective emergency procedures in place to ensure prompt response and minimize risks. However, please note that full details and specific protocols will be included within the Confined Space Rescue Plan, which should be consulted for comprehensive guidance.

Ventilation for Hazardous Gases or Oxygen Deficiency

Working environments must be kept free from toxic or explosive gases and it must be remembered that any gases which are heavier than air will tend to settle in excavations, basements and drains etc.

The gases involved may be natural, like methane and sulphur dioxide or they may arise from nearby internal combustion engines (carbon monoxide), leakage from liquefied petroleum gas and acetylene equipment, fuel storage tanks and from welding operations, etc., or from substances used.

(Ref. Permit to Enter for Confined Spaces Form. Contained within Appendices Section).

One of the most common methods of keeping the atmosphere healthy is to use ventilation equipment to blow clean air into the working environment in sufficient quantities to dissipate the hazard, but careful consideration must be given to this method because this method may not efficiently remove particular hazards.

Where it is likely for gases to be present or generated that could be hazardous, tests must always be carried out in advance of work starting and continually monitored as work progresses with the use of Gas Detection Equipment.

No-one must enter into a working environment if toxic/inflammable gases or oxygen deficiency is detected and if a gas detector alarm goes off whilst persons are working in a confined space, then all persons must evacuate the working environment immediately.

For advice regarding ventilation requirements contact the Company Safety Officer/Consultant.

11 - Construction Site Welfare Facilities

Construction workers need adequate toilet and washing facilities, a place to warm up and eat their food and somewhere to store clothing. However, these basic requirements are often neglected. A cold water tap and chemical toilet on their own are not adequate facilities. Good facilities can positively benefit health and well-being and can help to prevent dermatitis.

The Company is responsible for providing or making available suitable welfare facilities for its employees whether they are direct employees or sub-contractors. Such welfare facilities are to be suitable and sufficient for all working on site and may be arranged separately or jointly with others under a Shared Welfare arrangement.

The position of the Company on site determines whether the Company's Site Management is in control of the welfare facilities or not and also includes any first aid provisions. In general it is the Principal Contractor or Client who provides the welfare facilities and that they offer those facilities to all under a shared Welfare arrangement.

General CDM Duties

Clients

If you are a client (but not a domestic client, i.e. you or your family live in the building under construction) then you must ensure that your contractors have arrangements to provide adequate welfare facilities for construction workers. This does not mean that you have to provide the facilities yourself. If the work is notifiable (that is lasts more than 30 days or will involve more than 500 person days of work) then you must ensure that construction work (including demolition) does not start until suitable welfare facilities are in place.

Planning

The availability of welfare facilities, their location on site and regular maintenance must be considered at the planning and preparation stages of every construction project, before construction work (including demolition) starts.

When planning welfare provision, consider:

- The nature of the work to be carried out and the health risks associated with it. For example, consider the provision of showers if the project involves hazardous substances or very dirty work, e.g. sewer maintenance, dusty demolition activities, work with contaminated land or concrete pouring;
- The distance workers will have to travel to the welfare facilities;
- The duration of the work and number of different locations;
- The numbers of people who will use them;
- The cleaning and maintenance of the welfare facilities;
- Whether they need to be relocated during the construction phase.

Installing and removing from site

You need to plan how welfare units will be moved from delivery vehicles into position. It is preferable to mechanically move these units; if manual handling cannot be avoided then you should manage the risk effectively. Your plans should cover safe lifting practices and ensure proper protection of workers from falls from vehicles or portable units.

Positioning on site

You should site welfare units and manage traffic effectively to ensure adequate segregation of pedestrians and vehicles.

Toilets

So far as is reasonably practicable you need to provide flushing toilets and running water, connected to mains water and drainage systems. If this is not possible, facilities with a built-in water supply and drainage tanks should be used. Portable chemical toilets are acceptable only if it is not reasonably practicable to make other adequate provision.

Toilets must be adequately ventilated, lit and maintained in a clean condition. The frequency of cleaning will depend on usage. Basic daily cleaning may not always be sufficient.

Provide an adequate number of toilets. The number needed will depend on the number of workers on site and the type of facilities provided. Portable toilets have a limited capacity and will need emptying. The number of portable toilets needed depends on the number of persons and the frequency of emptying. BS6465-1:2006 recommends a ratio of 1 toilet to 7 persons where portable toilets are emptied once a week.

Men and women may use the same toilet, if it is in a lockable room and partitioned from any urinals. Otherwise provide separate toilets. Adequate supplies of toilet paper should always be available.

Sanitary waste disposal should be provided in facilities used by female workers.

Washing facilities

Provide washing facilities next to both toilets and changing areas. Consider placing them next to rest areas if these are far from toilets or changing areas. They should include:

- A supply of clean hot and cold, or warm, water (which should be running water so far as is reasonably practicable);
- Soap or other suitable means of cleaning;
- Towels or other suitable means of drying;
- Sufficient ventilation and lighting;
- Sinks large enough to wash face, hands and forearms.

Men and women can share sinks used for washing hands, face and arms. Unisex shower facilities can be provided if they are in a separate, lockable room, which can be used by one person at a time.

Showers used for particularly dirty work, or when workers are exposed to especially hazardous substances (e.g. development of contaminated land, or demolition of old industrial buildings which are contaminated with toxic substances etc.), will need to be separate from the main facilities.

Specialist facilities are needed for certain activities, e.g. working with lead or asbestos or tunnelling in compressed air.

Drinking water

A supply of wholesome drinking water should be readily available. Where possible, it should be supplied direct from the mains. If water is stored, protect it from possible contamination and make sure it is changed often enough to prevent it from becoming stale or contaminated. Where necessary, clearly mark the drinking water supply to prevent it being confused with hazardous liquids or water which is not fit to drink. Provide cups or other drinking vessels at the outlet, unless the water is supplied in an upward jet, which can be drunk easily (eg a drinking fountain).

Changing rooms and lockers

Every site should have arrangements for securely storing personal clothing not worn on site and for protective clothing needed for site work. Men and women should be able to change separately.

Separate lockers might be needed, although on smaller sites the site office may be a suitable storage area provided it is kept secure. Where there is a risk of protective site clothing contaminating everyday clothing, items should be stored separately.

Provision should be made to allow wet clothing to be dried. As a general rule clothing should not be placed directly on heaters due to the risk of fire. If electrical heaters are used, they should be properly ventilated and, if possible, fitted with a high temperature cut-out device.

Rest facilities

Rest facilities should provide shelter from wind and rain. The rest facilities should have adequate numbers of tables, seating with backs, a means for heating water for drinks and for warming up food (e.g. a gas or electrical heating ring or microwave oven) and be adequately heated. Rest areas are not to be used to store plant, equipment or materials.

Smoking

Smoking is prohibited in enclosed public places and workplaces such as construction sites or work vehicles.

Heating

Rest facilities will normally require heating. Using properly maintained electrical equipment can eliminate the risks associated with LPG heaters. Inadequately ventilated LPG cookers and heaters can produce carbon monoxide, with potentially fatal results. Flammable gas may escape from leaking cylinders, which have not been properly turned off. If LPG is used reduce the risks by:

- Using and storing the cylinders in safe, well-ventilated places outside the accommodation (including overnight) or in purpose-built ventilated storage areas;
- Ensuring that the appliances have been properly installed, checked and maintained by a competent person;
- Providing adequate combustion ventilation (provide fixed grilles at high and low level);
- Checking that the ventilation provided is not blocked, e.g. fixed grilles blocked by newspaper or rags in cold weather to 'stop draughts';
- Checking that cylinders are properly turned off when not in use;
- Using wall or ceiling-mounted carbon monoxide detectors.
- Use of alternative facilities for transient construction sites.

A transient construction site is either where short duration work (up to a week) is carried out at one or many locations, or is of a longer duration carried out while moving over a continuous geographical area, e.g. major road works, cable laying contracts etc.

In such cases, it may be appropriate to make arrangements to use facilities provided by the owner of existing premises, in which the work is being done, local public facilities or the facilities of local businesses. Clear agreement should be made with the provider of the facilities; it should not be assumed that local commercial premises can be used without their agreement. In all cases the standards above must be provided or made available. Facilities must be readily accessible to the worksite, open at all relevant times, be at no cost to the workers, be of an acceptable standard in terms of cleanliness and have hand-washing facilities. Workers need to be made aware of the arrangements to use them and be informed of their location.

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12 - Contractor Competency

Work undertaken for a client by a contractor is usually covered by a civil contract. It is good practice for health and safety requirements to be written in to such a contract. However, health and safety responsibilities are defined by criminal law and cannot be passed on from one party to another by a contract.

Maldon Building Services Ltd, as well as its contractors, will both have duties under Health & Safety law. Similarly, if the contractor employs sub contractors, all parties will have some Health & Safety responsibilities. The extent of these responsibilities will depend on the circumstances.

Maldon Building Services Ltd must identify all aspects of prospective work for contractors, including preparation and completion stages and consider the Health & Safety implications. This will involve assessing the risks, deciding what information, training and instruction is required, the implementation of cooperation and coordination between the two parties and the level of management and supervision.

Furthermore, Maldon Building Services Ltd will select a suitable contractor which they are satisfied as being competent, i.e. they have sufficient skills and knowledge to undertake the job without risk to Health & Safety. Contractors will also be informed of existing Health & Safety arrangements; procedures, permit systems and the policy statement and it must be made sure they understand these arrangements and intend to act in accordance. Similarly, arrangements for the selection of subcontractors and their control must be discussed with the contractor and Maldon Building Services Ltd must be satisfied with the contractor's selection process.

As part of the selection procedure, prospective contractors must satisfactorily complete the HSQE questionnaire, (found in the appendix of this Policy) and be assessed to have suitable and sufficient health and safety management. Health and Safety assessment is only one of many factors in the overall assessment of contractor competence; other considerations include financial stability, public liability insurance, technical competence etc.

Cooperation and Coordination

In any client/contractor/subcontractor relationship, cooperation and coordination between parties is important to ensure Health & Safety in the workplace. Maldon Building Services Ltd will set up liaison arrangements, which could take the form of regular meetings or briefings. All parties must consult their employees on Health & Safety matters, either through safety representatives from trade unions or through representative elected by their employees.

Management and Supervision

The work of contractors must be appropriately supervised and managed, the greater the potential impact on Health & Safety of anyone likely to be affected, the greater the management and supervisory responsibilities of . The nature of controls must be agreed with the contractor before the work starts.

Disciplinary Procedure

There are five stages of a disciplinary procedure for contractors. However, the seriousness of the breach of Health & Safety will determine which level of the disciplinary procedure is appropriate, and for more serious breaches, immediate suspension from work may be warranted.

- Informal warning - For a minor breach of Health & Safety, the matter is addressed with the employee's direct supervisor.

Formal oral warning - This will be confirmed in writing and the contractor informed that failure to improve or any repetition may result in further disciplinary action.

- Formal written warning - If there is no improvement a formal written warning is issued and the contractor is warned that failure to improve will result in suspension.
- Suspension from work - The contractor is suspended from working until appropriate measures have been taken to rectify failing which resulted in a breach of Health & Safety rules.
- Loss of contract - If the contractor fails to rectify failings then they will have their contract terminated.

13 - Control of Lead at Work

The term 'lead' means lead (including lead alkyls, lead alloys, any compounds of lead and lead as a constituent of any substance or material) which is liable to be inhaled, ingested or otherwise absorbed by persons except where it is given off from the exhaust system of a vehicle on a road within the meaning of section 192 of the Road Traffic Act 1988

[The Control of Lead at Work Regulations 2002](#) apply to any type of work activity, e.g. handling, processing, repairing, maintenance, storage, disposal etc. which is liable to expose employees and any other person to lead:

1. Metallic lead, its alloys, and all its compounds including lead alkyls; and
2. Lead when it is a component of any substance or material.

The lead must also be in a form in which it is likely to be:

1. Inhaled, e.g. lead dust, fume or vapour;
2. Ingested, e.g. lead powder, dust, paint or paste; or
3. Absorbed through the skin, e.g. lead alkyls or lead naphthenate.

This means that the Regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested or absorbed, e.g. handling finished pottery products which contain lead.

Work liable to result in significant exposure to lead as defined by [The Control of Lead at Work Regulations 2002](#).

- High temperature lead work above 500°C, e.g. lead smelting, melting, refining, casting and recovery processes, lead burning, welding and cutting, burning of lead-coated and painted plant and surfaces, radiator repair (including outdoors) etc;
- Work with lead compounds which gives rise to lead dust in air, e.g. certain mixing and melting processes in glass making, certain colour preparations and glazing processes in the pottery industry etc;
- Abrasion of lead giving rise to lead dust in air, e.g. dry sanding, grinding, cutting by power tools, blast removal and burning of old lead paint, motor vehicle body manufacture and repair of leaded car bodies, firing small firearms on indoor ranges etc;
- Spraying of lead paint and lead compounds and low-solubility lead compounds;
- Paint stripping, e.g. removal of old lead paint from antique furniture, doors, window frames etc. by immersion in a bath of caustic soda or dichloromethane, and scraping off the residual sludge which may be followed by pressure washing and sanding;
- Craft work, e.g. sculpture of bas relief in lead sheet;
- Work with lead alkyl e.g. inspection, cleaning and maintenance work inside tanks which have contained leaded petrol.

Hazards and Risks

Lead, including its compounds, is a substance that has long been known to have the potential to damage health. Excessive exposure can cause lead poisoning.

The principle legislation is [The Control of Lead at Work Regulations 2002](#). Under these regulations young persons (under 18 years) and women of reproductive capacity are prohibited from employment in any activity where exposure to lead is liable to be significant.

Exposure to lead can cause serious ill-health effects, including damage to the respiratory system, nervous system and internal organs. Therefore a suitable and sufficient assessment of the potential exposure of any person to lead must be carried out before work causing any such exposure takes place. The findings of this assessment are to be used to ensure that exposure to lead is either prevented so far as reasonably practicable or controlled by appropriate control measures. Adequate control of exposure to lead relates to all routes of potential exposure, e.g. inhalation, absorption through the skin and ingestion.

Control Procedures

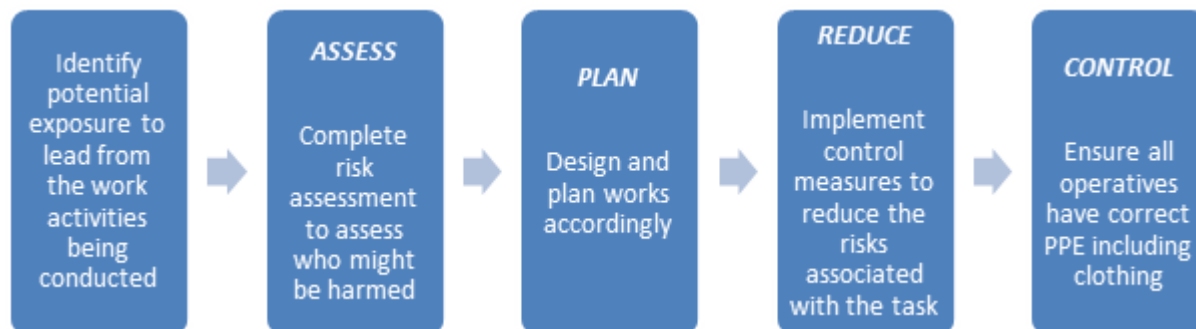
Maldon Building Services Ltd shall ensure that the exposure of employees to lead is either prevented or, where this is not reasonably practicable, adequately controlled.

Substitution is the preferred means of control, whereby Maldon Building Services Ltd shall avoid, so far as is reasonably practicable, the use of lead at the workplace by replacing it with a substance or process which, under the conditions of its use, either eliminates or reduces the risk to the health of his employees.

Where it is not reasonably practicable to prevent exposure to lead, Maldon Building Services Ltd shall comply by applying protection measures appropriate to the activity and consistent with the risk assessment, including, in order of priority -

1. The design and use of appropriate work processes, systems and engineering controls and the provision and use of suitable work equipment and materials;
2. The control of exposure at source, including adequate ventilation systems and appropriate organizational measures;
3. Where adequate control of exposure cannot be achieved by other means, the provision of suitable personal protective equipment in addition to the measures identified above

Procedural Controls



Physical Controls

Adequate control of exposure to lead should be achieved with measures other than the use of PPE, which should only be used as a last resort and then in addition to other control measures.

Maldon Building Services Ltd aim is to select the most appropriate controls and that are proportionate to the risks.

Inhalation is one of the main ways lead can enter the body. The Regulations therefore impose duties on employers to take steps to prevent employees inhaling lead dust, fume and vapour (regulation 6).

Maldon Building Services Ltd must:

1. Introduce control measures to ensure that the amount of lead in the air in the breathing zone of any employee does not exceed the appropriate occupational exposure limit (OEL);
2. Carry out a regular programme of air monitoring if the assessment shows that the exposure to lead is liable to be significant, e.g. above the trigger level of half the OEL, to check that the control measures are working effectively and the OEL is not exceeded (regulation 9).

Adequate control of exposure to lead covers all routes of possible exposure, i.e. inhalation, absorption through the skin and ingestion. Adequate control of exposure by inhalation will only have been achieved if the exposure of employees to lead in air does not exceed the appropriate OEL set out in regulation 2. However, because biological monitoring measures absorption of lead in the body by all routes of exposure, overall adequate control of exposure will only have been achieved if the concentration of lead in the employee's blood or urine is kept below the appropriate suspension level (see ACOP). In addition, for employees exposed to lead and its compounds, except lead alkyls, the employer is required to investigate and take remedial action if the action level is exceeded.

Technical Controls (Supervisory & Hazard Specific)

Within Construction the removal of lead-based paint is one of the most common potential exposures to lead. Should this type of paint be removed incorrectly there is a risk of those undertaking the work and others in the vicinity being exposed to toxic fumes and dust. As such effective precautions are to be taken to control exposure at source. PPE/RPE should always be regarded as the final step in the risk control process. Engineering controls and safe systems of work should always be considered first, including whether it is possible to do the job by another method which will not require the use of PPE/RPE or, if that is not reasonably practicable, by adopting other more effective safeguards.

The four principle reasons for this are:

1. Measures controlling the risk at source, protect everyone. PPE protects only the person wearing it,
2. To be effective, PPE must be properly selected, correctly fitted, used in the appropriate manner and adequately maintained.
3. The level of protection, afforded by PPE, is often difficult to assess under all possible circumstances.
4. The wearing of some forms of PPE may limit vision or restrict mobility.

During the removal of lead-based paints inhalation is the most significant route of exposure. To control this exposure there are two principle safe work methods:

1. The use of a dry process. Where a sander/grinder is used it must be fitted with suitable dust extraction with high efficiency filtration and attached dust collection system.
2. Use a wet grinding or scraping method. This does not produce airborne dust.

The Approved Code of Practice to [The Control of Lead at Work Regulations 2002](#) recommends that wet methods of rubbing down or scraping down lead painted surfaces are preferable.

If a wet removal method is selected and precautions adopted there should be minimal risk of significant exposure to lead and air monitoring and health surveillance will be unnecessary. Wetting must be thorough enough to prevent dust forming and the wetted materials or surfaces should not be allowed to dry out with wetting being repeated as frequently as necessary. Sheetting and other protective measures should also be in place. Precautions must also be taken to avoid water coming into contact with electricity and electrical equipment by protecting the electrical installation and selecting appropriate types of equipment.

Should dry removal be chosen the high efficiency filtration should be in excess of 99% with facilities to monitor filter performance and detect filter failure. It should be noted that health surveillance may be required.

Waste materials should be prevented from drying out until it has been cleaned up and placed in a sealed container. Waste containers must be strong enough to prevent puncture and be clearly marked with their contents.

Good personal hygiene practices are essential and there must be no eating or smoking in any work area where lead-based paint is being removed.

Before going to site welfare facilities protective clothing and gloves should be removed and hands thoroughly washed. It is recommended that impervious gloves should be washed before removal to avoid cross contamination onto the hands. Footwear should be changed to prevent contamination into other areas. Accidental splashes of lead containing materials onto the skin especially the face should be immediately washed off.

All protective clothing should be cleaned or renewed weekly and immediately if very contaminated. Protective clothing used for lead paint removal should be cleaned by a specialist laundry and not by the employee at their home. Where clothing is sent to a specialist laundry it must be placed in an impermeable, securely fastened container or heavy duty plastic bag labelled 'lead contaminated clothing'.

Separate storage facilities should be provided for protective clothing and personal clothing.

Washing, changing facilities and canteens should be thoroughly cleaned daily.

Persons involved in lead paint removal should be given appropriate information, instruction and training to ensure that they are competent to carry out the work safely. Supervision must be adequate and competent while lead paint removal is taking place. Records must be kept of any work involving exposure to lead.

The site manager must establish procedures to ensure that all control measures, including all items of PPE and any other facilities, are properly used or applied, and are not made less effective by other work practices or improper use. Checking these procedures should form part of normal supervisory duties. Guidance on the control measures and engineering controls that should be checked are set out in the guidance under regulation 8. Procedures will vary but they should include:

- visual checks at least once a shift where appropriate;
- supervising employees to ensure that the defined methods of work are being followed;
- A note of when and where control measures are not being properly used and applied;
- Ensuring that where more than one item of PPE is being worn, the different items are compatible with each other; and
- prompt remedial action where necessary.

Behavioural Controls (Training & Disciplinary)

Human failures can be divided into two types:

- Errors
- Violations

Errors

A human error is an action that was not intended and can be separated into two types - skill based errors and mistakes. Skill based errors can be further divided into slips of action and lapses of memory. Mistakes can be divided into rule based mistakes and knowledge based mistakes.

Errors such as slips and lapses and mistakes typically occur with trained, experienced people but also do occur with untrained and inexperienced people. The untrained and inexperienced persons may base their decisions on misunderstandings and a lack of perception of risk.

To reduce the potential for errors all operatives must first be informed, instructed and trained in safe use of tools and equipment and also be regularly supervised and briefed according to the risks involved and the required control measures.

Violations

Violations are deliberate deviations from the rules or procedures and can be separated into three types - routine, situational & exceptional. Many accidents, injuries and causes of ill health come about because of violations.

Violations often occur because of time pressures, inadequate supervision and enforcement of proper control measures, careless behaviour and risk taking.

To reduce the potential for violations all task operations must be supervised by a competent person at all times. Any violations of the company procedures regarding lead handling and usage tasks will result in disciplinary measures and may result in loss of earnings & employment.

Employee Duties

Employees should use the control measures in the way they are intended to be used as they have been instructed. In particular they should:

1. Use the control measures provided for materials, plant and processes, e.g. if an exhaust booth is provided, the work should be done inside the booth where it is under the influence of the exhaust draught;
2. Follow the defined methods of work;
3. Wear any PPE provided, including any RPE, correctly and in accordance with the manufacturer's instructions; pullovers and jumpers and other items of personal clothing should not be worn on top of protective clothing;
4. Store the PPE when it is not in use in the storage facilities provided;
5. Remove any PPE which could cause contamination before entering a canteen, mess-room or other suitably designated clean area to eat, drink or smoke;
6. Practise a high standard of personal hygiene, and make proper use of the facilities provided for washing, showering or bathing and for eating and drinking; e.g. this includes washing the hands and face and scrubbing the fingernails before leaving to eat, drink or smoke, and making use of any shower or bath facilities provided before leaving for home at the end of the day, especially where there is a high risk of the body being contaminated by the work concerned;
7. Report promptly to the appointed person, ie 'foreman', supervisor or safety representative, any defects discovered in any control measure including defined methods of work, device or facility, or any item of PPE, including RPE.

Nail-biting and roll-your-own cigarettes are often implicated in high lead absorption. Employees should use nailbrushes particularly carefully, and should be encouraged to give up smoking or advised to change to manufactured cigarettes if they can't give it up. If employees must roll their own cigarettes, they should roll a supply in a clean environment at home.

Employees should also use the canteen, mess-room or other eating and drinking facilities the employer provides, as well as any facilities provided for the storage of food and drink, which should not be kept or stored in areas contaminated by lead.

Legislation

Control of Lead Work Regulations 2002

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14 - Control of Substances Hazardous To Health

Enforcing this procedure

Maldon Building Services Ltd has appointed Ian Freshwater to be responsible to ensure this procedure remains relevant and appropriate to Maldon Building Services Ltd requirements.

Ian Freshwater will monitor the procedures effectiveness and report back to Maldon Building Services Ltd any recommended changes.

Ian Freshwater will ensure that this procedure is enforced through all levels of management and communicated via company induction or toolbox talk.

Maldon Building Services Ltd is committed to the elimination of hazardous substances that affect the health or the environment where practicable. Where it is not practicable to eliminate the use of the substance, substitution for less harmful will be sought.

Maldon Building Services Ltd will ensure all work teams using harmful substances receive appropriate information, instruction and training.

Maldon Building Services Ltd management and Supervisors will carry out checks to ensure that all employees using hazardous substances have receive relevant instruction and training.

Activity

There are a number and variety of substances, products and materials used on site that may be or become hazardous to health when used, mixed or applied. COSHH covers these substances that are hazardous to health. Substances can take many forms and include:

- chemicals
- products containing chemicals
- fumes
- dusts
- vapours
- mists
- nanotechnology
- gases and asphyxiating gases and
- biological agents (germs). If the packaging has any of the hazard symbols then it is classed as a hazardous substance.
- Germs that cause diseases such as leptospirosis or legionnaires disease and germs used in laboratories.

The term 'substances hazardous to health' has a legal meaning within the Control of Substances Hazardous to Health (COSHH) Regulations. In summary, it covers substances or preparations carrying the very toxic, toxic, harmful, corrosive or irritant symbol; substances and products with occupational exposure limits known as workplace exposure limits (WELs); biological agents, dusts of any kind that have a concentration in air equal to or greater than 10 mg/m³ (inhalable) and 4 mg/m³ (respirable); and substances whose chemical or toxic properties and the way they are used or produced create a risk to health (e.g. 'wet work').

What is not a substance hazardous to health under CoSHH?

CoSHH applies to virtually all substances hazardous to health except:

- Asbestos and lead, which have their own regulations;
- Substances which are hazardous only because they are:
 1. radioactive;
 2. at high pressure;
 3. at extreme temperatures; or
 4. have explosive or flammable properties (other regulations apply to these risks);
- Biological agents that are outside the employer's control, e.g. catching an infection from a work colleague.

Hazards and Risks

Every year, thousands of workers are made ill by hazardous substances, contracting lung disease such as asthma, cancer and skin disease such as dermatitis. These diseases cost many millions of pounds each year to:

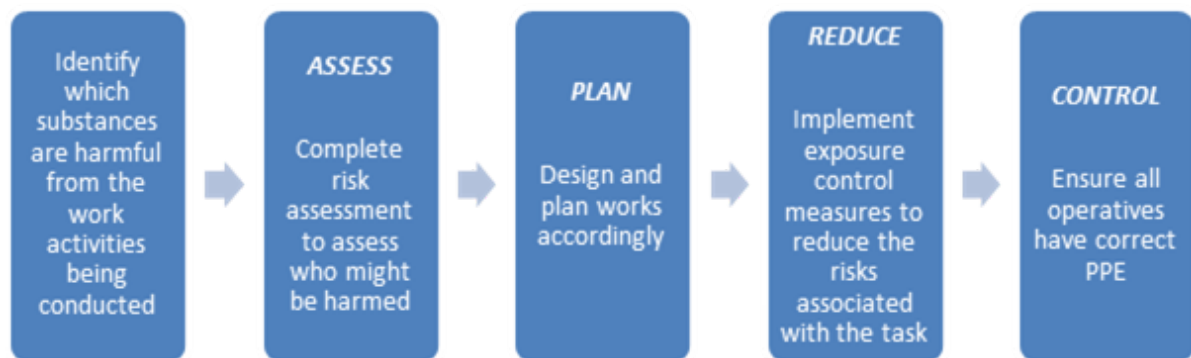
- industry, to replace the trained worker
- society, in disability allowances and medicines; and
- individuals, who may lose their jobs.

Control Procedures

[The Control of Substances Hazardous to Health Regulations \(CoSHH\) 2002 \(as amended\)](#) applies to a very wide range of substances and preparations - mixtures of two or more substances - with the potential to cause harm if they are inhaled, ingested or come into contact with or are absorbed through the skin. These include individual chemical substances or preparations such as paints, cleaning materials, metals, pesticides and insecticides. They can also be biological agents such as pathogens or cell cultures. Substances hazardous to health can occur in many forms, eg solids, liquids, vapours, gases, dusts, fibres, fumes, mist and smoke.

Under the [The Control of Substances Hazardous to Health Regulations \(CoSHH\) 2002 \(as amended\)](#), Maldon Building Services Ltd has a duty of care to employees and others when their operations involve the use of substances that could be hazardous to health.

Procedural Controls



Management have a delegated responsibility to carry out suitable CoSHH assessments in line with the product Material Safety Data Sheet (MSDS) provided by the manufacturer or supplier and implement a management system for checking identified control measures have been adopted.

CoSHH defines in general and specific terms how Maldon Building Services Ltd is expected to safely manage the use of potentially harmful substances. The Regulations are structured to describe a management strategy. Therefore the Company will:

1. Assess the hazards and risks to health.
2. Implement suitable control programmes.
3. Ensure that those controls are being used properly and are maintained.
4. Where necessary, monitor the control measures.
5. Where necessary, measure workers exposure.
6. Where necessary, carry out medical surveillance.
7. Inform, instruct and train persons likely to be affected about the risks and precautions.
8. Keep records of assessments, monitoring and measurements of exposure levels.
9. Require all suppliers and sub-contractors to provide full CoSHH information on materials supplied to Maldon Building Services Ltd. This information will be passed to the relevant supervisor for assessment before the materials are used. Management are responsible for vetting materials and substances to be used.
10. The Head Office product data sheets and the CoSHH files are to be kept in order and up-to-date by an appointed Maldon Building Services Ltd Manager.
11. Protective clothing and safety equipment will be provided when and where required.
12. Materials and equipment delivered to Maldon Building Services Ltd premises or work areas are/is to be stacked and stored in a position/manner which does not create a hazard and in accordance with the product MSDS and CoSHH assessment.

Physical Controls

Control measures are always a mixture of equipment and ways of working to reduce exposure. The right combination is crucial. No measures, however practical, can work unless they are used properly. So any 'standard operating procedure' should combine the right equipment with the right way of working. This means instructing, training and supervising the workers doing the tasks. You need control measures that work and continue to work - all day, every day.

In order of priority:

1. Eliminate the use of a harmful product or substance and use a safer one.
2. Use a safer form of the product, e.g. paste rather than powder.
3. Change the process to emit less of the substance.
4. Enclose the process so that the product does not escape.
5. Extract emissions of the substance near the source.
6. Have as few workers in harm's way as possible.
7. Provide personal protective equipment (PPE) such as gloves, coveralls and a respirator.

PPE must fit the wearer.

If your control measures include 5, 6 and 7, make sure they all work together.

Control equipment comes in many forms. It includes ventilation to extract dust, mist and fume; glove boxes and fume cupboards; spray booths and refuges (clean rooms in dirty work areas). It also includes using water to reduce dust, and systems for disinfecting cooling water.

For control equipment, your supplier should provide a 'user manual'. If you don't have one, ask for it. And if this is impossible, you may need professional help to write one. The user manual should set out schedules for checks, maintenance and parts replacement. The user manual should contain the following:

- a description of the system;
- the daily checks the worker or supervisor needs to carry out, e.g. the ventilation is turned on, the airflow indicator gives the right reading;
- the weekly or monthly checks the supervisor or owner needs to carry out, e.g. of equipment wear and tear, and that short cuts are not creating dangers;
- details of any thorough examination and test;
- signs of wear and control failure;
- a list of replaceable parts;
- a description of how operators should use the system so it works effectively.

Ensure that the control measures (equipment and the way of working) keep working properly. The site manager is in charge of checking and maintaining control measures or appointing someone to do so. They must know what they need to do, and are able to do it. That is, they are 'competent' to:

- check that the process isn't emitting uncontrolled contaminants;
- check that the control equipment continues to work as it was designed;
- check that workers follow the right way of working.

Two of the most common control measures where maintenance is critical are local exhaust ventilation (LEV) and personal protective equipment (PPE).

Local exhaust ventilation (LEV)

If you use local exhaust ventilation to control exposure, it needs regular checking and thorough examination and testing at least once every 14 months or at more frequent intervals if you are using it with one of the processes listed in Schedule 4 of COSHH.

Many people, e.g. engineers or insurance companies can carry out thorough examination and testing of LEV. Whoever does the work must be competent to do so.

Personal protective equipment (PPE)

Personal protective equipment is often used as part of control measures. This also needs checking and maintenance because, if it fails, it no longer provides protection and exposes the wearer to danger. The users need to know exactly what they are doing, and so do the supervisors.

Technical Controls (Supervisory & Hazard Specific)

Information, Training and Supervision

CoSHH requires that employees are properly informed, trained and supervised. Suitable and sufficient information, instruction and training should include:

1. The names of the substances they work with or could be exposed to and the risks created by such exposure and access to any safety data sheets that apply to those substances;
2. The main findings of your risk assessment;
3. The precautions employees should take to protect themselves and others;
4. How to use personal protective equipment and clothing provided;
5. The results of any exposure monitoring and health surveillance;
6. Any emergency procedures which need to be followed.

Ensure that whoever designs, installs, maintains and tests your control measures is competent - they have the necessary skills, knowledge and experience.

Employees are important in developing control measures to make sure they are suitable for the way they carry out the work. If there are any improvements that can be suggested, employees must recommend them and report anything they think might be going wrong.

When training or informing employees using COSHH substances site management must ensure the following:

- Show workers how to use the control measures properly, and how to check that they are working.
- Carry out practice drills for cleaning up spills safely - do this before any spillages happen.
- If workers need to use respirators, they also need face fitting and training.
- If they need to use protective gloves, they need to know how to put them on and take them off without contaminating their skin.

Monitoring exposure

Monitoring normally means air sampling but it may also involve taking biological samples, e.g. breath or urine. Monitoring normally makes reference to 'Workplace Exposure Limits' (WELs) published by HSE. These limits should not be exceeded and are referenced in EH40. Ensure that the COSHH Assessments identify the need for any monitoring of exposure.

The last step of a suitable COSHH control scheme involves health surveillance. Health surveillance is a programme of systematic health checks to identify early signs and symptoms of work-related ill health and to allow action to be taken to prevent its progression. It is also useful in monitoring the effectiveness of your controls, though it is not in itself a control measure or a substitute for controlling risk at source. The most common checks are for respiratory disease such as asthma and skin disease.

Behavioural Controls (Training & Disciplinary)

Human failures can be divided into two types:

- Errors
- Violations

Errors

A human error is an action that was not intended and can be separated into two types - skill based errors and mistakes. Skill based errors can be further divided into slips of action and lapses of memory. Mistakes can be divided into rule based mistakes and knowledge based mistakes.

Errors such as slips and lapses and mistakes typically occur with trained, experienced people but also do occur with untrained and inexperienced people. The untrained and inexperienced persons may base their decisions on misunderstandings and a lack of perception of risk.

To reduce the potential for errors all operatives must first be informed, instructed and trained in safe use of tools and equipment and also be regularly supervised and briefed according to the risks involved and the required control measures.

Violations

Violations are deliberate deviations from the rules or procedures and can be separated into three types - routine, situational & exceptional. Many accidents, injuries and causes of ill health come about because of violations.

Violations often occur because of time pressures, inadequate supervision and enforcement of proper control measures, careless behaviour and risk taking.

To reduce the potential for violations all task operations must be supervised by a competent person at all times. Any violations of the company procedures regarding COSHH or safe use of substances will result in disciplinary measures and may result in loss of earnings & employment.

Employee Duties

Employees have legal duties under the law. They include:

- taking reasonable care for their own health and safety and that of others who may be affected by what they do or don't do;
- co-operating with the employer on health and safety;
- correctly using work items provided by the employer, including personal protective equipment;
- using all safe systems of work in accordance with training or instructions;
- not interfering with or misusing anything provided for their health, safety or welfare.

Legislation

[The Control of Substances Hazardous to Health Regulations \(CoSHH\) 2002 \(as amended\)](#)

15 - Demolition/Strip-Out

Legislation and Standards

It is the policy of Maldon Building Services Ltd that all demolition and strip out work is conducted and completed in a safe manner.

General Method and Sequence

As a minimum the following will be considered:

At Pre Tendering / Negotiation Stage

- Contractors to be vetted for previous experience, safety records or safety incidents;
- The provision of information from Clients regarding existing services, existing health and safety files presence of asbestos etc;
- Site Demolition Survey;
- Preferred Method of Work (through an outline method statement);
- Consultation with Structural Engineers.

Pre-Contract Activity

- Appropriate notifications to local authorities and HSE;
- Project Risk Assessment;
- Demolition Health and Safety Plan;
- Specific Method Statement indicating sequence of demolition;
- Means of protecting the public from noise, vibration, dust, debris etc;
- Location of overhead and underground and temporary services;
- Identified restricted areas and safe distances;
- Adequate support of main and adjoining structures;
- Health hazards from lead, asbestos flammable materials and gases;
- Health hazards from contaminated ground or buildings;
- Health hazards from standing water e.g. Leptospirosis and building previous use e.g. drug paraphernalia, etc.

Determination of Demolition techniques

1. Piecemeal demolition by hand - Masonry and brick buildings;
2. Piecemeal demolition by machine - balling machines;
3. Mechanical (impact hammers, hydraulic pusher arm, shears etc);
4. Deliberate controlled collapse - explosives;
5. Pre-weakening (pre-stressed concrete);
6. Overturning-wire rope pulling;
7. Soft-strip and partial demolition.

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16 - Display Screen Equipment

The Regulations apply to the protection of employees who are 'users' as defined by the Regulations. A 'user' means an employee who habitually uses DSE as a significant part of normal work, whether at their employer's workstation, at another employer's workstation, or at a workstation at home. Whether an employee is a 'user' depends on a number of factors, which will indicate whether they habitually use DSE as a significant part of normal work. Users may also include temporary, contract or agency staff the company may occasionally employ.

Risk assessment of DSE workstations is necessary to determine the extent of risk to the health and safety of any user arising out of the use of the workstation. Managers are responsible for ensuring that the requirements of the [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#) are complied with although assistance may be sought from the Company's Safety Consultants, **AM Specialists Group Ltd** as necessary.

Initial workstation assessments will be undertaken by involving the users themselves using a defined checklist.

Second or supplementary assessments will be conducted where the initial assessment indicates further action or information is needed. All risk assessments will be recorded and retained on file until superseded.

Employees will receive suitable and sufficient information and instruction on the correct use of DSE equipment to avoid musculoskeletal problems.

The Company will provide for eyesight tests and the provision of corrective eyewear as necessary to comply with the requirements set down.

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17 Electrical Welding Safety

Activity

General introduction to welding: Welding has been defined as the fusion of two pieces of metal, rendered plastic or liquid by heat or by pressure or by both. There are many different welding processes, but the two most commonly used are gas welding and electric arc welding.

Electrical Welding

All electrical welding processes use the flow of electricity to create heat. The power flows from the torch or electrode to the work piece, which is earthed to the source at the welding machine / equipment.

A) Resistance Welding

A high current at low voltage causes heat at the component interface and applied pressure results in a forged weld. This process is used in spot welding and seam welding.

B) Arc Welding

An arc is struck between an electrode and work piece achieving a temperature around 4000°C. A separate filler rod (often flux coated) can be used in carbon arc welding or tungsten arc welding. Shielding gases are required to protect the arc zone and molten weld pool and these may be produced from the electrode coating or by the use of inert gas shields e.g. argon or CO₂. Tungsten-Inert-Gas (TIG) and Metal-Inert-Gas (MIG) welding.

Plasma arc welding uses an ionised gas in the arc to form a high temperature (24000°C) jet from a narrow orifice.

Arc welding (SMAW - Shielded Metal Arc Welding)

The principle of arc welding is to attach an earth cable to the work piece, set the welding equipment for the correct amperage based on the thickness of the material being welded, fit a consumable welding rod electrode in the electrode holder and strike an electric arc to start the flow of current between the electrode and work piece, producing an intense heat welding the work piece. Welding thicker pieces requires more heat in the form of higher amperage from the welding equipment. The consumable electrode or rod melts both the parent metal and the filler rod, while simultaneously vaporising the flux coating to the electrode to create a gas shield around the bead, protecting the solidifying weld from contamination by gases in the air. The flux re-solidifies on top of the bead as a hard coating of flux and slag. The weld will require chipping to remove the slag.

MIG Welding

MIG (Metal Inert Gas) / GMAW (Gas Metal Arc Welding) welding is an arc welding process in which an electric arc forms between a consumable wire electrode and the metal work piece, the electric arc which heats the work piece metal causing them to melt and join. Along with the wire electrode, a shielding gas feeds through the welding gun, which shields the process from contaminants in the air. The shielding gas used with MIG machines can be CO₂, Argon or a mixture of the two depending on materials being welded.

MIG welding process provides a much cleaner weld than either gas or arc welding and there is a good versatility in materials with the ability to weld very thin metals. Control is easy because the amperage is set on the machine and the wire feed speed can also be controlled precisely.

The basic elements of the MIG welding set up include a power supply (machine), a torch with a large diameter cable, an earth wire with clamp and a bottle of compressed shielding gas. Inside the machine is a roll of thin wire and a motorised transport system for the wire. The shielding gas preserves the integrity of the weld like flux coating on arc rods.

A constant voltage, direct power source is commonly used as well as alternating current systems. The MIG welding machine contains an AC - DC rectifier with constant voltage potential. The electrode (wire) is constantly fed through the cable to the gun and consumed at the weld. When the trigger is pulled on the MIG gun, the supply of amperage starts (once the arc starts on the work) along with the feeding of the wire electrode and the flow of shielding gas (which is also routed inside the guns cable and comes out at the tip all around the electrode).

There are three basic types of MIG machines:

- Those that use plain wire with a bottle of shielding gas
- Those that use plain flux cored wire and no shielding gas
- Combination machines that run either plain or flux cored wire

Hazards and Risks

- Fatal shock from high amperage electrical current
- Fire caused by heat, sparks, molten metal or direct contact with the flame;
- Explosion when cutting up or repairing tanks or drums which contain or may have contained flammable materials;
- Fumes created during welding;
- Burns from contact with the flame or hot metal;
- Burns to skin and eyes from UV exposure

Flammable materials should be retained outside of any area where welding is taking place. Where such a course of action is not practicable, fire resisting sheets should be used to protect the surroundings from the flame and from spatter. At least one fire extinguisher should always be immediately available in the area of any welding operation.

Eye and skin hazards

These include:

- Burns from metal spatter on body and feet.
- Foreign bodies embedded in eyes.
- Ray burn of unprotected skin from infra red and ultra violet radiation in arc processes.
- Arc eye: a painful inflammation of the unprotected eyes from ultra violet radiation in arc welding.

People working in the vicinity of arc welding also need protection from UV radiation. This protection can be given by means of screens placed around the welder's working area.

Heat stress: The longer duration of welding, the hotter the surroundings, including the welder, become. This heat stress is intensified the smaller the confines in which the welding operation is taking place. In extreme cases, the welder may faint. If thermal stress is envisaged, then ventilation should be introduced and consideration should be given to having a second person on standby in case of emergencies.

Toxic gases and Fumes

For arc welding, the visible fume comes mostly from the filler wire when it's exposed to the electric arc. The amount of hazardous substances in the filler wire should be included in the product information that is printed on the original packaging. Many of the common metals used in filler wires are harmful and several have Workplace Exposure Limits (WEL). Cadmium and Beryllium are rarely found, but are particularly toxic. Chromium, Nickel, Vanadium, Manganese and Iron all have WEL's.

Arc processes, e.g. CO₂, MIG and TIG welding can give rise to hazardous concentrations of gases from the surrounding atmosphere e.g.

- Ozone and oxides of nitrogen which are lung irritants
- Carbon monoxide
- Phosgene and other lung irritants can be produced if degreasing product residues are present on the material being welded

Fumes

Noxious fumes can be produced from some coatings on the work piece and the electrode or from fluxes and also from metal spraying.

Zinc and copper in high concentrations can cause metal fume fever, a short lived influenza like illness.

More hazardous are:

- Lead often present as a coating.
- Cadmium present as a coating or in some silver solders.
- Beryllium a copper alloy the fumes from which can cause a serious and sometimes delayed lung condition.

Before carrying out welding operations, the materials involved should be identified, the risks assessed and necessary control measures established.

It cannot be assumed that natural ventilation will produce acceptably low gas and fume concentrations in the welder's breathing zone.

If a number of welding operations are being carried out in the same area, or the work is being carried out in a confined space, then the risk is obviously increased. The most effective form of fume control equipment is the type which allows the extractor hood to be placed as close to the weld as possible. Extracted fume-laden air should be effectively filtered or exhausted into the atmosphere and not allowed to enter the air of the workplace. If fume control is suspected of being inadequate, the air in the breathing zone of the welder must be sampled to determine its suitability for breathing.

Control Procedures

Operators must familiarise themselves with the controls on the welding machine, and also conduct the following:

- Visually inspect the work equipment to be used for any damages
- Always wear protective gloves when handling the material as it may have sharp edges.
- Keep work area clean and maintain good housekeeping to avoid slip and trip hazards.
- Remove all oil spills that may occur.
- Ensure you have correct PPE - Leather gauntlets, heavy clothing / overalls, leather shoes or boots
- Do not tuck trousers into the boots and do not wear trousers with turn ups
- Ensure you have correct coloured welding / cutting goggles / mask as required
- Thoroughly read all manufacturer's instructions and directions for the equipment prior to use
- Remove all combustible materials from the work area
- Report any unsafe conditions to maintenance for correction.

Arc Welding Procedural Controls

Initial Set up of Arc Welding machine

- Read all directions and instructions from manufacturer's guidance
- Select the correct welding rod / electrode according to material being welded
- Insert the welding rod / electrode into the electrode holder
- Set the recommended polarity according to welding machine instructions
- Set the welding machine to the correct amperage range as specified by the manufacturer

MIG Welding Procedural Controls

Initial Set up of MIG Welder machine

- Read all directions and instructions from manufacturer's guidance
- Put roll of wire into the machine and set the drive roller tension. The wire unrolls from the reel through a guide and over a motorised roller which feeds the wire through another guide and into the cable going into the torch.
- Lay the torch and cable out on the floor as straight as possible
- Mount the wire spool into the machine as per the manufacturer instructions
- Don't cut the wire loose until ready to feed it to avoid the wire unravelling all over the place as there is winding tension on the spool

- Hold the cut end with some pliers or vice grips and carefully file or sand the cut end until it is smooth
- Insert the end into the guide, loosen and swing away the wire tension adjuster and feed the wire over the groove in the drive roller and onto the next guide.
- When there is approx. 150 - 200 mm of wire fed into the welding cable put the wire tension adjuster back in place over the wire keeping the wire centred in the groove at all times.
- Turn on the welder and put the wire feed speed about $\frac{1}{4}$ of the way and pull the trigger.
- Adjust the pressure on the wire tensioner until the rollers are feeding the wire and then turn it $\frac{1}{4}$ turn more.
- With the nozzle and contact tube unscrewed from the end of the torch - keep the torch cable straight and run the machine until the wire comes out of the torch.
- Slip the correct size contact tube over the wire and screw it in and attach the nozzle.
- Conduct final check on wire tension - Ensure the tensioner slips as required to prevent any build up / birds nesting

Set up shielding gas

- Mount gas bottle on cart and attach regulator to the bottle and attach reinforced hose to the regulator with a hose clamp connecting the gas to the machine.
- Turn cylinder all the way when required to open
- Check any connections for leaks using soapy water mixture
- Adjust gas regulator to the proper flow rate (cubic metre per hour rate) according to the specifications for the materials and wire being used

Physical Controls

Contact burns

The following precautions will help to prevent burns from contact with the flame, hot metal, sparks and molten slag:

- Work in a safe location away from other people;
- Wear protective clothing, boots, gauntlets and eye protection;
- Shut off the torch when not in use. Do not leave a lighted torch on a bench or the floor as the force of the flame may cause it to move;
- Clamp the work piece, avoid holding it by hand.

In arc welding use a welding helmet or hand screen, with housing complying with BS EN 175 and fitted with appropriate filters to BS EN170.

Fire prevention

The following precautions will help prevent fire:

- Move the work piece to a safe location for carrying out hot work;
- Remove nearby combustible materials (such as flammable liquids, wood, paper, textiles, packaging or plastics);
- Protect nearby combustible materials that cannot be moved. Use suitable guards or covers such as metal sheeting, mineral fibre boards or fire-retardant blankets;
- Check that there are no combustible materials hidden behind walls or in partitions, particularly if the welding or cutting will go on for some time. Some wall panels contain flammable insulation materials, e.g. polystyrene;
- Use flame-resistant sheets or covers to prevent hot particles passing through openings in floors and walls (doorways, windows, cable runs, etc.);
- If the consequences of a fire are severe, e.g. work inside ships, you may need to appoint a fire watch during and after the work finishes. It is normal to maintain fire watch for 30 minutes after hot work finishes;
- Prevent flame, heat, sparks or hot spatter from landing on the hoses;
- Keep fire extinguishers nearby.

Fumes

Before carrying out welding operations, the materials involved should be identified, the risks assessed and necessary control measures established.

It cannot be assumed that natural ventilation will produce acceptably low gas and fume concentrations in the welder's breathing zone.

If a number of welding operations are being carried out in the same area, or the work is being carried out in a confined space, then the risk is obviously increased. The most effective form of fume control equipment is the type which allows the extractor hood to be placed as close to the weld as possible. Extracted fume-laden air should be effectively filtered or exhausted into the atmosphere and not allowed to enter the air of the workplace. If fume control is suspected of being inadequate, the air in the breathing zone of the welder must be sampled to determine its suitability for breathing.

- normally need RPE. Try to work in a position where the wind blows the fume cloud away from you and other people.
- If you flame cut indoors or in conditions where there is little air movement, the need for extraction and/or RPE depends on how much cutting you are going to do.
- Work on materials coated with lead or chromate paints, galvanised or cadmium plated or metal contaminated with oil, grease etc. are likely to require fume control such as extraction and/or RPE.
- Only allow access to authorised staff. Restrict access to the areas using physical barriers and display warning signage.
- Locate the work away from doors, windows and walkways. Stop draughts interfering with the extraction.

- Provide an extracted welding booth, an extracted workbench or a moveable capture hood.
- You may also need to use respiratory protective equipment (RPE). Air sampling will help you to decide.

Welding booth or Extracted Work Bench

- Provide a good standard of general ventilation; 5-10 air changes per hour, with a through draught.
- You need an inward air speed between 1 and 1.5 metres per second into a booth.
- You need an air speed of at least 2 metres per second into an extracted welding bench.
- You need an air speed of at least 1 metre per second to clear fume, and between 5 and 10 metres per second into a moveable hood duct.
- Fit a manometer, pressure gauge or tell-tale to show that the extraction is working.
- Discharge cleaned, extracted air to a safe place outside the building, away from doors and windows.
- Have a supply of clean air coming into the workroom to replace extracted air.

Technical Controls (Supervisory & Hazard Specific)

Follow the instructions in the manual - keep equipment in effective and efficient working order.

- If any equipment is faulty, repair it straight away.
- Daily, look for signs of damage to ducting, fans and air filters. Noisy or vibrating fans can indicate a problem.
- At least once a week, check that the extraction system and gauges work properly.
- You need to know the manufacturer's specifications to check the extraction's performance.
- If this information isn't available, hire a competent ventilation engineer to determine the performance needed for effective control.
- The engineer's report must show the target extraction rates.
- Keep this information in your testing log-book.
- Get a competent ventilation engineer to examine the extraction thoroughly and test its performance at least once every 14 months, or six months for non-ferrous metals.
- Test any RPE at least once every three months.
- Keep records of all examinations and tests for at least five years.
- Review records - failure patterns show where preventive maintenance is needed.

Behavioural Controls (Training & Disciplinary)

Human failures can be divided into two types:

- Errors
- Violations

Errors

A human error is an action that was not intended and can be separated into two types - skill based errors and mistakes. Skill based errors can be further divided into slips of action and lapses of memory. Mistakes can be divided into rule based mistakes and knowledge based mistakes.

Errors such as slips and lapses and mistakes typically occur with trained, experienced people but also do occur with untrained and inexperienced people. The untrained and inexperienced persons may base their decisions on misunderstandings and a lack of perception of risk.

To reduce the potential for errors all operatives must first be informed, instructed and trained in safe use of tools and equipment and also be regularly supervised and briefed according to the risks involved and the required control measures.

Violations

Violations are deliberate deviations from the rules or procedures and can be separated into three types - routine, situational & exceptional. Many accidents, injuries and causes of ill health come about because of violations.

Violations often occur because of time pressures, inadequate supervision and enforcement of proper control measures, careless behaviour and risk taking.

To reduce the potential for violations all task operations must be supervised by a competent person at all times. Any violations of the company procedures regarding lead handling and usage tasks will result in disciplinary measures and may result in loss of earnings & employment.

Employee Duties

An employee's duties are to:

- Take reasonable care of the health and safety of themselves and of others who may be affected by what they do or do not do
- Cooperate with the employer on health and safety matters
- Not misuse any equipment that is provided for safety purposes (e.g. fire extinguishers or safety goggles)
- Follow instructions from the employer on health and safety matters and attend relevant health and safety training
- Report hazards and defects observed in the workplace.

18 - Electricity at work

Introduction

Electricity can kill. Each year about 1000 accidents at work involving electric shock or burns are reported to the Health and Safety Executive (HSE). Around 30 of these are fatal. Most of these fatalities arise from contact with overhead or underground power cables. Even non-fatal shocks can cause severe and permanent injury. Shocks from faulty equipment may lead to falls from ladders, scaffolds or other work platforms. Those using electricity may not be the only ones at risk: poor electrical installations and faulty electrical appliances can lead to fires which may also cause death or injury to others. Most of these accidents can be avoided by careful planning and straightforward precautions.

All works undertaken by Electrical Engineers/Contractors, must comply with relevant Regulations and Approved Codes of Practice.

Hazards

The main hazards with electricity are:

- Contact with live parts causing shock and burns (normal mains voltage, 230 volts AC can kill);
- Faults which could cause fires;
- Fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere.

Assessing the risk

The risk of injury from electricity is strongly linked to where and how it is used.

The risks are greatest in harsh conditions, for example: In wet surroundings - unsuitable equipment can easily become live and can make its surroundings live.

Out of doors - equipment may not only become wet but may be at greater risk of damage.

In cramped spaces with a lot of earthed metalwork, such as inside a tank or bin - if an electrical fault developed it could be very difficult to avoid a shock.

Some items of equipment can also involve greater risk than others. Extension leads are particularly liable to damage - to their plugs and sockets, to their electrical connections, and to the cable itself. Other flexible leads, particularly those connected to equipment which is moved a great deal, can suffer from similar problems.

Reducing the risk

- Ensure that the electrical installation is safe;
- Install new electrical systems to a suitable standard, e.g. BS 7671 Requirements for electrical installations, and then maintain them in a safe condition existing installations should also be properly maintained;
- Provide sufficient socket-outlets - overloading socket-outlets by using adaptors can cause fires.
- Provide safe and suitable equipment;

- Choose equipment that is suitable for its working environment;
- Electrical risks can sometimes be eliminated by using air, hydraulic or hand-powered tools. These are especially useful in harsh conditions;
- Ensure that equipment is safe when supplied and then maintain it in a safe condition;
- Provide an accessible and clearly identified switch near each fixed machine to cut off power in an emergency;
- For portable equipment, use socket-outlets which are close by so that equipment can be easily disconnected in an emergency;
- The ends of flexible cables should always have the outer sheath of the cable firmly clamped to stop the wires (particularly the earth) pulling out of the terminals;
- Replace damaged sections of cable completely;
- Use proper connectors or cable couplers to join lengths of cable. Do not use strip connector blocks covered in insulating tape;
- Some types of equipment are double insulated. These are often marked with a 'double-square' symbol. The supply leads have only two wires - live (brown) and neutral (blue). Make sure they are properly connected if the plug is not a molded-on type;
- Protect light bulbs and other equipment which could easily be damaged in use. There is a risk of electric shock if they are broken;
- Electrical equipment used in flammable/explosive atmospheres should be designed to stop it from causing ignition. You may need specialist advice.

Reduce the voltage

One of the best ways of reducing the risk of injury when using electrical equipment is to limit the supply voltage to the lowest needed to get the job done, such as:

Temporary lighting can be run at lower voltages, e.g. 12, 25, 50 or 110 volts;

Where electrically powered tools are used, battery operated is safest;

Portable tools are available which are designed to be run from 110 volts centre-tapped-to-earth supply and PAT tested every three months.

Provide a safety device

If equipment operating at 230 volts or higher is used, an RCD (residual current device) provides additional safety. An RCD is a device which detects some, but not all, faults in the electrical system and rapidly switches off the supply. The best place for an RCD is built into the main switchboard or the socket-outlet, as this means that the supply cables are permanently protected. If this is not possible plugs incorporating an RCD, or a plug-in RCD adaptor, can also provide additional safety.

RCDs for protecting people have a rated tripping current (sensitivity) of not more than 30 milliamps (mA).

Preventative maintenance

All electrical equipment and installations should be maintained to prevent danger. It is recommended that fixed installations are inspected and tested periodically by a competent person.

The frequency of inspections and any necessary testing will depend on the type of equipment, Ref Procedure: Portable Appliance Testing.

Records of the results of inspection and testing can be useful in assessing the effectiveness of the system.

Equipment users should report any damage or defects they find with electrical equipment.

Work safely

Make sure that people who are working with electricity are competent to do the job. Even simple tasks such as wiring a plug can lead to danger - ensure that people know what they are doing before they start.

Check that:

Suspect or faulty equipment is taken out of use, labelled '**DO NOT USE**' and kept secure until examined by a competent person;

Where possible, tools and power socket-outlets are switched off before plugging in or unplugging;

Equipment is switched off and/or unplugged before cleaning or making adjustments. More complicated tasks, such as equipment repairs or alterations to an electrical installation, should only be tackled by people with knowledge of the risks and the precautions needed.

You must not allow work on or near exposed live parts of equipment unless it is absolutely unavoidable and suitable precautions have been taken to prevent injury, both to the workers and to anyone else who may be in the area.

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19 - Excavations

Excavations can impose risks not only to persons working in an excavation, but also to persons nearby, e.g. other site workers, plant operators, site traffic, general public, road traffic etc. All excavations should be clearly identified. Red and white bunting/tape should be erected at a safe distance from the excavation edges and 'Danger - Excavations' signs should be displayed. Where there could be a risk to the general public, i.e., children, secure fencing/hoarding must be erected around the excavations.

Before digging any excavations, it is important to plan against the following:

- Access to the excavation;
- Accidents to members of the public.
- Collapse of the sides;
- Contact with underground services;
- Fumes;
- Materials falling onto people working in the excavation;
- People and vehicles falling into the excavation;
- People being struck by plant;
- Undermining nearby structures;

All necessary equipment required such as trench sheets, props, baulks, etc, are to be available on site before excavation work commences.

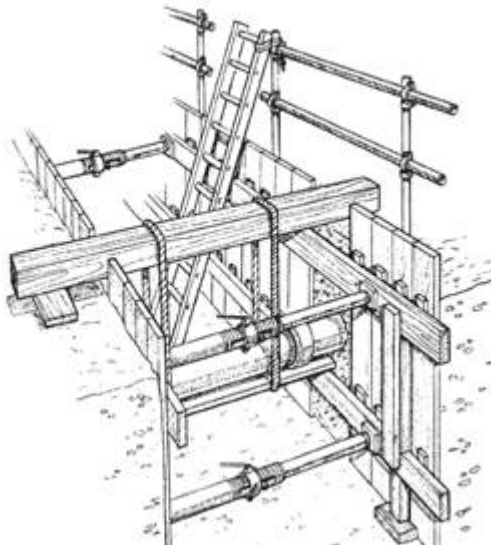


Figure 1.

This excavation is supported by timbering and props.

The poling boards extend above the edge of the excavation to act as toe boards and guard rails are provided to prevent falls into the excavation. Safe access is provided by a tied ladder. Exposed services are supported.

Source: HSE Construction Information Sheet No 8
'Safety in Excavations'

Supports

Supports prevent the sides and the ends of the excavation from collapsing by battering them to a safe angle or supporting them with timber, sheeting or proprietary support systems.

Remember

- Do not go into unsupported excavations.
- Never work ahead of the support.
- Remember that even work in shallow trenches can be dangerous. You may need to provide support if the work involves bending or kneeling in the trench.

Materials falling into excavations

To prevent materials falling into excavations

- Do not store spoil or other materials close to the sides of excavations. The spoil may fall into the excavation and the extra loading will make the sides more prone to collapse.
- Make sure the edges of the excavation are protected against falling materials. Toe boards are to be provided where necessary.
- Always wear a hard hat when working in excavations.

People and vehicles falling into excavations

- Keep vehicles away from excavations wherever possible. Install brightly painted baulks or barriers at a distance.
- To prevent people from falling into excavation guard rails, intermediate rails and toe boards must be installed.
- Where vehicles have to tip materials into excavations, use stop blocks to prevent them from over-running. Remember that the sides of the excavation may need extra support.

Protecting the public

Always protect the public

- Fence off all excavations in public places to prevent pedestrians and vehicles falling into them.
- Where children might get onto a site out of hours, take precautions (e.g. backfilling or securely covering excavations) to reduce the chance of them being injured.

People being struck by plant

- Keep workers separate from moving plant such as excavators. Where this is not possible use safe systems of work to prevent people being struck.
- Plant operators should be competent.

Undermining nearby structures

- Decide if the structure needs temporary support before digging starts. Surveys of the foundations and the advice of a structural engineer may be needed.
- Make sure excavations do not affect the footings of scaffolds or the foundations of nearby structures. Walls may have very shallow foundations which can be undermined by even small trenches.

Spoil heaps

- Spoil heaps must be kept at a safe distance from the edges of excavations so that spoil heaps do not impose additional loading on the excavation sides and so that unobstructed safe access can be maintained on all sides of excavations.

Access

- Provide good ladder access or other safe ways of getting in and out of the excavation.

Fumes

- Exhaust fumes can be dangerous. Do not site petrol or diesel-engined equipment such as generators or compressors in, or near the edge of, an excavation unless fumes can be ducted away or the area can be ventilated.

Inspections of excavations

A competent person must inspect excavations:

- At the start of each shift before work begins;
- After any event likely to have affected the strength or stability of the excavation; and after any accidental fall of rock, earth or other material.
- A written report should be made after most inspections. Stop work if the inspection shows the excavation to be unsafe.

Avoiding underground services

- Look around for obvious signs of underground services.

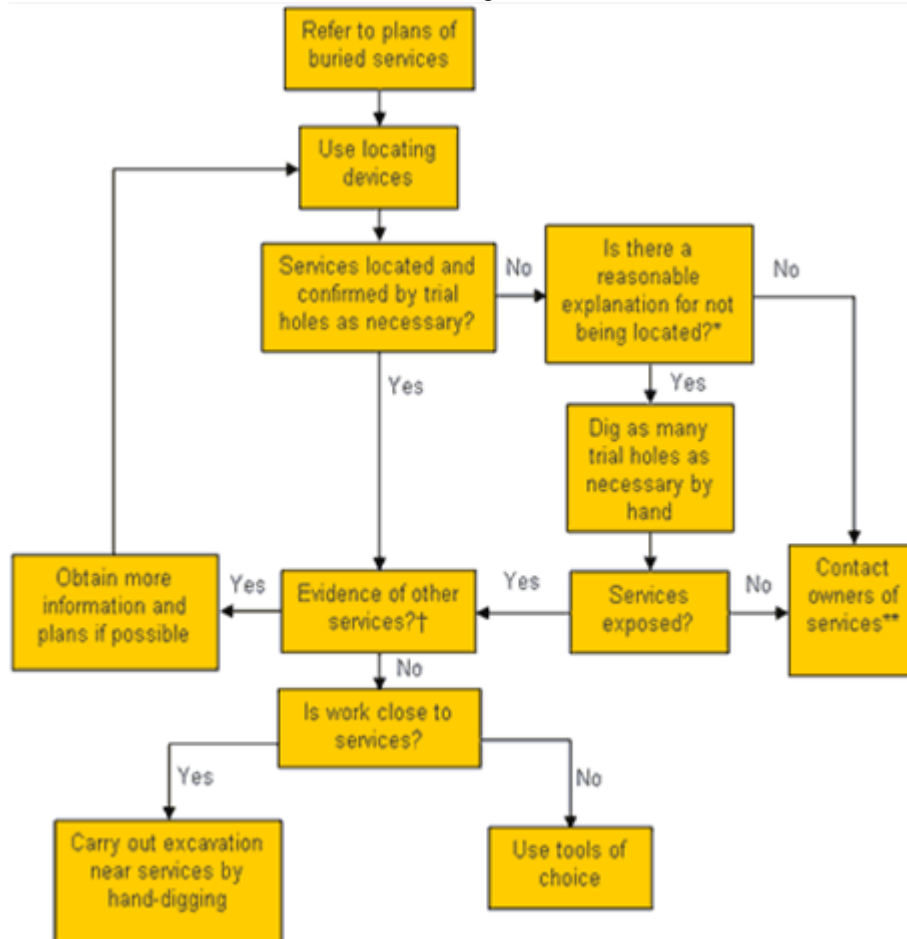
Underground Services Precautions

- Adequately supporting services that are exposed by excavations etc.
- All Personnel on site should be made aware of underground services where they could be a potential hazard to them. The Company's Safety Officer should be consulted whenever underground services precautions cannot be adhered to, for whatever reason, before the work is carried out for further advice.
- Check the lines and locations of services access covers.
- Look around for obvious signs of underground services, e.g. valve covers or patching of the road surface.
- Make sure that the person supervising excavation work has service plans and knows how to use them. Everyone carrying out the work should know about safe digging practices and emergency procedures.
- No mechanical plant or power tools should be used to excavate excavations within 1 metre of underground services.
- Take note of the development history of the area of works and if necessary, check them out.
- The line of the excavation works should always be checked before the excavation works are carried out for underground services: Using an underground cable detector, i.e., CAT.
- Underground services should be adequately protected from possible damage i.e., when laying the pipes in position or when lifting/lowering support boxes.
- Use locators to trace any services. Mark the ground accordingly.
- Viewing of work surfaces, i.e., roads, pavements and fields, etc., where excavation works and laying of services may have been carried out before. Look for differences in tarmac, paving slabs and top soil/plant growth etc.

Ensure that all appropriate Service Drawings where works are to be carried out are carefully inspected and any queries should be discussed with the appropriate Services, i.e., Gas Board, Electric Company, Water Company, Company Safety Offices, etc.

All known underground services in the vicinity of the works should be trial holed in advance of the works and clearly marked up. This work should be a hand dig operation, hand tools only. Plant and Mechanical tools must not be used. Only experienced and competent Personnel should carry out this work.

Refer to the flow chart below for guidance on how to work near underground services.



Source HSE Construction Information Sheet No 8 'Safety in Excavations'

20 - False-work

False-work is defined as any temporary structure used to support a permanent structure while it is being erected and until it becomes self-supporting. It may be used in any construction activity where the permanent structure requires support because of a period of instability during its erection e.g. in-situ concrete construction, brick arches and the erection of structural steel.

Any failure of falsework may lead to collapse of the permanent structure. This could also cause injury or even death to whoever is working in the vicinity.

The main causes of failure of falsework are as follows:

- Design errors.
- Detailing not adequate.
- Errors when the supported loads are being estimated.
- Horizontal lacing and diagonal bracing not adequate to resist lateral loads.
- Inadequate foundations.
- Incorrect execution of points of load transference.
- Original design not amended after variation to loading programme.
- Unintentional loads.

Loading

Once complete all falsework should be inspected and certified as ready to use. The frequency of subsequent inspections will depend on the nature of the temporary works. Inspections should be carried out frequently enough to enable any faults to be rectified immediately.

Statutory Responsibilities

Contractor's responsibilities include:

- Preventing the falsework collapsing under load.
- Ensuring that those who are constructing and dismantling the falsework can carry out their duties safely, with particular regard to preventing falls from height.
- Minimising the risks of others concerning their Health & Safety and others passing by the construction activity.

Regulation 19 of [The Construction \(Design & Management\) Regulations 2015](#). Any equipment used is covered by [The Provision and Use of Work Equipment Regulations 1998 \(PUWER\)](#) and use of lifting equipment by the [The Lifting Operation and Lifting Equipment Regulations 1998 \(LOLER\)](#).

Section 8 of BS 5975 gives standard solutions to the provision of falsework in simpler and more common place situations; however, in more complex or non-standard circumstances, the services of a false work designer will be required.

are changes to the loading programme. There should also be a thorough independently check of the design before it is agreed. There also needs to be very close control of the whole erection process so that the design is properly realised, with only the specified materials and construction methods employed.

The falsework erection supervisor should use a pre-prepared safety checklist to ensure that nothing important is overlooked. In the event of any difficulty arising they should always raise the matter with the designer and await a decision before proceeding further.

21 - Fire Precautions on Site

Enforcing this procedure

The [The Regulatory Reform \(Fire Safety\) Order 2005](#) places a requirement for the controller of premises and the appointment of a person responsible to plan and manage fire safety. This position is known as the responsible person.

Ian Freshwater has been appointed by the organisation to undertake the role of the responsible person in regard to fire safety.

This procedure has been produced to cover fire precautions on a construction site. It is expected that the construction site principal contractor will appoint a person to act as the responsible person under the order.

Maldon Building Services Ltd accepts that the responsible person may appoint a member or members of Maldon Building Services Ltd to act as competent persons i.e. Fire Marshal, Wardens etc. to assist the responsible person to comply with their requirements, responsibilities and duties.

Regulations relating to fire precaution on site are the [The Regulatory Reform \(Fire Safety\) Order 2005](#). The objective of adequate fire precautions is to protect life and avoid damage to property, plant and processes from fire. Fires should only be tackled by employees who are trained in the use of fire fighting equipment (extinguishers and fire hoses) providing there is no risk of danger to themselves.

There are a number of common causes of fire:

- Careless use of cutting/welding equipment.
- Carelessness in smoking or with lighted matches.
- Electrical faults.
- Faulty or misused heating equipment.
- Incorrect storage and incorrect use of flammable liquids.
- Malicious ignition from all sources.
- Uncontrolled rubbish burning.

All site works will establish the following arrangements to comply with regulations:

- Suitable means to detect and give warning of a fire incident (fire alarm).
- Develop and implement an effective fire evacuation plan - regular fire drills should be undertaken.
- Develop a means of escape to a safe point and the display emergency fire exit signs and lighting.
- Train and inform people how to use fire fighting equipment (fire alarms/extinguishers etc.).
- Create effective communications with the emergency services (obtain an outside line) and telephone 999 and ask for the Fire Brigade and the Ambulance Service if someone has been injured. In all instances the emergency services must be contacted in the event of a fire occurring.

- Post a fire plan of the premises to display in areas where emergency exits may not be obvious, or where alternative emergency exits exist.
- All persons must be able to evacuate areas, which could be affected by a fire, immediately.
- Inaugurate a register for employees and a visitor's book for visitors. All persons are required to sign in and out of the premises.

Fire Check List

- Adequate fire fighting equipment should be available. Appropriate fire extinguishers etc., should be located in suitably signed fire point areas.
- Individual non flammable waste containers are to be provided for waste oily rags, paint rags, paint scrapings, waste flammable liquids and off-cuts.

Fire Exits and general means of access and egress must be kept obstruction free and clear of items that could cause a fire.

Fire fighting equipment must be maintained in good working order and regularly checked by a competent person.

Fire plans must be displayed in appropriate places in the premises.

- Fire signs must be displayed where required.
- Where installed internal fire doors are to be kept closed to prevent smoke and fire spread.
- The storage of materials/gases and chemicals etc., must be kept in a proper manner in accordance with Regulations and Codes of Practices.
- Waste should be regularly removed from all site areas, e.g. offices, workshops, yards etc.

22 - First Aid

Enforcing this procedure

Maldon Building Services Ltd has appointed Ian Freshwater to be responsible to ensure this procedure remains relevant and appropriate to Maldon Building Services Ltd requirements.

Ian Freshwater will monitor the procedures effectiveness and report back to Maldon Building Services Ltd any recommended changes.

Ian Freshwater will ensure that this procedure is enforced through all levels of management and communicated via company induction or toolbox talk.

Ian Freshwater will appoint competent people to ensure this policy is enforced on construction sites and to ensure the appropriate level of first aid is available at all times to cover Maldon Building Services Ltd personnel.

[The Health and Safety \(First aid\) Regulations 1981](#) came into operation on 1st July, 1982. The regulations were accompanied by an Approved Code of Practice and Guidance Notes. Employers must ensure adequate first aid provisions are made for their employees. The Approved Codes of Practices explain 'adequate and appropriate' provisions.

General Company Requirements for First Aid

Director of Health & Safety, Ian Freshwater, is to ensure that the Company's legal requirements for first aid are fully complied with. First aid requirements vary depending upon the nature of the works and the number of personnel employed. First Aid should be able to be catered for without difficulty in all areas of work. Where personnel etc., are working on site, Maldon Building Services Ltd Management to ensure arrangements are in place to provide First Aid provision. Where gangs of workers are going to sites to undertake work, at least one should be a trained First Aider. Special consideration should be given to lone workers.

First Aiders

First Aiders must be properly trained by a recognised training body, i.e., St. John Ambulance Association, St. Andrews Ambulance Association or The British Red Cross Society etc or other competent organisations. Normally, personnel that would be considered for first aid training are Managers and Supervisors etc. A list of trained and competency persons, able to provide first aid assistance in the event of first aid requirement, should be displayed within the work area to ensure all employees can identify who is available if required.

EFAW Trained Personnel

For work areas, where there are less than five employees, there is no statutory duty to have a First Aider, however the Employer must ensure that an 'EFAW trained person' is present to take charge of the situation if a serious injury or major illness occurs. An EFAW trained person is someone who has attended a one-day Approved First Aid Course. It is always advisable though to have a trained First Aider available.

First Aid Kits and Boxes

All premises / works, should have an appropriate amount of complete first aid kits. First aid boxes / kits must be easily accessible for the first aiders / appointed persons. It is the responsibility of the Appointed First Aider, to make sure that First aid boxes / kits are regularly checked to ensure they are fully stocked and that all items are in a useable condition where discrepancy are found, it is the appointed First Aiders responsibility to report this to Ian Freshwater for action. First aid boxes / kits locations must be clearly identified with a first aid sign and discussed with work team to ensure that all staff fully understands the location. Only specified first aid contents are allowed in first aid kits/boxes as detailed in the HSE Guidance Notes.

First Aid Record

All first aid cases which are treated are required to be recorded in the accident book. All accident reports must be kept secure and confidential. Send all completed forms to the office. The appointed first aider is authorised by Maldon Building Services Ltd to record all incidents and accidents on the first aid report form.

First Aid for Site Works

Irrespective of the status of the Company on site, Maldon Building Services Ltd management are required to be in control of the first aid provisions for their team and to ensure Maldon Building Services Ltd have complied with the requirements of the controlling body for the site. If the Principal Contractor or other third party, provide the provision of first aid as is necessary to comply with legalisation, this agreement and arrangements should be provided in writing.

23 - Fixed, Portable & Mobile Machines

Regulations

The principle regulations dealing with fixed, portable and mobile machinery / equipment are:

- [The Electricity at Work Regulations 1989.](#)
- [The Health and Safety at Work etc. Act 1974](#)
- [The Pressure Systems Safety Regulations 2000](#)
- [The Provision and Use of Work Equipment Regulations 1998 \(PUWER\).](#)

Where lifting equipment is used [The Lifting Operation and Lifting Equipment Regulations 1998 \(LOLER\)](#) applies.

Other legislation detailed below may also come into effect and is dependant on how and where the equipment is to be used.

- [The Control of Noise at Work Regulations 2005](#)
- [The The Control of Substances Hazardous to Health Regulations \(CoSHH\) 2002 \(as amended\)](#)

Management has the responsibility to provide the correct tools, machinery and equipment and to make certain they are correctly used, maintained and where necessary tested in accordance with the relevant regulations or codes of practice.

Manufacturer's equipment information sheets / manuals should be consulted for correct set up and operation before plant and equipment is first used. Special heed needs to be taken to safety hazards identified by the manufacturer and printed in any manual provided.

Portable tools and equipment should be inspected for damage by the user before use and by the stores person when being returned to a central store.

[The Provision and Use of Work Equipment Regulations 1998 \(PUWER\)](#) deals with the safety of equipment detailed below are some of the sections with PUWER that need to be complied with by the manufacturer, supplier and user:

Reg. 4 Suitability of Work Equipment	Reg. 18 Control Systems
Reg. 5 Maintenance	Reg. 19 Isolation from sources of energy
Reg. 6 Inspection	Reg. 20 Stability.
Reg. 7 Specific Risks	Reg. 21 Lighting
Reg. 8 Information & Instruction	Reg. 22 Maintenance Operations.
Reg. 9 Training	Reg. 23 Markings
Reg. 10 Conformity with Community Requirements	Reg. 24 Warnings

Reg. 11 Dangerous parts of machinery	Reg.25 Carrying employees on mobile equipment
Reg. 12 Protection against specific hazards	Reg. 26 Rolling over of mobile equipment
Reg. 13 High or very low temperatures.	Reg. 27 Overturning of fork trucks.
Reg. 14 Starting and modifying operation Controls	Reg. 28 Self propelled work equipment
Reg. 15 Stop Controls	Reg. 29 Remote controlled self propelled work equipment
Reg. 16 Emergency stop controls	Reg. 30 Seizure and safe guarding of shaft drives
Reg. 17 Marking and positioning of controls.	Reg. 31 Transitional arrangements

Training

Employees must be suitably and sufficiently trained and competent to operate and use fixed, portable and mobile machines. Certain classes of machinery and equipment can only be operated / used by persons over the age of 18 years of age unless under direct supervision of a competent person.

Plant layout

The layout and positioning of Plant and equipment is extremely important. Machines etc. should be positioned so that they:

- Provide a systematic sequence of operations.
- Are not able to entrap others while in motion. If this is an identified hazard during risk assessment a minimum of 1metre space around the machine must be provided.
- Machinery should not be positioned where the materials being worked upon encroach upon passages and aisles. Aisles and walkways must be kept clear of materials to provide safe access and egress at all times.
- Sufficient space between machines is to be provided to prevent material being worked upon clashing or interfering with a neighbouring machine.
- Materials, work in progress etc. must be correctly stored and stacked at all times
- Where there are special or specific material handling needs these must be taking into account at the layout stage.

Lighting requirements

Lighting is to be provided to give suitable illumination for the work being done. Illumination values of 250 lux are recommended, where close or specialised work is being undertaken this value may be doubled or even trebled.

Lamps and lighting units should be properly shielded or diffused to prevent glare, and installed to prevent shadows being cast in the work area.

Fluorescent and mercury vapour lighting overcomes problems of both glare and shadow, however due to a stroboscopic affect can occasionally cause rotating machinery to appear stationary or running at a slower speed than expected. To surmount this, lamps may be wired from different phases of a 3 phase supply.

As far as is practicable all lighting should be protected from damage from machine operations and material handling.

Ventilation and extraction requirements

Where materials being used or machined generate dust, fume, mist or harmful vapours suitable and sufficient ventilation/extraction is to be provided and maintained to protect the health of machine operators and others in the vicinity. It is essential to ensure that extract ducts and flues are not positioned near fresh air intakes so that fumes are not recirculated into the work area / place

Noise generated by tools/equipment/machines

Where noise levels, by test, exceed the 1st and 2nd action levels of 80 dB(A) and 85 dB(A) respectively [The Control of Noise at Work Regulations 2005](#) must be complied with. Reference should be made to Workplace Procedure 'Noise' to enable the implementation of engineering and other controls.

Rolling Over of Mobile Work Equipment

In addition to the general requirements which apply to all work equipment, Part III of PUWER contains specific duties regarding mobile work equipment, for example fork-lift trucks and dumper trucks.

Where mobile work equipment is used for carrying people, it must be suitable for this purpose. Measures should always be taken to reduce the risk of mobile work equipment rolling over, but where such risks cannot be eliminated, risks from the equipment rolling over are to be minimised. (E.g. stabilising the equipment reduces the risk of rolling over.)

The most likely measure to take to reduce the risks will be provision of a roll-over protective structure (ROPS). Where a ROPS cage or roll bar is used, rather than a cab, there is frequently a risk of those using the mobile equipment being crushed in event of its rolling over. Where this is identified a restraining system or other device in addition to a ROPS, is to be fitted. This will frequently be a seat belt.

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24 - Fork Lift Trucks

Mechanical handling techniques have improved efficiency and safety, but have introduced other sources of potential injury into the workplace. Cranes or hoists and fork lift trucks are generally the primary means for mechanical handling. In all circumstances the safety of the work will be affected by the safety of the equipment, the operating area and the operator.

The principle legislation concerning forklift trucks is the [The Provision and Use of Work Equipment Regulations 1998 \(PUWER\)](#) which requires employers to ensure that work equipment complies with essential health and safety requirements and the [The Lifting Operation and Lifting Equipment Regulations 1998 \(LOLER\)](#).

Operators

To ensure the safe operation of mechanical handling equipment, it is essential that operators be responsible persons and physically fit for the work. They should be trained, and there should be an effective system for documentation of authorised operators. In particular:

- A high level of supervision and control should be exercised over all handling activities.
- Operators of mechanical handling equipment should be physically and mentally fit, mature and reliable. Drivers will be required to undergo a medical examination.
- Training should be given to operators and supervisors, and to managers responsible for areas.
- Operator training should be undertaken by trainers who are experienced in the specific tasks to be undertaken by trainees. Such training comprises 3 specific parts:
 - Acquisition of basic skills and knowledge required to operate the equipment safely and to undertake daily equipment checks
 - specific job training in a 'safe' working area to develop operational skills, and
 - Familiarisation training under close supervision in the workplace. Training should be provided for all operators, even if they have been trained by a former employer. Supplementary or refresher training should also be undertaken at 3 yearly intervals or if required.
- Trainees should be tested and should receive a certificate to indicate they have successfully completed the course.

Equipment

The operation of fork lift trucks results in many industrial accidents. The following rules should be applied to such operations.

- Untrained or unauthorised personnel should not drive or operate powered mechanical handling equipment.
- Trucks left unattended should have the forks lowered and be immobilised by:
 1. Leaving the controls in the neutral position,
 2. Shutting off the power,
 3. Applying the brakes, and
 4. Removing the key or connector plug

- The maximum rated load capacity of the equipment, as stated on the manufacturer's identification plate, should never be exceeded.
- On no account should passengers be carried.
- The keys to the truck should be kept in a secure place when the equipment is not in use. Keys should be issued to authorised operators only and be retained by such persons until the end of the work period, when they should be returned to the supervisor responsible for the operation.
- A clearly defined maintenance programme, based on the manufacturer's recommendations for inspection, maintenance and servicing, should be operated. Repairs and maintenance should be carried out only by trained and experienced staff. Drivers should be trained to undertake simple

periodic maintenance checks, and there should be a formal procedure for reporting defects identified in such checks and during normal operation.

- More thorough weekly maintenance should be carried out on the truck.
- There should be a thorough examination and test of the trucks on a 6 monthly basis. A certificate should be issued by the examiner to the effect that the truck is safe to use.

Operating Area

Layout and maintenance of operating areas for mechanical handling equipment are important in ensuring safe operation. The following points are relevant:

- a) Floors and roadways should be of adequate load-bearing capacity as well as being smooth surfaced and level.
- b) Ramps should be installed to prevent displacement of the load at gutters, changes in floor level, etc.
- c) Gradients should never exceed 10% and there should be a smooth gradual change of gradient at the bottom and top of the slope.
- d) Aisles should be of adequate width and overhead clearance to facilitate turning and safe movement, and should be kept clear at all times.
- e) Lighting should be adequate with a minimum overall illuminance level of 100 Lux.
- f) Adequate general vehicle parking facilities should be provided away from the main operating areas and preferably in a secure compound.
- g) Actual layout of operating areas is crucial to the prevention of accidents.
 - Doorways and overhead structures low enough to form an obstacle should have suitable warning notices displayed above them.
 - Clear direction signs, marked barriers and convex mirrors should be used to prevent pedestrians coming into direct contact with trucks.
 - Additionally, instructions to drivers to sound the horn and restrict speed should be posted at prominent positions.
 - Separate routes, designated crossing places and barriers, clearly marked at frequent intervals, should be arranged so as to restrict access by pedestrians to operational areas.

- Where pedestrians and handling equipment use the same access between parts of a building, a separate pedestrian access door should be available; alternatively tubular steel barriers should be installed 1 metre from the opening to provide a pedestrian passageway at the side.

h) In truck battery-charging areas ventilation should be sufficient to prevent accumulations of hydrogen gas. Smoking should be forbidden and other sources of ignition eliminated. Notices prohibiting smoking, the use of naked lights and other sources of ignition should be displayed. Moreover before disconnecting the truck battery from the charger, the current should be switched off to reduce the risk of sparking.

i) Refuelling areas for petrol driven trucks should ideally be located outside the building.

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25 - Gas Welding Safety

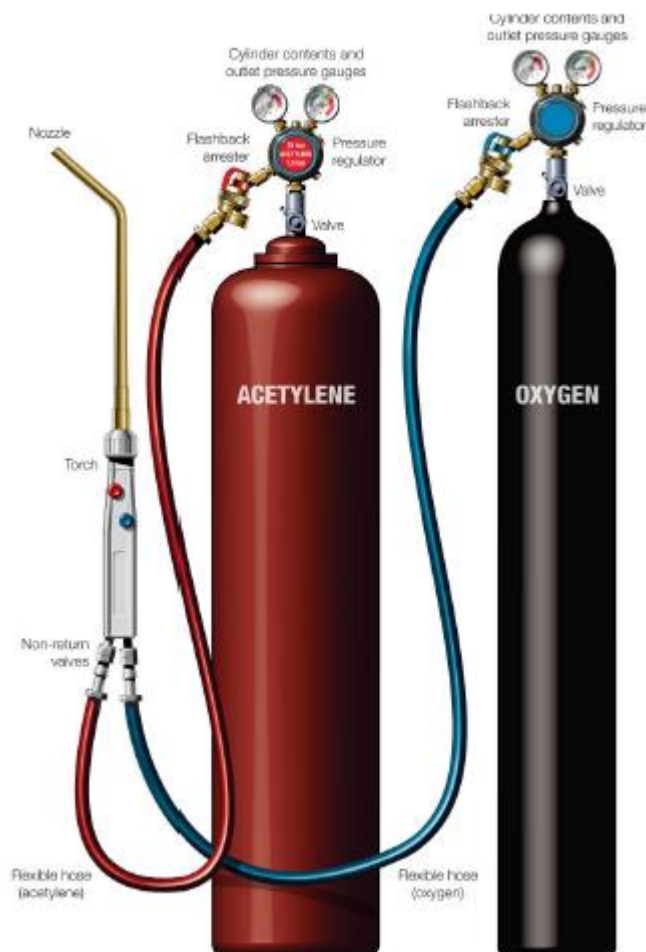
Activity

General introduction to welding: Welding has been defined as the fusion of two pieces of metal, rendered plastic or liquid by heat or by pressure or by both. There are many different welding processes, but the two most commonly used are gas welding and electric arc welding.

Gas Welding

Gas Welding or Oxy/fuel gas equipment has many uses - welding, cutting, heating, straightening, and descaling. The equipment is versatile, easy to move and cheap. It is so widely used that sometimes people forget about the dangers. Many people are injured each year by the incorrect or careless use of oxy/fuel gas equipment. Some people die. This leaflet describes the hazards associated with portable oxy/fuel gas equipment and the precautions for avoiding injury and damage to property.

Supplies of oxygen or air and a fuel gas, commonly acetylene or propane are fed to a blowpipe where they are mixed prior to combustion at a nozzle. When oxygen is used opposed to air higher flame temperatures are achieved. Sister processes include brazing where a filler rod with a melting point above 500°C is used, and torch soldering where the filler melting point is below 500°C and usually contains a high proportion of lead.



Hazards and Risks

- Fire caused by heat, sparks, molten metal or direct contact with the flame;
- Explosion when cutting up or repairing tanks or drums which contain or may have contained flammable materials;
- Fire/explosion caused by gas leaks, backfires and flashbacks;
- Fumes created during flame cutting;
- Fire/burns resulting from misuse of oxygen;
- Burns from contact with the flame or hot metal;
- Crushing or impact injuries when handling and transporting cylinders.

Fires and explosions

The potential for fires and explosions is always present unless gas cylinders are stored and handled correctly. When using welding equipment, the naked flame, provides a source of ignition for any combustible material, flammable gas or vapour.

Flammable materials should be retained outside of any area where welding is taking place. Where such a course of action is not practicable, fire resisting sheets should be used to protect the surroundings from the flame and from spatter. At least one fire extinguisher should always be immediately available in the area of any welding operation.

The flame from an oxy/fuel gas torch (often called a 'blowpipe') is a very powerful source of ignition. Careless use of oxy/fuel torches has caused many fires. The flame will quickly set light to combustible material such as wood, paper, cardboard, textiles, rubber, and plastics. Many processes also generate sparks and hot spatter which can also ignite these materials.

Backfires

A backfire is when the flame burns back into the torch, often with a sharp bang. This may happen when the torch is held too close to the work piece, or if the nozzle is partly blocked. The flame may go out or it may reignite at the nozzle. Sometimes the flame burns back into the torch, and burning continues inside it. Backfires do not usually cause injury or damage, but they can indicate a fault in the equipment.

Flashbacks

Flashbacks are commonly caused by a reverse flow of oxygen into the fuel gas hose (or fuel into the oxygen hose), producing an explosive mixture within the hose. The flame can then burn back through the torch, into the hose and may even reach the regulator and the cylinder. Flashbacks can result in damage or destruction of equipment, and could even cause the cylinder to explode.

Eye and skin hazards

These include:

- Burns from metal spatter on body and feet.
- Foreign bodies embedded in eyes.

Heat stress

The longer duration of welding, the hotter the surroundings, including the welder, become. This heat stress is intensified the smaller the confines in which the welding operation is taking place. In extreme cases, the welder may faint. If thermal stress is envisaged, then ventilation should be introduced and consideration should be given to having a second person on standby in case of emergencies.

Hazardous Fumes

Noxious fumes can be produced from some coatings on the work piece and the electrode or from fluxes and also from metal spraying.

You may need fume extraction and/or filtering respirators (respiratory protective equipment or RPE) to reduce the risk of ill health.

Dirt, grease and other contamination increases the amount of fume generated and can introduce very toxic substances to it. Hot work on items with lead paint, chromium (chromate) paint or cadmium plating is particularly hazardous.

Zinc and copper in high concentrations can cause metal fume fever, a short lived influenza like illness.

More hazardous are:

- Lead often present as a coating.
- Cadmium present as a coating or in some silver solders.
- Beryllium a copper alloy the fumes from which can cause a serious and sometimes delayed lung condition.

Control Procedures

Gas welding or cutting control procedures can be split into two categories - general procedures (applicable to all types of gas cutting and welding) and material specific procedures (dependant on the materials being cut or welded at the time.)

General Control Procedures

Initial Set up of gas cutting equipment

- Secure the gas bottles to the side of the bench or on a gas bottle trolley
- Blow any dust out of the cylinder valves by briefly opening them to release a small amount of gas. Stand to the side of the cylinder with the outlet pointed away and rapidly open and close the valve.
- Attach the gauges and regulators (including flashback arrestor) to the filled bottles according to the equipment instructions - Use a proper fitting spanner (not an adjustable) on all regulator and gas hose connections.
- Acetylene hoses and regulator threads are **left hand only**
- Blow out the regulator by slowly opening the cylinder valve when the pressure adjusting screw (normally T Shaped) is turned out all the way. One gauge will show the cylinder pressure and the other torch pressure.
- Attach the hoses and blow them out with a blast of gas

- Adjust the regulators to provide 0.13 - 0.2 bar (2 - 3 psi) working pressure from each bottle
- The cylinder valves should always be opened slowly with your body away from the ends
- Open the oxygen valve all the way
- Open the acetylene valve only about 1 - 1 ½ turns only
- Close the valves to allow the torch to be connected
- Connect the hoses to the torch with the gas cylinder valves closed - This may require the use of spanner.
- Select the appropriate tip for the torch
- After everything is assembled the equipment connections can be tested for leaks using soapy water

Lighting the gas cutting equipment

- To light the torch flame use a wire framed metal striker - Never use naked flames such as a cigarette or lighter. Keep fingers out of the way and ensure you are wearing correct leather gloves.
- Watch for a neutral flame pattern and test the oxygen flow by pressing the oxygen cutting lever - This should not affect the flame. Adjust flame to required consistency
- Oxy-fuel gas cutting involves a shower of sparks from the underside of the metal that's being cut - The operator must be prepared for this before cutting.
- Clear the area around the cutting torch and welding area and leave the area around the cut line open
- Support the work where required using non-combustible material such as fire brick
- Mark the cut line using soapstone or marker and straight edge
- Attach a piece of angle or tubing along the cutline and clamp down to act as guide for the cutting torch
- Before you begin cutting - reset the regulators. Adjust the acetylene gas to 0.14 - 0.2 bar (2 - 3 psi) and the oxygen gas to 1.0 - 1.4 bar (15 - 20 psi)
- When cutting heavier metals the cutting torch should be held much more vertical and when cutting thinner metals tilt the torch back towards you more
- Light the torch as above
- Place the flame at the edge of the material you want to cut and hold it a short distance from the material (1 - 3mm away).
- When the metal is cherry red angle the torch tip back about 10 degrees (with the tip aiming in the direction of the cut) and begin to cut in the oxygen by pressing the lever.

Training

Oxy/fuel equipment is relatively easy to use but users may still need some instruction or training in:

- and shut down;
- General safe working practices and the precautions to take;
- When and how to use the fire extinguishers;
- Information about escape routes, how to raise the fire alarm and emergency procedures.

Permit-to-work

The potential for injury and property damage are such that many companies want to control hot work very closely. One way to achieve this is to operate a written permit system for welding and flame cutting work. Sometimes called hot work permits, they aim to ensure that welding and flame cutting does not start until after the risks for that particular task are identified and measures to eliminate or control risk are in place. A permit should specify:

- What work will be done;
- How and when it is to be done;
- What safety and health precautions are needed;
- Who is responsible for checking it is safe to start;
- Who will check the work is done safely;
- Who is responsible for confirming that work is complete and there is no longer a risk from, or to, the people doing the work.

Specific Material Type Procedures

Explosion when cutting up or repairing tanks, drums and tyres

If a welding blowpipe or burner is used on a tank or drum containing flammable material (solid, liquid or vapour), it can explode. Such explosions have killed people. As well as flammable liquids such as petrol, diesel and fuel oil, substances such as paints, glue, anti-freeze and cleaning agents may also release flammable vapours.

Tanks and drums that are 'empty' usually still have residues in the bottom, and in seams and crevices. Just a teaspoon of flammable liquid in a drum can be enough to cause an explosion.

Never use an oxy/fuel gas blowpipe on a drum or tank that has contained, or may have contained, flammable material, unless you know it is safe. It may be safer for a specialist company to carry out the work. If in doubt, ask.

HSE has specific guidance on cleaning and inerting drums and tanks for hot work.

Tyres

The heat from hot work can generate flammable vapour from any oil or flammable residue on the inner rim of the wheel. The rubber itself can degrade when heated and release flammable materials. This vapour, confined by the tyre can cause an explosion. These explosions are very violent and can kill.

tyre is deflated.

If you can't remove the tyre, use cold cutting methods, e.g. a saw or hydraulic shears.

Physical Controls

Contact burns

The following precautions will help to prevent burns from contact with the flame, hot metal, sparks and molten slag:

- Work in a safe location away from other people;
- Wear protective clothing, boots, gauntlets and eye protection;
- Shut off the torch when not in use. Do not leave a lighted torch on a bench or the floor as the force of the flame may cause it to move;
- Clamp the work piece, avoid holding it by hand.

In gas welding the eyes must be protected from infra-red and visible light by means of box goggles with a housing made to BS EN 175 and filters made to BS EN 169.

Fire prevention

The following precautions will help prevent fire:

- Move the work piece to a safe location for carrying out hot work;
- Remove nearby combustible materials (such as flammable liquids, wood, paper, textiles, packaging or plastics);
- Protect nearby combustible materials that cannot be moved. Use suitable guards or covers such as metal sheeting, mineral fibre boards or fire-retardant blankets;
- Check that there are no combustible materials hidden behind walls or in partitions, particularly if the welding or cutting will go on for some time. Some wall panels contain flammable insulation materials, e.g. polystyrene;
- Use flame-resistant sheets or covers to prevent hot particles passing through openings in floors and walls (doorways, windows, cable runs, etc.);
- If the consequences of a fire are severe, e.g. work inside ships, you may need to appoint a fire watch during and after the work finishes. It is normal to maintain fire watch for 30 minutes after hot work finishes;
- Prevent flame, heat, sparks or hot spatter from landing on the hoses;
- Keep fire extinguishers nearby.

Backfires

If a backfire does occur:

- gas (usually coloured red);
- Shut off the oxygen and fuel gas cylinder valves;
- Cool the blowpipe with water if necessary;
- Check the equipment for damage or faults, particularly the nozzle.

Flashbacks

The following precautions will help to prevent flashbacks:

- to remove any potentially explosive gas mixtures.
- Use a spark igniter and light the gas quickly after turning it on.
- Make sure the blowpipe is fitted with spring-loaded non-return valves.
- Use the correct gas pressures and nozzle size for the job.
- Maintain the equipment in good condition.

These measures will reduce the risk of a flashback but will not completely eliminate it. Non-return valves will not stop a flashback once it has occurred.

Fire/burns from misuse of oxygen

Oxygen leaks also increase the fire risk. Clothing contaminated with oxygen, even fire-retardant clothing, will catch fire easily and burn very fiercely. Oxygen can cause explosions if used with incompatible materials. In particular, oxygen reacts explosively with oil and grease.

You must take the following precautions:

- Never use oxygen to blow dust off clothing;
- Never attempt to improve air quality inside confined spaces by releasing oxygen in the space;
- Never allow oil or grease to come into contact with oxygen valves or cylinder fittings;
- Only use equipment designed for use with oxygen. In particular, check that the regulator is safe for oxygen and for the cylinder pressure.

Fumes created during flame cutting

Before carrying out welding operations, the materials involved should be identified, the risks assessed and necessary control measures established.

It cannot be assumed that natural ventilation will produce acceptably low gas and fume concentrations in the welder's breathing zone.

If a number of welding operations are being carried out in the same area, or the work is being carried out in a confined space, then the risk is obviously increased. The most effective form of fume control equipment is the type which allows the extractor hood to be placed as close to the weld as possible. Extracted fume-laden air should be effectively filtered or exhausted into the atmosphere and not allowed to enter the air of the workplace. If fume control is suspected of being inadequate, the air in the breathing zone of the welder must be sampled to determine its suitability for breathing.

- normally need RPE. Try to work in a position where the wind blows the fume cloud away from you and other people.
- If you flame cut indoors or in conditions where there is little air movement, the need for extraction and/or RPE depends on how much cutting you are going to do.
- Automated flame cutting machines, particularly multi-head machines, will normally need fume extraction fitted to them.
- Work on materials coated with lead or chromate paints, galvanised or cadmium plated or metal contaminated with oil, grease etc. are likely to require fume control such as extraction and/or RPE.

Welding booth or Extracted Work Bench

- Provide a good standard of general ventilation; 5-10 air changes per hour, with a through draught.
- You need an inward air speed between 1 and 1.5 metres per second into a booth.
- You need an air speed of at least 2 metres per second into an extracted welding bench.
- You need an air speed of at least 1 metre per second to clear fume, and between 5 and 10 metres per second into a moveable hood duct.
- Fit a manometer, pressure gauge or tell-tale to show that the extraction is working.
- Discharge cleaned, extracted air to a safe place outside the building, away from doors and windows.
- Have a supply of clean air coming into the workroom to replace extracted air.

Crushing or impact injury

The following precautions will help prevent injury when handling and transporting cylinders.

- stout chain or strap. It is normal to chain them to a wheeled trolley or against a wall.
- Avoid moving a cylinder by tilting it on its base and rolling it. It is better to use a trolley.
- If transported in a road vehicle, the cylinders should be secured so they don't come loose in an accident.

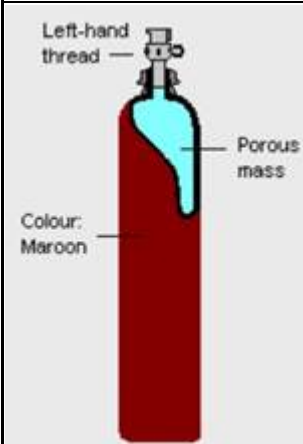
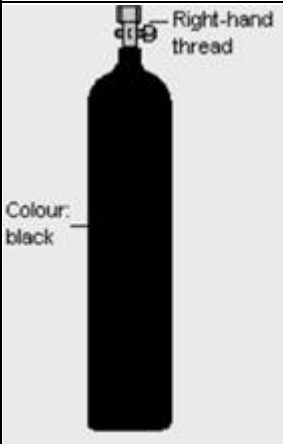
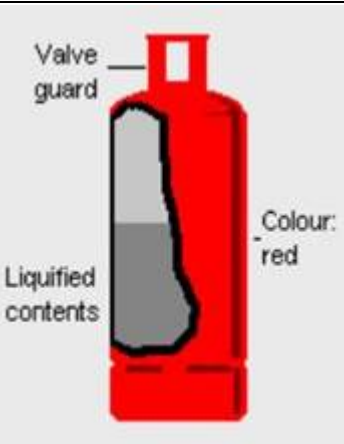
Technical Controls (Supervisory & Hazard Specific)

Follow the instructions in the manual - keep equipment in effective and efficient working order.

- If any equipment is faulty, repair it straight away.

- Daily, look for signs of damage to ducting, fans and air filters. Noisy or vibrating fans can indicate a problem.
- At least once a week, check that the extraction system and gauges work properly.
- You need to know the manufacturer's specifications to check the extraction's performance.
- If this information isn't available, hire a competent ventilation engineer to determine the performance needed for effective control.
- The engineer's report must show the target extraction rates.
- Keep this information in your testing log-book.
- Get a competent ventilation engineer to examine the extraction thoroughly and test its performance at least once every 14 months, or six months for non-ferrous metals.
- Test any RPE at least once every three months.
- Keep records of all examinations and tests for at least five years.
- Review records - failure patterns show where preventive maintenance is needed.

Gas welding - Cylinder identification:

Acetylene	Oxygen	Propane
 Left-hand thread Porous mass Colour: Maroon	 Right-hand thread Colour: black	 Valve guard Liquified contents Colour: red
Acetylene cylinders are painted maroon and the outlet valve threads on fuel cylinders are left-hand	Oxygen cylinders are painted black and the outlet valve threads are right-hand.	Propane, the most commonly used LPG is painted red.

Cylinder Valves

Valve connections are not interchangeable and every effort should be made to preserve the original colour to avoid confusion.

Gas characteristics:

- Oxygen has no smell and is not itself flammable. However, too much oxygen in the atmosphere can be extremely dangerous. If the gas impregnates materials which normally do not burn, they are liable to burst into flames.
- Acetylene is highly flammable and with air or oxygen, may form an explosive mixture.
- LPG is heavier than air and may therefore, collect in low lying areas.

Storage of gas cylinders:

- 1) Oxygen cylinders should be stored at least 3m away from those containing acetylene or LPG, since any mixture of oxygen with one of the fuel gases which might result from a leakage, could be highly explosive.
- 2) Gas cylinders should preferably be kept on a hard standing in a safe place in the open air. Where this is not reasonably practicable, flammable gases should be kept in a storeroom, constructed of non-combustible material, which has adequate high and low level ventilation. Oxygen cylinders must not be kept in the same storeroom as LPG or acetylene cylinders.
- 3) Acetylene and LPG cylinders whether full or empty, should always be kept upright. If they are allowed to lie horizontally, acetone or LPG liquid will be withdrawn from the cylinders with the gas.
- 4) Oxygen cylinders may be stacked horizontally, maximum four high and wedged to prevent rolling.
- 5) Vertically stacked cylinders, whether full or empty, should be secured against falling.
- 6) Full cylinders should be kept separate from empty ones. Cylinders should be shielded from direct sunlight or other heat, to avoid the build-up of excess internal pressure which might lead to gas leakage or in extreme cases, bursting of the cylinder.

Cylinder handling:

- Hands and clothing should be free from grit, grease and oil when cylinders are handled to prevent them from slipping and to prevent grit from getting into the valve, or grease onto the nozzle or valve.
- Every effort should be made to stop nozzles being used for handling purposes - they are not designed to take such weight or stress.
- Cylinders in use should normally be kept and moved in purpose built trolleys. If it is necessary to move cylinders which are not in a trolley, regulators and hoses should be detached and a check should be made that valves are properly shut. Under no circumstances should cylinders be rolled along the ground.
- If cylinders are to be lifted by crane, they should be secured in a special carrier. On no account should they be lifted with chain or wire rope slings, which can so easily slip.
- Gas cylinders must be treated with care and not subjected to shocks or falls. When they are transported in a vehicle and around the premises, they should be secured to avoid any violent contact which could weaken the walls. When they are being unloaded from a vehicle, they should not be dropped to the ground.
- Acetylene cylinders must always be transported and used in the vertical position. If they have been left in the horizontal position, they must be stood upright for approximately 10 minutes to settle out before use.

Fire/explosion caused by gas leaks

Acetylene, LPG and other fuel gases are highly flammable, and form explosive mixtures with air and oxygen. Even small leaks can cause a flash fire or explosion, particularly if they are leaking into a poorly ventilated room or confined space where the gases can accumulate.

Gas leaks are often the result of damaged or poorly maintained equipment, poor connections or not closing valves properly after use.

The following precautions will help to prevent leaks:

- cylinders are moved or transported;
- Isolate and purge or remove hoses and equipment from enclosed or poorly ventilated spaces when there is a break in work;
- Keep hoses away from sharp edges and abrasive surfaces or where vehicles can run over them;
- Do not allow hot metal or spatter to fall on hoses;
- Maintain all equipment and regularly check its condition.

Checking for leaks

Regularly check all connections and equipment for faults and leaks. Equipment used in aggressive conditions such as demolition work or heavy engineering will normally need more frequent checks, e.g. weekly.

- Use a proprietary leak detecting spray or solution suitable for use with oxy/fuel systems. Do not use soapy water or solutions containing grease or oils on oxygen systems.
- Never look for gas leaks with a naked flame.
- Immediately repair or replace leaking components.
- Leaking hoses should not be repaired, but they can be shortened to remove a damaged section. Refit hose tails using crimp clips designed for that task. Screw tightened crimps (jubilee clips) are not recommended. There is a risk of leaks due to overtightening or under tightening them.

If a cylinder leaks when the valve is closed

If it is safe to do so, move the cylinder outside and away from sources of ignition (naked flames, sparks, electric motors, etc.) Prevent unauthorised access and notify the cylinder supplier immediately.

Protecting cylinders from flashbacks

Fit flashback arresters to both the oxygen and fuel gas hoses near to the regulators. For long lengths of hose, fit arresters on both the torch and the regulator.

The fitting of a flashback arrester is not a substitute for safe working practice.

Acetylene cylinders

You should pay particular attention to any acetylene cylinder which has been involved in a flashback or affected by fire. There is a risk that the acetylene could start to decompose, and the cylinder could explode. If an acetylene cylinder becomes hot or starts to vibrate, you must evacuate immediately and call the emergency fire services.

Preventing fire or explosion when storing and transporting cylinders

Small leaks may not be detected immediately. If they leak into a poorly ventilated room, a van or confined space, a dangerous concentration of gas may accumulate. To prevent gas accumulating:

- Close the cylinder valves when the equipment is not in use;
- Always provide adequate ventilation during welding and cutting operations;
- Store gas cylinders outside whenever possible, or in a well-ventilated place;
- Avoid taking gas cylinders into poorly ventilated rooms or confined spaces.

The most important safety measure when transporting cylinders in vehicles is to close the cylinder valve. It is preferable to carry cylinders in an open-backed, pick-up style van. Fitting cages to the load bed may help prevent theft of the equipment. If cylinders are carried in enclosed load spaces then there should be additional ventilation fitted. Cabin ventilation is not sufficient.

Pressure Regulators:

Regulators should always be treated as delicate, precision instruments and must not be subject to sudden pressures or knocks. Not only are regulators identified by colour, they also have right hand or left hand threads depending on the type of gas being used. The type of thread can be identified by a notch cut on the equipment connections, showing the gas to be a fuel gas.

Single or multi stage regulators are available depending on working conditions. Single stage are suitable for welding with maximum outlet pressure of 2.1 bar, or scrap and heavy duty cutting with pressures of 8.3 to 14 bar.

Multi stage reduces pressure twice, giving a more stable output pressure, suitable for quality welding and cutting applications.

- Regulators must always be fitted to cylinders to reduce the gas pressure from that in the cylinder to the working pressure of the blowpipe. Only regulators designed for the gas being used may be fitted to the cylinders.
- Regulators are fitted with filters, but too much dust can easily clog them. To prevent this from happening, the cylinder valve should be "cracked open" before the regulator is fitted to the cylinder. This will blow all dust and other foreign matter clear from where it can do any harm.
- The adjusting screw of the regulator must always be released before the cylinder valve is opened and the cylinder valve must be opened gradually. If it is opened suddenly, the abrupt compression of the gas will generate excessive heat which may be enough to ignite the valve seat material or damage the gauge.
- Periodic checks should be made to ensure that no gas is leaking from the regulator when the pressure regulating screw is set at zero. A leak will cause a build-up of pressure in the hose to the torch, when the blowpipe valve is shut. Checks for gas leakage from any part of the equipment should only be made with water containing detergent. Bubbles in the detergent indicate the presence of a leak.

Hoses:

Should be maintained in good condition at all times and fitted with the proper connections. Most hoses are fitted with hose check valves to prevent damage to the regulators.

- Hoses should be kept for one type of gas only and colour coded for identification - red for acetylene or other fuel gases (except LPG), orange for LPG and blue for oxygen.
- Hoses should be inspected daily to see that they are free from cuts, scratches, cracks, burnt or worn patches. They should be effectively clipped or crimped to the equipment and protected at all times from sharp edges, falling metal, passing traffic and sparks from the welding operation.
- Non-return valves and flashback arrestors: If oxygen and the fuel gas become mixed in one of the hoses, a mixed gas explosion or "flashback" may occur. To avoid the risk of igniting such an explosive mixture, each hose should be purged with its own gas before the blowpipe is lit. This operation should be carried out in a well ventilated space away from any source of ignition
- To prevent gas mixtures arising in use, e.g., if the blowpipe nozzle becomes blocked, non-return valves should be fitted to each blowpipe inlet connection. The additional use of flashback arrestors (flame arrestors) is strongly recommended. In situations of high risk, flashback arrestors must be fitted; examples of such situations include:

In a confined space, where access is difficult or the means of escape may be endangered by an explosion.

Near compressed air workings.

When operatives are under training.

Where there is a device in the gas line with significant internal volume, e.g., a welding flux container.

Blowpipes:

Various types available, low pressure and high pressure, high pressure where gas is mixed in either the head or the shank, while a low pressure blowpipe with an injector mixing can be used with low pressure. Cutting torches must be kept clean and free from oil, grease etc. and periodically inspected for wear and damage.

General precautions

- If the nozzle of a blowpipe becomes damaged or blocked, the build-up of pressure can cause a reverse flow of gas and a flashback may occur. It is advisable therefore, that blowpipes should be dismantled and cleaned at regular intervals.
- Only proprietary fittings should be used on gas welding equipment. If a cylinder valve leaks and cannot be tightened with a spanner, the valve should be closed and the cylinder returned to the supplier with a label indicating the fault. Cylinder valves should never be packed with washers.

- NEVER allow oil, grease or other fatty substances such as soap to come into contact with an oxygen regulator valve or fittings, these substances are spontaneously combustible in the presence of oxygen. It is dangerous to allow the flame to come into contact with the cylinders, or a lighted torch to be hung on a regulator, or its guard. It is equally dangerous to rest blowpipes, even after the flame has been extinguished, on empty oil drums or similar containers. It has been estimated that only half a fluid ounce of flammable liquid may be required to give sufficient vapour to form an explosive atmosphere in a 40 gallon drum. Such a small volume of liquid would be present as only a thin film inside the drum.
- Fatal and serious accidents are caused almost every year by oxygen enrichment of the atmosphere, due to leaks from equipment or the deliberate "sweetening" of the atmosphere with oxygen. When a situation like this arises, the area of work must be purged with fresh air. All clothing should be well ventilated in the open air to prevent the risk of spontaneous combustion. At the same time, all sources of ignition in the area must be extinguished.

Flashback Arrestors:

These are safety devices on the outlet of the oxygen and fuel gas regulators. A highly sensitive cut off mechanism operates at the slightest back pressure, whether the pressure wave is slow or sudden. An effective non-return valve, which also prevents flashback.

Behavioural Controls (Training & Disciplinary)

Human failures can be divided into two types:

- Errors
- Violations

Errors

A human error is an action that was not intended and can be separated into two types - skill based errors and mistakes. Skill based errors can be further divided into slips of action and lapses of memory. Mistakes can be divided into rule based mistakes and knowledge based mistakes.

Errors such as slips and lapses and mistakes typically occur with trained, experienced people but also do occur with untrained and inexperienced people. The untrained and inexperienced persons may base their decisions on misunderstandings and a lack of perception of risk.

To reduce the potential for errors all operatives must first be informed, instructed and trained in safe use of tools and equipment and also be regularly supervised and briefed according to the risks involved and the required control measures.

Violations

Violations are deliberate deviations from the rules or procedures and can be separated into three types - routine, situational & exceptional. Many accidents, injuries and causes of ill health come about because of violations.

Violations often occur because of time pressures, inadequate supervision and enforcement of proper control measures, careless behaviour and risk taking.

To reduce the potential for violations all task operations must be supervised by a competent person at all times. Any violations of the company procedures regarding lead handling and usage tasks will result in disciplinary measures and may result in loss of earnings & employment.

Employee Duties

An employee's duties are to:

- Take reasonable care of the health and safety of themselves and of others who may be affected by what they do or do not do
- Cooperate with the employer on health and safety matters
- Not misuse any equipment that is provided for safety purposes (e.g. fire extinguishers or safety goggles)
- Follow instructions from the employer on health and safety matters and attend relevant health and safety training
- Report hazards and defects observed in the workplace.

Legislation Further Reading

Indg247 - Safety in gas welding, cutting and similar processes

HSG139 - The Safe use of compressed gases in welding flame cutting and allied processes

Indg314 - Hot work on small tanks and drums

Associated Procedures

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26 - Gas and Electrical Services

Specialists should design and install site electrical power systems. The competence of an electrician or an electrical contractor must be checked before electrical works start on site. Maldon Building Services Ltd requires that they should be members of at least one of the following: The Electrical Contractors Association; Chartered Electrical Engineers; National Inspection Council for Electrical Installation Contracting.

All works undertaken by Electrical Engineers/Contractors, must comply with relevant Regulations and Approved Codes of Practice etc.

General electricity demands for sites

General Site Lighting; 110v Single Phase;

Plant; 415v 3 Phase;

Portable Tools; 110v Single and 3 Phase;

Site Huts; 240v Single Phase

Procedures where working with Electricity

Before site work starts the local Electricity Company and the Client are to be contacted to obtain all appropriate Service Drawings and advice regarding existing services.

Existing services should be made dead where dangers could arise from the electric due to building operations. It is illegal to work on live electrical systems unless there is no other way in which work can be undertaken.

Appropriate warning notices/signs should be displayed on live equipment/cables.

Electrical equipment/cables should not be sited where it could be a hazard or be damaged.

Electrical equipment/cables should be checked regularly to ensure they are maintained in good order. All defective electrical equipment must be taken out of service immediately.

Where a high voltage is taken, adequate substation facilities must be provided and a trained duty holder appointed to operate the equipment and supervise its maintenance any alterations, repairs or extensions as required. Safe systems are to be adopted and these will usually include the use of permit to work procedures.

The Regulations apply to all electrical equipment and systems and require that such installations must not give rise to danger; should be suitably insulated and protected and provide for the installation to be isolated, or cut off, or the current reduced in the event of a fault. The Regulations also require equipment and installations to be properly identified and labelled.

The Regulations create duties for employers, the self-employed and employees and cover all aspects of electrical work, requiring that persons who work with electricity are competent. To be considered competent, a person must have:

- Adequate knowledge of electricity;
- An understanding of the system being worked on;
- Good experience of electrical work;
- Knowledge of the hazards that might arise and the precautions that need to be taken;

- Practical experience of that type of system;
- The ability to immediately recognise unsafe situations.

Working with Gas

Most reports of gas escapes come from the detection of a concentration of gas by smell. The degree of smell is no indication of the seriousness of a gas escape and all such complaints must be treated with urgency. Immediately on entering a room from outdoors a person with a normal sense of smell can usually detect a 0.1% level of gas-in-air mixture in a room. If a person is already in the room when gas is introduced, considerably higher levels can build up before detection. This is due to the fact that people exposed to the smell for any length of time tend not to notice it.

Where a gas escape is suspected the following should be adopted:

- Turn off the gas emergency control valve immediately,
- Eliminate all sources of ignition in a safe manner;
- Do not operate electrical lights or switches either 'on' or 'off'
- Contact the gas supplier if the smell of gas persists.
- Whenever in doubt, get everybody out.

If no gas escape can be determined on the installation or appliance even though the smell of gas had ceased after the emergency controls was isolated, the gas supplier must be contacted to confirm the soundness of their pipe work and equipment.

Significance must be given to the potential that the smell of gas may be coming from appliances operating incorrectly or coming from adjacent properties. Further investigation is recommended.

Before an appliance can be marketed by a manufacturer it must first have been tested by a recognised testing authority, called a 'Notified Body'. Initially in the UK there will be three Notified Bodies for gas appliances:

- British Gas plc;
- Calor Gas;
- British Standards Institution.

Appliances must be quality guaranteed; this means that during the manufacturing process the manufacturer must operate a quality scheme, to ensure that all appliances conform to the tested design. All appliances that conform to the previous points will carry a UKCA or CE mark issued by the Notified Bodies.

27 - General Public Safety

The Company has a responsibility not to put at risk any person's safety. This applies not only to Company Employees, but also Client's Employees, any Sub-Contractor's Employees, Visitors and persons making deliveries, etc.

The term 'general public' is defined as any person, who is not employed by the Company, although not exhaustive it covers the following:

- Any persons who may be affected by Company activities on site locations;
- Employees of neighbouring businesses;
- Pedestrians and road users;
- Visitors to Company and neighbouring business premises.

It is essential that areas that may be accessed by the general public areas are kept free from obstructions and activities that could be hazardous. Where due to the nature of work being undertaken public areas have to be guarded-off; temporary safeguards are to be provided and control measures implemented to restrict public access. So far as is practicable persons affected by the work being undertaken should be notified in advance.

Under the Code of Practice issued under [The New Roads and Street Works Act 1991](#) where pavements are affected by work appropriate signs and guards must be displayed. Any temporary pedestrian walkways must be a safe distance from the work. All such walkways must be barriered with red and white continuous rigid guard-rails and toeboards or hoarding. Whenever temporary pedestrian walkways are placed in roads, red and white road timbers are to be used instead of toeboards and road signs / lights and / or cones displayed.

The Local Highways Department / Local Council and **AM Specialists Group Ltd** are to be informed when pavements are to be closed to enable suitable precautions to be implemented. N.B. Consideration must be given to mothers pushing prams, children, blind and disabled persons as well as ordinary pedestrians when installing temporary pedestrian walkways.

So far as is reasonably practicable safety measures must be taken to keep trespassers including children attracted to worksites out of Company premises and sites and be protected from danger. Factors must be given to safeguard trespassers should they gain entry and the following should be adopted:

- Where guard dogs are used they are under control.
- All machinery, plant and equipment is left immobilised in a safe state, preferably disconnected / locked off
- Working areas are guarded or barriered-off with safety signs displayed. This includes temporary scaffold platforms or at the base of hoists

When others are permitted to access the Company Premises or site locations, they should sign in the visitors' register and be informed of all safety standards or unique hazards. Visitors must be accompanied by a responsible person and provided with protective clothing/equipment as necessary.

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28 - Glazing

Where glazing works are undertaken, additional procedures will be adopted to reduce the risk of injury to the installing glaziers, other site operatives and the general public. All glazing works will require a Safe Method of Works Statement to be completed detailing how the works will be conducted in a safe manner.

On carrying glass through a building or across a footpath, at least two glaziers will be in attendance, with one operative assisting with the opening of doors and access routes, as well as warning other persons of the approaching danger. On arrival at the working area and before the works commence; at least one glazier will be placed at any access route to prevent the general public from entering the area where the risk is present. If any members of the public enter an area of risk, works are to cease until a safe clearance can be confirmed.

PPE Requirements

Glaziers are to wear the correct Personal Protective Equipment at all times, and this will include as a minimum; safety footwear offering ankle support, high visibility vests, safety glasses, safety gloves and hard hats. The use of respirators, masks and harnesses may also be required where work locations dictate.

[The Workplace \(Health, Safety and Welfare\) Regulations 1992 Reg. 14](#)

The Regulation requires that every window or other transparent or translucent surface in a wall, partition, door or gate should, where necessary for reasons of health or safety, be of a safety material or be protected against breakage of the transparent or translucent material; and be appropriately marked or incorporate features to make it apparent.

Safety materials

Some examples of safety materials are:

- materials which are inherently robust such as polycarbonates or glass blocks; or
- glass which if it breaks, breaks safely, i.e. glass which breaks in a way that does not result in large sharp pieces; or
- ordinary annealed glass which meets the following thickness criteria:

Nominal thickness Maximum size

- 8mm 1.1m x 1.1m
- 10mm 2.25m x 2.25m
- 12mm 3m x 4.5m
- 15mm Any Size

Prior to starting works on site, the exact location where the glazing will occur will be confirmed with the Site Agent/Supervisor, and this area will be taped off both internally and externally ensuring a two metre clearance from the face of the glass and one and a half metre clearance from either end of the glass. Signs to read either DO NOT ENTER or DANGER MEN AT WORK will also be positioned where they can be clearly seen by all site operatives and the public.

Where glazing works are being conducted from scaffolding/scaffold towers, care should be taken to ensure all glass is removed and disposed of in a suitably marked glass bin. Where glass is being hacked out, the scaffold tower and its surrounding area will be cleared and an exclusion zone be introduced.

Glazing of doors and walls that could be broken accidentally by either persons or materials both during construction stages and the building occupation must be made of a suitable safety material.

Glazing in-situ, which could be broken during the construction stages, must be clearly marked across the pane as to alert workers and occupants of its existence, thus avoid or reducing the likelihood of people colliding with it.

Windows, skylights, etc. must be capable of being opened and closed without any risk once installed. Windows should be designed, or provision should be made, to ensure that cleaning could be carried out safely. Where window designs will require specialist cleaning techniques and maintenance i.e. from a cradle, a Designers Risk Assessment will be required to ensure possible risks have been addressed, and where possible, eliminated or reduced to a minimum. The method of undertaking any future cleaning must be detailed and included within the Health and Safety File, in accordance with [The Construction \(Design & Management\) Regulations 2015](#). Crawling boards must be used if access above glass is required during installation.

References

IND (G) 212 Glazing and workplace health and safety.

HSE Guidance Note GS25 Prevention of falls to window cleaners.

BS 6206 Specification for impact performance requirements for flat safety glass and safety plastics

BS 6262 Code of practice for glazing of buildings

29 - HSE Visit Procedure

Maldon Building Services Ltd has implemented the following procedure to ensure that a common approach is made whenever an HSE Inspector or Local Authority Officer attends the worksite. Inspectors have the right to enter any workplace without giving notice, though notice may be given where the inspector thinks it is appropriate. On a normal inspection visit an inspector would expect to look at the workplace, the work activities, the management of health and safety, and to check compliance with health and safety law.

HSE and Local Authority Officers are 'Officers of the Law' and it is in everyone's interest to know what an HSE inspector can do and is authorised to do when arriving on site.

Health and Safety Executive Inspectors have considerable power and authority. This procedure will cover what you should be aware of, and do, if an inspector visits your worksite.

An inspector calls.

An HSE inspector may visit a site for a variety several reasons.

1. It may be a random inspection, or it could be due to the number of accidents reported or other information received.
2. An inspector can arrive unannounced, with no notice given.
3. Inspectors carry warrant cards as proof of identity.
4. An inspector will first make his or her presence known to the person in charge of the site.

What can an inspector do?

1. Demand entry to the workplace, enlisting the help of the police if necessary.
2. Inspect the site and carry out investigations as necessary.
3. Require that areas remain undisturbed (usually after an accident).
4. Take measurements, photographs and recordings.
5. Remove articles, substances or samples from the site.
6. Require a person to give evidence or make a statement.
7. Inspect and copy relevant documents and registers.
8. Serve Improvement Notices, which require that certain improvements be made when the law is being broken.
9. Serve Prohibition Notices, which stop specified work activities from taking place when there is imminent danger.
10. Prosecute people judged to have committed a health and safety offence.

What you must do

1. Make a statement or appear as a witness in court if required.
2. Be truthful. It is an offence to make a false statement or to make a false entry in a register.
3. Assist inspectors in their enquiries. It is an offence to obstruct inspectors in the course of their duty.
4. Allow other people to tell an inspector what they know or saw. It is an offence to prevent them from doing so.

In all instances on during a normal inspection visit an inspector will expect to check that those in charge, e.g. employers, have arrangements in place for consulting and informing employees or their representatives, e.g. safety representatives, about health and safety matters. Such arrangements are required by law.

An inspector will meet or speak to employees or their representatives during a visit, wherever possible, unless this is clearly inappropriate because of the purpose of the visit. When they meet,

employees or their representatives should always be given the opportunity to speak privately to the inspector, if they so wish.

The inspector will provide employees or their representatives with certain information where necessary for the purpose of keeping them informed about matters affecting their health, safety and welfare. This information relates to the workplace or activity taking place there, and action which the inspector has taken or proposes to take. The type of information that an inspector will provide includes:

- matters which an inspector considers to be of serious concern;
- details of any enforcement action taken by the inspector; and
- an intention to prosecute the business (but not before the duty holder is informed).

Depending on the circumstances, the inspector may provide this information orally or in writing.

When the inspector calls ensure that everybody knows that you are having a Health & Safety inspection. Having a stranger in the worksite, with a flurry of activity may unsettle your staff.

Make sure that you have the last three years of audited accounts ready for the inspector.

Also make sure that the person who compiles your accounts is in attendance. This may be your bookkeeper, financial controller, or even financial accountant. You may even have a VAT consultant working with you. If you do, he or she should also be in attendance.

The visit

Ensure that the HSE inspector only deals with you, or one of your trusted representatives. HSE Inspectors are very good at talking to staff and people who are not fully connected with the business. This way they are able to glean additional information, which may contain half-truths, on which they will then later base their assessments.

Always ask the officer what exactly it is he wants to check, making sure that those records are available.

Offer the HSE inspector a cup of tea or some other form of refreshment. After all HSE Inspectors are after all human and they do have a job to do.

During the HSE inspection it is crucial that you take note of what is said. Ensure you have a detailed record of the inspection and the outcome. There are plenty of cases where there have been disputes over what was said and what was done during the inspection.

Make a note of any decisions made by the HSE Inspector this will revolve around the interpretation of the health and safety laws.

If you ask specific questions, again get a detailed response. If you are still unclear, obtain a written ruling. This is very important, as the advice given will be implemented into your business which, if found to be wrong at a later date, could prove costly.

Enforcing health and safety law

On finding a breach of health and safety law, the inspector will decide what action to take. The action will depend on the nature of the breach, and will be based on the principles set out in the Health and Safety Commission's (HSC) Enforcement Policy Statement. The inspector should provide employees or their representatives with information about any action taken, or which is necessary for the purpose of keeping them informed about matters affecting their health, safety and welfare.

Inspectors may take enforcement action in several ways to deal with a breach of the law. In most cases these are:

Informal

Where the breach of the law is relatively minor, the inspector may tell the duty holder, for example the employer or contractor, what to do to comply with the law, and explain why. The inspector will, if asked, write to confirm any advice, and to distinguish legal requirements from best practice advice.

Improvement notice

Where the breach of the law is more serious, the inspector may issue an improvement notice to tell the duty holder to do something to comply with the law. The inspector will discuss the improvement notice and, if possible, resolve points of difference before serving it. The notice will say what needs to be done, why, and by when. The time period within which to take the remedial action will be at least 21 days, to allow the duty holder time to appeal to an Industrial Tribunal if they so wish (see 'Appeals' below). The inspector can take further legal action if the notice is not complied with within the specified time period.

Prohibition notice

Where an activity involves, or will involve, a risk of serious personal injury, the inspector may serve a prohibition notice prohibiting the activity immediately or after a specified time period, and not allowing it to be resumed until remedial action has been taken. The notice will explain why the action is necessary. The duty holder will be told in writing about the right of appeal to an Industrial Tribunal (see 'Appeals' below).

Prosecution

In some cases the inspector may consider that it is also necessary to initiate a prosecution. Decisions on whether to prosecute are informed by the principles in HSC's Enforcement Policy Statement. Health and safety law gives the courts considerable scope for punishing offenders and deterring others. For example, a failure to comply with an improvement or prohibition notice, or a court remedy order, carries a fine of up to £20 000, or six months' imprisonment, or both. Unlimited fines and in some cases imprisonment may be imposed by higher courts.

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30 - Handling Sheet Glass

The handling of flat glass involves the risk of serious personal injury. Although the risk is higher in factories where flat glass is manufactured, serious accidents continue to happen in premises where glass is subsequently handled and processed.

Precautions include the following

Racking

- The glass should not be in contact with any substance harder than itself.
- The angle of inclination is critical and should be at least 3° from the vertical on static racks and 5° - 6° for transportable racks, pallets and stillages.
- Glass stored on its edge should be supported as evenly as possible over its surface area.
- Flooring should be of adequate strength.
- Glass should be stored in dry conditions.
- Mesh fencing or other barriers should be provided at the sides of racks to contain any glass that may suddenly vent (a term given to the sudden breaking of glass) and fall out sideways during handling.

Access into the area between glass and side fencing must be prevented.

Handling

Depending on the size and substance of the glass to be carried there are single-, double-, and multi-handed techniques. Equipment available for use might include straps or slings, suction pads (Josters), warehouse trucks and glass carriers. Suitable protective clothing should always be worn.

Vacuum Handling

1. Large sheets of glass are routinely handled using vacuum lifting frames. These can involve the risk of being struck by falling glass and the following precautions are advised:
2. Guide handles should be as far as possible from the glass or should be provided with protective screens;
3. A warning device should be provided to indicate loss of vacuum before there is imminent danger of grip being lost;
4. The use of a vacuum appropriate to the thickness of the glass. If a full range of glass sheets (for example 2mm to 12mm) is to be handled, at least 2 vacuum settings should be employed. This is to avoid unnecessary deflections or possibly breakage of thin glass at the suction pads due to excessive vacuum.

Personal Protective Equipment (PPE)

Protective clothing should be worn when glass is handled manually unless it can be shown that risks are negligible. All PPE must be suitable for the circumstances, taking into account the range of employees who will use it, as well as the nature of the task, the load and the working environment. Such PPE might include gloves, gauntlets and armbands.

Many different types of gloves are available, from basic leather, cotton or rubber, through to cotton coated with a variety of materials including PVC, nitrile, neoprene and latex. Man-made fabrics such as Kevlar can provide very good protection.

Safe Systems of Work

Safe systems of work are essential for all operations including the loading and securing of loads and these should be clearly laid down. The provision of adequate training, instruction and supervision are also key factors in preventing serious accidents.

31 - Health Surveillance

Employers must carry out employee medical surveillance where it is appropriate for the protection of the health of his employees when it has been identified within a risk assessment.

Health surveillance is required under the following; Other Legislation where Health Surveillance is required

The <i>The Control of Substances Hazardous to Health Regulations (CoSHH) 2002 (as amended)</i>	Schedule 2A
<i>The Control of Lead at Work Regulations 2002</i>	Regulation 10
The <i>The Control of Asbestos Regulations 2012</i>	Regulation 6
<i>The Ionising Radiation Regulations 2017</i>	Part V. Regulation 24
<i>The Control of Noise at Work Regulations 2005</i>	Regulation 4
<i>The Work in Compressed Air Regulations 1996</i>	Regulation 10
<i>The Control of Vibration at Work Regulations 2005</i>	Regulation 7
<i>The Working Time (Amendment) Regulations 2003</i>	Regulation 7

Additionally Maldon Building Services Ltd will determine when medical surveillance is appropriate based upon the assessment of risk to health. Employees exposed to substances where there is a determined significant risk to health and a detectable effect on health might occur will undergo health surveillance. E.g. inhaling solvents, fumes, dusts, biological agents, isocyanates, legionella etc. (N.B. This list is not exhaustive).

Maldon Building Services Ltd will make arrangements with an Approved Occupational Health Practitioner (OHP) for examinations to be undertaken. This may be at the employee's place of work or at the OHP's premises.

The OHP will supply copies of the results to Maldon Building Services Ltd for inclusion in the employees confidential personnel file. For legal and reference purposes, this file should be kept for seven years after the end of the person's employment.

The OHP will make available to the employees concerned information on the collective results of health surveillance undertaken in a format that does not allow it to be relating to any particular employee. Where the OHP determines that an employee should not be exposed to a particular substance (for a limited period of time or indefinitely) they will inform Maldon Building Services Ltd who will make arrangements to comply with the determination immediately.

Should the OHP decide that an employee or group of employees require continued health surveillance they will request their attendance at intervals to be decided jointly between the OHP and Maldon Building Services Ltd.

Maldon Building Services Ltd employees have a statutory duty to attend the OHP to undergo health surveillance when requested to do so. An employee who is unwilling to attend will be in breach of the CoSHH regulations and may be subject to action in accordance with the Company Disciplinary Procedure.

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32 - Hot Works

It is the policy of that all hot work is conducted and completed in a safe manner.

Hot work is defined as any temporary operation involving open flames or producing heat / sparks which includes, but is not limited to brazing, open-flame soldering, oxygen cutting, grinding, arc welding / cutting, oxy-fuel gas welding, and torch applied roofing that are capable of initiating fires or explosions.

The hazards arising from Hot Work comprise of;

(i) The ignition of flammable vapour within a confined space which can produce pressures well above the safe working pressure of most types of tank used for liquid storage. An explosion within a tank is therefore liable to cause violent failure of the vessel. Parts of the tank may be propelled as missiles, and a flame front, hot gases and burning liquid may be expelled.

(ii) The risk to the building or surroundings as a result of work activities that generate sparks and heat, such as grinding, burning and welding etc., in areas containing combustible and flammable materials.

(iii) Risk of eye injury including ultra-violet damage (i.e. "arc-eye"), burns and heat exhaustion.

(iv) Asphyxiation by gases and vapours and/or asphyxiation or poisoning by toxic fumes.

Hot Work should only be undertaken if alternatives have been discounted, i.e. mechanical fixing, sawing, adhesives etc.

If the Hot Work involves or produces substances hazardous to health, e.g. cleaning solvents, acids, welding fumes etc. then the work must include any additional control measures as necessary under [The Control of Substances Hazardous to Health Regulations \(CoSHH\) 2002 \(as amended\)](#).

Why a Hot Work Permit?

Hot work permits are intended to

1. Be part of the overall Company / Site fire prevention management system
2. Comply with building, Company or site Risk Insurers Loss Prevention Programmes.
3. Control losses from accidentally igniting property.
4. Ensure the safety of all building occupants while hot works procedures are being performed.
5. Preserve the safety of the worker performing the hot work
6. Prevent the building fire detection system (where installed) from accidentally activating.

Persons issuing a Hot Work Permit must be familiar with the Company / site Hot Work Procedure, which may include attendance at the site of the hot works to determine additional fire precaution measures to be adopted.

Hot Work permits will generally be issued for a period of twelve hours only. However, in areas where the work will be ongoing for an extended period of time permits may be issued for periods exceeding this with the approval of the Site Fire Marshall as long as the work or situational factors do not change. See also Workplace Procedure Permits to Work.

Cancelled and time expired Permits should be retained for a period of 12 months before disposal for Risk Insurers audit purposes.

Fire Watch

Hot work permits frequently require a fire watch to be in attendance when hot work is performed in a location where the following condition(s) exist:

- Combustible materials in building construction or building contents are closer than 35 feet to the point of operation of the hot work;
- Combustible materials are more than 35 feet away, but are easily ignited by sparks;
- Wall or floor openings within a 35 feet radius expose combustible materials in adjacent areas, including concealed spaces in walls or floors; and
- Combustible materials are adjacent to the opposite side of partitions, walls, ceiling, or roofs and are likely to be ignited.

The fire watch shall:

- Be aware of the inherent hazards of the work site;
- Ensure safe conditions are maintained during the hot work operation;
- Have the authority to stop the hot work operations if unsafe conditions develop;
- Have fire extinguishing equipment immediately available and be trained on how to use it; and
- Activate emergency response in the event of a fire.

An additional fire watcher may be required to observe areas that are hidden from the view of a single fire watcher (other side of partition, walls, ceilings, etc).

A fire watch shall be maintained for at least 60 minutes following the completion of the hot work to detect and extinguish possible smouldering fires. A fire watcher should have no other duties except to watch for signs of fire during the operation and the 60 minutes following.

Fire Extinguishers

A sufficient number of suitable fire extinguishing media e.g. water, foam, CO², fire blankets etc should be available for hot work operations without detriment to the fire precautions adopted and implemented for general fire protection. A minimum of two extinguishers is required.

Where a fire extinguisher has been used, no matter how briefly, its use should be reported to site management and the extinguisher withdrawn from service for inspection and refill.

Sprinkler Systems

In premises that are protected by an overhead sprinkler system no hot works should be undertaken if that sprinkler system is impaired or otherwise non operational.

33 - How to Obtain a Copy of the Company Policy Statement

All Maldon Building Services Ltd Managers have access to the Company's safety manuals which must be used as reference with regards to Company and workplace procedures.

All Statutory Notices, Forms, Health and Safety Law Posters and Registers applicable to Construction and Civil Engineering Works are contained within Site Safety compendium which must be supplied to all Maldon Building Services Ltd places of work.

Copies of the Health & Safety Policy can be located at:

Maldon Building Services Ltd, Suite 11, Courtyard Offices, Braxted Park, Witham, Essex, CM8 3EN

Telephone: 01621 828251

With the Director of Health and Safety - {Director}

and are available for review at any reasonable time with the Company Safety Consultants:

AM Specialists Group Ltd Unit 9 Ignite House 46-48 Springwood Drive Braintree Essex CM7 2YN
Tel: 01376333661

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34 - Ladders

In accordance with legislation ladders should be used for access only or for short duration.

Planning Procedure

The Site Supervisor will arrange for the required number and types of ladder to be provided taking into account the standards above and the nature of work being undertaken.

The means of securing ladders will be planned as far as possible and sufficient materials made available.

Training provided to supervisors and operatives will include the hazards and precautions relating to ladders and their use Ref: INDG 402 Safe use of ladders and stepladders.

Supervision

Ladders will be checked by the Site Supervisor/Operative before use to ensure that there are no defects and will be checked regularly.

Where a defect is noted or a ladder is damaged, it will be taken out of use immediately and either repaired by a competent person or scrapped by sawing in half. The Site Supervisor will check that all ladders in use are properly secured, are on a solid level base and are correctly used.

Contractors will be expected to comply with the current regulations with regard to the inspection and examination of ladders which they provide for use on site.

Ladders will not be used to provide access or a working position, if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands etc). Methods of use which will result in damage to the ladder will not be permitted.

Proper storage must be provided for ladders, ideally this should be under cover, where possible and with the ladder properly supported throughout its length.

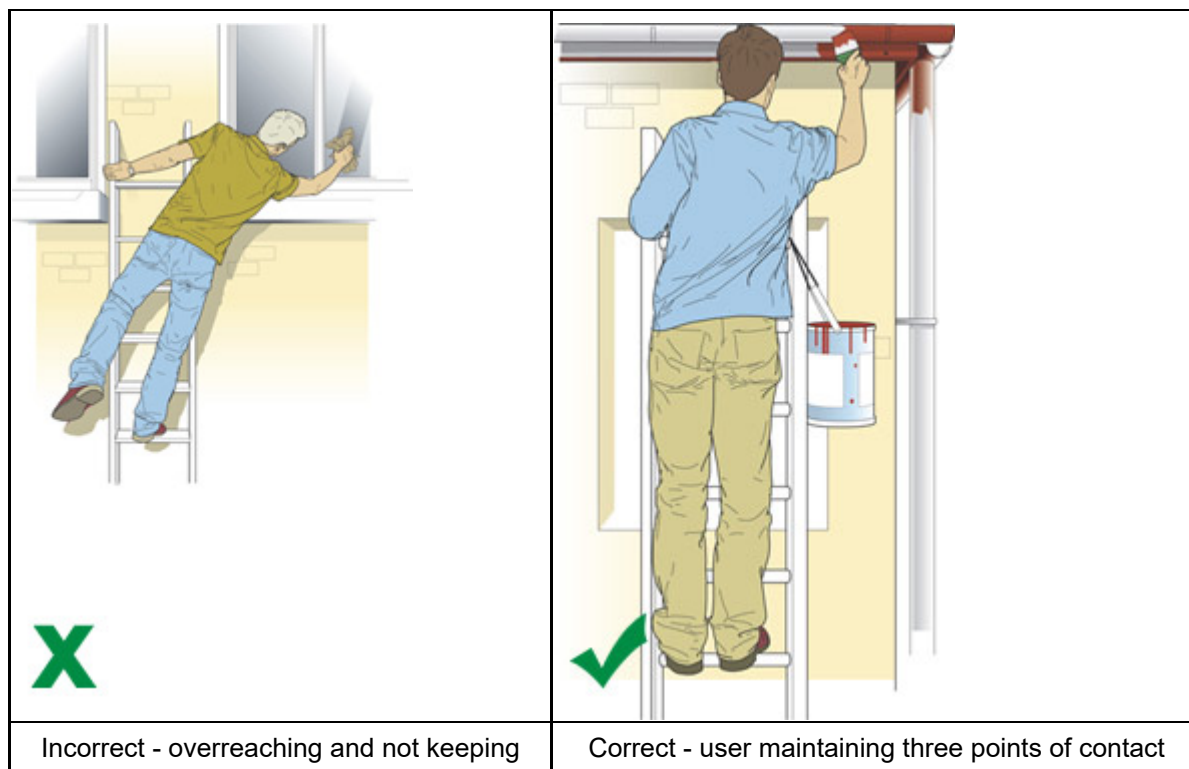
Safe Systems of Work

The main hazards associated with ladders are:

- Insufficient foothold at each rung
- Insufficient handhold at top of ladder or at stepping off position
- Insufficient overlap of extension ladders
- Ladder at unsuitable angle, swaying, springing etc (recommend angle 1 in 4 or 70 degrees)
- Not securing the ladder properly
- Unsafe use of ladder (over-reaching, sliding down etc)
- Unsuitable base to ladder
- Using a ladder where safer method should be provided
- Using defective ladders
- Using ladder near overhead electrical cables, crane contacts etc

Ladders will be removed to storage or made inaccessible by some means at the end of each working day to ensure that unauthorised access to scaffolds etc to others, particularly children, is prevented.

When working with ladders always maintain 3 points of contact.



Source HSE.

When climbing or working from a ladder, three points of contact should be maintained. [Three points of contact means both feet and one hand in contact with the ladder or stepladder.]

When working from a ladder where a handhold cannot be maintained except for a brief period (e.g. to hold a nail whilst starting to knock it in, starting a screw), other measures will be needed to prevent a fall or reduce the consequences of one (e.g. a fall restraint system).

35 - Lasers

Light Amplification by the Stimulated Emission of Radiation (laser) is a process whereby an intense, coherent, directional beam of light is produced. There are a large amount of differing types of lasers and the risks associated with them likewise vary greatly and range from negligible to intense. Each therefore must be assessed individually and it must be noted that this procedure only outlines the general potential hazards.

Laser Radiation

- Eye damage - Acute exposure to may result in burns of the cornea or retina or both, dependent upon the laser wavelength. Chronic exposure to excessive levels may produce corneal or lenticular opacities (cataracts) or injury to the retina.
- Skin damage - Acute exposure to high levels may produce skin burns or, at specific wavelengths, skin carcinogenesis may occur.

Chemical

Some applications of high powered lasers can result in the production of fumes and vapours which are potentially harmful and will require the same forms of control as used in similar conventional operations. The use of high powered lasers may also result in gas production, e.g. ozone, as a result of electrical discharges or ionization of the air surrounding the beam.

Secondary

The use of lasers, particularly high-powered, produces secondary risks which may include noise, fire hazards, ionizing radiation from faulty power supplies and the risks involved which can arise from the use of high voltage machinery such as the danger of electric shocks.

Classification

Lasers are classed into 4 main groups owing to the diversity of differing types which vary in wavelength, energy content and pulse characteristics of the beam.

1. Class 1 - This class of laser is considered inherently safe either because the maximum exposure limit is too low to cause harm or because their engineering design is deemed safe by virtue. E.g. a high powered laser system might be included in this class if it is totally enclosed within an interlocked enclosure.
2. Class 2 - Class 2 consists of low powered devices which emit visible radiation. These lasers are not classed as inherently safe but adequate eye protection is normally satisfied by aversion responses such as blinking.
3. a. These are systems which would not normally present a hazard to the unaided eye but would be hazardous when viewed with optical aids such as binoculars.
4. b. Direct viewing of the beam from a laser of this category could produce injury to the eye.
5. This class consists of high powered lasers which are hazardous when viewed directly, or even when reflected from a diffusing surface. The may also present a fire hazard.

Control

Maldon Building Services Ltd will comply as far as possible to the following general principles.

- The selection of laser should give preference to a system with the lowest possible classification which will fulfil the required functions.
- Laser systems should only be operated by an authorized person with adequate training (including the instruction of Health & Safety precautions) and who holds a current certificate of authorization.
- Lasers systems must be equipped with a key operated ON/OFF switch to prevent unauthorized usage and the keys must be kept securely.
- No matter what class of laser is used, direct viewing of the beam should be avoided and appropriate PPE provided.
- To reduce the possibility of accidental direct viewing of the beam, the beam path should be enclosed as much as possible and unprotected portions should be placed above or below sitting or standing position eye levels.
- Termination of beams must be made at the end of their useful path and be stopped by material which are adequate and non flammable.

Lasers must be mounted on firm supports to ensure that the beam only travels along the intended path. The same must be affected for reflection points.

36 - Leptospirosis

Leptospirosis is a zoonosis - an infection that can be transmitted from animals to humans. Leptospirosis is caused by spiral-shaped bacteria of the genus *Leptospira*, (referred to as leptospires) which infect a variety of wild and domestic animals. There are over 200 known pathogenic serovars, which infect different species of animals. The animals can then spread the leptospires in their urine. Nearly all mammals are capable of carrying the bacteria and may therefore spread the disease among others of their own kind, and to other species, including man. Common animal reservoirs (maintenance hosts) include rodents, cattle and pigs.

The two types of Leptospirosis are Weil's disease, which can be caught from rats or rat urine and the Hardjo form which can be caught from cows, cows' urine or exposure to foetal fluids of a cow.

Symptoms

Infection with leptospires can cause no symptoms at all, a mild flu-like illness, or a more severe illness called Weil's disease, with jaundice and kidney failure. Symptoms usually develop 7-12 days after initial infection with leptospires, though the incubation period can be as short as two to three days or as long as 30 days. Leptospirosis is an acute biphasic illness. Some cases may be asymptomatic or may present in the first phase with the abrupt onset of a flu-like illness, with a severe headache, chills, muscle aches, and vomiting.

This is known as the bacteraemic phase, when the leptospires spread through the blood to many tissues, including the brain. This phase may resolve without treatment. In some cases, an immune phase may follow with a return of fever, jaundice (yellow skin and eyes), red eyes, abdominal pain, diarrhoea, or a rash. In more severe cases, there may be failure of some organs, e.g. the kidneys, or meningitis. Generally, cases will recover fully within two to six weeks but some may take up to three months. After infection, immunity develops against the infecting strain, but this may not fully protect against infection with unrelated strains.

Symptoms of leptospirosis are similar to symptoms produced by flu, with a persistent and severe headache.

Infection and Control

The bacteria of the disease can enter the body through cuts and scratches or through the lining of the mouth, throat and eyes. Workers who deal with possible contaminated waters such as ponds, sewers, ditches and slow moving rivers are most at risk (along with dairy workers). As far as possible work must be carried out without exposing employees to possibly contaminated water or materials. Rats must not be touched with unprotected hands. However, if contact with possibly contaminated water or materials is unavoidable then appropriate PPE should be observed and all cuts and broken skin should be covered with water proof plasters. After contact with contaminated material, clothing or animals, hands must be thoroughly washed with soap, as well as before eating, drinking and smoking.

Prevention

General prevention advice includes taking whatever measures are feasible to reduce rodent populations, such as clearing rubbish and preventing rodent access into buildings. The risk of acquiring leptospirosis can be greatly reduced by not swimming or wading in water that might be contaminated with animal urine.

If you are in contact with fresh, surface waters e.g. canals, ponds or rivers, or with rats, then the following simple precautions below can reduce risk.

- Cover cuts, scratches or sores with a waterproof plaster and thoroughly clean cuts or abrasions received during activities
- Wear appropriate protective clothing, gloves or protective footwear
- Wash or shower promptly after water sports, especially if you fall in
- Avoid capsizing or rolling in stagnant or slow moving water
- Wear thick gloves when handling rats
- Wash hands after handling any animal, and before eating

37 - Lifting Operations and Lifting Equipment (LOLER)

Lifting operations deal with a wide scope of appliances and lifting gear and the following regulations must also be considered relevant to lifting operations:

- [The Health and Safety at Work etc. Act 1974](#)
- [The Management of Health and Safety at Work Regulations 1999](#) and
- [The Provision and Use of Work Equipment Regulations 1998 \(PUWER\)](#)
- British Standards,
- Relevant HSE Approved Codes of Practices and Guidance Notes

Generally, LOLER requires that lifting equipment provided for use at work is:

- positioned and installed to minimise any risks;
- strong and stable enough for the particular use and marked to indicate safe working loads;
- subject to on-going thorough examination and, where appropriate, inspection by a competent person.
- used safely, i.e. the work is planned, organised and performed by competent people; and

[The Lifting Operation and Lifting Equipment Regulations 1998 \(LOLER\)](#) deal with the safety of lifting operations and equipment - Figure 1 identifies some of the main issues:

Figure 1

Reg. - 4	Strength & Stability	Reg. - 9	Thorough Examination & Inspection
Reg. - 5	Lifting Equipment for lifting persons	Reg. - 10	Reports & Defects
Reg. - 6	Positioning & Installation	Reg. - 11	Keeping of information
Reg. - 7	Marking of Lifting Equipment	Reg. - 12	Exemptions
Reg. - 8	Organisation of Lifting Equipment		

Reg. 4 Strength & Stability

LOLER requires that lifting equipment has adequate strength for its proposed use. Often loads are difficult to quantify and a suitable margin of safety should be allowed. Equipment should be selected which meets standards relevant to the intended use. A competent person should ensure that the strength and stability of the equipment is adequate

Particular attention should be paid to the selection, specification and fixing of 'mounting and fixing points' (anchors). In addition to the anticipated load and load direction, consideration should be given to any additional loads to which the equipment may be subjected, e.g. rescue loads.

LOLER requires that lifting equipment has adequate stability and will not collapse or overturn when working, e.g. counterbalanced roof rigs. Where lifting equipment is anchored to other work equipment or structures it should be ensured that the latter can withstand the forces the equipment (and its use) will impose on them.

Reg. 5 Lifting equipment used for lifting people

As a general principle, the risk of a person falling should be eliminated or, if this is not possible, reduced. The risk of a person being crushed, trapped or struck, or falling from the 'carrier' should be assessed. In the event of an emergency, a reliable means of rescue should be available. Risk assessment should consider the options and method(s) for rescue. Those working should be trained in emergency lowering and the use of self-rescue equipment, and other relevant rescue procedures

Reg. 6 Positioning and Installation

Lifting equipment should be positioned to minimise the need to lift loads over people. Consideration should be given as to whether:

- unauthorised access below the work area should be prevented;
- there is a need to cover any passageways below to help protect persons, should a load drop unexpectedly
- Loads should not be allowed to:
 - drift, e.g. in a wind;
 - snag, e.g. on sharp edges,
 - pendulum, e.g. on long drops;
- become entangled, e.g. by unnecessarily suspending excess rope beneath the user.
- Lifting equipment should be fitted with suitable devices, e.g. back-up devices, to minimise the risk of the load (including persons) falling out of control. Where practicable, users should not climb above anchor points when using work-positioning techniques.
- Loads should be prevented from being released unintentionally by, for example:
 - ensuring people are appropriately trained and competent;
 - always using connectors with a safety locking action and by ensuring that they are only loaded in their designed direction.

Reg. 7 Marking of lifting equipment

A declaration (or certificate) of conformity identifying the standard to which the lifting equipment complies should be readily available to the user. Each component should be uniquely identifiable in such a way that it can be easily associated with its respective documentation, e.g. declarations of conformity, test certificates, examination and inspection reports and instructions for use. This may be by the manufacturer's serial number or batch marking with additional forms of identification such as a coding, e.g. by the 'tagging' of ropes. NOTE Marking of metal components should not be by stamping unless by agreement with the manufacturer or their authorised representative. The regulations require lifting equipment to be marked to indicate its safe working load (SWL). The safe working load is usually expressed in terms of the maximum load that the equipment may safely lift.

Reg. 8 Organisation of lifting operations.

Lifting operations should be properly planned by a competent person, be appropriately supervised and be carried out in a safe manner. Work should be organised so that, where practicable, loads are not carried or suspended over people. When planning and organising work, account should be taken of:

- visibility , e.g. communication and whether workers can see and hear each other;
- e.g. that the appropriate pulleys, connectors been used;
- , e.g. excessive wind speed, heavy rain, icing, emissions from chimneys;
- overturning e.g. slip of dead weight anchors, or stability of tripods;
- e.g. power lines, sharp edges, and other crane operations.

All those engaged on lifting operations should be trained and competent in inspecting the items of lifting equipment that they are using to ensure that the equipment is safe to use. They should be able

to detect any defects and recognise the health and safety hazards from those defects. They should be authorised to take remedial action to deal with them.

Pre-use checks

During pre-use checks:

- There should always be a visual and tactile check to identify obvious faults due to day-to-day wear and tear and failure or damage of all equipment.
- Doubtful items should be taken out of service, quarantined to eliminate re-use and then checked by a competent person to determine what action is to be taken.
- Irreparable items should be rendered unusable and then disposed of.
- Repairs should only be carried out by a competent person or organisation: this is usually the manufacturer.

Reg. 9 Thorough examination and inspection

Lifting equipment needs to be 'thoroughly examined' on a regular basis. All equipment that requires a 'thorough examination' should be identified Ref. Reg. 7. A Thorough examination means a detailed examination by a competent person who has the appropriate practical, theoretical knowledge and experience to enable them to detect defects and assess their importance to the safety and continued use of the lifting equipment. The competent person should decide upon the nature and extent of the examination and carry out tests when necessary. It is essential that the person carrying out a thorough examination is sufficiently independent and impartial to allow objective decisions to be made.

Lifting equipment should be thoroughly examined before use for the first time and the manufacturer's declaration of conformity normally serves this purpose. Thereafter, it should be thoroughly examined either: every six months; or in accordance with time intervals specified in an 'examination scheme' drawn up by a competent person. NB normally every 12 months except for passenger carry lifts which is every 6 months. Lifting equipment should be thoroughly examined after installation; 'Installation' is taken to apply to longer-term, normally fixed, equipment items, e.g. site cranes, hoists.

Lifting equipment should always be accompanied by a current written thorough examination report, which should be available to the employer at each work site

Interim inspection

Inspections of lifting equipment should be carried out over and above the pre-use check, at suitable intervals between 'thorough examinations'.

Reg. 10 Reports and defects

Thorough examination

The competent person should make a written report of the state of the equipment at the time of the thorough examination and any identified defect(s) should be included. The competent person should notify the employer immediately of any defect which in their opinion is or could become a danger to people.

The competent person should also send a copy of the report to HSE within 28 days of the thorough examination if they consider there is an imminent risk of serious personal injury arising from failure of the equipment should anyone attempt to use it.

When a defect is notified, it should be ensured that the lifting equipment is not used before the defect is rectified or it is rectified within the time specified in the report.

Interim inspection

A person making an 'inspection' should make a record of the inspection, in writing. If, during an inspection, a defect is discovered which could become a danger to people, the employer should be informed and the lifting equipment not used before the defect is rectified.

Reg.11 Records

Copies of any EC 'Declarations of Conformity' for any lifting equipment should be kept for as long as the equipment remains in use. Information contained in any thorough examination report for the previous two years should be readily available to inspectors from the relevant enforcing authority, should they request to see them. Inspection records should be kept until the subsequent inspection.

Reg. 12 Excluded lifting equipment

LOLER should not be applied to the range of tools and apparatus which perform only a limited lifting function e.g. Pallets, skips, ladles, and similar containers for carrying material loads, and which are not permanently attached to the lifting machinery, should be treated as 'the load', as they normally remain with the contents once the lifting operation is complete.

Machinery, whose primary function is not that of raising or lowering but which includes some integral part performing a lifting function, e.g. the boom of a mobile concreting pump or a tipper lorry which raises its body to discharge the load, should not be regarded as lifting equipment. This exclusion extends to chains, ropes and lifting tackle forming an integral part of the plant, for example counterbalanced furnace doors or dock gates.

38 - Live Testing

All works undertaken by Electrical Engineers/Contractors, must comply with relevant Regulations and Approved Codes of Practice, [The Electricity at Work Regulations 1989](#), [The Low Voltage Electrical Equipment \(Safety\) Regulations 1989](#) and the IEE Wiring Regulation (Code of Practice).

Of these, the principal regulations concerning electrical testing are [The Electricity at Work Regulations 1989](#) Regulation 4(3) states that "work on or near to an electrical system shall be carried out in such a manner as not to give rise, so far as reasonable practicable, to danger". Furthermore, regulation 14 places a strict prohibition on working on or near live electrical equipment unless;

- It is unreasonable for it to be made dead.
- It is reasonable for the work to take place on or near the live conductor.
- Suitable precautions have been taken to prevent injury.

Additionally HSE Guidance Note INDG 354 'Safety in electrical testing at work' contains recommendations to help prevent or reduce electrical danger. Reference may also be made to:

EIS35: *Safety in electrical testing: Servicing and repair of domestic appliances*

EIS36: *Safety in electrical testing: Servicing and repair of audio, TV and computer equipment*

EIS37: *Safety in electrical testing: Switchgear and control gear*

EIS38: *Safety in electrical testing: Products on production lines*

There are certain situations where it is unreasonable for electrical equipment to be made dead because of the difficulties that would arise. E.g. it may be impossible to measure performance or find malfunctions of certain systems without having the appropriate parts of the circuit made live. In such instances, providing adequate provisions are made for the protection of welfare and property, live testing may be conducted.

Test Areas

Maldon Building Services Ltd will ensure that live testing will only be carried out in a designated test area. This may be a permanent area or, in the case of heavy or equipment that is otherwise unfeasible to move, a temporary testing area set up around the equipment. In both instances, test areas will;

- Be under the control of a responsible person.
- Be in an area set apart by barriers to prevent entry.
- Have suitable warnings provided at the entrance.
- Be accessible during testing only to authorised staff or people working under their direct supervision.
- Have suitable warning lights indicating that testing is in progress and other warning lights to indicate when it is safe to enter the area.
- Have emergency-stop push buttons or equally effective methods to cut all test supplies in the event of an emergency. These controls should be prominently identified.
- Display an electric shock poster at prominent locations showing emergency procedures and telephone numbers.
- Have good housekeeping arrangements including adequate clear working space.

Earth-free areas:

Maldon Building Services Ltd will make the test area as earth free as possible and in conjunction with the use of isolated supplies will undertake the following precautions:

- (a) use a test bench made of insulating material with shrouded legs and framework to prevent the possibility of contact with earth while testing;
- (b) remove all pipes, radiators, structural steelwork, metal conduits, earthed electrical appliances, metallic socket outlets etc from within reach of the test bench, or permanently shroud them with insulating material to prevent contact;
- (c) where soldering irons and task lighting are needed, they will be extra low voltage, supplied from an isolating transformer complying with BS 61558 to prevent the need for earthed metal at the test area;
- (d) should a television or radio aerial socket be needed at the test area, this will be of isolated construction complying with BS 415;
- (e) insulating rubber matting complying with BS 921 will be provided on the floor, be kept clean and dry, and regularly tested. It will be large enough for the test operative to remain on it should they be standing or seated during testing (NB: Chair legs may damage the matting.);
- (f) where electrostatic discharge wrist straps are provided, these will incorporate a suitable resistance (e.g. 1 Megohm or more). The use of a wrist strap which directly connects the wearer to earth is not permissible. For further advice see BS IEC 61340-5-1: 1998.

Test equipment

Wherever possible, test equipment will be of a proprietary design and be manufactured to BS EN 61010.

Where purpose built test equipment is used it will be designed and constructed to the same standards of safety as proprietary equipment. Insulation test instruments can generate high voltages at their output. The generally accepted safe limited current is 3 mA (traditionally 5 mA ac has been used, but since May 2001 new equipment is limited to 3 mA ac) If accidental contact with the output conductors occurs, the risk of injury will be minimised if these current levels are not exceeded.

If higher current levels are necessary, special precautions will be put in place to prevent injury and form part of the testing risk assessment.

Rescue

High voltage

Rescue must not be attempted for voltages over 1000V (1500V dc) until the supply is confirmed to have been disconnected and earthed. Similarly, until the supply is confirmed to be disconnected and earthed, rescuers must not approach the victim as high voltages can arc over to a potential rescuer even when several feet away from the cable. In order to have high voltage power supplies disconnected it is normally necessary to contact the premises maintenance electrical services (if applicable) or the generating companies. In the case of the latter, dialling 999 in absence of a direct phone number is the fastest route for this.

Low voltage

For voltages below 1000V (1500V dc), electrical equipment must be switched off, unplugged or otherwise isolated from the power supply before touching the victim. If isolation is not possible, the victim must be dragged or pushed away from the source of electricity using available non-conductive materials such as wooden chairs, thick rubber, insulating gloves etc. It is important that these materials are not wet, as this will conduct electricity and the rescuer may become a casualty.

First Aid

When safely removed from the electrical source, check the victim's breathing and pulse. If breathing or heart beat has stopped commence resuscitation if trained to do so and summon medical assistance immediately. If the victim is unconscious place them into the recovery position and summon medical assistance.

Most electrical testing is carried out after the equipment has been made dead. This is achieved through cutting off the supply of electricity to the equipment and isolation of the equipment from sources of power. Where it is possible that equipment could be "turned on" by accident or by a third party a lock-off system must be utilised. (See workplace procedure Lock off systems).

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39 - Lock Off Systems

Maldon Building Services Ltd is required to provide and maintain systems of work, which are, so far as is reasonably practicable, safe and without risks to health

Principles of use

Where by the inadvertent switching on of a mains power source, a person could be injured; the application of a lock off system is to be implemented.

Why have safe systems of work?

Listed below are some of the potential hazards that may be encountered.

- Contact or entanglement with moving parts of machinery.
- Contact with 'live' electrical parts.
- Contact or exposure to corrosive, reactive or toxic chemicals.
- Contact with extremes of wet or dry heat, which could lead directly to scalds or burns, or indirectly to heat stress.
- Fire or explosion resulting from ignition of flammable gases, liquids or dust, and flammable residues.
- Pressurised vessels that can explode, or other parts of machinery that can disintegrate if subject to stress.
- Use of unsafe or improvised means of access to places of work.
- Entry into confined spaces.

Machinery Hazards

Machinery presents a number of hazards, which can be placed in two main categories:

- Moving machinery hazards
- Energy hazards

Moving machinery hazards

Serious injury or death can result from exposure to moving machinery. Employees can be struck by or pulled into machinery, or they can suffer lacerations, amputations, or crushing injuries. Fingers, hands, arms and lives are lost every year because moving machine parts are not properly guarded, or when employees defeat machine guarding

Energy hazards

Machine movement is generated by a variety of energy sources. Exposure to the energy sources, as well as to the moving machine parts can cause injury or death.

The main energy sources are:

- Electricity.
- Hydraulic energy.
- Pneumatic energy.
- Piping systems (gas, water, steam or chemicals)
- Gravity.
- Momentum.
- Mechanical energy.

Safe System of Work

The isolation and Lock Off procedure is a safe system of work where an inadvertent or unexpected event could occur.

Maldon Building Services Ltd will provide a Personal Danger Board, a personal lock off device with padlock and key to be used to isolate equipment from sources of power and to warn others that maintenance or other types of work is in progress and enable the work to be undertaken in a safe manner.

Isolation means establishing a break in the energy supply in a secure manner, i.e. by ensuring that inadvertent reconnection is not possible. The possibilities and risks of reconnection should be considered to establish how this security could be achieved.

For some equipment, this can be achieved by simply removing the plug from the electrical supply socket. For other equipment, an isolating switch or valve may have to be locked in the off or closed position to avoid unsafe reconnection.

The closed position is not always the safe position: for example, drain or vent outlets may need to be secured in the open position. If work on isolated equipment is being done by more than one person, it may be necessary to provide a locking device with multiple locks and keys each will have their own lock or key, and all locks have to be taken off before the isolating device can be removed

There may be some circumstances in which, for particular safety reasons, stopping equipment does not remove all sources of energy. In such cases, isolation could lead to consequent danger, so it will be necessary to take appropriate measures to overcome that risk before attempting to isolate the equipment.

Operating Procedure

Where a person has to operate 'downstream' of a source or within an area of physical danger then unless the execution of the task is dependent on the maintenance of the power source the power source(s) shall be switched off and locked off. This action shall be reflected in a risk assessment, written if necessary, prior to the job commencing

The manner in which Energy Control & Power Lockout (ECPL) may be done is as follows.

1. The person in charge of the job identifies that by virtue of its location; there could be a danger from a power source, entrapment or other potential hazard.
2. The person in charge will accurately identify the power source(s) or potential hazards and will switch off or close down the power source(s) or eliminate the potential hazards as appropriate.
3. Any moving parts which might offer danger from their free movement must be secured by jacks or chocks or some other means and residual power 'bled off' or 'dumped'.
4. The power source will then be physically immobilized by the application of a lock off device.
5. All persons involved in the work to be done, must then secure the locking device using their personal padlocks.
6. The hasp of each padlock must carry the personal danger board of its owner.
7. When the person in charge of the job has checked to satisfy themselves that the area is now secure and tried to activate the power, checking that it is in fact fully isolated the work may commence.

Termination

When the job is finished, the 'locking off' procedure may be reversed. All padlocks are withdrawn by their owners, the lock off device removed and the equipment checked to verify that it is safe for work to continue

Guidance

Ideally there is no risk associated with the maintenance operation. For example, lubrication points on machines may be designed so that they can be used safely even while the machine is in motion, or adjustment points positioned so that they can be used without opening guards

If, however, the maintenance work might involve a risk, the installation should be designed so that the work can, so far as is reasonably practicable, be carried out with the equipment stopped or inactive. This will probably be the case for most equipment.

If the equipment will have to be running or working during a maintenance operation and this presents risks, measures should be taken to enable the operation of the equipment in a way that reduces the risk. These measures include further safeguards or functions designed into the equipment, such as limiting the power, speed or range of movement that is available to dangerous parts during maintenance operations.

Examples are:

- Providing temporary guards.
- Limited movement control.
- Crawl speed operated by hold-to-run controls.
- Using a second low-powered visible laser beam to align a powerful invisible one.

Other measures that can be taken to protect against any residual risk include wearing personal protective equipment and provision of instructions and supervision.

Lock-off Systems

A 'lock-off' system uses a physical 'lock-off' device to secure control wheels, handles, valves, switches etc to prevent them being activated during routine maintenance, inspection or even operation, when such activation could cause danger.

'Lock-off' devices should be used in conjunction with a company "Permit to Work" where one of these is applicable.

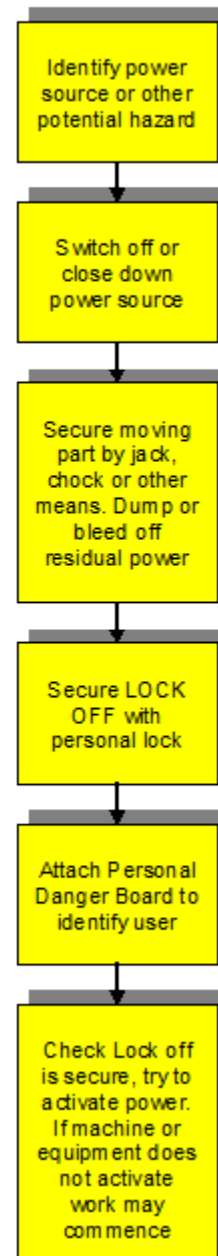
The Person in charge of work determines whether the 'lock-off' system can be used and if so satisfies themselves that the procedure described opposite is fully implemented.

Where, by the inadvertent switching-on of a mains power source, a person could be injured, the application of a 'lock-off' system should be considered. Such system shall be used on:

1. Electricity
2. Hydraulics
3. Pneumatics
4. Steam or Gas lines

Termination

When the job is finished, the locking-off procedure may be reversed, however, the permit shall not be cancelled until the padlocks are withdrawn by their owners, the Lock-off device has been removed and the location checked by the person in charge of the job to verify that it is safe for work to continue.



40 - Man Made Mineral Fibres

This procedure determines the potential health hazards associated with man-made mineral or vitreous fibres and the control measures to be taken to protect the health of employees.

Man-made mineral fibres (MMMF) are made from glass, natural rock or any readily fusible slag and all are amorphous silicates. Unlike asbestos whose fibres can split longitudinally into fibrils of much smaller diameter MMMF break transversely into shorter fragments with the same diameter. For the purposes of this procedure MMMF can be considered under three main categories.

Mineral Wool

Mineral wool is a generic term for man-made fibres of a woolly consistency made from molten glass, rock or slag by either air or steam blowing, or by mechanical drawing. They may be known as rock wool or glass wool according to the material it is manufactured from. Although mineral wool can be used in the form of loose fibres, it is more often supplied as an insulating mate or blanket. It's most widespread use is for the insulations of domestic roof spaces.

Ceramic Fibres

These are man-made mineral fibres that able to withstand temperatures of 1000⁰ - 1600⁰ C without appreciable distortion or softening. The fibres are generally of a smaller diameter than mineral wool and are mainly used in insulation boards and blankets and where refractory properties are required.

Superfine fibres

These are fibres of a very small diameter and used chiefly in the manufacture of special papers used as industrial filter media or analytical work.

Health Hazards

Irritation - Skin

Skin irritation is the major problem from MMMF and especially so with glass fibres. The fibres themselves are not sensitising but contact with uncured resins, hardeners and accelerators may give rise to sensitivities. Irritation may also occur to the eyes, throat and upper respiratory tract, particularly with coarse fibres and very dusty conditions.

Chronic Respiratory Disease

In October 1986, the World Health Organisation held an International Symposium on Man Made Mineral Fibres. It was concluded that no harmful effects, including lung cancer and non-malignant respiratory disease, could be demonstrated from exposure to continuous filament glass fibre dust.

Continuous filament glass fibre has been designated by the International Agency for Research on Cancer as a Group 3, "not classifiable as to human carcinogenicity". This means that evidence is insufficient to link that fibre to cancer.

First Aid

Skin: In the case of penetration injury, wash the skin thoroughly with cold or luke warm water before soap is applied.

If the skin contamination is localised, cover the affected area with a piece of adhesive tape which will allow most of the fibres to adhere and be immediately removed with the tape.

Eyes: Flush eyes with clear water for at least 15 minutes - seek medical attention.

Inhalation: If irritation persists, seek medical attention.

Control

The maximum exposure limit for MMMF's is 5mg/m³ over an 8 hour time weighted average.

Wherever possible materials should be selected that do not give rise to dusts which are outside the range 3.5 to 6 microns.

Operations such as cutting, sanding, drilling and machining which may generate dust should be provided with effective control measures which may include process enclosure, wet methods and local exhaust ventilation.

Personal Protection

Respiratory Protection: None normally required. If airborne glass fibre concentrations exceed the control limit, respiratory protection for nuisance dusts should be provided.

Ventilation: Use local exhaust ventilation if necessary to maintain airborne levels to below established limit.

Skin Protection: Protective gloves to reduce the risk of skin irritation and splinters.

Eye Protection: Safety glasses with side shields should be worn.

Other Protective Equipment: Use of overalls, buttoned to fit loosely at the neck and wrists, long trousers, and good personal hygiene will maximise comfort. The use of barrier creams may provide additional skin comfort

Disposal Considerations

Glass fibre is generally considered to be an inert solid waste not requiring hazardous waste disposal procedures.

Glass fibre products which have become part of a reinforced plastic or uncured resin system must be disposed of in accordance with applicable requirements for those plastics or resins where they exist.

41 - Management of Duties as a Principal Contractor

Under the Construction (Design and Management) Regulations 2015, Principal Contractors are defined as “contractors appointed by the Client to coordinate the construction phase where it involves more than one contractor.”

Where Maldon Building Services Ltd acts as a Principal Contractor they will ensure they have demonstrated to the Client they have the skills, knowledge and experience to carry out any project where Maldon Building Services Ltd are appointed. This is to satisfy the requirements of Regulation 8 (1) &(2).

_Reg 8(1)___

skills, knowledge and experience and, if they are an organisation the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

Reg 8(2)

A designer or contractor must not accept an appointment to a project unless they fulfil the conditions in 8(1)

Maldon Building Services Ltd recognise when acting as Principal Contractor is they are a key duty holder, who is required to ensure effective management of health and safety throughout the construction phase of the project

Under the Regulations, Maldon Building Services Ltd are aware that their main duty as Principal Contractor is to properly plan, manage and co-ordinate work during the construction phase in order to ensure that hazards are identified and risks are properly controlled

[The Construction \(Design & Management\) Regulations 2015](#), Maldon Building Services Ltd will ensure the following are in place for any works undertaken:

- Liaise with the other duty holders
- Manage the construction phase
- Prepare the construction phase plan
- Ensure welfare facilities are provided
- Provide site induction
- Secure the site
- Appoint contractors and workers
- Provide the right management and supervision
- Engage contractors and workers
- Monitor the risks on site
- Contribute to the health and safety file

Welfare Compliance with Schedule 2

[The Construction \(Design & Management\) Regulations 2015](#) by ensuring the following are in place:

- The provision of hot water,
- Washing facilities,
- Toilet facilities sufficient for the number on the project
- Uncontaminated drinking water supply, with cup's etc.,
- Heated changing facilities,
- A clean place to consume food and rest,
- A place and facility to heat food and water,
- A facility to dry clothing if required.

The welfare facilities will be managed and cleaned by the principal contractor, but all users are expected to respect the facilities.

Sanitary requirements:

- Suitable and sufficient sanitary conveniences are required on site and these should be readily accessible with adequately ventilated and lit.
- So far as is reasonably practicable, sanitary conveniences and the rooms containing them shall be kept in a clean and orderly condition.
- Separate rooms containing sanitary conveniences shall be provided for men and women, except where and so far as each convenience is in a separate room, the door of which is capable of being secured from the inside.

Washing facilities:

Suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, shall so far as is reasonably practicable be provided or made available at readily accessible places.

Washing facilities shall be provided:

- in the immediate vicinity of every sanitary convenience, whether or not provided elsewhere; and
- In the vicinity of any changing rooms.

Washing facilities shall include:

- a supply of clean hot and cold, or warm, water (which shall be running water so far as is reasonably practicable);
- soap or other suitable means of cleaning; and
- towels or other suitable means of drying.
- Rooms containing washing facilities shall be sufficiently ventilated and lit.
- Washing facilities and the rooms containing them shall be kept in a clean and orderly condition.
- Separate washing facilities shall be provided for men and women, except where and so far as they are provided in a room the door of which is capable of being secured from inside and the facilities in each such room are intended to be used by only one person at a time.

Drinking water:

- An adequate supply of wholesome drinking water shall be provided or made available at readily accessible and suitable places.
- Every supply of drinking water shall be conspicuously marked by an appropriate sign where necessary for reasons of health and safety.
- Where a supply of drinking water is provided, there shall also be provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet from which persons can drink easily.

Changing rooms and lockers

Suitable and sufficient changing rooms shall be provided or made available at readily accessible places if:

- a worker has to wear special clothing for the purposes of his work; and
- If he cannot, for reasons of health or propriety, be expected to change elsewhere, being separate rooms for, or separate use of rooms by, men and women where necessary for reasons of propriety.

Changing rooms shall:

- be provided with seating; and
- Include, where necessary, facilities to enable a person to dry any such special clothing and his own clothing and personal effects.

Suitable and sufficient facilities shall, where necessary, be provided or made available at readily accessible places to enable persons to lock away:

- Any such special clothing which is not taken home;
- Their own clothing which is not worn during working hours; and
- Their personal effects.

Facilities for rest

Suitable and sufficient rest rooms or rest areas shall be provided or made available at readily accessible places.

Rest rooms and rest areas shall:

- Include suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke;
- Be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at any one time;
- Where necessary, include suitable facilities for any person at work who is a pregnant woman or nursing mother to rest lying down;
- Include suitable arrangements to ensure that meals can be prepared and eaten;
- Include the means for boiling water; and
- Be maintained at an appropriate temperature

Preparation of the Construction Phase Plan

Maldon Building Services Ltd will ensure a suitable and sufficient Construction Phase Plan (CPP) is drawn up prior to works beginning on site as per the requirements of Regulation 12 (1)

12 (1) During the pre-construction phase, and before setting up a construction site, the principal contractor must draw up a construction phase plan or make arrangements for a construction phase plan to be drawn up.

Maldon Building Services Ltd will ensure that any CPP produced will comply with the requirements of "Appendix 3: The Construction Phase Plan"

It sets out the following requirements for the plan:

[It] must record the:

(a) health and safety arrangements for the construction phase;

(b) site rules; and

(c) where relevant, specific measures concerning work that falls within one or more of the categories listed in Schedule 3. The plan must record the arrangements for managing the significant health and safety risks associated with the construction phase of a project. It is the basis for communicating these arrangements to all those involved in the construction phase, so it should be easy to understand and as simple as possible.

In considering what information is included, the emphasis is that it:

(a) is relevant to the project;

(b) has sufficient detail to clearly set out the arrangements, site rules and special measures needed to manage the construction phase; but

(c) is still proportionate to the scale and complexity of the project and the risks involved. The plan should not include documents that get in the way of a clear understanding of what is needed to manage the construction phase, such as generic risk assessments, records of how decisions were reached or detailed safety method statements.

The following list of topics will be considered when drawing up the plan:

(a) a description of the project such as key dates and details of key members of the project team;

(b) the management of the work including:

(i) the health and safety aims for the project;

(ii) the site rules;

(iii) arrangements to ensure cooperation between project team members and coordination of their work, eg regular site meetings;

(iv) arrangements for involving workers;

(v) site induction;

(vi) welfare facilities; and

(vii) fire and emergency procedures;

Selection and Control of Contractors

All subcontractors that will be employed within the project will be checked for competency towards health and safety and to ensure they have the relevant experience to undertake the works.

Prequalification questionnaires will be sent to each contractor with the returns being reviewed by our H&S team, any issues raised will be discussed before appointment.

All subcontractors will be expected to supervise their operatives. The subcontractor must ensure that the supervisor is competent to supervise the work to be undertaken.

All subcontractor operatives must be competent to carry out the role for which they are employed.

The subcontractor is to provide proof of competency at the time of site induction.

All subcontractors will assess the work to be undertaken and if required provide a method statement to accompany the risk assessments. All parts of a safe system of work (SSoW) must be communicated to the supervisors and operatives.

It will always remain the responsibility of the subcontractor to manage the work package. It will be the responsibility of the principal contractor to coordinate the differing work packages to ensure the health and safety of all managers and operatives on site.

Duty to provide Site Induction

All site personnel are to have induction training with regard to basic health and safety procedures and site emergency provisions before being allowed to commence works on site. A Site Induction List will be maintained.

The following will form the basic topics to be discussed within the induction:

- Fire Arrangements
- Introduction to the project
- Introduction to the project team
- Site rules
- Smoking policy on site
- First aid and action following an accident
- Parking
- Delivering equipment / materials
- Manual handling
- Signing in / out
- Housekeeping
- Discovery of anything that could be Asbestos
- Site Waste Management Plan

Risk Assessment & Method Statements

Maldon Building Services Ltd has established and will maintain procedures for ongoing identification of potential hazards and risks.

Every hazardous activity undertaken will have an associated risk assessment and safe system of work (Method Statement) established, identifying the potential risks and the best practice in order to avoid these.

Any hazardous or potentially hazardous materials will have a COSHH assessment carried out which will be supported by Material Safety Data Sheets that will be stored in a manner that renders them easily retrievable.

The Company shall develop and implement control measures where necessary. These will be designed to cover routine and non-routine activities, and includes the activities of personnel having access and egress from the workplace and each of the facilities at the workplace.

Maldon Building Services Ltd methodology for hazard identification and risk assessment will be identified with respect to its scope, nature and timing to ensure it is proactive rather than reactive and will classify risks in order of priority to establish those which need to be controlled or eliminated.

Maldon Building Services Ltd will call upon its operating experience to identify the capabilities of the risk control methods employed.

Risk assessments will be used to determine facility requirements and training needs in addition to the development of operational controls.

The Company will provide for and facilitate for the monitoring of required actions to ensure both the effectiveness and timeliness of their implementation.

Review of Risk Assessments

Risk assessments will be reviewed at regular intervals as well as following any accidents/incidents or changes to processes. If an accident occurs on site the Contracts Manager and Health and Safety Manager will review the risk assessment. If findings from the review are applicable to other sites then the Health & Safety Manager will communicate this information and ensure the other Project Managers also carry out reviews.

Following an accident/incident on company premises the risk assessments will be reviewed by the Contracts and or Health and Safety Manager

Principles of Prevention

[The Construction \(Design & Management\) Regulations 2015](#) requires that designers, principal designers, principal contractors and contractors to take account of the 'principles of prevention' in carrying out their duties.

The principles of prevention are specified in Schedule 1 of the Management of Health and Safety at Work Regulations 1999 which apply to all industries, including construction. They provide a framework to identify and implement measures to control risks and in general terms are:

- (a) Avoid risks where possible.
- (b) Evaluate those risks that cannot be avoided.
- (c) Put in place measures that control them at source.
- (d) Adapt the work to the individual, especially regarding the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work, work at a predetermined work rate and to reducing their effect on health.

(e) Adapt to technical progress.

(f) Replace the dangerous by the non-dangerous or the less dangerous.

(g) Develop a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.

(h) Give collective protective measures priority over individual protective measures.

(i) Give appropriate instructions to employees.

Maldon Building Services Ltd will ensure these principles are applied to all activities and designs works undertaken in relation to their project works.

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42 - Management of Sub Contractors Policy

Maldon Building Services Ltd has a duty to assess the risks posed to the health and safety of its employees and to anyone else who may be affected by their activities. Significant Risks identified by this process have to be reduced to a tolerable level. This duty extends to managing the risks associated with works undertaken for Maldon Building Services Ltd by contractors. This policy sets down the framework for managing all contractor activities at Maldon Building Services Ltd.

Policy Objectives

The objectives of this policy are to:

- Safeguard members of Maldon Building Services Ltd against death, injury or occupational disease resulting from contractor activities.
- Minimise the risks associated with contractor undertakings to a tolerable level
- Protect Maldon Building Services Ltd property, environment and assets.
- Ensure, so far as reasonably practicable, that Maldon Building Services Ltd and contractors working for or on behalf of the Maldon Building Services Ltd comply with relevant best practice standards and legislation.

Application

The policy applies to all persons engaging or controlling contractors whose works could:

- Adversely affect the health, safety or welfare of members of Maldon Building Services Ltd.
- Cause damage to the environment of Maldon Building Services Ltd
- Cause negative impacts upon the business operations of Maldon Building Services Ltd
- Specific areas of the policy will apply solely to the management of contractors undertaking construction works on behalf of Maldon Building Services Ltd

Policy

Maldon Building Services Ltd will ensure that all works undertaken by contractors for or on its behalf are carried out in such a manner as to avoid, reduce, or control, all foreseeable risks to health and safety to a tolerable level. To achieve the above aims, Maldon Building Services Ltd will ensure that:

- It only engages suitably competent, financially viable contractors to undertake works on its behalf.
- All contractors are provided with the necessary information and instruction to undertake their works in accordance with the objectives of this policy.
- Individual contractor employees are provided with induction training before commencing works and that this training is recorded.
- Suitable and sufficient procedures are in place to gain effective communication, co-operation and co-ordination of all contractor works.
- All contractors are visibly identifiable to other members of Maldon Building Services Ltd.
- Contractors are only permitted to commence works once they have properly planned their works and put appropriate measures in to manage and deliver the works effectively with regards to health and safety, and quality of product.

- Where works are undertaken directly for Maldon Building Services Ltd that the contractor is supervised by a competent representative of Maldon Building Services Ltd and that this supervision is in accordance with this policy and related procedures.
- Where contractors are engaged to carry out high-risk works, then those works shall be subject to a Permit-to-Work.
- Permits-to-Work are only issued by suitably competent persons (Trained and authorised Persons);

This policy is monitored and reviewed at regular intervals to ensure that the Policy is meeting stated aims and objectives and is consistent with legislative and best practice demands.

43 - Managing Workplace Stress

Maldon Building Services Ltd recognises that workplace stress is a health & safety issue and acknowledges the importance of identifying and reducing workplace stress.

Managers are responsible for implementing the Managing Stress Policy and the company is responsible for providing the necessary resources.

Policy

- The company will provide confidential counselling for staff affected by stress caused by work or external factors.
- The company will provide adequate resources to enable managers to implement the Company's agreed stress management strategy and good management practices.
- The company will provide training for all managers and supervisory staff in good management practices.
- The company will identify all workplace stresses and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.

Role of the Company / Responsibilities

- The company will oversee monitoring of the efficiency of the policy and other measures to reduce stress and promote workplace health and safety.
- Provide specialist advice and awareness training on stress.
- Train and support managers in implementing the stress management policy.
- Support individuals who have been off sick with stress and advice them and their management on a planned return to work.
- Monitor and review the effectiveness of measures to reduce stress.
- Monitor and review any changes and developments in the field of stress at work.
- Managers will implement the Company policy on stress and control the risks from stress within their remit.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to perform their duties.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and patterns to ensure staff are not overworking.
- Monitor holidays to ensure staff are taking their full entitlement.
- Attending training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their areas of responsibility.
- Be vigilant and offer additional support to a member of staff who is experiencing stress whatever the source.

Employees

- Raise issues of concern with your Safety Representative, Senior Manager or Line Manager
- Accept opportunities for counselling when recommended.

44 - Manual Handling

Enforcing this procedure

Maldon Building Services Ltd has appointed Ian Freshwater to be responsible to ensure this procedure remains relevant and appropriate to Maldon Building Services Ltd requirements.

Ian Freshwater will monitor the procedures effectiveness and report back to Maldon Building Services Ltd any recommended changes.

Ian Freshwater will ensure that this procedure is enforced through all levels of management and communicated via company induction or toolbox talk.

Maldon Building Services Ltd is committed to the elimination of manual handling where practicable via the use of mechanical means. Where it is not practicable to eliminate manual handling, management teams will assess work tasks, and provide information, instruction and training.

Activity

The [The Manual Handling Operations Regulations 1992 \(MHOR\)](#) define manual handling as:

"...any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force."

Hazards and Risks

- Strains and sprains - muscles and joints can be injured by over-exertion.
- Fractures - dropping a heavy load onto the feet can break bones.
- Wounds - from handling objects with sharp edges and rough surfaces.
- Hernias - the strain of lifting can cause painful ruptures in the abdominal wall.
- Spinal injuries - damage to the vertebrae and the spinal discs can cause permanent disability.

Manual handling is the major source of injury to construction workers. Every year, one-third of all construction industry accidents reported to HSE involve manual handling. These represent only a part of the actual problem, as many back injuries go unreported. Many construction workers experience symptoms of pain, aching and discomfort affecting their back, knees, neck and shoulders. These symptoms can be closely related to the type of manual handling activity; for example, work involving stooping and kneeling can lead to pain in the lower back and knees, while working with the arms raised above shoulder height can result in neck and shoulder pain. In each case long-term disability can result.

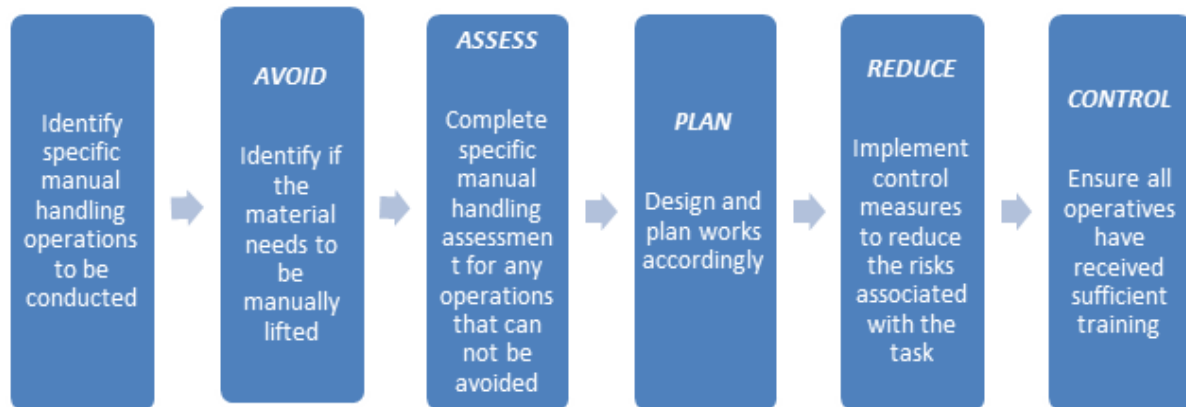
Several factors in construction can make manual handling tasks difficult. At present, construction workers are often required to:

1. Support loads, often in awkward positions;
2. Move heavy materials;
3. Carry loads over rough, uneven ground or within buildings;
4. Carry out highly repetitive tasks;
5. Use handling equipment in difficult conditions, such as confined spaces.

Control Procedures

It is the Company's policy to prevent injury and ill-health to the workforce engaged in manual handling and it is important that management and employees take reasonably practicable precautions to prevent manual handling injuries from occurring.

Procedural Controls



Management are to check before they instruct persons to carry out manual handling whether those persons suffer from any pre-existing back problems or there are any other factors that could make them significantly more prone to sustaining a manual handling injury.

They are to assess the loads required to be lifted and where reasonably practicable, provide mechanical aids and/or take other steps to eliminate or adequately reduce the risk of manual handling injury.

A specific risk assessment must be completed for the manual handling operations to be conducted as required by Regulation 3(1) - [*The Management of Health and Safety at Work Regulations 1999*](#). Where this general assessment indicates the possibility of risks to employees from the manual handling of loads, the requirements of the Manual Handling Operations Regulations should be complied with.

First, a decision needs to be made on how the manual assessment is to be done, who is going to do it and what relevant information may already be available to help. The complexity of the task needs to be accounted for when conducting the risk assessments.

In general, the significant findings of the assessment should be recorded and the record kept, readily accessible, as long as it remains relevant. However, the assessment need not be recorded if:

1. It could very easily be repeated and explained at any time because it is simple and obvious; or
2. The manual handling operations are of low risk, are going to last only a very short time, and the time taken to record the assessment would be disproportionate.

If the risk assessment carried out under regulation 3(1) of the Management Regulations indicates a possibility of injury from manual handling operations, the first thing to consider is whether the manual handling operation can be avoided altogether. It may not be necessary to assess the risk in great detail, particularly if the operations can easily be avoided or the appropriate steps to reduce any risk of injury to the lowest level reasonably practicable are obvious.

When a more detailed assessment is necessary it should follow the broad structure set out in Schedule 1 to the Regulations. The Schedule lists a number of factors as detailed below:

Manual Handling TILEO

The manual handling TILEO acronym can be used to assess each manual handling activity within your own organisation. The acronym 'TILEO' stands for TASK, INDIVIDUAL, LOAD, ENVIRONMENT and OTHER FACTORS and will help your organisation conduct dynamic risk assessments or on the spot assessments.



The site manager must be responsible for ensuring an adequate risk assessment has been conducted and recorded where required.

Physical Controls

Where possible avoid the requirement to manually lift any material or item. The Manual Handling Regulations identify a requirement for employers to avoid manual handling operations so far as is reasonably practicable. The extent of the employer's duty to avoid manual handling or to reduce the risk of injury is determined by reference to what is 'reasonably practicable'. This duty can be satisfied if the employer can show that the cost of any further preventive steps would be grossly disproportionate to the further benefit from their introduction. When trying to avoid manual handling the first questions to ask are whether the load/s need to be handled at all, or could the work be done in a different way?

If, so far as is reasonably practicable, handling of the load cannot be avoided, then can the operation/s be either automated or mechanised? Mechanical assistance involves the use of handling aids - some manual handling is retained but bodily forces are applied more efficiently, reducing the risk of injury.

Remember that the introduction of automation or mechanisation may create other, different risks which will also need to be assessed as part of the risk assessment process.

Technical Controls (Supervisory & Hazard Specific)

Employees must be fit for the purpose: It is the Company's policy not to engage employees with existing back problems or having other personal factors which could make them significantly more prone to sustaining a manual handling injury, to carry out manual handling duties.

The following personal factors of a manual handler may contribute to the risk of a manual handling injury:

- Age.
- Physique.
- Size.
- State of health.
- Training in manual handling.
- Weight.

All equipment provided for use during manual handling, including handling aids and personal protective equipment (PPE), should be included in a planned preventive maintenance programme which should include a defect reporting and correction system. Equipment should be readily accessible for the tasks it is to be used for.

Behavioural Controls (Training & Disciplinary)

There is considerable potential for human failure as a result of the involvement of a number and variety of persons involved in the manual handling operations. Human failures can be divided into two types:

- Errors
- Violations

Errors

A human error is an action that was not intended and can be separated into two types - skill based errors and mistakes. Skill based errors can be further divided into slips of action and lapses of memory. Mistakes can be divided into rule based mistakes and knowledge based mistakes.

Errors such as slips and lapses and mistakes typically occur with trained, experienced people but also do occur with untrained and inexperienced people. The untrained and inexperienced persons may base their decisions on misunderstandings and a lack of perception of risk.

To reduce the potential for errors all operatives must first be trained in safe manual handling techniques and also be regularly supervised and briefed according to the risks involved and the required control measures.

Violations

Violations are deliberate deviations from the rules or procedures and can be separated into three types - routine, situational & exceptional. Many accidents, injuries and causes of ill health come about because of violations.

Violations often occur because of time pressures, inadequate supervision and enforcement of proper control measures, careless behaviour and risk taking.

To reduce the potential for violations all manual handling operations must be supervised by a competent person at all times. Any violations of the company procedures regarding manual handling operations will result in disciplinary measures and may result in loss of earnings & employment.

Employee Duties

The duties imposed by the [The Manual Handling Operations Regulations 1992 \(MHOR\)](#) are as follows:

- Avoid hazardous manual handling operations where reasonably practicable
- Risk assess any hazardous operations that are unavoidable
- Reduce the risk of injury as far as is reasonably practicable
- Provide adequate and appropriate information, instruction, training & supervision.
- Monitor and review

Employees are to notify their Managers immediately should they suffer acute injury or develop health problems related to manual handling operations, or if they feel that the loads required to be lifted manually are too heavy for them to lift safely.

Legislation

[The Manual Handling Operations Regulations 1992 \(MHOR\)](#)

Further Reading

[Getting to grips with manual handling - HSE INDG143](#)

[Manual handling assessment charts \(the MAC tool\) - HSE INDG383](#)

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45 - Mobile Elevating Work Platforms

Where it is not possible to work from the existing structure and the use of a scaffold working platform is not appropriate, a range of mobile access equipment including mobile elevating work platforms (MEWP's), suspended cradles, mast climbing work platforms (MCWPs), boatswain's chairs or seats, and rope access equipment can be used.

Mobile elevating work platforms (MEWP's) can provide excellent safe access to high level work. The principle procedures below are to be fully accommodated by Company personnel involved in using this type of work equipment.

When using a MEWP make sure that:

- Those using this type of equipment are trained and competent to operate it.
- They know the emergency and evacuation procedures so that they know what to do, for example, if the power to the platform fails, or fire breaks out in the building being worked on.
- The work platform is provided with guard rails and toe boards or other suitable barriers;
- It is used on firm and level ground. The ground may have to be prepared in advance.
- Its tyres are properly inflated;
- Any outriggers are extended and chocked as necessary before raising the platform. Everyone knows what to do if the machine fails with the platform in the raised position.
- Where MEWP's have meshed platform floors, the mesh is fine enough to prevent materials, especially nails and bolts, from slipping through.
- Work platforms are clean and tidy. Do not allow mud to build up on platforms

With many pieces of equipment, more than one person may be needed to ensure safe operation.

Before work starts check that:

- A handover certificate is provided by the installer. The certificate should cover how to deal with emergencies, operate, check and maintain the equipment, and state its safe working load.
- The equipment is installed, modified and dismantled only by competent specialists.
- There is a current report of thorough examination for the equipment.
- Areas of the site where people may be struck by the platform or falling materials have been barriered off or similar.
- Check the shift report for warnings of malfunction etc
- Company Personnel will ensure whilst using MEWP's they wear a full body harness which will be clipped via a lanyard to the cage.
- Company Personnel will not exit the MEWP's for any reason, unless the situation has been reviewed, specific Risk Assessments written, all parties fully briefed and additional secure anchorage attached in place at all times when outside of the basket.
- Systems are in place to prevent people within the building being struck by the platform as it rises or descends and prevent the platform coming into contact with open windows or similar obstructions which could cause it to tip.
- Supports are protected from damage (for example, by being struck by passing vehicles or by interference from vandals).
- The equipment can be protected from adverse weather. High winds can tilt platforms and make them unstable. Establish a maximum safe wind speed for operation. Storms and snow falls can also damage platforms, so they should be inspected before use after severe weather.

At the end of each day check that:

- The platform is cleared of tools and equipment;
- All power has been switched off and, where appropriate, power cables have been secured and made dead.
- The equipment is secured where it will not be accessible to vandals or trespassers.
- Notices are attached to the equipment warning that it is out of service and must not be used.

Do not:

- Operate MEWP's close to overhead cables or other dangerous machinery;
- Allow hands, elbows, or arms to protrude into a traffic route when working near vehicles.
- Move the equipment with the platform in the raised position unless the equipment is designed to allow this to be done safely (check the manufacturer's instructions).

Some MEWP's are described as suitable for 'rough terrain'. This indicates that they may be safe to use on some uneven or undulating ground - specific written risk assessments and reference to the manufacturer's handbook will be undertaken before taking such a MEWP onto unprepared or sloping ground.

46 - New Employees, Induction Training & Toolbox Talks

When a new employee first begins work they will be made familiar with their work environment. The basic format will include:

- Explain to the new employee what they will be required to do and who they are responsible to.
- Assess the competence of the employee and determine if they are medically fit to carry out their duties.
- Show the employee where the Company Health & Safety Policy, Risk Assessment and CoSHH manuals are retained. Explain their purpose and ensure the employee is aware of their responsibilities.
- Determine if the employee has any disability or illness that could affect their duties
- Show the employee where copies of the Regulations are kept.
- Warn the employee of any hazardous areas at the workplace.
- Determine any training needs.
- Issue the employee with relevant PPE as necessary.
- Show the employee the location of first aid equipment and identify the Company First Aiders.
- No employee under the age of 18 years is to operate plant, give signals to crane drivers or use power tools or equipment unless being trained under the direct supervision of a competent person.
- All employees under the age of 18 must be entered into the General register, F31/F36, and a completed Form 2404 sent to the local careers office.

A record of induction training must be kept.

Site Rules

Rules placed upon employees of the Company and sub-contractors will be adhered to, and operatives will be briefed on the requirements of specific site rules during induction training prior to commencing work on site. Safety rules and procedures will be monitored by the site main contractor and company management.

Tool Box Talks

The term tool box talks covers discussions with operatives at the workplace at regular intervals e.g. fortnightly, and is a recognised process for communicating health and safety information. Ideally the talk will be conducted by the immediate supervisor of the employees concerned and will cover a wide range of practical subjects with particular emphasis on the specific hazards relating to that workplace.

All operatives attending must sign an attendance sheet and the supervisor giving the talk will sign and date the sheet and give details of the talk and any feedback received.

Copies of attendance sheets should be kept on site for reference.

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47 - Noise

Activity

Noise means any unwanted sound. Sounds, particularly loud ones that disturb people or make it difficult to hear wanted sounds, are noise.

Hazards and Risks

Noise is part of everyday life, but loud noise can permanently damage your hearing. Young or old, once you lose your hearing you can never get it back.

Exposure to high levels of noise can cause permanent hearing loss. Neither surgery nor a hearing aid can help correct this type of hearing loss. Short term exposure to loud noise can also cause a temporary change in hearing (your ears may feel stuffed up) or a ringing in your ears (tinnitus). These short-term problems may go away within a few minutes or hours after leaving the noise. However, repeated exposures to loud noise can lead to permanent tinnitus and/or hearing loss.

Loud noise can create physical and psychological stress, reduce productivity, interfere with communication and concentration, and contribute to workplace accidents and injuries by making it difficult to hear warning signals. The effects of noise induced hearing loss can be profound, limiting your ability to hear high frequency sounds, understand speech, and seriously impairing your ability to communicate. Loud noise can create physical and psychological stress, reduce productivity, interfere with communication and concentration, and contribute to workplace accidents and injuries by making it difficult to hear warning signals. The effects of noise induced hearing loss can be profound, limiting your ability to hear high frequency sounds, understand speech, and seriously impairing your ability to communicate.

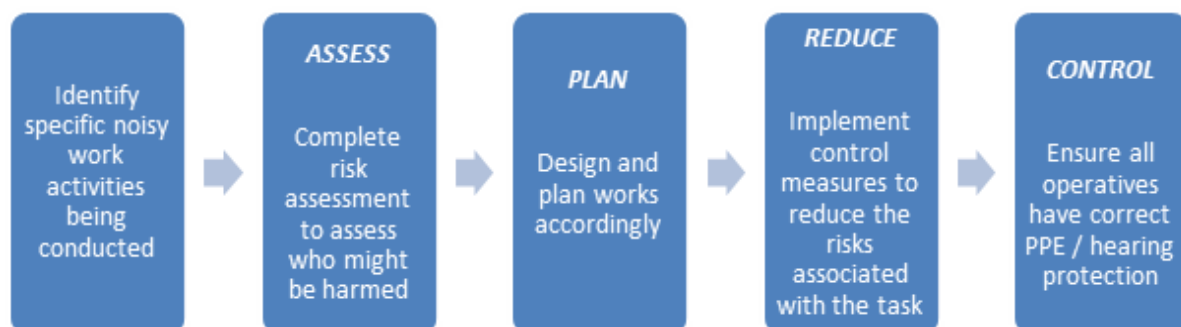
Control Procedures

It is the Company's policy to prevent injury and ill-health to the workforce due to exposure to workplace noise. The objective of Maldon Building Services Ltd is to prevent or reduce risks to health & safety from exposure to noise at work.

The company will work towards achieving its objective by:

1. Assessing the risks to employees and others who may be affected by the company's activities from noise generated through work.
2. The company will take necessary action to reduce noise exposure that produces risks.

Procedural Controls



Physical Controls

Three action levels are specified and efficient ear protection is advised or required depending upon the measured exposures. Employees must fully and properly use personal ear protectors provided and report defects to the employer.

Responsibilities are also placed upon manufacturers to provide information about the noise likely to be generated by their products.

The three action levels are:

1. First action level: 80db (A). Peak sound pressure 135dB
2. Second action level: 85db (A). Peak sound pressure 137dB
3. Peak action level of 87db (A). Peak sound pressure 140dB which must not be exceeded.

Where noise levels exceed either of the action levels the areas must be appropriately identified using warning signs.

Hearing protection should be issued to employees:

- where extra protection is needed above what has been achieved using noise control;
- as a short-term measure while other methods of controlling noise are being developed.

You should not use hearing protection as an alternative to controlling noise by technical and organisational means.

You should take account of the following in selecting the hearing protectors you provide to your workers:

- choose a suitable protection factor - sufficient to eliminate risks from noise but not so much protection that wearers become isolated;
- consider the work and working environment, e.g. physical activity, comfort and hygiene;
- compatibility with other protective equipment, e.g. hard hats, masks and eye protection.

You should only supply CE-marked hearing protectors. You must consult with workers and their representatives over the types of protector provided.

Technical Controls (Supervisory & Hazard Specific)

Wherever there is noise at work you should be looking for alternative processes, equipment and/or working methods which would make the work quieter or mean people are exposed for shorter times. You should also keep up with what is good practice or the standard for noise-control within your industry, e.g. through your trade association, or machinery or equipment suppliers.

Review tools and equipment being used on site and contact suppliers to see if less hazardous tools and equipment are available.

Any action you take should be 'reasonably practicable' - in proportion to the level of risk. If exposure is below lower action values, the risk is low and it is likely no action is required - but if there are simple, inexpensive practical steps that would reduce risks further, you should consider implementing them.

First think about how to remove the source of noise altogether - for example, housing a noisy machine where it cannot be heard by workers. If that is not possible, investigate:

- using quieter equipment or a different, quieter process;
- engineering/technical controls to reduce, at source, the noise produced by a machine or process;
- using screens, barriers, enclosures and absorbent materials to reduce the noise on its path to the people exposed;
- designing and laying out the workplace to create quiet workstations;
- improved working techniques to reduce noise levels;
- limiting the time people spend in noisy areas.

When hiring or buying equipment you should consider noise alongside other factors (e.g. general suitability, efficiency). Compare the noise data from different machines as this will help you to buy from among the quieter ones.

Manufacturers of work equipment have legal duties regarding the equipment they supply (see 'Duties of machine manufacturers on noise') and you have a duty under the [The Personal Protective Equipment at Work \(Amendment\) Regulations 2022](#) to only provide your workers with equipment that meets relevant supply laws.

When using a manufacturer's noise data you will need to make sure that the data is representative of the way you intend to use the equipment. Be cautious when using manufacturers' data other than for comparing equipment; for example, the data is likely only to be a guide to personal noise exposure as many factors affect the noise levels experienced by employees.

Secondly develop a noise control programme for the site. Measures that give ongoing or medium- and long-term benefits, and would be expected to be part of your noise-control programme include:

- a low-noise purchasing policy for machinery and equipment;
- proper and regular maintenance of machinery and equipment that takes account of noise.

Where your noise-control measures require actions from employees to be effective (e.g. making proper use of noise enclosures or following approved low-noise working methods), you should make sure employees do what is required. Make sure that employees have appropriate information, instruction and training, and ensure appropriate supervision.

The last step of a suitable hearing protection scheme involves health surveillance. Health surveillance is a programme of systematic health checks to identify early signs and symptoms of work-related ill health and to allow action to be taken to prevent its progression. It is also useful in monitoring the effectiveness of your controls, though it is not in itself a control measure or a substitute for controlling risk at source. Suitable health surveillance usually means regular hearing checks (audiometric testing).

Behavioural Controls (Training & Disciplinary)

Human failures can be divided into two types:

- Errors
- Violations

Errors

A human error is an action that was not intended and can be separated into two types - skill based errors and mistakes. Skill based errors can be further divided into slips of action and lapses of memory. Mistakes can be divided into rule based mistakes and knowledge based mistakes.

Errors such as slips and lapses and mistakes typically occur with trained, experienced people but also do occur with untrained and inexperienced people. The untrained and inexperienced persons may base their decisions on misunderstandings and a lack of perception of risk.

To reduce the potential for errors all operatives must first be informed, instructed and trained in safe use of tools and equipment and also be regularly supervised and briefed according to the risks involved and the required control measures.

Violations

Violations are deliberate deviations from the rules or procedures and can be separated into three types - routine, situational & exceptional. Many accidents, injuries and causes of ill health come about because of violations.

Violations often occur because of time pressures, inadequate supervision and enforcement of proper control measures, careless behaviour and risk taking.

To reduce the potential for violations all task operations must be supervised by a competent person at all times. Any violations of the company procedures regarding noise at work tasks will result in disciplinary measures and may result in loss of earnings & employment.

Employee Duties

Employees have a duty to comply with and use the measures provided by Maldon Building Services Ltd under [The Control of Noise at Work Regulations 2005](#), including:

1. Using noise-control measures, such as exhaust silencers and machine enclosures, in accordance with your instructions;
2. Wearing hearing protection in accordance with instructions provided when exposed at or above the upper exposure action values and at all times in areas marked as hearing protection zones;
3. Taking care of hearing protectors and noise-control equipment they need to use;
4. Reporting, in accordance with your procedures, any defect found in the hearing protectors or other protective measures or any difficulties in using them.

In addition, under [The Health and Safety at Work etc. Act 1974](#), employees are required generally to co-operate with their employer to enable the employer to carry out legal duties.

Legislation

[The Control of Noise at Work Regulations 2005](#)

48 - Non-English Speaking Operatives

In line with the Company's Policy on Equal Opportunities it is the policy of Maldon Building Services Ltd not to discriminate between English and non-English speaking applicants. It is therefore necessary to effectively manage the safety of persons who do not have English as their first language. Operatives shall be assessed in their level of understanding and speaking of the English language and then supervised accordingly.

Assessing persons who do not speak English:

Before such persons are engaged to start work an assessment will be undertaken to determine their ability to understand and speak English. This assessment will determine who may need the help of a translator, or who may be allowed to work on site without any assistance and carry out their duties in a safe manner.

Site Manager Duties:

The Site Manager shall undertake a brief interview with the non-English speaking operative using the assessment form. The site rules and duties required of the operative shall be explained to the operative and then they shall be asked to indicate their level of understanding of the information given. The Site Manager will rate the operative from 1 (being the lowest) to 5 (being the highest) on their level of understanding. The operative will also be rated on their ability to speak English; and again rated 1 to 5. The operative must be able to demonstrate a minimum rating of 4 to work without a nominated translator. Those persons who do not understand, even with assistance of a translator, or if in the case where operatives are rated 1 to 3 but there is no translator on site, the operative shall not be engaged to work on site.

Operatives shall be rated as follows:

<i>Rating Level 1:</i>	No understanding of English either written or spoken. These operatives are to have the assistance of a nominated 'translator' throughout their work shift.
<i>Rating Level 2 - 3:</i>	Poor to fair understanding of English either written or spoken shall be placed with someone rated ability 4, to enable them to carry out their duties safely.
<i>Rating Level 4:</i>	Good understanding of English both written and spoken. These shall take some responsibility to guide and help those rated ability 2 - 3.
<i>Rating Level 5:</i>	Full understanding of English both written and spoken. Act as translator to work with operatives of levels 1 or 2 to ensure information relative to their task and safety of their workplace is understood and complied with.

Assistance of translator:

Operatives rated 1 - 2 shall be given the assistance of a translator to enable them to understand safety instructions, company safety procedures and risk and method statements applicable to their work.

Operatives rated at 3: shall work in gangs having a person rated 4 with them at all times.

Safety Inductions / Translation:

Operatives rated 1 - 3 shall attend Principal Contractor site based Safety Inductions with a nominated 'translator' in attendance. Before the induction starts, the Translator must explain to the trainer, that they need to translate the induction requirements as the trainer goes through the induction programme.

It is essential that included in the induction programme are what hand signals / word / actions will be used to alert non-English speaking operatives of imminent danger.

Ensuring the quality of translations:

Maldon Building Services Ltd will establish those employees competent to be translators. To ensure that those translating an instruction are cognisant of the requirements of the instruction themselves, the Site Manager shall instruct the translator on the materials to be translated e.g. safety induction, risk assessment, method statement, safe work procedures, PPE etc. to ensure their understanding prior to translation to operatives.

Translators.

Translators shall be volunteers obtained from the existing workforce. Translators will be deemed competent using the same assessment format, and be required to sign a brief declaration at the foot of the form. The Site Manager should ensure that the translator is fully aware of the requirements of any instructions given by themselves with regard to site rules, induction etc.

Ensuring there are enough translators in a group of operatives:

Each work gang rated 1 - 3 are to have a minimum of one translator working alongside them. Larger working gangs are to have a minimum of one translator and two persons rated level 3. *(Work groups of more than 15 people may require additional translators).*

Project Staff wishing to communicate with level 1 - 3 operatives:

Principal Contractor's Project Management, company staff and other Site Management e.g. sub-contractors management, who wish to communicate with non-English speaking personnel shall in the first instance communicate through the employing Site Supervisor / Manager.

49 - Oils, Coolants and Greases

Definitions

1. Oils - Mineral oil is a chemical mixture of organic compounds derived from the distillation of crude oil. Neat oils are undiluted mineral oils which contain additives adapted for specific purposes.
2. Coolants - There are two types of coolants, the first is mineral oil emulsions. These are a solution of mineral oil in water with other chemicals acting as emulsifiers, surfactants, rust and corrosion inhibitors and biocides. The second type consists of synthetics which do not include mineral oil, but contain a substitute.
3. Greases - These are made from higher distillates of mineral oil and may have additives.

Hazards and Controls

1. Skin contact

- Mineral oil - Exposure to mineral oils can result in irritation, blocking of pores and thickening and pigmentation of the skin. Prolonged exposure to mineral oil can result in skin cancer. Carcinogenic chemicals content within oils in particular causes damage to the skin and wherever practical mineral oils classed as carcinogenic should be substituted by more highly refined oils to reduce exposure.
- Coolants - Additives contained in coolants are known to cause skin problems and care must be taken to ensure that when coolants are used interaction between some constituent chemicals known to form potentially harmful products is avoided.
- Greases - Grease is generally not harmful to skin, however, its thick consistency and some of its additives can cause plugging of skin pores resulting in an acne type reaction.

Proper PPE must be observed at all times including the use of PVC aprons as required. All PPE must be thoroughly cleaned after use and mixed fibre gloves should **NOT** be worn. At the end of a working period and before smoking, eating or drinking, employees must wash their hands thoroughly with soap, **NOT** with paraffin, thinners, floor cleaners or abrasives.

Anti-splash guards must be equipped on machinery where there is a danger of splashing of oils and components coated with oils must be covered or enclosed.

In the event of ingestion, care should be taken to prevent vomiting since material may be aspirated into lungs and may result in chemical pneumonitis. Immediately acquire medical attention.

HSE publication INDG 365: Working safely with metalworking fluids: A guide for employees contains general advice on the precautions which employees can take to avoid risks from metal working fluids

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50 - Out Of Hours Working

Working out of normal working hours should only be undertaken as a last resort and can only be authorised by a Director or Site Manager (site working).

Out of hours working may only be authorised provided a risk assessment has been undertaken and approved.

Safe Systems of Work:

The assessment must address the following issues:

1. Safe working procedures;
2. Supervision;
3. Provision of first aid;
4. Access to communication for emergency calls and contact numbers for senior staff;
5. Impact of noise and light on other people;
6. Any restrictions imposed on working hours under planning permission.

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51 - Overhead Power Cables

During planning, the presence of overhead electric lines must be taken into account as vehicles, plant and equipment must not be allowed to be in a position within 15 metres of overhead lines from steel towers, or 9 metres of wooden poles.

Consultation with **AM Specialists Group Ltd.** and the area Electricity Company must take place at the earliest opportunity, as it may be possible to divert the line and as much time as possible must be allowed for this work to be done. If the overhead lines cannot be diverted or made dead, then safety precautions must be taken.

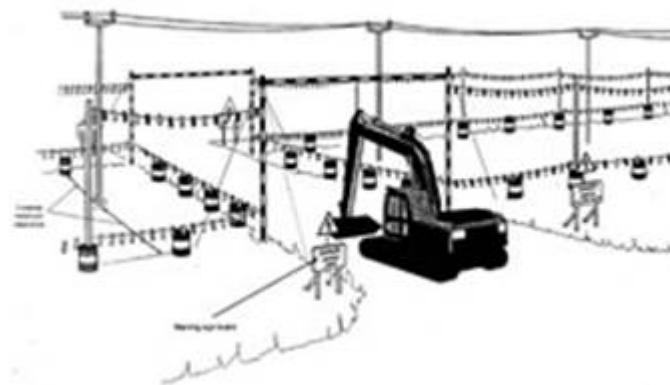
Where no work has to be carried out or plant to pass under the overhead lines, barriers should be erected parallel to the overhead line and not less than 6 metre distance from it.

The possibility of mobile cranes etc., encroaching on the minimum distance must be taken into account and where necessary the 6 metre distance increased. These distances are subject to agreement with the local Electricity Company and may be dependent upon the voltage of the overhead line.

The barriers should be surmounted by coloured bunting which forms an additional warning. If access is only possible from one side, then a barrier on that side will be sufficient.

Where Plant May Pass Under the Line

If it is necessary for plant to travel to and fro under overhead lines, the area where they may pass should be as small as possible and not more than 10 metre wide. This passageway should be clearly defined by the use of fencing barriers and goalposts should be in position across the width of the passageway. The goalposts should be of rigid construction and of a non-conducting material, distinctly marked in order that they may be clearly identified. Warning notices should be provided on each side of the passageway advising persons of the hazard and giving the cross bar clearance in order that drivers realise that they must lower their jibs etc. To give crane drivers sufficient time to lower the jib before reaching the goalposts, it is advisable to position advance warning notices as far from the goalposts as is required by the length of the jib on the machine. See below



Where Work Will Be Carried Out Beneath the Overhead Line

If it is essential for work to be carried out beneath the overhead lines and they cannot be diverted or made dead, it will be necessary to take precautions in addition to those noted above. The Electricity Company, **AM Specialists Group Ltd.** and the Health and Safety Executive should be consulted for advice on what additional precautions will be required (also see HSE Guidance Note GS.6).

Plant, equipment or tools that could reach beyond the safe clearance limit should never be taken under the line. Plant such as cranes and excavators should be modified by the addition of suitable physical restraints so that they cannot reach beyond the safe clearance limit.

When work has to be carried out on a structure with a consequent reduced safe clearance, **AM Specialists Group Ltd.** and the Electricity Company should be consulted about proposed working methods. A responsible person familiar with the hazard should be appointed for the purpose of ensuring the observance of safety precautions and the work carried out under his direct supervision.

For guidance see HSE Guidance Note GS 6.

52 - Paint and Spraying

Hazards to Health

- Resins - Non-reactive resin esters such as alkyds are not normally considered hazardous, however, certain reactive resins can be and include the following;

1.Epoxy resin based paints - can cause irritant and allergic skin reactions.

2.Pre polymer di-isocyanate - May cause allergic respiratory problems and amines present may cause allergic skin conditions.

Two component reactive resins can contain sufficient monomer di-isocyanate to cause eye injury or allergic skin or respiratory problems.

- Pigments - Certain pigments based on lead or hexavalent chromium compounds are toxic and have potential to cause a variety of adverse health effects which can include; damage to the nervous system, blood system or allergic reactions. Inhalation and ingestion should be avoided.
- Solvents - Certain solvents, if not used under conditions of good occupational hygiene (particularly ventilation) can cause acute and chronic health problems. Acute toxicity includes irritation of the skin, eyes, nose and throat together with central nervous system depression resulting in dizziness, headache and nausea. At very high exposure levels unconsciousness and death will eventually result. Chronic toxicity can involve de-fatting of the skin and damage to the blood, liver, kidneys and more serious nervous system damage. Some paint solvents also cause allergic reactions when in contact with skin.
- Electrical equipment associated with spraying may present a hazard if not properly installed or earthed. Regulations for this equipment must be adhered to at all times.
- Fire - Many paint systems contain solvents which present flammability risks. All sources of unnecessary heat and ignition should be removed from the area to minimize this risk. The pouring of solvents from one container to another may also produce static electricity which can produce a spark and will be necessary to ensure that containers are properly earth grounded. It is important to note that certain alkyd based systems containing driers are prone to spontaneous combustion if they dry in contact with combustible material.

In all cases refer to the guidelines in CoSHH assessment and adhere to the regulations therein at all times.

Control

- Ventilation - Adequate ventilation must be provided and where necessary a properly designed booth with provisions for appropriate regulation of air intake and output, temperature and humidity must be provided. Ventilation should be balanced so as to ensure a slight negative pressure. For painting inside tanks or confined spaces please consult the "confined spaces" procedure.
 - Hygiene - Maldon Building Services Ltd must provide adequate facilities for washing and skin care, including the provision of hand cleansers and barrier creams which should be used where appropriate.
 - PPE - The following are general guidelines for the use of PPE when dealing with paints and spraying. More detailed requirements for protective clothing and equipment will be stipulated in the CoSHH assessment.
1. Skin care - Gloves of an appropriate type must be worn.
 2. Hearing - Some booths may be designated "hearing protection areas" and appropriate protection should be worn.
 3. Respiratory - Appropriate protection must be worn at all times. It is important to note that masks of plastic foam, gauze or disposable 'cup' masks only help to control paint droplets and particles of dust, they do not offer protection against solvents and thinners.
 4. Eye care - if possible, eye wash facilities should be provided in areas where there is a risk to eyes from paint contact.

53 - Permits to Work

A Permit-to-Work is a specially designed form issued by a Responsible Person to a Competent Person in charge of work, stating that it is safe to work on the plant or in the area specified. The Responsible Person must be previously appointed, and thoroughly conversant with the practical and theoretical considerations involved in the particular situation. The Permit may specify additional precautions that must be observed by persons carrying out the work, and also the time for which the Permit is valid.

As a general guide, a permit-to-work is required for work:

- in confined spaces;
- in locations where accidental or unauthorised starting of plant may endanger others;
- where toxic fumes or gases are present;
- where corrosives or other hazardous chemicals might cause injury;
- where lack of oxygen can occur;
- where hot cutting or welding is required;
- where pressure systems are involved;
- where complex low voltage electricity (current below 1000 volts ac or 1500 volts dc) or high voltage electricity (current above 1000 volts ac) is involved;
- where buried services may be affected;
- where radio-active materials are involved;
- where moving machinery or equipment is involved;
- where road traffic is present and moving in excess of 15 mph;
- whilst working at height;
- whilst working on fragile or dangerous roof coverings;
- on conveyors, lifts, hoists, cranes etc.

However, this list is not exhaustive and must be used as guidance only when deciding what work requires the issue of a permit-to-work.

Special arrangements must be made when the presence of asbestos is either suspected or known. In this instance Maldon Building Services Ltd must be consulted before any works commence. (See workplace procedure Asbestos).

Permits to Work usually have four sections:

(1) **ISSUE** - which details the safety precautions that have been taken and any additional precautions that must be observed. The Responsible Person also gives a declaration that it is safe to proceed with the defined job of work within the limits specified.

(2) **RECEIPT** - this is a declaration by the Competent Person in charge of the work that he fully understands the situation and has informed everyone involved in the work as to what they may and may not do.

(3) **WITHDRAWAL** - this is a declaration by the Competent Person that the work has been completed or discontinued, and the men under his control have been withdrawn.

(4) **CANCELLATION** - the Responsible Person in signing this section cancels the Permit-to-Work. Provided no valid Permit exists, and he is satisfied that it is safe to do so, the Responsible Person is free to make the plant or area operational. When the work has been completed or discontinued the Competent Person **MUST** complete Section 3 and returns the Permit for cancellation.

Listed below are some of the principles that should be observed when operating Permit-to-Work systems.

- (a) The Permit-to-Work must provide concise and accurate information about when and where it is safe, and where it is dangerous to work, and must contain a clear statement of what work is to be done.
- (b) The Permit must be considered as the main instruction, and until it is cancelled it over-rides all other instructions.
- (c) Within the context of the particular Permit-to-Work system, no one must work at a place or apparatus not indicated as safe by the Permit.
- (d) In the event of a change in the work programme the Permit must be amended or preferably cancelled and a new one issued.
- (e) Only the person who issued a particular Permit should amend or cancel it; an exception would be a person taking over from him, (e.g. at the end of a shift), and who has made himself familiar with the situation.
- (f) A person accepting a Permit is responsible for the safe conduct of the work outlined on the Permit and must not allow him to be persuaded into breaking its conditions. He must be fully conversant with its contents and must give adequate instructions to persons working under him.
- (g) When the work has to be done in only part of an area or only on a section of equipment, and not the whole; it is important that the boundary or limits are clearly marked or defined. Experience has shown that by the use of a Permit-to-Work system requiring formal action and a written and signed statement, a higher degree of safety can be achieved than by the sole use of verbal instructions, which are always liable to be misheard or misinterpreted.

Danger boards / lock off devices

In many instances persons involved in a Permit to work system will need to lock off or isolate electricity, hydraulics, pneumatics, gas etc. to make them safe to work on.

Reference should be made to the Company Policy on Lock Off systems.

54 - Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE)

This page gives advice on the selection, use, associated training, storage and maintenance of safety equipment designed to protect the health of the wearer in the workplace.

You will also find details of legal duties and requirements around PPE.

What is Personal Protective Equipment (PPE)?

PPE is defined in the [The Personal Protective Equipment at Work \(Amendment\) Regulations 2022](#) as: 'All equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work which protects them against one or more risks to their health and safety'. It is the Responsibility of Director of Health & Safety, Ian Freshwater, to make sure this is issued before the member of staff starts commencement of their employment

PPE includes equipment such as safety footwear, hard hats, high visibility waistcoats, goggles, life jackets, respirators and safety harnesses. Waterproof, weatherproof, or insulated clothing is subject to the Regulations only if its use is necessary to protect employees against adverse climatic conditions that could otherwise affect their health and safety.

Legal duties and obligations around PPE

[The Personal Protective Equipment at Work \(Amendment\) Regulations 2022](#) These regulations seeks to ensure that where the risks cannot be controlled by other means, Personal Protective Equipment (PPE) is correctly selected and used.

The Regulations do not apply where requirements are detailed in other regulations e.g. respirators in The [The Control of Substances Hazardous to Health Regulations \(CoSHH\) 2002 \(as amended\)](#).

In addition, a number of other regulations have specific requirements for the provision, maintenance and use of PPE including:

- [The Control of Lead at Work Regulations 2002](#)
- [The Ionising Radiation Regulations 1999](#)
- [The Control of Asbestos Regulations 2012](#)
- [The Control of Substances Hazardous to Health Regulations \(CoSHH\) 2002 \(as amended\)](#)
- [The Personal Protective Equipment at Work \(Amendment\) Regulations 2022](#)
- [The Control of Noise at Work Regulations 2005](#)

Under the general requirements of [The Health and Safety at Work etc. Act 1974](#), employees cannot be charged or be expected to contribute for the provision or maintenance of PPE. Employees must wear PPE where provided and risk assessment dictates, failure to comply may result in disciplinary action being taken.

Who should pay for PPE? If items of Personal Protective Equipment are required they must be provided free of charge by the employer.

When to use PPE

PPE must always be regarded as a 'last resort' to protect against risks to safety and health. Engineering controls and safe systems of work must always be considered first.

For example, it may be possible to do the job using methods that will not require the use of PPE. If this is not possible, more effective safeguards should be put in place. For example, fixed screens could be provided rather than individual eye protection.

There are a number of reasons why PPE must be considered as a 'last resort':

- PPE only protects the person wearing it, whereas measures controlling the risk at source protect everyone in the workplace
- theoretical maximum levels of protection are difficult to achieve and the actual level of protection is difficult to assess.
- Effective protection is only achieved by selecting suitable PPE and if it is correctly fitted, maintained and used
- PPE may restrict the wearer to some extent by limiting mobility or visibility, or by requiring additional weight to be carried. Thus creating additional hazards.

Assessing and choosing PPE

The need for PPE must be identified through Risk Assessment. For example, a Control of Substances Hazardous to Health (COSHH) risk assessment may show that gloves are required when using the substance being assessed. As with all risk assessments, those carrying them out must be competent to do so.

In addition to identifying the need for PPE, it is essential that the right type and grade of PPE is specified and provided.

The various standards for PPE (e.g. hard hats EN397) are too numerous to list here on this website. Within the standards there may also be various subdivisions to denote the standard of protection or type (e.g. ear muffs/defenders EN352-1, ear plugs EN352-2, helmet mounted muffs/defender EN352-3).

Since 1 July 1995, all new PPE must be 'UKCA' or 'CE' marked. The UKCA or CE mark signifies that the PPE satisfies certain basic/minimum safety requirements.

Suitability of PPE

To be able to choose the right type of PPE, the hazards involved in the task or work environment must be considered carefully. PPE must also meet the needs of the individual.

The following factors should be considered when assessing the suitability of PPE:

- is the PPE appropriate for the risk involved and conditions at the place where exposure may occur? e.g. goggles are not suitable when full-face protection is required
- does the PPE prevent or adequately control the risks involved without increasing the overall risk? e.g. gloves should not be worn when using a pillar drill, due to the increased risk of entanglement
- can the PPE be adjusted to fit the wearer correctly? e.g. if a person wears glasses, ear defenders may not provide a proper seal to protect against noise hazards
- has the state of health of those using it been taken into account?
- what are the needs of the job and the demands it places on the wearer? How long will the PPE need to be worn? What are the requirements for visibility and communication?
- if more than one item of PPE is being worn, are they compatible? For example, does a particular type of respirator make it difficult for eye protection to fit properly?

Fit-testing of Respiratory Protective Equipment (RPE) facepieces

To ensure the wearer has the correct device, the initial selection of RPE should include fit-testing. RPE should have a tight-fitting facepiece (filtering facepieces are usually known as disposable masks, half and full-face masks).

Repeat fit-testing will be needed if anything changes. For example, if the model or size of facepiece is changed or there are significant changes to the individual wearer's facial characteristics due to weight gain/loss or dentistry.

There are two forms of fit-testing - **qualitative** and **quantitative**.

- *Qualitative* fit-testing is usually adequate for disposable filter facepieces and half-masks. This can be done as a simple pass/fail based on the wearer's subjective assessment of the fit and leakage. This method is not suitable for full-face masks.
- *Quantitative* fit-testing provides a numerical measure of the fit known as a 'fit factor'. These tests give an objective measure of face fit. They require specialised equipment and are more complicated to carry out. These methods are recommended for full-face masks.

RPE suppliers can advise on the type of testing required. A number of suppliers can carry out testing for customers.

Information, instruction and training on PPE use

Where PPE is provided, employees must be provided with adequate information, instruction and/or training on its use. The extent of information, instruction and/or training will vary with the complexity and performance of the kit.

For example, a full Breathing Apparatus kit will require more training to use properly than a disposable face mask.

Information and instruction should cover:

- the risk(s) present and why the PPE is needed
- the operation (including demonstration), performance and limitations of the equipment
- use and storage (including how to put it on, how to adjust and remove it)
- any testing requirements before use
- any user maintenance that can be carried out (e.g. hygiene/cleaning procedures)
- factors that can affect the performance of the equipment (e.g. working conditions, personal factors, defects and damage)
- how to recognise defects in PPE, and arrangements for reporting them
- where to obtain replacement PPE,

In addition to initial training, refresher training may be required from time to time. Supervisor checks on the use of PPE may help determine when refresher training is required.

Maintaining PPE

An effective system of maintenance of PPE is essential to make sure the equipment continues to provide the degree of protection for which it is designed. Therefore, the manufacturer's maintenance schedule (including recommended replacement periods and shelf lives) must always be followed.

Maintenance may include; cleaning, examination, replacement, repair and testing. The wearer may be able to carry out simple maintenance (e.g. cleaning), but more intricate repairs must only be carried out by competent personnel. The costs associated with the maintenance of PPE are the responsibility of the employer.

Storage for PPE

Where PPE is provided, adequate storage facilities for PPE must be provided for when it is not in use, unless the employee may take PPE away from the workplace (e.g. footwear or clothing).

Accommodation may be simple (e.g. pegs for waterproof clothing or safety helmets) and it need not be fixed (e.g. a case for safety glasses or a container in a vehicle). Storage should be adequate to protect the PPE from contamination, loss, damage, damp or sunlight.

Where PPE may become contaminated during use, storage should be separate from any storage provided for ordinary clothing.

Provision and replacement of PPE

Some organisations and departments operate central stores that deal with the provision of PPE. In most cases, individual units/service areas are responsible for arranging the supply of required PPE to staff. Regardless of the arrangements for supply, it is a management responsibility to ensure the provision of correct PPE.

When considering arrangements for providing replacement PPE it must be remembered that unless a task requiring PPE can be stopped, avoided or delayed until new PPE is obtained, replacement PPE must always be readily available.

Duties of employees regarding PPE

The Personal Protective Equipment at Work Regulations place duties on employees to take reasonable steps to ensure that PPE provided is properly used. The Regulations also place the following duties on employees:

- PPE must be worn and used in accordance with the instructions provided to them
- employees must take all reasonable steps to ensure that PPE is returned to the accommodation provided for it after it has been used (unless the employee may take PPE away from the workplace e.g. footwear or clothing)
- PPE must be examined before use
- any loss or obvious defect must be immediately reported to their supervisor
- employees must take reasonable care for any PPE provided to them and not carry out any maintenance unless trained and authorised.

Self-employment and PPE

The self-employed also have a duty to obtain and use the appropriate PPE wherever there is a risk to their health and safety that cannot be adequately controlled by alternative measures. The only exception to this is for those who are classified as self-employed for tax reasons, but who otherwise work in an employee-employer relationship. In this case it will be for the employer to provide suitable PPE.

Types of PPE

Hearing protection

There are three main types of hearing protection:

- earmuffs/defenders, which completely cover the ear
- earplugs, which are inserted into the ear canal
- semi-inserts (also called canal-caps), which cover the entrance to the ear canal.

Hearing protection must be worn by anyone who is likely to be exposed to noise at or above the Exposure Action Level set by [The Control of Noise at Work Regulations 2005](#).

Head protection

There are three widely used types of head protection:

- industrial safety helmets (hard hats), which are designed to protect against materials falling from height and swinging objects
- industrial scalp protectors (bump caps), which are designed to protect from knocking against stationary objects
- caps/hair nets, which protect against entanglement

Tasks where head protection may be required include:

- construction
- building repair
- work in excavations and tunnels
- work with bolt driving tools
- driving motorcycles and all-terrain vehicles, etc.
- Turban-wearing Sikhs are exempt from the requirement to wear hard hats on construction sites by virtue of [Employment act 1989](#).

Eye protection

There are several types of eye protection:

- safety spectacles: these are similar to regular glasses but have a tougher lens. They can include side shields for additional protection.
- eye shields: a frame-less one piece moulded lens, often worn over normal prescription glasses
- safety goggles: these are made with flexible plastic frames and an elastic headband
- face shields: heavier and bulkier than other type of eye protector, face shields protect the face, but do not fully enclose the eyes so do not protect against dusts, mists or gases.

Tasks where eye protection may be required include:

- handling hazardous substances where there is a risk of splashing
- work with power driven tools where materials are likely to be propelled
- welding operations
- work with lasers
- using any gas or vapour under pressure.

Foot protection

There are a number of types of safety footwear:

- safety boots or shoes. Normally have steel toe-caps but can have other safety features (e.g. steel mid-soles, slip resistant soles, insulation against heat and cold)
- Wellington boots, which can be supplied with steel toe-caps
- anti-static and conductive footwear. These protect against the build-up of static electricity.

Tasks where foot protection may be required include: construction, demolition, building repair, manual handling where there is a risk of heavy objects falling on the feet, work in extremely hot or cold environments, work with chemicals and forestry.

Where there is a risk of slipping that cannot be avoided or controlled by other measures, attention must be given to the slip resistance of soles and replacement before the tread pattern is overly worn.

Hand and arm protection

Hand and arm protection comes in a variety of forms, including gloves and gauntlets (leather, nitrile, latex, plastic coated, chain mail, etc.) wrist cuffs and armlets, e.g. used in glass cutting and handling barrier cream may sometimes be used, where gloves cannot practicably be used.

Tasks where hand and arm protection may be required include: the manual handling of abrasive, sharp or pointed objects, work with vibrating equipment such as pneumatic drills and chainsaws, construction and outdoor work, work with chemicals and other hazardous substances (e.g. bodily fluids) and work with hot or cold materials.

In order to eliminate the risk of ill health through exposure to latex, a number of organisations have phased out the use of latex gloves replacing them with nitrile.

Body protection

Types of body protection include:

- overalls, aprons and coveralls (protection against hazardous substances)
- clothing for cold, heat and bad weather
- clothing to protect against machinery, e.g. chainsaws
- high visibility clothing (e.g. jackets, vests)
- harnesses
- back supports
- life jackets.

Tasks where body protection may be required include: work with hazardous substances, work next to the highway or other areas with moving transport or vehicles (e.g. construction sites), outdoor work, forestry and grounds maintenance work.

Respiratory protection

There are two main types of respiratory protective equipment:

- respirators that filter contaminated air or clean it as it is breathed in
- respirators that supply clean air from an independent source.

Work with harmful dusts, fumes, vapours can require respiratory protective equipment. Tasks where respiratory protection may be required include; welding, work with harmful substances, work in areas where large amounts of nuisance dust is present, work that creates dust (e.g. disc cutters).

55 - Plant & Equipment

All plant and equipment must comply with the [The Provision and Use of Work Equipment Regulations 1998]. (Ref: Fixed, Portable & Mobile Machines - General Requirements) also.

Persons under the age of 18 years are prohibited from driving or operating plant unless they are under the direct supervision of a competent instructor as part of a formal training course. Persons without a current CTA / plant Driver's Certificate will be assessed by the Company under the supervision of the Health & Safety, Ian Freshwater.

Persons may only ride on plant or equipment, when a seat or a place has been provided for that purpose.

Persons are not to remain on a vehicle being mechanically loaded with loose material, unless adequate overhead protection is provided.

All plant and equipment used for the purpose of carrying out construction work shall, so far as is reasonably practicable, be safe and without the risks to health and shall be of good construction, of suitable and sound materials and of sufficient strength and suitability for the purpose for which it is used or provided and maintained so that it remains without risk to health and safety.

All lifting equipment and gear must be marked with a means of identification and must show its safe working load. Wire ropes and chains must be fitted to crane hooks correctly: they should be inspected and tested, and the results recorded as necessary.

All lifting gear must be fit for the purpose and capable of safely carrying out the work it is employed to do.

All plant will be inspected by a competent person prior to use and any defects will be reported to the Supervisor of the company. The management of this company will be responsible for maintenance procedures and purchase of new equipment.

Safety Checklist

1. Are drivers and operators trained on specific plant or equipment aware of the hazards that are associated with its operation?
2. Are site rules observed?
3. Are spot checks made on the condition of hand tools and other minor items of equipment?
4. Are statutory records being kept up to date?
5. Are those faults reported being remedied promptly and effectively?
6. Do checks show that plant is being used safely?
7. Do operatives know the regulations which have a bearing on their activities?
8. Does all plant or equipment comply with the relevant regulations?
9. Have any faults developed through misuse or neglect?
10. Have faults or defects been correctly and promptly reported?
11. Have lists of authorised drivers and operators been kept up-to-date?
12. Is equipment issued to and used only by authorised persons?
13. Is personal protective equipment available and issued to all who need it?
14. Is safety training included in any instruction which is given to operatives?
15. Is there a procedure for the inspection of and repairing or replacing of such equipment and tools?
16. When the plant or equipment was last checked or tested?

Every employer must provide such information, instruction, training and supervision as is necessary to ensure the health and safety of employees.

Intentionally Blank

56 - Portable Appliance Testing

Enforcing this procedure

Maldon Building Services Ltd has appointed Ian Freshwater to be responsible to ensure this procedure remains relevant and appropriate to Maldon Building Services Ltd requirements.

Ian Freshwater will monitor the procedures effectiveness and report back to Maldon Building Services Ltd any recommended changes.

Ian Freshwater will ensure that this procedure is enforced through all levels of management and communicated via company induction or toolbox talk.

Maintenance of plant and tools

In view of the risks from damaged or faulty electrical equipment, an appropriate maintenance system must be set up. It is also important that equipment is regularly serviced in accordance with Manufacturer's instructions and is the responsibility of the Director of Health & Safety, Ian Freshwater.

Visual checks

Regular checks will be carried out daily by users and formal inspections must be carried out by competent persons at regular intervals. These checks and inspections must ensure the equipment is installed and is being operated in accordance with the manufacturer's instructions:

- Adequate equipment ventilation
- Bare wires are not visible;
- Cables located so as to avoid damage
- Cups, plants and work material correctly placed to avoid spillage
- Equipment is being operated with the covers in place and any doors are closed
- Equipment positioned to avoid strain on cord
- Indiscriminate use of multi-way adaptors and trailing sockets is avoided
- Means of disconnection/isolation readily accessible
- No unprotected cables run under carpets
- Residual Current Devices (RCDs) are working correctly (the test button must be pressed daily).
- The cable covering is gripped where it enters the plug or equipment;
- The cable covering is not damaged;
- The outer casing of the equipment is not damaged or loose;
- The plug is in good condition;
- There are no signs of overheating on the plug, cable or equipment;
- There are no taped or other non-standard joints in the cable;

Safe work practices - General precautions - Always ensure that:

1. All connections to power points are made using the correct plugs.
2. An accessible and clearly identified switch near each fixed machine to cut off power in emergency is provided.
3. Double adaptors and 'piggy back plugs' are not used.
4. Electric risks can sometimes be eliminated by using air, hydraulic or hand-powered tools.
5. Electrical equipment used in flammable/explosive atmospheres should be designed to stop it from causing ignition.
6. Electrical installations are safe e.g. by providing enough power outlets; overloading socket outlets by using adaptors can cause fires
7. Equipment is switched off and/or unplugged before cleaning or making adjustments.
8. Equipment suitable for the working environment is used, e.g., cordless tools for wet and damp conditions.

9. For portable equipment, socket-outlets are close by so that equipment can be easily disconnected in an emergency.
10. Isolating transformers and residual current devices (RCD) are used.
11. Leads, wiring and cables are in good condition and in the correct position.
12. Machinery is unplugged before cleaning.
13. No part of a crane, digger, excavator, drill rig or other mechanical plant, structure or scaffold is brought closer than 4 metres to an overhead line without the written consent of the power line owner.
14. PVC insulation tape should not be used to repair damaged cords. Have the cords replaced.
15. Suspect or faulty equipment is taken out of use, labelled 'DO NOT USE' and kept secure until examined by a competent person.
16. The electricity supply is isolated from earth and has a voltage between conductors not exceeding 230 volts.
17. The main board is locked and the switches are safe and identified.
18. There is provision for all equipment to be stored carefully, securely and safely.
19. Tools and power socket-outlets should be switched off before plugging in or unplugging.
20. Workers using electrical equipment are trained and supervised.
21. Worn or frayed cords are replaced.

Testing by a competent person can detect faults such as loss of earth continuity, deterioration of the insulation and internal or external contamination by dust, water, etc.

The table below gives guidance on suggested frequencies of user checks, planned formal visual inspections and combined visual inspection and testing of portable electrical equipment:.

Equipment /application	Voltage	User check	Formal visual inspection	Combined inspection and test
Battery operated power tools and torches	Less than 25v	No	No	No
25v Portable hand lamps (confined or damp situations)	25v Secondary winding from transformer	No	No	No
50v Portable hand lamps	Secondary winding centre tapped to earth (25v)	No	No	Yearly
110v Portable and hand-held tools, extension leads, site lighting, moveable wiring systems and associated switch gear	Secondary winding centre tapped to earth (25v)	Weekly	Monthly	Before first use on site and then 3 monthly
230v Portable and hand-held tools, extension leads and portable floodlighting	230v mains supply through 30mA RCD	Daily/every shift	Weekly	Before first use on site and then monthly
230v Equipment such as lifts, hoists and fixed floodlighting	230v Supply fuses or MCB's	Weekly	Monthly	Before first use on site and then 3 monthly
RCD's	Fixed**	Daily/every shift	Weekly	*Before first use on site and then 3 monthly
Equipment in site offices	230v office equipment	Monthly	6 monthly	Before first use on site and then yearly
* Note: Residual Current Devices (RCDs) need a different range of tests to other portable equipment and equipment designed to carry out appropriate tests on RCDs will need to be used.				
** It is recommended that portable RCDs are tested monthly.				

For office based environments the table below gives a list of suggested initial inspection intervals for different types of equipment.

Equipment / environment	User Checks	Formal visual inspection	Combined Inspection & Testing
Battery operated (less than 20 volts)	No	No	No
Extra Low voltage: (less than 50 volts AC) e.g. telephone equipment. Low voltage desk lights.	No	No	No
Information Technology: e.g. desktop computers, VDU screens.	No	Yes, 2 - 4 years	No if double insulated - otherwise up to 5 years
Photocopiers, fax machines: NOT hand held, rarely moved.	No	Yes, 2 - 4 years	No if double insulated - otherwise up to 5 years
Double insulated equipment: NOT hand held, moved occasionally e.g. fans, table lamps slide projectors	No	Yes, 2 - 4 years	No
Double insulated equipment: HAND HELD e.g. some floor cleaners.	Yes	Yes, 6 months - 1 year	No
Earthed equipment (Class 1) e.g. electric kettles, some floor cleaners.	Yes	Yes, 6 months - 1 year	Yes , 1 - 2 years
Cables, leads & plugs connected to the above. Extension leads mains voltage.	Yes	Yes, 6 months - 4 years depending on the type of equipment it is connected to.	Yes, 1 - 5 years depending on the type of equipment it is connected to.
* Note: Residual Current Devices (RCDs) need a different range of tests to other portable equipment and equipment designed to carry out appropriate tests on RCDs will need to be used.			
** It is recommended that portable RCDs are tested monthly			

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57 - Power Tools & Equipment

Maldon Building Services Ltd is responsible for providing the right kind of tools and equipment for the job and to ensure they are properly used. Information concerning the safe use of tools should always be requested from the manufacturers/suppliers that by law are required to provide such information. Tools should be regularly checked on issue from and on return to the store.

Employees and contractors should only operate equipment for which they have been thoroughly trained. Always use the correct tools and equipment for the job. It is essential that equipment supplied to you is accompanied with the operator's instructions and users should check that the equipment is safe and fully efficient. Equipment should be suitably guarded and equipped with safety devices where required and tested in accordance with all the current Regulations. Defects in equipment and tools should be reported immediately to site management.

Employees and contractors should not use unsafe defective equipment until it has been put back in good safe condition. Employees and contractors are not attempt to repair or maintain equipment unless they have been trained and authorised to do so. This is essential when repair involves the removal of safety guards or working on live electrics. Always ensure that guard protection is always in place where required and the working environment meets the safety requirements for operating the type of equipment i.e., adequate space and lighting etc.

Pneumatic Tools

Compressed air is delivered at high pressure. If it enters the body it can rupture internal organs and cause death. Any form of horseplay or misuse is expressly forbidden.

Compressors

Should always be under the supervision of a competent person who should be responsible for ensuring that the machine is kept in good order, i.e., making sure that feed belt and pulley drives are guarded, that hoses and couplings are maintained in good order and that regular checks are made to ensure that oil feed to the airline is properly topped up. Air receivers must be marked with a safe working pressure and distinguishing number. They must also be fitted with safety valves, pressure gauge, drain cock and manhole. Hose connections must be properly clamped - it can be dangerous to have loose or over-tightened connections. Air receivers must be cleaned and thoroughly examined at least every 26 months.

Cartridge Operated Tools

These should only be used by properly trained and certificated persons over the age of 18 years. When operating cartridge tools, operators should wear head, ear and eye protection. For major hazards reference should be made to Workplace Procedure: Cartridge Operated Tools, and supervised test runs are always advisable before using cartridge operated tools are put into general practice on site

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58 - Reporting Accidents and Incidents Involving Vehicles

Background

If an employee is involved in a motor vehicle incident or breakdown while on company business, there are several points that need to be dealt with: Keeping people safe; getting help; first aid; informing the correct authorities; recovering the vehicle; investigating the incident; closing the actions.

This document and flow chart will act as a reminder to cover the essential points.

Legal requirements

The principle legislation covering this activity is [The Management of Health and Safety at Work Regulations 1999](#) and the generic requirements of [The Health and Safety at Work etc. Act 1974](#). You need to assess the risk.

Minimum Requirements

- You must hold a full drivers license, be insured for business use and the vehicle must have a valid MOT certificate.
- It is desirable to have roadside assistance, home start and recovery.
- Do not drive a vehicle that is not road worthy.
- Do not drive a vehicle if you are not fit to drive it.

Emergency

If your vehicle breaks down or you have an accident:

- Get the vehicle as far off the main carriage way as possible.
- Put your hazard lights on.
- Grab the phone, put on warm / waterproof clothing
- The motoring organisations recommend getting out of your vehicle and standing on the verge or up the embankment. If a second vehicle ran up the back of your broken down / parked vehicle it will be pushed down the road. Do not stand in front or behind your stationary vehicle.
- Phone the emergency services and or your recovery organisation. It is best to ask the recovery organisation to change a flat tyre. They will tow your vehicle to a safe place or use their highly visible vehicle to warn other drivers of the hazard.
- If other people are involved. Take names, addresses, registration numbers, their insurance details. Take a photo of the scene and any damage without putting yourself in danger.

Investigation

- In order to identify what happened the company needs to pull together all of the key points. Basically: **Who**; **What**; **Where**; **When** and **How**? Use the company incident investigation report format to capture all this information.

Records to Be Kept:

- Insurance documentation
- NHS Admittance Notes
- Any notes or photographs taken at time of incident
- Witness statements
- Crime number
- Company Investigation Report [including closeout of actions]
- Any documentation sent back to the insurance company

Key Events

Description	Employer	Vehicle User	External Agency
Incident or Accident – Day of the Event			
Get vehicle to a place of safety [lay by or edge of road]			
Call the Emergency Services [Police / Ambulance / Fire] - Obtain a Crime Number			→
Assist Other [First Aid and			
Gather Evidence [Take photos, registration numbers, names and address of other people involved, sketch the scene]			
Notify Recovery Service			→
Notify Employer	←		
Notify Family	→		
Notify Insurance Provider [Basic Information]	→		
Days After			
Complete accident book	↔		
Organise Investigation [Find out what happened. Identify lessons learned, direct and Root Cause]			
Share Significant Findings with Insurance company and other employees.	→ ↓		
Complete Insurance Questionnaire [Online or paper] Keep copies			→

59 - Review of Policies and Procedures

Review

Section 2(3) of [*The Health and Safety at Work etc. Act 1974*](#) requires employers to prepare and keep under review a Health and Safety Policy. As such Maldon Building Services Ltd recognises that it has a responsibility to regularly review the Company Health & Safety Policy and Procedures Manual for:

- continuing relevance,
- operational effectiveness,
- the identification of any gaps through the implementation process and on-going operations and,
- Legislative change

As part of the continual improvement approach, Maldon Building Services Ltd will undertake an annual procedural review to determine whether a policy or procedure is operating correctly or requires amendment due to operational or legislative change

Maldon Building Services Ltd will monitor the initial and on-going implementation of policies and procedures by using a range of strategies, including:

- Observing people while they are actually working;
- Asking those involved in the system for feedback;
- Reviewing written reports about the system;
- Carrying out spot checks or audits of the operation of the procedure.

Also, as part of the continual improvement approach, the company will also regularly examine the Health & Safety Executive website <http://www.hse.gov.uk/legislation/forthcoming.htm> for proposed regulatory change and update procedures accordingly.

Where requested, the Company Health and Safety Advisors, **AM Specialists Group Ltd** will undertake the procedure review on the Company's behalf.

All changes will be approved by the Director responsible for Health & Safety Ian Freshwater. Endorsement of the changes will ensure that Company obligations are met and the risks managed

Communication

It is essential, as part of our continual improvement approach, that changes and improvements to health and safety are effectively communicated to all persons associated with the company. Internal communication and awareness training will be used to ensure that all personnel are aware of changes / alterations to the Companies Health and Safety policy and their role in implementing those changes.

Relevant personnel will be made aware of their specific roles and responsibilities in contributing to the companies' conformance with workplace procedures and made aware of the potential consequences of failure to meet these standards.

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60 - Review, Audit & Monitoring of Health & Safety

Maldon Building Services Ltd places significant emphasis on the requirement for formal systems that cover inspection, monitoring and auditing as essential features of the action required by Health & Safety to satisfy their statutory duties. Such systems are designed to prevent many of the failures that lead to accidents, incidents and prosecutions.

The legal requirement to have in place formal systems to cover inspection, monitoring and auditing may be found in the [The Health and Safety at Work etc. Act 1974](#) , [The Management of Health and Safety at Work Regulations 1999](#) and guidance such as the HSE publication HS(G)65 "Successful Health and Safety Management.

The principle objectives of this policy are as follows:

- To protect the safety and health and environment of Maldon Building Services Ltd staff, visitors and any persons who may be affected by Maldon Building Services Ltd activities;
- To protect the physical assets of Maldon Building Services Ltd
- To protect the reputation of Maldon Building Services Ltd
- To comply with relevant safety, health and environmental legislation
- To assist Maldon Building Services Ltd in achieving continual improvement in the management of safety, health and environmental issues.

Maldon Building Services Ltd will have overall responsibility and accountability for ensuring that safety, health and environmental risks are effectively monitored managed and that periodic audits of the effectiveness of management structures and risk controls for safety health and environment are carried out.

Managers and Supervisors of Maldon Building Services Ltd are responsible for:

- Supporting the objectives of the monitoring Policy
- Ensuring areas under their control are inspected on schedule
- Records of the inspections and remedial action plans are maintained
- Remedial actions are completed on schedule
- Inspection reports and/ or significant findings are reported to all relevant parties

All other Staff of Maldon Building Services Ltd are responsible for:

- Supporting the objectives of the companies monitoring policy.

Frequency of Audit

The timing and frequency of audits will take into account inherent safety, health and environmental hazards and the standard of safety, health and environmental management currently in practice.

Based on a Maldon Building Services Ltd rating system of Low, Medium and High Risk audits will be scheduled to take place at required frequencies. Where an audit identifies significant problems it may be appropriate to repeat the audit outside the normal frequency to assess and verify progress

Our consultants or other third party auditors may be called to order the systems to ensure they are effective.

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61 - Risk Assessment in Practice

Risk assessment in itself is not complicated, but must be carried out and recorded to ensure that work being done does not impose an unacceptable risk. The purpose and function of risk assessment may be expressed as follows:

To identify operations, tasks and processes that may foreseeably cause harm to employees or others, including members of the public (hazard);

To identify the potential of the hazard being realised, and the potential consequences which might then occur (risk)?

To enable a risk assessment to be developed which will assist in eliminating or reducing the exposure of the population to the risk.

When an evaluation of the risk has been considered, the principles of prevention, control and protection should be applied. The hierarchy of risk control is as follows:

- Avoid risks if possible.
- Combat risks at source.
- Change the method of work to suit the individual.
- Make use of technological developments.
- Incorporate control measures into procedures within an overall planned structure to reduce risks.
- Give precedence to controls, which cover the whole workforce or activity.
- Provide information and training to employees and self-employed persons.
- Confirm that the control measures indicated by the risk assessment have been put in place and are effective.

The Regulations make the following definitions, which must be clearly understood:

"Hazard" is defined as something with the potential to cause harm. This includes injury and ill health, loss of production and damage to plant, goods, property or the environment.

"Risk" is the likelihood that the harm from a particular hazard is realised.

Risk is expressed as: Hazard Severity x Likelihood of Occurrence

RANKING RISKS

In order to ensure that the greatest risks are addressed first it is necessary to be able to rank those risks.

To do this takes a subjective judgement of both the likelihood of damage occurring (the likelihood) and the potential damage that would occur if the worst were to happen (the severity). By assigning a value to each task's likelihood and hazard and multiplying those together a risk value for that task is established.

LIKELIHOOD - Probable Frequency (taking into account whatever precautions are currently being taken)

Probability Scale

- Remote = 1 (May occur no more than once per year)
Very Unlikely = 2 (May occur 2 or 3 times per year)
Unlikely = 3 (May occur 4 to 7 times per year)
Likely = 4 (May occur 8 to 11 times per year)
Very Likely = 5 (Expected to occur more than 12 times per year)

HAZARD - Severity

Severity Scale

- Minor = 1 (Minor first aid injury without requiring absence from work)
Minor + = 2 (Injury requiring medical attention and leading to absence from work up to 3 days)
Major = 3 (RIDDOR major injury per event resulting in more than seven days absence from work)
Severe = 4 (Multiple major injuries, single severe / disability injury or occupational illness)
Fatality = 5 (Single or multiple fatality per event)

The expression of the risk is then the sum of multiplying likelihood by severity as in the grid below.

Risk Rating

		Probability				
		1	2	3	4	5
Severity	1	VL	VL	L	M	H
	2	VL	L	M	H	H
	3	L	M	H	H	VH
	4	M	H	H	VH	VH
	5	H	H	VH	VH	VH

The Risk Assessment and Controls shall be reviewed in accordance with the following risk potential numbering system

- VL** = Very Low risk review assessment in 12 months
L = Low risk assessment review assessment in 9 months
M = Moderate risk assessment review assessment in 6 months
H = High risk review assessment in 3 months
VH = Very high risk review assessment in 1 month

The following issues should be considered in addition to the work activity information:

- 1) Number of personnel exposed;
- 2) Frequency and duration of exposure to the hazard;
- 3) Failure of services, failure of plant and machinery components and safety devices;
- 4) Exposure to the elements;
- 5) Protection afforded by personal protective equipment;
- 6) Unsafe acts (unintended errors or intentional violations of procedures).

These subjective risk estimations should normally take into account all the people exposed to the hazard. Thus any given hazard is more serious if it affects a greater number of people. But some of the larger risks may be associated with an occasional task carried out by just one person.

RESIDUAL RISK LEVEL	ACTION AND TIMESCALE
LOW	No action is required and no documentary records need be kept. Monitoring is required to ensure that the controls remain effective
MEDIUM	Efforts must be made to reduce the risk, but the cost of prevention should be carefully measured. Risk reduction measures should be implemented within a defined time period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
HIGH	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.

The Risk Assessment Form

There is a need to assemble all the pertinent information regarding the Risks and Hazards of the task being assessed in one place. The Risk Assessment Form is used so that it can act as an aid to making the assessment and create a written record of that assessment process. It is largely self-explanatory.

The person carrying out the assessment should complete the various boxes (frequently there may be nothing to insert in some of them). Do not go into vast detail. Do not be concerned with the trivial. The whole picture of the real hazards of the task should then be clear.

Each hazard will then require a corresponding control measure that will realistically reduce the likelihood of that hazard causing harm.

Once each hazard has been controlled and the likelihood reduced then you may assess that the risk is acceptable.

Risk Assessment is not an end in itself. It is simply a tool that allows the Company to evaluate dangers to their work force and consequently take suitable measures to protect them from these hazards.

Because the workplace is constantly moving it will be necessary to reassess whenever there is a change to any of the significant points of the assessment. This might be a change of personnel, location, equipment, supervision, weather and so on.

Young Persons

Particular attention must be paid to risk assessments made with regard to persons under the age of 18 years. No young person is to be employed where the work:

- a) Is beyond their physical and/or mental capacity;
- b) Involves exposure to certain hazardous substances or agents, including ionising radiation, carcinogens, temperature extremes, noise or vibration;
- c) Where there is a risk of accidents that are unlikely to be perceived by young persons.

62 - Safety Harnesses & Lanyards

Introduction

Many employers supply their work force with harnesses and lanyards as part of their personal protection equipment (PPE). This type of equipment is covered by a number of Regulations.

Use of harnesses and lanyards

As the harness and lanyard is to be used in a work environment the requirements of The Provision and Use of Work Equipment Regulations 1998 apply. The requirements include ensuring the equipment is suitable for its intended use, is correctly maintained and the persons using it are trained in its safe and correct use.

Where the harness and lanyard are only used for "fall arrest" purposes the equipment should be inspected under the requirements of Regulation 12 of The Working at Heights Regulations 2005, the recommended frequency for inspection being 6 months.

Service and Ultimate Life

All harnesses and lanyards are supplied under the requirements of The Personal Protection Equipment Regulations 2002. All equipment supplied under these regulations is approved by a Notified Body and is marked with a UKCA or CE mark. One of the requirements of these Regulations is that the manufacturer must state maximum service life and ultimate life of the equipment.

The service life is considered to commence from the day it is first put in to service. It is the duty of the person making this equipment available in the workplace to keep a register of when the equipment is first issued and ensure that it is not used beyond its service life. The ultimate life is the date at which the harness or lanyard should not be used regardless of the length of service life.

- Harnesses and Lanyards used for lifting and lowering of persons should be examined under the requirements of The Lifting Operations and Lifting Equipment Regulations 1998 every six months.
- Harnesses and Lanyards used for fall restraint should be inspected under the requirements of The Working at Heights Regulations 2005 every 6 months.
- All Harnesses and Lanyards should be marked with their date of manufacture and will be given a maximum service life and ultimate life by the manufacturer. If either of these dates are exceeded the harness or lanyard should be withdrawn from service.



All operatives are to be issued with harness and lanyard check-sheets. This should be signed and held within their personnel file

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63 - Safety Method Statements

When complicated and hazardous work activities are to be undertaken, a safety method statement (Safe System of Work) must be produced to provide a detailed written, safe system of work which will ensure the Health and Safety of all affected by / involved in, the work activity.

A safety method statement is required for most tasks to ensure they are carried out safely. A safety method statement will always be required for the following specific activities:

- Asbestos work
- Demolition
- Entry into confined spaces
- Contaminated ground
- Falsework (propping)
- Piling (all classifications)
- Installation of pre-cast concrete
- Scaffolding erection /adaptations /dismantling
- Steel erection
- Work on or near water
- Lone worker tasks
- Excavation to any depth greater than 2m
- Work on or adjacent to electrical sub-stations
- Work adjacent to/under overhead power lines
- Use of mobile elevation work platforms (MEWP)
- Work at heights
- Crane lifting operations
- Installation of roof trusses and roof work

The requirement for a safety method statement will be identified by the project management team, the CDM Principal Designer or the CDM Principal Contractor during the planning stage of the project.

Competent persons with the knowledge and experience of the work activity and the relevant Health and Safety legislation covering the work task will produce the method statement. This may involve an individual or a team of specialists, depending on the degree of risk involved, but should always involve the individual carrying out the work.

When sub-contractors are to produce a method statement for a particular hazardous activity, the CDM Principal Designer or the CDM Principal Contractor must ensure that all relevant information that is available is passed to the Contractor, this will allow for a full and comprehensive assessment of the controls that are required.

The Principal Contractor must review the sub-contractor's method statement, in consultation with the Health & Safety Department, before work commences, any and all comments necessary for the improvement or implementation should be provided back to the sub-contractor .

The Principal Contractor will ensure that competent persons, using the necessary information / plant / equipment specified in the method statement and the necessary level of competency and supervision are maintained to ensure compliance.

All persons involved in the work must be aware of the requirements of the method statement and ensure compliance.

Contents of a Health and Safety Method Statement

Method statements should be written clearly to enable those doing the work to understand fully the details of the job, and the health and safety requirements. A method statement should contain the following details:

Project

Contractor.....

Description/scope of work - Describe what is to be done.

Sequence of operations - Detail the order and activity of the work to be done.

Supervision Provide - name(s) of supervisors, details of competency and their responsibilities/duties.

Risk Assessment - Has a suitable and sufficient risk assessment been provided indicating the associated hazards and risks involved?

Health hazards - provide details and precautions being taken for health hazards such as noise, hazardous substances, lead, asbestos, vibration, dermatitis, manual handling, dust & fumes.

Monitoring health and safety - Provide details of Health and Safety Advisor and frequency of visits.

Interface with others Provide details of precautions being taken to protect other trades, members of the public and residents who may be affected by your work.

Plant and equipment - Provide details of any plant or equipment to be used.

Hand held tools - provide details of hand tools including mechanical and electrical portable tools to be used.

Operators' and Operatives - Provide details of plant operators/operatives training and competency (i.e., CSCS, CISRS).

Inspections and Records - Provide details of frequency of inspections, thorough examination for all plant, equipment and portable tools, by whom and where recorded.

Overhead/Underground Services - Provide details of any utility services involved, the procedure for locating them, their disconnection and other precautions being taken such as 'permit to dig' systems.

Materials - Provide details of materials delivery, their off-loading, and handling and storage arrangements.

Design changes - provide details of the procedures in place to facilitate any design changes.

Environmental controls - Give details of any necessary precautions being taken to prevent damage and contamination to trees, the air, the ground and water courses etc. As a result of your work activity.

Work at heights - Give details of any working platforms to be used, provided, adapted etc. including means of access, fall protection and arrest systems.

Personal protective equipment - Give details of the personal protective equipment (PPE) being provided and used by your operatives for all activities. Give details of arrangements for inspection and replacement of PPE.

Welfare arrangements - Give details of the welfare arrangements being provided and who is supplying/maintaining.

First aid arrangements - Give details of first aid arrangements being provided, names of first aiders and location of first aid kit. Give details of accident reporting procedure.

Emergency procedure - Give details of any emergency procedures such as site fire evacuation procedures and safety rules. Give details of any rescue plans necessary for your work activities i.e. confined spaces, use of safety harness etc.

Waste disposal arrangements - Give details of the arrangements made for the collection and disposal of waste materials created by your work activity.

Lifting operations - Give details of the type of lifting contract i.e. crane hire or contract lift. Provide copy of the lifting plan. Give details of the appointed Person, Lift Supervisor, slingers and signallers.

Hot works - Give details of any hot works to be carried out, the equipment to be used, fire precautions taken including use of hot work permits.

Authentication - Ensure the method statement is site specific, dated with name and signature of person producing the method statement.

Declaration - Provide names and signatures of all operatives involved in the (Name & Signature) work, stating they have read or had explained to them and understood and agree to work to the safe system of work detailed.

If works are of a very minor nature then a standard method may apply, but if any site - specific hazards exist, they must be included. If some of the above topics are not relevant to a project or method then do not include them, e.g. no plant or equipment to be used on site.

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64 - Scaffolding

Many different types of scaffolding are used for many different reasons. Scaffolding may impose hazards not only to persons erecting or using the scaffold, but also those nearby or underneath. Employees should be diligent with regards to their work and how it could affect others.

Those involved in Designing, Planning, Managing, Erecting, Maintaining, Dismantling, Testing and Inspecting of scaffolding must do so in accordance with all appropriate Health and Safety Law and Codes of Practices etc.

Certification Scheme

The CITB operate a certification scheme for basic and advanced scaffolding. And issue and control individual training record cards. Scaffolders are grouped into three categories, Trainee, Basic Scaffer and Advanced Scaffer. Before Scaffolders can be classed as basic or advanced, they should have completed an appropriate course and have had specific minimum experience.

Effective training of persons that provide a scaffold service is necessary to prevent accidents to Scaffolders, those who use scaffolds and the general public who may be affected by scaffold operations or work being carried out on the scaffold. The scheme applies, at present, only to Scaffolders who work on scaffolding more than 5m (16.5 ft) high.

Participation in this scheme is not a legal requirement, but the scheme should lead to a general improvement of expertise throughout the industry. It is important to note that the legal requirements relating to the training of workers in the Health and Safety at [*The Health and Safety at Work etc. Act 1974*](#) and to the competence and experience of Scaffolders, apply to all scaffolding work.

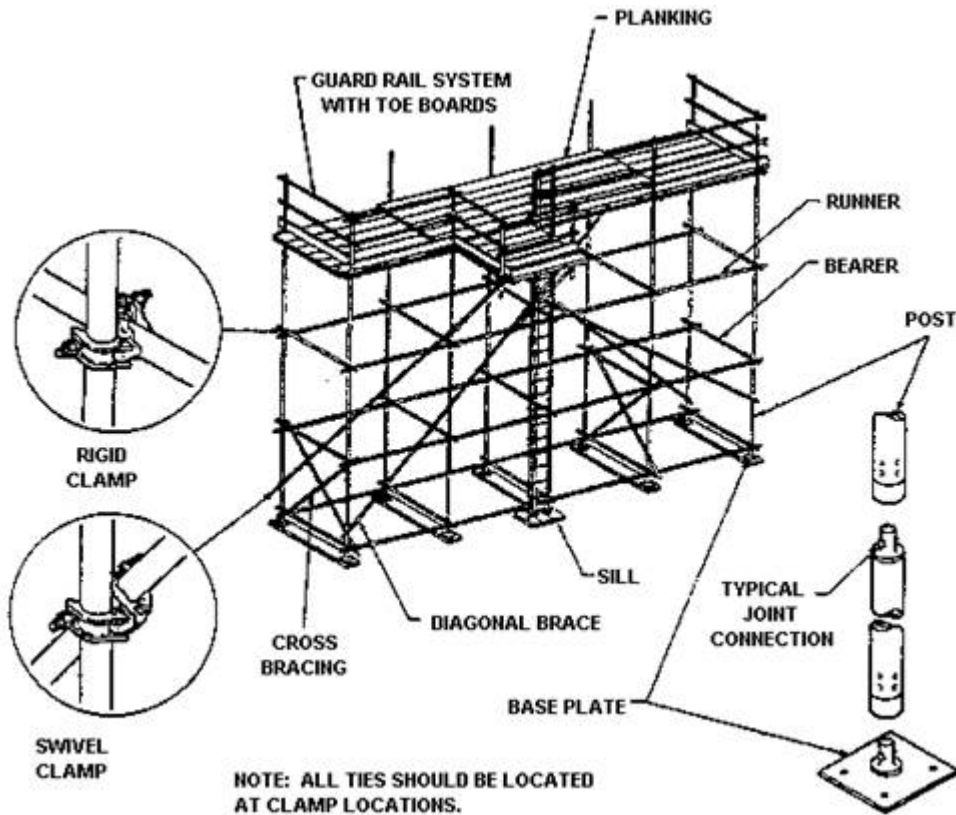
This Code of Practice represents a standard of good practice. Compliance with it does not confer immunity from relevant legal requirements, including regulations and bylaws.

Scaffolding should only be erected / adjusted / dismantled by suitably qualified and competent scaffolders. After a scaffold has been erected / adjusted, the scaffolder must issue a certificate of worthiness stating that the scaffolding is in good order.

Any area of scaffolding which is not in good order, must be guarded off from areas required to be used and have 'Scaffolding incomplete - do not use' signs displayed on it.

Scaffolding not in good order must not be used.

Inspections



The inspections of scaffolds etc. applies only to work equipment to which regulation 8 and Schedules 2 to 6 of the [The Work at Height Regulations 2005](#) apply. As such the employer shall ensure that a working platform -

- (a) Used for construction work; and
- (b) From which a person could fall 2 metres or more,

Is not used in any position unless it has been inspected in that position or, in the case of a mobile working platform, inspected on the site, within the previous 7 days.

The person in control must have the inspections carried out by a competent person. Whoever controls the activities of others who use a scaffold also needs to ensure it is safe before they use it for the first time.

If the competent person is not satisfied that work can be carried out safely, they should advise the person for whom the inspection was carried out as soon as possible. The workplace should not be used until the defects have been put right. A written report should be made following most inspections.

All working platforms where it could be possible for material / equipment to fall must be fitted with toeboards to the outside edges and the ends of the platforms. The toeboard height should not be less than 150mm. Working platforms must be a minimum width of 600 mm, be wide enough for required access, work, persons and materials. They must be adequate for the weight loadings to be imposed upon them. Guard-rails are required to be fitted to all working platforms, where it could be possible for someone to fall at intervals of 470mm and 950mm.

All ladders must be secured into position preventing them from slipping/moving. The ideal angle for a ladder is 72 degrees (1 in 4). Safe opening must be provided in guard-rails and toeboards for unobstructed ladder access. Ladders must extend at least 1.05 metres or 5 rungs above the landing level for adequate handhold. Damaged ladders must not be used.

An efficient lighting system should provide adequate illumination for the work being done and illuminate passages and gangways. A general overall illumination of 250 lux is satisfactory, but people doing specialised work may need double this amount of light over their work; this applies especially to people over 50 years of age.

To avoid glare, all lamps should be properly shielded or diffused. Particular attention should be paid to the positioning and shielding of local lights. Lighting should be installed in such a way as to avoid shadows.

Fluorescent lighting overcomes problems of glare and shadow, but can occasionally cause rotating parts of machinery to appear stationary. The hazard resulting from this stroboscopic effect can be overcome by adjacent lamps being wired off different phases of the 3-phase supply or by using localised incandescent lamps.

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65 - Site Hot Work

It is the policy of Maldon Building Services Ltd that all hot work is conducted and completed in a safe manner.

Hot work is defined as any temporary operation involving open flames or producing heat / sparks which includes, but is not limited to brazing, open-flame soldering, oxygen cutting, grinding, arc welding / cutting, oxy-fuel gas welding, and torch applied roofing that are capable of initiating fires or explosions.

The hazards arising from Hot Work comprise of;

(i) The ignition of flammable vapour within a confined space which can produce pressures well above the safe working pressure of most types of tank used for liquid storage. An explosion within a tank is therefore liable to cause violent failure of the vessel. Parts of the tank may be propelled as missiles, and a flame front, hot gases and burning liquid may be expelled.

(ii) The risk to the building or surroundings as a result of work activities that generate sparks and heat, such as grinding, burning and welding etc., in areas containing combustible and flammable materials.

(iii) Risk of eye injury including ultra-violet damage (i.e. "arc-eye"), burns and heat exhaustion.

(iv) Asphyxiation by gases and vapours and/or asphyxiation or poisoning by toxic fumes.

Hot Work should only be undertaken if alternatives have been discounted, i.e. mechanical fixing, sawing, adhesives etc.

If the Hot Work involves or produces substances hazardous to health, e.g. cleaning solvents, acids, welding fumes etc. then the work must include any additional control measures as necessary under the Control of Substances Hazardous to Health Regulations.

Why a Hot Work Permit?

Hot work permits are intended to

1. Be part of the overall Company / Site fire prevention management system
2. Comply with building, Company or site Risk Insurers Loss Prevention Programmes.
3. Control losses from accidentally igniting property.
4. Ensure the safety of all building occupants while hot works procedures are being performed.
5. Preserve the safety of the worker performing the hot work
6. Prevent the building fire detection system (where installed) from accidentally activating.

Persons issuing a Hot Work Permit must be familiar with the Company / site Hot Work Procedure, which may include attendance at the site of the hot works to determine additional fire precaution measures to be adopted.

Hot Work permits will generally be issued for a period of twelve hours only. However, in areas where the work will be on-going for an extended period of time permits may be issued for periods exceeding

this with the approval of the Site Fire Marshall as long as the work or situational factors do not change. See also Workplace Procedure Permits to Work.

Cancelled and time expired Permits should be retained for a period of 12 months before disposal for Risk Insurers audit purposes.

Fire Watch

Hot work permits frequently require a fire watch to be in attendance when hot work is performed in a location where the following condition(s) exist:

- Combustible materials in building construction or building contents are closer than 35 feet to the point of operation of the hot work;
- Combustible materials are more than 35 feet away, but are easily ignited by sparks;
- Wall or floor openings within a 35 feet radius expose combustible materials in adjacent areas, including concealed spaces in walls or floors; and
- Combustible materials are adjacent to the opposite side of partitions, walls, ceiling, or roofs and are likely to be ignited.

The fire watch shall:

- Be aware of the inherent hazards of the work site;
- Ensure safe conditions are maintained during the hot work operation;
- Have the authority to stop the hot work operations if unsafe conditions develop;
- Have fire extinguishing equipment immediately available and be trained on how to use it; and
- Activate emergency response in the event of a fire.

An additional fire watcher may be required to observe areas that are hidden from the view of a single fire watcher (other side of partition, walls, ceilings, etc).

A fire watch shall be maintained for at least 30 minutes following the completion of the hot work to detect and extinguish possible smouldering fires.

A fire watcher should have no other duties except to watch for signs of fire during the operation and the 30 minutes following.

Fire Extinguishers

Under [The Regulatory Reform \(Fire Safety\) Order 2005](#), at least 2 fire extinguishing mediums e.g. water, foam, CO², fire blankets etc should be available for hot work operations without detriment to the fire precautions adopted and implemented for general fire protection.

Where a fire extinguisher has been used, no matter how briefly, its use should be reported to site management and the extinguisher withdrawn from service for inspection and refill.

Sprinkler Systems

In premises that are protected by an overhead sprinkler system no hot works should be undertaken if that sprinkler system is impaired or otherwise non-operational.

66 - Site Planning and Layout

All construction projects of any notable size require the provision of substantial amounts of temporary facilities. One of the initial tasks to be undertaken on any construction site is the construction of the temporary accommodation and associated site compound. The compound is required for safety and security whilst various types of temporary facilities are required the most common being,

- Office Accommodation
(Reception, General Office, Engineers Office, Project Managers Office etc.)
- Welfare Facilities Accommodation
(Canteen, Toilets, Showers, Drying Rooms etc.)
- Storage Accommodation
(Valuable and Hazardous Materials storage facilities)

Detailed below is a check-list of items which should be taken into account to achieve positive health and safety in site planning and layout. Following a preliminary appraisal, the check-list is sub-divided into Administrative and Operational Sections and both are presented in logical sequence.

Preliminary Appraisal:

1. Define area of site available for plant, access, temporary buildings and services, materials storage and welfare requirements.
2. Define logic of the work sequence.
3. Examine contract documents and specification and establish constraints that affect planning of site layout and methods of construction.

Once the basic appraisal is complete the contract should be planned with due regard to the principles established by [The Health and Safety at Work etc. Act 1974](#) - in particular that the employer shall provide:

1. A safe system of work.
2. Adequate welfare facilities.
3. Information, instruction, training and supervision.
4. Protection of all persons likely to be affected by work activities, including the public, particularly children.
5. Safe handling, storage and transport of materials.
6. Safe place of work, safe access.
7. Safe plant and equipment, safe erection and testing.
8. Safe working environment.

Considerable attention must be paid to site planning and layout. Elimination of hazards is intrinsic in producing a job that runs smoothly - with materials delivered as and when required, statutory requirements accounted for, storage, fire precautions, and health and welfare arrangements pre planned in advance. Where cash is handled or transported will be necessary to develop a safe methods and means of collection and transportation from the bank and also to arrange sufficient parking for employees' cars to prevent site obstructions.

Statutory Undertakers

Utility companies such as: Water authorities, telecommunication companies, gas and electricity companies should be contacted to locate existing services and:

- Arrange for temporary earthed supplies (single and three phase) for electricity.
- Arrange isolation or diversion of overhead supplies or provide adequate protection.
- Consider safe location of sub-station for electricity.
- Give instructions to isolate or divert existing supplies.

Safe Standards of Access

Footpaths/walkways on site must be maintained to the appropriate standards of safety. Below are some practical standards which must be maintained.

- Pathways must be made to be as even as possible and contain no significant holes or irregularities which could present a trip hazard. Where concrete pathing has been used, edges should be formed.
- The minimum width of pathways should be sufficient to allow two persons to walk side by side.
- Handrails / midrails or crowd control barriers must be provided to border the pathway. Where there are no risks adjacent to the pathway, pinned netlon fencing may be used.
- Boards used on scaffolding walkways should be free from warp and large knots and secured in position.
- Stepping lathes must be fitted to scaffolding ramps with a gradient of 1 in 4 or greater.



67 - Site Rules

Purpose

The purpose of setting site rules for Maldon Building Services Ltd is to clearly establish the basis for all employees' conduct while working on the construction site. These rules are typically set out in the Construction Phase Plan (CPP) which addresses health and safety arrangements for the project and covers the specific site rules to be enforced.

Scope

The scope of the site rules is derived from the project itself, the general framework of topics, and any specific client' requirements. By adhering to these site rules, we are striving to create a safe working environment.

Responsibilities

At Maldon Building Services Ltd we take responsibility for implementing and adhering to this procedure as those who deliver and are responsible for enforcing the site rules and ensure that those who must adhere to the site rules do so. Ian Freshwater, the Director responsible for health and safety holds the overall responsibility for overseeing the implementation and compliance with this "Site Rules" policy. Site rules will be embodied in the CPP which will set the topics and framework for the rules. These will then be delivered by Maldon Building Services Ltd through the Site Induction process for every site worker. Maldon Building Services Ltd as the Contractor or PC (if appointed) is responsible for ensuring that a suitable induction is given to every site worker, and to those visiting on an occasional or one-off basis. The detail required for induction of the occasional and one-off visitors will depend on whether escorted or not. It is the responsibility of each site worker to adhere to these rules.

The Site Rules

At Maldon Building Services Ltd the delivery of site rules will be through the site induction. This will be site specific and will highlight any specific risks (including those listed in *Schedule 3 of CDM 2015*) and the control measures that the those working on the project need to know about. As part of the process, the induction should consider: *Senior management commitment to health and safety* Outline of the project *Management of the project* Individual worker's responsibility for health and safety *First aid arrangements* Accident and incident reporting arrangements *Ongoing briefing arrangements e.g. toolbox talks* Arrangements for consulting the workforce on health and safety matters

Site rules should cover (but not limited to) topics such as:

Client's specific health and safety precautions (particularly where their business continues at the premises during construction work) Personal protective equipment *Use of radios and mobile phones* Smoking *Restricted areas* Hot works *Traffic management systems* Pedestrian routes/safe access and egress *Site tidiness* Fire prevention *Permit to work systems, and* Emergency arrangements The rules should be clear and understandable and brought to everyone on site expected to follow them. Provision for translation should be made for non-English speaking worker if necessary.

Training

The delivery of any induction and site rules must be done by a suitably trained individual to ensure that Maldon Building Services Ltd is fulfilling its responsibilities. Those delivery inductions and site rules will receive training in line with these responsibilities.

Framework for setting OH&S objectives

Maldon Building Services Ltd shall establish and maintain OH&S objectives as part of its overall OH&S management system for the setting of Site Rules and their delivery through the site induction process. These objectives shall be consistent with the organization's OH&S policy, legal and other requirements, and the hazards and risks associated with working on the project site. Ian Freshwater shall be responsible for establishing and reviewing the OH&S objectives, which shall be specific, measurable, achievable, relevant, and time-bound (SMART). The objectives shall be documented and communicated to all relevant personnel, including contractors and suppliers. The OH&S objectives shall be reviewed and updated on a regular basis, and progress towards achieving the objectives shall be monitored and reported regularly to Ian Freshwater. In order to establish OH&S objectives for the Site Rules (through Induction Process) the following steps shall be taken:

1. Hazard identification and risk assessment: The hazards associated with the project work site and its processes shall be identified, and the risks to health and safety, as well as the environment, shall be assessed.
2. Legal and other requirements: All relevant legal and other requirements related to the Site Rules necessary shall be identified and taken into account when setting OH&S objectives
3. Consultation and participation: Consultation and participation shall be carried out with relevant personnel, including employees, contractors, and suppliers, to ensure that their input is taken into account when setting OH&S objectives.
4. Feasibility: The feasibility of achieving the OH&S objectives shall be assessed, taking into account the available resources, including personnel, equipment, and budget.
5. Setting objectives: The OH&S objectives shall be established based on the results of the hazard identification and risk assessment, legal and other requirements, consultation and participation, and feasibility assessment.
6. Documenting objectives: The OH&S objectives shall be documented, including their specific, measurable, achievable, relevant, and time-bound (SMART) criteria
7. Communicating objectives: The OH&S objectives shall be communicated to all relevant personnel, including employees, contractors, and suppliers.
8. Monitoring and review: Progress towards achieving the OH&S objectives shall be monitored and reported regularly to Ian Freshwater, and the objectives shall be reviewed and updated on a regular basis to ensure their continued relevance and effectiveness in managing the hazards and risks associated with the project work site.

Monitoring and Review

Site Rules should be monitored and reviewed by the Contractor/PC in line with the changing nature of the project and ensuring that are fully assessed and the necessary rules incorporated or otherwise updated. Where new and more safety critical activities are assessed e.g. those listed in *Schedule 3 of CDM 2015*), the site rules will be updated to take full account of these.

Corrective Actions

Where Maldon Building Services Ltd monitors and reviews the current Site Rule and identifies the need or opportunity they will update the rules to cover the new risk topics and then they will be delivered to all worker on the site through appropriate means e.g. re-induction or toolbox talks. Where individuals or groups of workers are found not be complying with some or all of the rules then appropriate corrective action will be taken in the form of either re-induction or, for more serious non-compliance, removal from site in the interests of individual and collective worker safety.

Continuous Improvement

At Maldon Building Services Ltd, we are committed to the continuous improvement of our OH&S management system and the delivery of Site Rules that are at all times suitable and sufficient. Our commitment to this process is driven by our desire to provide a safe and healthy working environment for our employees and to minimize the impact of our operations on the environment. To achieve this goal, we regularly assess the effectiveness of our OH&S management system and the Site Rules, and set objectives and targets for improvement. We develop action plans to achieve these objectives, implement the plans, and monitor progress. We also review and evaluate the effectiveness of the action plans, and continually improve our OH&S management system for Site Rules & Induction based on the results of monitoring, audits, and assessments. By continually improving our OH&S management system and the establishment of Site Rules, we can ensure the ongoing health, safety, and wellbeing of our employees and the environment. Our commitment to continuous improvement also enables us to meet our obligations under CDM 2015

Commitment to Consultation and Participation of Workers

At Maldon Building Services Ltd we are committed to creating and maintaining a culture of consultation and participation in the delivery and implementation of the Site Rules through the induction process will further seek to involve and engage workers in the decision-making process, through, but not limited to, the implementation of toolbox talks and other collaborative processes.

References

Construction (Design and Management) Regulations 2015

HSE Site Rules and Induction page at [HSE.gov.uk](https://www.hse.gov.uk)

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68 - Site Security

Security is applied through the application of physical and operational measures. Physical measures are infrastructure designed and deployed to support security; operational measures are those human activities and processes designed and performed to support security.

Physical Measures

These fall generally into the following fields:

- Containment and Obstacles (fences, barriers, bollards, gates, secure storage etc)
- Technical Systems (lighting, CCTV, access control systems, intruder detection, asset management and control systems etc)

Gates and Entrances

Minimising the number of entrances and the use of full-height turnstiles can restrict workers and others entering a site on foot. Entrance can be controlled by guards or electronic access control measures which can use PIN codes, magnetic cards, proximity tokens, biometric devices or a combination of these.

It is recommended that there not be gaps underneath gates.

Hinges on gates should be designed to prevent the gate from being lifted free; they should also be shielded from use as steps to scale the fencing. Gates should be secured by a lock conforming to BS 3621 protected by lock protection plates welded to the gate and the frame or by a padlock and padlock fittings conforming to grade 5 or 6 of BS EN 12320.

Barriers

Where a perimeter fence is considered vulnerable to penetration by ramming with a vehicle, provision of a purpose designed vehicle barrier such as a trench, a high kerb outside the fence, or a series of substantial steel posts just inside the perimeter should be considered.

Lighting

Lighting can be a deterrent to site intruders and a positive aid for patrolling security staff. Lighting should be sturdy and resistant to adverse weather conditions, tampering and vandalism. Directing the lighting inwards should be considered, as it will reveal intruders either directly or by silhouette. Additional lighting may be required to ensure that all possible entrance and exit points are illuminated.

To ensure that security lighting is effective, it should be used at all relevant times. The use of a photoelectric cell, which switches on when daylight fades and off when it returns, is suitable.

Wiring for security lighting should only be accessible to authorised persons. Cables for perimeter installations should be buried with the supply for individual luminaries, teed-off through a fused spur. Exposed cables should be enclosed in a steel conduit. An interference detection circuit connected to an alarm may also protect cables. Security lighting systems should be routinely inspected and maintained.

Security Guards

On larger sites the use of 24 hour manned guards may be appropriate whereas on smaller sites the use of a guard patrols, particular night patrols can be beneficial.

Scaffolding, Ladders and Stair towers

Use scaffold protection beams to detect people attempting to climb scaffolding.

Ladders should be protected to protect climbing (e.g. by chaining planks to stop use of the rungs) and also against theft as they are often stolen to enable crimes to be committed elsewhere.

As with ladders and scaffolding, stair towers should be protected to avoid their use by intruders. It is important for health and safety reasons that semi-permanent stair towers are properly assembled and the possibility of unauthorised persons attempting to dismantle or relocate the towers should be reduced. Suitable clamps and locks should be used for this purpose.

Tower Cranes

Additional security surrounding the base of tower cranes should be considered to prevent access to the tower. This may include construction of a welded cage up to 3m high with secure locks (e.g. combination locks) on access gates.

Vehicles and plant

The amount of plant on-site should be minimised. Construction sites should not be used as storage areas for other plant used at other locations. Outside of working hours move plant to a more secure compound or cage (either inside the site or at a nearby location). Road construction sites are particularly vulnerable because of their size and the inability to provide perimeter hoarding. In this case, the use of extra measures is more important. If possible, store vehicles and plant out of sight of criminals.

Site Offices

Huts should include protection against fire both because of operational hazards and the possibility of arson. Consideration should be given to the use of steel huts with steel doors, multiple locks and fold over window shutters locked from inside the hut.

Materials and fuel

Thieves can sell all building materials fairly easily but metals and fuel are particularly high value targets. Ensuring that metals such as cable and copper tubing are hidden from view and stored in locked containers is recommended. Likewise fuel stores should be protected as well as fuel in vehicles.

Police Liaison

A number of different activities could cause disruption to a construction site and increase the likelihood of a security risk. Good liaison with the local police can alert site managers to potential problems. Examples could be crowd trouble at local sporting events, political demonstrations, etc.

These are just part of the environment and not related directly to the construction. Where the construction site itself may be the target of activists (e.g. animal rights or environmentalists) then greater liaison is recommended along with the engagement of expert consultants.

69 - Site Visits

General Requirements

Employers, in addition to protecting their own employees from risk, must ensure that non-employees are not harmed by the processes or activities being undertaken as part of the operation of their business. They should also hold appropriate public liability insurance cover.

In general, no one should be allowed access to a site without an initial induction, provided by the host, which should include how to behave while on the site and what to do in a case of an emergency.

Those who are visiting have a duty to cooperate with the host and observe any health and safety practices that are in place. They must take reasonable care for their own health and safety and that of others who may be affected by their actions.

Adequate, competent supervision should be provided by the host company's representative throughout the visit. It should also be a requirement for the visiting party to sign in and out at each visit to the premises.

Managing the Safety of Site Visits

Before visits take place it will be necessary to assess the level of risk to the party or to the individual when at the host's site. This is particularly important on sites where operations such as heavy engineering, chemical processing, extraction, manufacturing or construction activities (among others) take place. Those visiting should be advised of any significant outcomes arising from this assessment prior to the visit.

Insurance

All site visitors must be adequately insured. Staff visiting commercial concerns may be covered by the site owner's insurance. However the laws covering liability are complex and often made more complex by the use of disclaimers, which may or may not be of value in law. Whether or not the site visit takes place on commercial premises, it is prudent for the visitors' employer to purchase adequate insurance for their staff.

Protective Clothing

Adequate and appropriate protective clothing must be worn by all visitors. It must be checked regularly, maintained in good condition and worn correctly as required by current legislation. Equipment complying with appropriate British, European and International standards should be used where practicable.

This includes, but is not limited to:

- safety helmets
- eye / face protection
- ear defenders
- respiratory protection
- warm / weatherproof clothing
- high visibility clothing
- wet suits and life jackets
- aprons
- gloves
- foot protection

After use, protective clothing must be removed carefully and stored, repaired, decontaminated or disposed of safely as appropriate.

70 - Site Welfare Facilities

The Company is responsible for providing or making available suitable welfare facilities for its employees whether they are direct employees or sub-contractors. Such welfare facilities are to be suitable and sufficient for all working on site and may be arranged separately or jointly with others under a Shared Welfare arrangement.

The position of the Company on site determines whether the Company's Site Management is in control of the welfare facilities or not and also includes any first aid provisions. In general it is the Principal Contractor or Client who provides the welfare facilities and that they offer those facilities to all under a shared Welfare arrangement.

Sanitary Conveniences

Toilets will be:

- Adequately ventilated and lit.
- Kept in a clean and orderly condition.
- Separate for men and women, and for female employees, a means of disposing of sanitary dressings is to be provided.

Washing facilities will be:

- Provided in toilets.
- In the vicinity of changing rooms.
- Supplied with hot and cold or warm water, this will be running water (where possible).
- Supplied with soap or other means of cleaning and towels or other suitable means for drying.
- Suitably ventilated and lit.
- Kept in a clean and orderly condition.

Drinking water

- Must be conspicuously marked.
- Provided with a suitable number of cups or other drinking vessels, unless supplied in a jet.

Clothing Accommodation

- To be provided with facilities for drying clothing.

Rest facilities

- Rest rooms to be provided with suitable areas for non smokers. Under the [Health Act 2009](#) smoking may be prohibited on site.
- Facilities for heating food and boiling water will also be included.

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71 - Step Ladder Procedure

Maldon Building Services Ltd recognises that there may be occasions where employees have to use step ladders to perform the work required. Step ladders will only be used where a risk assessment indicates they are suitable for the work being undertaken. Before you use a stepladder, first ask yourself: am I fit to work at height? Then think about the condition and the position of the ladder.

As a guide, only use a stepladder:

- In one position for a maximum of 30 minutes;
- For 'light work' - they are not suitable for strenuous or heavy work. If a task involves a worker carrying more than 10 kg (a bucket or box of something) up the ladder or steps it will need to be justified by a detailed manual handling assessment;
- Where a handhold is available on the stepladder;
- Where you can maintain three points of contact (hands and feet) at the working position. On a ladder where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one. On stepladders where a handhold is not practicable a risk assessment will have to justify whether it is safe or not

In use a stepladder in good condition has:

- Feet firmly attached
- Clean treads
- Secure locking devices
- Secure fastenings when it is extended

A stepladder in a good position:

- Is fully open
- Is locked into place
- Will not move at the bottom.
- Stands on a surface that is:
 - firm
 - level
 - clear
 - dry
 - not slippery

In use

Do not overreach - make sure your belt buckle (navel) stays within the stiles

Keep both feet on the same rung or step throughout the task

Make sure you have a safe handhold available on the steps

Avoid side-on working.

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72 - Storage of Liquid Petroleum Gas (LPG) Cylinders

Maldon Building Services Ltd has appointed Ian Freshwater to be responsible to ensure this procedure remains relevant and appropriate to Maldon Building Services Ltd requirements. Ian Freshwater will be monitoring the procedure's effectiveness and report back to Maldon Building Services Ltd any recommended changes.

Ian Freshwater will ensure that this procedure is enforced through all levels of management and communicated via company induction or toolbox talk.

Maldon Building Services Ltd will store Liquid Petroleum Gas (LPG) Cylinders in line with UKLPG Code of Practice No. 7 "Storage of Full and Empty LPG Cylinders and Cartridges", produced in full consultation with the Health and Safety Executive.

General Storage Information

- Maldon Building Services Ltd will store LPG in the open air but where this is not practicable, particularly for cartridges, the quantities stored within the buildings will be restricted
- Maldon Building Services Ltd will ensure access to all storage places by unauthorised persons will be prevented and such places will be marked with notices prohibiting smoking and the use of naked flames.
- Maldon Building Services Ltd will consider Refillable LPG cylinders to be full whatever the state of their contents.
- Maldon Building Services Ltd will ensure LPG is not stored in the vicinity of cylinders containing other gases or hazardous substances without specialist advice.
- Maldon Building Services Ltd will choose storage locations which are always level and concreted, paved or compacted to provide a load-bearing surface. Outdoor storage areas will be slightly graded for drainage of surface water.
- Maldon Building Services Ltd will ensure LPG is never stored below ground level in cellars or basements.
- Maldon Building Services Ltd will ensure there are no openings into buildings, cellars or pits within 2m of an LPG storage area or the recommended separation distance is given below, whichever is greater. If there is an unavoidable opening within 2m, the opening will be securely covered and fitted with a suitable water seal to prevent the entry of vapour.
- Maldon Building Services Ltd will ensure the storage area will be kept free from weeds, long grass and accumulations of readily combustible material at all times.



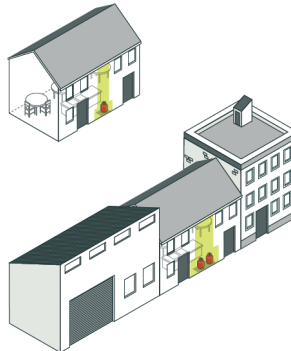
Minimum Separation Distances in metres

- Bulk LPG vessel 5000 litres or less - 3
- Bulk LPG vessels more than 5000 litres - 7.5
- LO Storage tank - 7.5
- Property boundary, public access - quantity dependent
- Any building (A is 8 minimum if the building houses a vulnerable population) - quantity dependent
- Fixed source of ignition, smoking or combustible material - quantity dependent
- Vehicle under control of occupier - 3
- Opening into a building, drain, cellar or pit - quantity dependent (min. 2)
- Any other gas cylinder (inc. flammable gas) - 3
- Highly flammable liquid bonded area - 3



Indoor Cylinder Storage Liquid Petroleum Gas (LPG) Cylinders will be stored in the open air but where this is not practicable, Maldon Building Services Ltd will store Liquid Petroleum Gas (LPG) Cylinders under the following remit:

- Fixed sources of ignition (i.e. pilot lights, naked flames) should be prohibited;
- Smoking should be prohibited;
- All other potential sources of ignition should be controlled;
- Only vehicles associated with the product transfer and handling operations should be permitted;
- Only equipment suitable for use in zoned areas and constructed to a recognized standard (e.g. BSEN 50014) should be installed;
- Older equipment built to earlier standards (e.g. BS 5501 series) remains acceptable provided it is correctly maintained and a risk assessment shows that it is still suitable.
- Electrical equipment should be suitable for the zoned area in which it is installed
- Any portable electrical equipment or generators used temporarily within hazardous places should be in accordance with the recommendations of BSEN 60079 and should meet the requirements of the Equipment and Protective Systems Intended for Use in Potentially Explosive Atmospheres Regulations 1996 for the zone in which it is to be used or otherwise be covered by a permit to work scheme.
- Older equipment built to earlier standards (e.g. BS 5501 series) remains acceptable provided it is correctly maintained and a risk assessment shows that it is still suitable.



Alternative Storage Arrangements

In regards to alternative methods of storage, Maldon Building Services Ltd will ensure the following:
Rooftop Cylinder Storage

- The storage area should be situated in accordance with Table 4. Any openings into chimneys or air intakes should be at least 1 m above the level of the tops of any stacked cylinders.
- Other material should not be stored on the section of the roof for LPG storage.
- The area used for storage should be level, structurally adequate to carry the weight of the cylinders and constructed to provide at least 60 minutes of fire resistance.
- The roof should be well-ventilated and should not be enclosed on more than two sides by other higher parts of the buildings or adjacent buildings.

Stacking Cylinders

- The maximum size of any stack should not exceed 30,000 kg.
- The gangway between unpalletised stacks should not be less than 1.5m and between palletised stacks should not be less than 2.5m.
- The maximum height of any unpalletised stack should not exceed 2.5m. The amount of LPG in any vertical column of a stack should not exceed that shown in table 5 and there should be no more than 7 pallets in any vertical column of any stack.

Storage of Cylinders on Vehicles or Trailers

- No cylinder of Calor Gas shall be stored in an enclosed vehicle other than a cylinder which is specifically designed to keep fuel for the motive power of the vehicle. Such cylinders should not be included in storage quantities.
- Cylinders kept on a vehicle or a trailer should be treated as a single stack and the appropriate separation distance given by table 1 should be applied.
- For the carriage of cylinders in closed vans see UKLPG Code of practice No. 27.



Fire Precautions

Maldon Building Services Ltd will ensure that fire authorities are consulted when storing in excess of 1000 kg regarding fire fighting equipment, water supplies, means of access for fire fighting appliances, protection of fire fighting personnel and arrangements generally to ensure an early call to the Fire Brigade in the event of a fire breaking out.

DSEAR - Dangerous Substances and Explosive Atmospheres

Maldon Building Services Ltd accepts that LPG qualifies as a dangerous substance under DSEAR and accepts that it has a duty of care to reduce exposure to risk from these to as low as reasonably practicable. If the usage of LPG warrants a DSEAR Risk assessment to be conducted, Maldon Building Services Ltd will, concerning all dangerous substances and explosive atmospheres, put into place appropriate risk control measures in line with Maldon Building Services Ltd's DSEAR policy.

Fire Extinguishers

Maldon Building Services Ltd will ensure that fire extinguishers are selected installed and maintained to BS 5306 Part 3. Dry Powder fire extinguishers will have a rating of at least 223B and comply with BSEN 3. Dry powder extinguisher(s), will be located in easily visible positions near exits, at the perimeter of the store and in safe positions on access routes between stacks.

Water Availability

Maldon Building Services Ltd will ensure the following:

- For stores between 400 kg and 25 000 kg LPG, an adequate and readily available supply of water should be provided.
- For stores 25 000 kg or more the water supply should be sufficient to supply a minimum of two water monitors with at least 1 150 litres per minute for 60 minutes.
- Connections for hoses from bulk water storage should be compatible with those used by the fire brigade.
- Hose reels should be in accordance with BS 5306 Part 1.

Training

Maldon Building Services Ltd will ensure that all personnel are aware of the locations of the fire appliances and should know how to handle them. Fire drills should be carried out periodically.



73 - Temporary Works

General

Maldon Building Services Ltd is committed to the effective management of risks associated with temporary works (TW). In the past there are many examples of failures and collapses of TW. Causes include the incompetence of the people involved, a lack of reliable processes and failure of the products and materials being used.

A subsequent Code of Practice BS5975:2019 particularly addresses these issues and various items of legislation can also be applied to TW. While a British standard such as BS5975 is not a legal requirement but is a recommendation and is considered best practise, other legislation is, one of the main regulations affecting this type of work is the Construction (Design and Management) Regulations 2015. Maldon Building Services Ltd will follow the guidance and comply with the related legislation through the following actions.

What is Temporary Works (TW)?

“Temporary works” is a widely used expression in the construction industry for an “engineered solution” used to support or protect an existing structure or the permanent works during construction, or to support an item of plant or equipment, or the vertical sides or side-slopes of an excavation, or to provide access. The construction of most types of permanent works will require the use of some form of temporary works.

Examples of Temporary Work's are but not limited to:

- Earthworks - trenches, excavations, temporary slopes and stockpiles.
- Structures - formwork, falsework, propping, façade retention, needling, shoring, edge protection, scaffolding, temporary bridges, site hoarding and signage, site fencing, cofferdams.
- Equipment/plant foundations - tower crane bases, supports, anchors and ties for construction hoists and mast climbing work platforms (MCWPs), groundworks to provide suitable locations for plant erection, e.g. mobile cranes and piling rigs.

Specific Actions

In order to implement this procedure Maldon Building Services Ltd will:

- Determine, understand and meet applicable statutory and regulatory requirements along with BS5975:2019.
- Designate individuals involved with TW to implement and maintain a procedure for the control of hazards.
- Where acting as a principle contractor Maldon Building Services Ltd will appoint a designated individual to undertake the role of Temporary Works Co-ordinator (TWC). This appointee will be responsible for the implementation of temporary works procedures including actions by other contractors involved in the project.
- Where necessary Temporary Works Supervisors (TWS) will be appointed to assist the TWC. The TWS will be aware of the role and limits of authority.
- A temporary works register will be used by the TWC to plan, monitor and record each element of TW carried out on the project.
- Each TW element will be designed taking into account all documents, site details and other information available (the design brief).
- The resulting design will be checked with the level of independence of the checker reflecting the level of the risk involved.
- A method statement and accompanying risk assessments including an inspection regime will be written for each TW element.
- Once the TWC has approved the design the TW will be inspected by the TWC or TWS to ensure compliance with the design before the permit to use is issued by the TWC.

- While in use the TW will be inspected according to a pre-determined schedule complying with statutory regulations by the TWC or TWS.
- Any changes to the structure required during use will need to be referred back to the designer for their inspection and approval as in the stages above.
- During dismantling TW can become unstable so the TWC should ensure that an approved method and sequence in place communicated to the TWS and is followed.

Roles

Temporary Works Coordinator (TWC)

The TWC is responsible for ensuring that the contractor's procedures for the control of temporary works are implemented on site. The TWC is not normally the designer, but is responsible for ensuring that a suitable temporary works design is prepared, checked and implemented on site in accordance with the relevant drawings and specification. Reference of the appointment of the TWC must be kept within the TW file and kept on site with signatures, dates and other relevant information.

The responsibilities of the TWC are as listed below:

- Co-ordinate all temporary works activities,
- Ensure a temporary works register is established and maintained,
- Ensure that the various responsibilities have been allocated and accepted,
- Ensure that a design brief is prepared with full consultation, is adequate and is in accordance with the actual situation on site,
- Ensure that any residual risks, identified at the design stage, assumed methods of construction, or loading constraints identified by the designer of the permanent works are included within the design brief,
- Ensure that a satisfactory temporary works design is carried out,
- Ensure that a design check is carried out by someone who was not involved in the original design; this should include:
 - Concept
 - Structural adequacy
 - Compliance with the brief
- Where appropriate, ensure that the design is made available to other interested parties e.g. the CDM-PD or the designer of the permanent works,
- Register or record the drawings calculations and other relevant documents relating to the final design,
- Ensure that those responsible for on-site supervision receive full details of the design, including, including any limitations and guidance notes associated with it and prepare a specific method statement,
- Ensure that checks are made at appropriate stages,
- Ensure that any proposed changes in materials or construction are checked against the original design and appropriate action taken,
- Ensure that any agreed changes, or correction of faults, are correctly carried out on site,
- Ensure that during the use of temporary works all appropriate maintenance is carried out,
- After a final check which is satisfactory, ensure a permit to load (bring into use) is issued by either the TWC or TWS, issue formal permission to load/bring into use,
- When it has been confirmed that the permanent structure has gained adequate strength and/or stability, ensure a permit to unload (take out of use) the temporary works is issued by either the TWC or TWS,
- Ensure that a documented safe system of work is in place and implemented for the dismantling of any temporary works,
- Ensure that any relevant information for the health and safety file is transmitted to the CDM-PD,
- In all cases, ensure that the TWSs are operating in accordance with the approved procedures.

Temporary Works Supervisor (TWS)

The TWS is to be appointed by the TWC within the company. On larger projects then the TWS must be appointed by the Client's TWC. A letter of appointment of the TWS must be kept with signatures dates and other important information and kept within the TW folder to be kept on site as well as filed off site. There may be the requirement for more than one TWS on a worksite.

The TWS is to assist the TWC with the implementation, supervision, review and inspection of the TW. A TWS may be appointed from a sub-contractor on the project or from an external specialist provider. If the TWC is satisfied with the competency of the TWS taking into account practical and theoretical knowledge as well as experience.

The responsibilities of a TWS are as follows:

- Ensuring that the drawings are implemented into the design of the TW.
- Permitting of certain loading, ensuring that it complies with the Method Statements and Risk Assessments provided by the TWD and other relevant personnel.
- The ability to disallow to erection of TW until it satisfies required standards.
- Ensuring that the TW maintains regular inspections with the signatures of competent persons and dates of inspections.
- Assisting the construction team in providing them with relevant items required at their workstation
- Ensure that any changes are to be notified to the TWC and then checked against the original design for appropriate measures to be taken.
- Reviewing conditions against those outlined within the design and taking appropriate actions.

Temporary Works Designer (TWD)

The Temporary Works Designer (TWD) is to be appointed by the Temporary Works Supervisor or the designated individual for the inclusion of the Temporary Works Procedure within the company. The TWD is to be responsible for the design of the TW and the incorporation of the factors within the design brief taking safety into high consideration. A TWD may be one of the following:

- A TW Design Engineer within the TW design team
- Specialist Design Engineer from supplied externally

The responsibilities of the TWD include the following:

- The notifying of the TWC if the design brief does not accumulate to a safe design and therefore the request for further information and detail.
- To fulfil the requirements of the Construction (Design and Management) regulations 2015
- Discussing the design with the TWC and other relevant personnel.
- Provision of calculations relating to the TW
- Provision of clear drawings with measurements
- Production and provision of a Design Risk Assessments for High risk.
- Highlighting any residual risks and the implementation of any Low / Medium risks.
- Attending site to overview and inspect completed works
- Signing of the Permit-to-load in the relevant section.
- Provide ongoing technical advice.
- Review of items on the TW schedule with the TWC.

Design Checks

The review and alteration of the design is a requirement of BS 5975:2019 as well as the provision of a Design Certificate which must state the an inspection has been carried out. The type of design check is dependant of the classification of the risk that corresponds to the design.



Implementation

This procedure will be reviewed annually and revised as necessary in response to changes in legislation or methods of working. Employee's contractors, suppliers, contractors and consultants are all required to cooperate with the Company in complying with this policy

74 - Tower Scaffolds

General Introduction

This procedure covers standard tower scaffolds that have four legs and are not normally greater than 3 metres in length. They may be tied to a building, as in a general access scaffold or be free standing. Free standing towers may have vertically adjustable legs and may be mounted on castors to make them mobile.

The types of tower may be grouped as follows:-

- prefabricated - aluminium alloy
- prefabricated - steel
- systems scaffolds - steel
- tube and coupler - steel or aluminium

Different types of prefabricated tower available are erected in different ways, and manufacturers should therefore provide adequate instruction manuals. These manuals must always be available at the place where the scaffold is erected and used. Some of the information may usefully be written on adhesive labels on the components themselves.

People who erect, alter or dismantle any type of tower scaffold must either be competent to do so or be supervised by a competent person. Some types of tower scaffold may need to be erected by certified scaffolders or manufacturer's approved personnel.

Erection of Scaffold Towers

Loading

For prefabricated and systems towers the supplier's instruction manual will detail the maximum permitted load on the platform's and assembled structure. The foundation should be capable of sustaining the total load at all times during the erection and use of the tower.

Static towers should have metal base plates and should be, where possible, erected on a foundation of level concrete or any other firm material of adequate thickness.

Mobile towers should have castors which are at least 125 mm (5 in) in diameter which should have their maximum permitted loads stamped on them. Castors must be capable of being braked so that the tower cannot move while it is in use and must have a locking device which prevents them from falling out of the vertical tube. Castors must be used only on hard level surfaces.

Vertical and horizontal members

The vertical members on system towers are normally joined by means of socket and spigot connection. These must be properly seated and the locking pin, if provided, should be engaged.

Connections should be properly tightened, latching hooks correctly seated and fittings correctly applied. All components must be inspected before use for damage or lack of fit which might impair their load carrying ability.

Prefabricated components should be checked for broken welds, cracks, looseness of fit or other damage, and where members are connected by latching hooks these should be inspected to ensure that the spring and the release trigger are operative.

All towers must be adequately braced in all three dimensions but as each type may have different bracing arrangements it is essential to follow the manufacturer's erection instructions.

Tower stability

Aluminium alloy towers are very light and their centre of gravity is not far below the top platform level, especially when there are people on the platform. Care must therefore be taken to ensure that they remain stable and cannot overturn during use or be blown over when left unattended. The maximum height to base ratio of 2:1 should be assumed.

Stabilisers (which have pad feet) or outriggers (which have castors) can be used to increase the effective base size.

Stabilisers and outriggers should be:

- Rigidly fixed to the tower.
- In firm contact with the ground or base.

It is good practice to tie all towers wherever possible, particularly if they are left in exposed or windy conditions.

Manufacturer's instructions should be strictly followed, but as a general rule there should be a minimum of two ties to any tower, with ties repeated at intervals not greater than the free standing height of the tower. Ties should be connected at, or adjacent to, positions where standards join horizontal members and care should be taken to ensure that the ties restrain the tower from moving in any direction (i.e. away from the work face or towards it, or from swaying sideways). Ties for aluminium alloy (and light gauge steel) towers should connect through to both the inner and outer standard at each point, unless the manufacturer's instructions specify otherwise. Sash cord or similar material is unsuitable for ties.

Working Platforms

Platforms must be at least 600 mm wide. Full details of minimum widths for various types of use are given in Table 1. They may be made from various materials such as platform boards (see Glossary), scaffold boards or stagings. Platforms must be inspected before use, and should be prevented from tipping or sliding by being properly supported, of sufficient length, and by the use of cleats on the underside or by the design of the system. Where 38 mm (1.5 in) or 63 mm (2.5 in) thick timber scaffold boards are used they must be supported at least every 1.5 m (5ft) or 3.2 m (10ft 6 in) respectively. Loads on the platform should be evenly distributed.

Table 1 Widths of Working Platforms from which a person could fall more than 2 metres

Purpose	Minimum Width	Practical width using 225mm nominal width boards
Working platform only (not of materials)	600mm	3 boards
Passage of materials	600mm	3 boards
Deposit of materials (a 430mm passageway must be maintained)	800mm	4 boards

Where platform boards are used any trap door or hatch in the platform should be closed when the platform is in use. Any latching hooks connecting the platform board to the tower should be seated properly.

Guard Rails

Scaffold platforms will have intermediate guardrails at 470mm and a top guard rail at 950mm.

Toe boards

Toe boards are required on all working platforms, gangways or runs from which a person or materials could fall more than 2 m. Toe boards should normally be placed inside the standards, should be at least 150 mm (6in high). The gap between toe board and the guard rail should not exceed 470 mm .

Access

The platform must have a safe means of access, always on the narrowest side of the tower. Access may be by:

- Vertical ladders attached internally to the narrow side. Where vertical ladders rise more than 9 metres an intermediate landing place should be provided.
- Internal stairways or inclined ladders. Ladder sections integral with the frame members climbed from the inside.
- With a prefabricated tower, it is very difficult to gain access to a platform made of scaffold boards when the tower is climbed from the inside. Platform boards which incorporate a trap door or hatch should therefore be used. With tube and fittings towers, scaffold boards may be used and the platform constructed so that there is a permanent access opening adjacent to the ladder. This opening should be as small as possible to allow safe access. Provided there is adequate support a loose cover can be used to protect the opening when people are on the platform.

- Tools and heavy loads should not be carried but should be hauled up by a person on the platform within the confines of the tower.

After erection of the Tower

Hazard Warnings: Where a tower is left incomplete, a warning.

TOWER INCOMPLETE DO NOT USE

(Or similar wording) should be fixed, in a prominent position.

When a tower is left unattended the area should be locked if possible. If the area cannot be locked to deny access then a warning notice:

DANGER DO NOT USE

(Or similar wording) should be fixed, in a prominent position.

Other Hazards

A significant number of serious accidents involving tower scaffolds happen when a ladder is placed on the top platform to extend the height of the tower. Under these conditions the tower can become very unstable and the outward force when the ladder is climbed may cause it to overturn. **This practice is therefore not permitted.**

Similarly ladders leaning against the outside of a tower must not be used. Ladders leaning on a wall beside a tower should only be used if the tower is firmly tied to the wall.

When towers are used for such jobs as drilling into walls or the sides of roof members, considerable horizontal forces may result. Great care should be taken to ensure that the tower is not overturned by these forces.

Before a mobile tower is moved, its path should be checked for ground obstructions, power lines, holes and soft areas. Mobile towers must never be moved with people, materials or equipment on the working platform.

To move a tower, force should be applied at, or near, its base and after moving the tower must be checked for verticality and the brakes on the castors must be applied.

Inspections

If the working platform is less than 2 m in height, the tower must be inspected:

- after assembly in any position;
- after any event liable to have affected its stability; and
- at suitable intervals depending on frequency and conditions of use.

If the working platform is 2 m or more in height, it must be inspected:

- after assembly in any position;
- after any event liable to have affected its stability; and
- at intervals not exceeding seven days.

All these inspections must be carried out by a competent person and the results recorded.

Checking Scaffold Towers

Basic checks required for scaffold towers are given below; the list is brief and may need to be extended to suit particular needs.

Base:

Soft and uneven spots in the supporting ground should be made solid or be bridged. Where sole plates or base plates are used they should be checked to see that they are properly installed.

Castors:

Castors should be fixed in the tower frame, and any adjustable legs should be checked for correct seating. While the tower is in use the brakes on the castors must be applied.

Tubes and framework:

For tube and fittings towers, standards and ledgers should be checked to ensure that they are vertical and level, respectively similar checks should be carried out for systems and prefabricated towers. Damaged or grossly corroded tubes should be replaced or reinforced with sound members.

Joints:

Bracing and other members on prefabricated towers should be checked to ensure that latching hooks are seated properly and functioning correctly. Joints should be inspected for damage to tubes, welds or connections, or looseness of fit. Any damaged couplers on tube and fitting towers should be replaced, and loose or incorrectly fitted ones should be rectified. Sleeve couplers should always be used for connecting members end to end.

Boards:

A check should be made that there is the correct number of boards in the width of the scaffold, and that they are adequately supported. Boards should be examined for excessive damage, and any faulty boards replaced.

Guard rails and toe boards:

The height of the guard rail should be checked and any loose, defective or missing items corrected.

Bracing:

Check for plan and facade bracing depending on the type of tower scaffold and manufacturer's instructions. Missing braces should be replaced and loose braces tightened.

Stability:

The attachment and positioning of stabilisers or outriggers should be checked. On mobile towers the height to base ratio or the manufacturer's recommended maximum height should not be exceeded. On static towers, ties, when required, must be fixed and maintained.

Glossary

Adjustable base plate:

A metal base plate fitted with a screw jack.

Adjustable leg:

A leg fitted with a screw jack that can be inserted into the bottom of a vertical tube.

Castor:

A swivelling wheel secured to the bottom of a vertical member to make the scaffold mobile. The wheel is fitted with a braking device.

Competent person:

The expression is not defined in the Regulations but as a guide a person may be regarded as competent if he has sufficient practical and theoretical knowledge and actual experience of the work in question to enable him to recognise hazards associated with the work being undertaken.

Outrigger:

A means of increasing the effective base dimension of mobile tower fitted with castors.

Plan brace: A brace is designed to provide horizontal stiffness within a plan area of a framework. This will normally be achieved in a tower scaffold by fitting a horizontal member between two diagonally opposite legs.

Platform: A metal and plywood form of working platform which may be fitted with a trap door for access.

Stabiliser: A means of increasing the effective base dimension of a static tower fitted with pad feet.

75 - Training of others

[The Health and Safety at Work etc. Act 1974](#) requires employers to provide information, training, instruction and supervision to employees to ensure their Health and Safety at Work.

A training program can serve a range of diverse purposes, and companies undertake training programs and send employees on training courses for many different reasons.

As technology changes at an increasingly rapid pace, it requires new skills. The resulting changes in job descriptions blurs boundaries between previously distinct jobs, producing greater demands for a multi-skilled staff, many people will need to be trained in the new skills required by technology changes, and some of that retraining will be conducted outside of their organisations

The symptoms of a lack of proper training are many. The most self-evident are haphazard work, delays and malfunctions because of errors or mistakes, performance and quality standards not met, excessive wear of equipment and failures to follow established rules and procedures. Other signs include a lack of interest in work, untidy work, lack of a sense of responsibility, absenteeism, and poor communication.

Effective training imparts not only a way of doing but also a way of thinking. A well trained employee when faced with a problem should be able to respond quickly and suitably. Appropriate training should lead to a better and happier person on the job, an individual who is able to function as part of the organisation's team

Five stages of training

- (a) Set the "goals and objectives" based on training needs assessment or analysis.
- (b) Identify the "key topics" that need to be covered.
- (c) Select the "training flow" that is, the optimum sequence to present the topics that will be most successful.
- (d) Design the "training materials" to be used
- (e) Create a strategy for evaluation and design the "evaluation tools."

There are many different training and development methods:

- On-the-job training,
- informal training,
- classroom training,
- internal training courses,
- external training courses,
- on-the-job coaching,
- mentoring,
- skills training,
- technical training,

All the above all form part of the training menu, available to use and apply according to individual training and organisational training needs.

Undertaking practical training

When undertaking practical based training a health and safety risk assessment must take the following factors into account:

- The fitting-out and layout of the workplace where the training is to be undertaken.
- The nature of any physical, biological and chemical agents the trainee(s) may be exposed to, for how long and to what extent.
- What types of work equipment will be used and how they will be used or handled.
- How the training involved is organised;
- Risks from the particular agents, processes and work.
- Take into account the trainees inexperience, lack of awareness of existing or potential risks.

Training equipment

All plant and equipment must comply with the [The Personal Protective Equipment at Work \(Amendment\) Regulations 2022](#).

Persons under the age of 18 years are prohibited from driving or operating plant unless they are under the direct supervision of a competent instructor as part of a formal training course.

All plant and equipment used for the purpose of training shall, so far as is reasonably practicable, be safe and without the risks to health and shall be of good construction, of suitable and sound materials and of sufficient strength and suitability for the purpose for which it is used or provided and maintained so that it remains without risk to health and safety.

Safety Checklist

- Are site rules observed?
- Are spot checks made on the condition of tools and other items of equipment?
- Are statutory records being kept up to date?
- Are faults reported being remedied promptly and effectively?
- Do checks show that plant is being used safely?
- Does all plant or equipment comply with the relevant regulations?
- Have any faults developed through misuse or neglect?
- Have faults or defects been correctly and promptly reported?
- Is personal protective equipment available and issued to all who need it?
- Is there a procedure for the inspection of and repairing or replacing of such equipment and tools?

Unacceptable Behaviour - Zero Tolerance

Purpose

The purpose of an Unacceptable Behaviour Policy is to establish a clear set of guidelines and expectations regarding the behaviours and conduct expected from individuals within a particular organization, community, or any social setting. This policy aims to promote a safe, respectful, and inclusive environment by addressing and addressing various forms of unacceptable behaviour. The Unacceptable Behaviour Policy serves as a crucial tool for establishing and maintaining a positive, respectful, and inclusive culture, where all individuals can thrive and contribute effectively.

Scope

The Unacceptable Behaviour Policy outlines the standards of conduct and behaviours expected from all individuals within the organization, including employees, contractors, volunteers, and any other stakeholders. This policy applies to all interactions, whether they occur on company premises, during work-related events or activities, or through electronic communication channels associated with the organisation.

Responsibilities

At Maldon Building Services Ltd, ensuring Unacceptable Behaviour is mitigated is a shared responsibility among all employees, contractors, and visitors. The following key roles and responsibilities have been established to promote a safe working environment:

- Ian Freshwater, the Director responsible for health and safety, holds overall responsibility for overseeing the implementation and effectiveness of the Unacceptable Behaviour Policy. The director is accountable for ensuring that all necessary resources are available, and that the policy is communicated, understood, and followed throughout the organization.
- Managers and Supervisors are responsible for ensuring that their respective teams are adequately trained on the safe handling, storage, and use of acetylene. They must conduct regular inspections, identify potential hazards, and promptly address any safety concerns. Additionally, they should provide ongoing support, guidance, and training to their employees to maintain a culture of safety.
- Employees and Contractors are responsible for following the established guidelines, procedures, and best practices outlined in the Unacceptable Behaviour Policy. They should actively participate in safety training programs, report any incidents or near-misses, and communicate any potential hazards they observe.

By fulfilling their respective responsibilities, all individuals within Maldon Building Services Ltd contribute to a safe working environment and help prevent accidents, injuries, and damage to property associated with Unacceptable Behaviour.

Unacceptable Behaviours

Maldon Building Services Ltd is committed to providing a safe, respectful, and inclusive environment for all employees, clients, customers, and stakeholders. This Unacceptable Behaviour Policy outlines the standards of conduct expected from individuals associated with Maldon Building Services Ltd and sets forth the consequences for engaging in unacceptable behaviours. It applies to all employees, contractors, vendors, clients, and visitors while they are on company premises, attending company-sponsored events, or engaged in any business-related activities. Unacceptable Behaviours:

1. Harassment: Harassment of any kind, including but not limited to sexual harassment, bullying, intimidation, or discrimination based on race, colour, religion, gender, sexual orientation, national origin, disability, or any other protected characteristic, is strictly prohibited.
2. Offensive Language: The use of derogatory, offensive, or abusive language, slurs, epithets, or any form of hate speech towards others is unacceptable.
3. Violence and Threats: Engaging in physical violence, threats of violence, or aggressive behaviours that poses a danger to the safety or well-being of others is strictly prohibited.
4. Discrimination: Discrimination based on race, colour, religion, gender, sexual orientation, national origin, disability, age, or any other protected characteristic in employment decisions, promotions, assignments, or any other aspect of the work environment is not tolerated.
5. Retaliation: Retaliating against individuals who report or cooperate in the investigation of alleged violations of this policy is strictly prohibited.
6. Substance Abuse: The use, possession, distribution, or sale of illegal drugs or alcohol on company premises or during work-related activities is strictly prohibited, unless explicitly permitted by company policies.
7. Theft and Fraud: Engaging in theft, fraud, embezzlement, or any other form of dishonesty that may harm the company or its stakeholders is strictly prohibited.
8. Unauthorized Access: Unauthorized access, tampering, or misuse of company property, confidential information, computer systems, or any other resources is not tolerated.

Training

The training for the Workplace Unacceptable Behaviour Policy aims to ensure that all employees are aware of the expected standards of conduct in the workplace and understand the consequences of engaging in unacceptable behaviour. The training program aims to:

1. Communicate the organization's commitment to maintaining a respectful and inclusive work environment.
2. Educate employees about what constitutes unacceptable behaviour, including examples and specific prohibited actions.
3. Provide guidance on how to respond to and report incidents of unacceptable behaviour.
4. Promote understanding and awareness of the potential impact of unacceptable behaviour on individuals and the organization.
5. Reinforce the consequences of engaging in unacceptable behaviour, including disciplinary measures.

Training Requirements: All employees, including managers, supervisors, and contractors, must undergo training on the Workplace Unacceptable Behaviour Policy. New hires should receive this training as part of their onboarding process, and all employees should receive regular refresher training to reinforce expectations and update them on any policy changes.

Training Program: The training program should cover the following key areas:

1. **Policy Overview:** Provide a comprehensive overview of the Workplace Unacceptable Behaviour Policy, including its purpose, scope, and the organization's commitment to maintaining a respectful work environment.
2. **Definition of Unacceptable Behaviour:** Clearly define what constitutes unacceptable behaviour, including examples of behaviours such as harassment, discrimination, bullying, retaliation, offensive language, and any other actions that violate the policy.
3. **Impact and Consequences:** Educate employees on the potential impact of unacceptable behaviour on individuals, teams, and the overall workplace environment. Emphasize the legal and disciplinary consequences for individuals found to have engaged in such behaviour.
4. **Reporting Procedures:** Explain the process for reporting incidents of unacceptable behaviour, including the designated channels, confidentiality measures, and protections against retaliation. Encourage employees to report any observed or experienced incidents promptly.
5. **Prevention and Intervention:** Provide guidance on preventing and addressing unacceptable behaviour in the workplace. This may include strategies for fostering respectful communication, conflict resolution techniques, and bystander intervention training.
6. **Role of Managers and Supervisors:** Educate managers and supervisors on their responsibility to address and prevent unacceptable behaviour, including their role in investigating reports, providing support to affected employees, and taking appropriate disciplinary action.

Training Review and Refresher Programs: Conduct regular reviews of the training program to assess its effectiveness and make improvements as needed. Provide refresher training periodically to reinforce the importance of maintaining a respectful work environment and update employees on any policy changes or new developments.

Framework for setting OH&S objectives

Setting Occupational Health and Safety (OH&S) objectives is a crucial component of an organization's commitment to maintaining a safe and healthy work environment. OH&S objectives provide a clear direction and focus for the management of occupational health and safety, helping to prevent accidents, injuries, and illnesses. By setting meaningful and measurable objectives, organizations can continuously improve their OH&S performance and drive a positive safety culture.

Key Considerations: When establishing OH&S objectives, the following factors should be considered:

1. **Legal and Regulatory Requirements:** Ensure that the objectives align with applicable OH&S laws, regulations, and industry standards to maintain compliance.
2. **Organizational Context:** Take into account the organization's size, nature of operations, industry sector, and specific hazards and risks associated with the work environment.
3. **Stakeholder Input:** Seek input and involvement from employees, worker representatives, management, and other relevant stakeholders to gather diverse perspectives and insights.
4. **Risk Assessment:** Conduct a thorough assessment of the workplace hazards and risks to identify priority areas for improvement and inform the selection of objectives.
5. **Measurability:** Define clear and measurable indicators or targets to track progress and evaluate the effectiveness of the OH&S objectives.
6. **Continual Improvement:** Promote a culture of continual improvement by setting objectives that challenge the status quo and drive positive change in OH&S performance.

Continuous Improvement

Continuous improvement is an essential element of an effective OH&S management system. It involves the ongoing review, evaluation, and enhancement of OH&S processes, practices, and performance to achieve higher levels of safety, prevent incidents, and promote a culture of continuous learning and improvement. To demonstrate a commitment to consultation and participation of workers in OH&S, organizations can implement the following strategies:

1. **Regular Meetings and Forums:** Conduct regular meetings, such as safety committee meetings, toolbox talks, or OH&S forums, to provide a platform for workers to express their opinions, share safety-related experiences, and contribute ideas for improvement.
2. **Worker Involvement in Risk Assessments:** Involve workers in the identification and assessment of workplace hazards and risks. Encourage them to provide insights, suggestions, and practical solutions to mitigate risks and improve safety measures.
3. **Incident Reporting and Investigation:** Encourage workers to report incidents, near misses, and hazards promptly. Establish a robust incident investigation process that involves workers, where appropriate, to gather their firsthand knowledge and insights.
4. **Training and Awareness Programs:** Provide comprehensive OH&S training programs that empower workers with the knowledge and skills necessary to actively participate in maintaining a safe work environment. This can include training on hazard identification, emergency procedures, safe work practices, and their rights and responsibilities.
5. **Feedback Mechanisms:** Establish mechanisms for workers to provide feedback on OH&S policies, procedures, and practices. This can include suggestion boxes, anonymous reporting systems, or designated individuals or committees responsible for receiving and addressing worker concerns.
6. **Collaboration in Policy Development:** Involve workers and worker representatives in the development and review of OH&S policies, procedures, and guidelines. Seek their input to ensure that policies reflect their needs and experiences and are practical and effective in promoting safety.

77 - Use of Company Vehicles

Maldon Building Services Ltd vehicles e.g. its cars, vans and trucks are essential pieces of equipment which must be treated with respect. Road traffic accidents are one of the largest causes of death in this country.

As such it is the Policy of Maldon Building Services Ltd that persons driving a Company vehicle must have a full driver's license. Any convictions or disqualifications are to be reported to Senior Management. Only persons given permission by Senior Management are allowed to drive a Company vehicle. Persons are not allowed to drive vehicles under the influence of drink or drugs which may affect that person's ability to drive safely.

Maintenance

Drivers of Company vehicles should check the vehicle daily to ensure it remains in a good, safe and roadworthy condition. Particular attention should be given to the legal tread limits of tyres, tyre pressures, lights, brakes, brake fluid levels, water and oil levels in accordance with the vehicle handbook and manufacturer's instructions.

Maldon Building Services Ltd vehicles will be regularly serviced in accordance with the manufacturer's recommendations and should be kept clean and tidy. Any items being transported in or on a Company vehicle must be adequately secured in position and must not overhang the vehicle. Where articles are carried on roof racks e.g. ladders, any rear overhang must be suitably marked.

Maldon Building Services Ltd vehicles that carry potentially dangerous substances must have the appropriate warning signs displayed on them so that in the event of an emergency, hazards will be known. If highly flammable substances are transported in vehicles, i.e., LPG Gas bottles, petrol cans, solvents etc., appropriate fire extinguishers must be carried in the vehicles. Petrol cans must be anti-spillage/anti-explosive type.

Vehicle Accidents

Damage caused to vehicles, no matter how slight, must be reported immediately to Senior Management. It is the driver's responsibility to ensure that an appropriate claims form giving all details of the occurrence is completed. In the event of a road traffic accident it is necessary to obtain the following information:

- Name and address of the driver and owner.
- Make, model and registration number.
- Details of their Insurers.
- Names and addresses of any witnesses.
- Details of damage to all vehicles involved.

Mobile Phones

The Company recognises that it is illegal to use a hand held mobile when driving. Drivers can be prosecuted for using a hands free mobile phone if they fail to have proper control of their vehicle. Driving carelessly or dangerously when using any phone and the penalties can include disqualification, a large fine and up to two year imprisonment. The employer can also be prosecuted if they require their employees to use a hand held mobile phone while driving.

Smoking:

Smoking in company vehicles was prohibited from the 1st July 2007 in line with legislation. The law applies to the following vehicles:

- If the vehicle is used to transport members of the public.
- If the vehicle is used by more than one person regardless of whether they are in the vehicle or not.

Vehicles used primarily for private use are not required to be smoke free vehicles.

78 - Vibration

Hand Arm Vibration Syndrome (HAVS) caused by exposure to vibration at work is preventable, but once the damage is done it is permanent.

The Health effects of hand-arm vibration at work

What is hand-arm vibration?

Hand-arm vibration is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools, such as road breakers, and hand-guided equipment, such as powered lawnmowers, or by holding materials being processed by machines, such as pedestal grinders.

What are the early signs and symptoms to look out for?

- Tingling and numbness in the fingers (which can cause sleep disturbance).
- Not being able to feel things with your fingers.
- Loss of strength in your hands (being less able to pick up or hold heavy objects).
- In the cold and wet, the tips of the fingers going white then red and being painful on recovery (vibration white finger).

Assessment

Under the Control of Vibration at Work Regulations employers must assess and identify measures to eliminate or reduce risks from exposure to hand-arm vibration to protect employees from risks to their health.

An employer should therefore:

- Assess the vibration risk to employees;
- Take action to reduce vibration exposure that produces those risks
- Decide if employees are likely to be exposed above the:
 - Daily exposure action value (EAV) and if they are:
 - introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable;
 - Daily exposure limit value (ELV) and if they are:
 - take immediate action to reduce their exposure below the limit value;
- Make sure the legal limits on vibration exposure are not exceeded;
- Provide information and training to employees on health risks and the actions being taking to control those risks;
- Undertake health surveillance (regular health checks) where there is a risk to health;
- Consult your trade union safety representative or employee representative on your proposals to control risk and to provide health surveillance
- Keep a record of the risk assessments and control actions;
- Keep health records for employees under health surveillance;
- Review and update your risk assessment regularly

The table below is a 'ready reckoner' for calculating daily vibration exposures.

What is required is the vibration magnitude (level) of the tool being assessed and exposure time of the employee. The ready-reckoner covers a range of vibration magnitudes up to 40 m/s² and a range of exposure times up to 10 hours.

The exposures for different combinations of vibration magnitude and exposure time are given in exposure points instead of values in m/s² A(8). It may be that using the exposure points are easier to work with than the A(8) values:

- exposure points change with time: twice the exposure time, twice the number of points;
- exposure points can be added together, for example where a worker is exposed to two or more different sources of vibration in a day;
- the exposure action value (2.5 m/s² A(8)) is equal to 100 points;
- the exposure limit value (5 m/s² A(8)) is equal to 400 points;

Vibration magnitude m/s ²	40	800																		
	30	450	900																	
	25	315	625	1250																
	20	200	400	800																
	19	180	360	720	1450															
	18	160	325	650	1300															
	17	145	290	580	1150															
	16	130	255	510	1000															
	15	115	225	450	900	1350														
	14	98	195	390	785	1200														
	13	85	170	340	675	1000	1350													
	12	72	145	290	575	865	1150	1450												
	11	61	120	240	485	725	970	1200	1450											
	10	50	100	200	400	600	800	1000	1200											
	9	41	81	160	325	485	650	810	970	1300										
	8	32	64	130	255	385	510	640	770	1000	1200									
	7	25	49	98	195	295	390	490	590	785	865									
	6	18	36	72	145	215	290	360	430	575	720									
	5.5	15	30	61	120	180	240	305	365	485	605									
	5	13	25	50	100	150	200	250	300	400	500									
	4.5	10	20	41	81	120	160	205	245	325	405									
	4	8	16	32	64	96	130	160	190	255	320									
	3.5	6	12	25	49	74	98	125	145	195	245									
	3	5	9	18	36	54	72	90	110	145	180									
	2.5	3	6	13	25	38	50	63	75	100	125									
	2	2	4	8	16	24	32	40	48	64	80									
	1.5	1	2	5	9	14	18	23	27	36	45									
	1	1	1	2	4	6	8	10	12	16	20									
		15 m	30 m	1 h	2 h	3 h	4 h	5 h	6 h	8 h	10 h									
		Daily exposure time																		

Using the ready reckoner

1. Find the vibration magnitude (level) for the tool or process (or the nearest value) on the grey scale on the left of the table.
2. Find the exposure time (or the nearest value) on the grey scale across the bottom of the table.
3. Find the value in the table that line up with the magnitude and time. The illustration shows how it works for a magnitude of 5 m/s² and an exposure time of 3 hours: in this case the exposure corresponds to 150 points.

4. Compare the point's value with the exposure action and limit values (100 and 400 points respectively). In this example the score of 150 points lies above the exposure action value.

The colour of the square containing the exposure point's value tells you whether the exposure exceeds, or is likely to exceed, the exposure action or limit value:

	Above limit value
	Likely to be above limit value
	Above action value
	Likely to be above action value
	Below action value

5. If a worker is exposed to more than one tool or process during the day, repeat steps 1 - 3 for each one, add the points, and compare the total with the exposure action value (100) and the exposure limit value (400).

(Table & ready reckoner courtesy of the HSE)

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79 - Waste Control and Minimisation

Waste Minimisation

Challenging targets have been set by the government to reduce waste sent to landfill and recycle more. Within Maldon Building Services Ltd we are currently setting recycling targets.

Reduce, Reuse, Recycle

We are therefore actively encouraging waste minimisation in the organisation. The inspiration behind waste minimisation is that we should first be reducing the waste we create, then reusing it and lastly recycling it. By doing this we can help reduce the amount of raw materials used to make new products as well as saving energy in making these products. Implementing good practice waste minimisation and management (WMM) on within our office, yard and on construction projects will help reduce the significant quantities of waste sent to landfill and make a substantial contribution to sustainable organisation. The purpose of this procedure is to assist the organisation achieve good practice WMM within our office, yard and on construction projects.

Key benefits

The use of waste minimisation and reduction and the implementing of good practice WMM will ensure that there are key benefits to the organisation.

These benefits include the ability to:

- reduce material and disposal costs through a reduction in the materials ordered and waste taken to landfill;
- improve performance against CSR objectives;
- lower CO2 emissions;
- complement other aspects of sustainable design; and
- respond to and pre-empt changes in public policy, such as increases in Landfill Tax.

Good practice WMM Good practice WMM should follow the principles of the waste hierarchy: reduce the quantity of waste generated, then maximise the amount that can be reused or recycled. Waste minimisation includes a range of straightforward methods to 'design-out' waste from a project and limit waste arising during the working within the office, yard and on construction projects. Waste management involves identifying potential waste streams, setting target recovery rates and managing the process to ensure that these targets are met. Good practice WMM is going beyond standard practice to realise benefits that can be achieved on many projects without a fundamental change in working practice and will in most cases generate cost savings. Good practice WMM can be applied to all forms of work area, regardless of the procurement route adopted. Fully benefiting from good practice WMM in any work area will mean adopting its principles at the earliest possible stage. The principles of good practice should then be communicated and implemented within the workforce and driven by top-level management.

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80 - Welding Safety

General introduction to welding: Welding has been defined as the fusion of two pieces of metal, rendered plastic or liquid by heat or by pressure or by both. There are many different welding processes, but the two most commonly used are gas welding and electric arc welding.

Gas Welding

Supplies of oxygen or air and a fuel gas, commonly acetylene or propane are fed to a blowpipe where they are mixed prior to combustion at a nozzle. When oxygen is used opposed to air higher flame temperatures are achieved. Sister processes include brazing where a filler rod with a melting point above 500°C is used, and torch soldering where the filler melting point is below 500°C and usually contains a high proportion of lead.

Electrical Welding

A) Resistance Welding

A high current at low voltage causes heat at the component interface and applied pressure results in a forged weld. This process is used in spot welding and seam welding.

B) Arc Welding

An arc is struck between an electrode and work piece achieving a temperature around 4000°C. A separate filler rod (often flux coated) can be used in carbon arc welding or tungsten arc welding. Shielding gases are required to protect the arc zone and molten weld pool and these may be produced from the electrode coating or by the use of inert gas shields e.g. argon or CO₂. Tungsten-Inert-Gas (TIG) and Metal-Inert-Gas (MIG) welding.

Plasma arc welding uses an ionised gas in the arc to form a high temperature (24000°C) jet from a narrow orifice.

Hazards associated with welding: The principal hazards associated with gas welding are fires, explosions, burns, eye damage, heat stress, respiratory disease and systemic poisoning.

Additional hazards which may result from arc welding are electric shock, ultra-violet radiation and ozone.

Fires and explosions: The potential for fires and explosions is always present unless gas cylinders are stored and handled correctly. When any type of welding equipment is in use, the naked flame, or arc, provides a source of ignition for any combustible material, flammable gas or vapour.

Flammable materials should be retained outside of any area where welding is taking place. Where such a course of action is not practicable, fire resisting sheets should be used to protect the surroundings from the flame and from spatter. At least one fire extinguisher should always be immediately available in the area of any welding operation.

Eye and skin hazards

These include:

- Burns from metal spatter on body and feet.
- Foreign bodies embedded in eyes.
- Ray burn of unprotected skin from infra red and ultra violet radiation in arc processes.
- Arc eye: a painful inflammation of the unprotected eyes from ultra violet radiation in arc welding.

In gas welding the eyes must be protected from infra-red and visible light by means of box goggles with a housing made to BS EN 175 and filters made to BS EN 169.

In arc welding use a welding helmet or hand screen, with housing complying with BS EN 175 and fitted with appropriate filters to BS EN170.

People working in the vicinity of arc welding also need protection from UV radiation. This protection can be given by means of screens placed around the welder's working area.

Heat stress: The longer duration of welding, the hotter the surroundings, including the welder, become. This heat stress is intensified the smaller the confines in which the welding operation is taking place. In extreme cases, the welder may faint. If thermal stress is envisaged, then ventilation should be introduced and consideration should be given to having a second person on standby in case of emergencies.

Toxic gases and Fumes

Arc processes, e.g. C^o2, MIG and TIG welding can give rise to hazardous concentrations of gases from the surrounding atmosphere e.g.

- Ozone and oxides of nitrogen which are lung irritants
- Carbon monoxide
- Phosgene and other lung irritants can be produced if degreasing product residues are present on the material being welded

Fumes

Noxious fumes can be produced from some coatings on the work piece and the electrode or from fluxes and also from metal spraying.

Zinc and copper in high concentrations can cause metal fume fever, a short lived influenza like illness.

More hazardous are:

- Lead often present as a coating.
- Cadmium present as a coating or in some silver solders.
- Beryllium a copper alloy the fumes from which can cause a serious and sometimes delayed lung condition.

Before carrying out welding operations, the materials involved should be identified, the risks assessed and necessary control measures established.

It cannot be assumed that natural ventilation will produce acceptably low gas and fume concentrations in the welder's breathing zone.

If a number of welding operations are being carried out in the same area, or the work is being carried out in a confined space, then the risk is obviously increased. The most effective form of fume control equipment is the type which allows the extractor hood to be placed as close to the weld as possible. Extracted fume-laden air should be effectively filtered or exhausted into the atmosphere and not allowed to enter the air of the workplace. If fume control is suspected of being inadequate, the air in the breathing zone of the welder must be sampled to determine its suitability for breathing.

Gas welding - Cylinder identification:

- Acetylene cylinders are painted maroon and the outlet valve threads on fuel cylinders are left-hand
- Oxygen cylinders are painted black and the outlet valve threads are right-hand.
- Propane, the most commonly used LPG is painted red.

Valve connections are not interchangeable and every effort should be made to preserve the original colour to avoid confusion.

Gas characteristics:

- Oxygen has no smell and is not itself flammable. However, too much oxygen in the atmosphere can be extremely dangerous. If the gas impregnates materials which normally do not burn, they are liable to burst into flames.
- Acetylene is highly flammable and with air or oxygen, may form an explosive mixture.
- LPG is heavier than air and may therefore, collect in low lying areas.

Storage of gas cylinders:

1) Oxygen cylinders should be stored at least 3m away from those containing acetylene or LPG, since any mixture of oxygen with one of the fuel gases which might result from a leakage, could be highly explosive.

2) Gas cylinders should preferably be kept on a hard standing in a safe place in the open air. Where this is not reasonably practicable, flammable gases should be kept in a storeroom, constructed of non-combustible material, which has adequate high and low level ventilation. Oxygen cylinders must not be kept in the same storeroom as LPG or acetylene cylinders.

3) Acetylene and LPG cylinders whether full or empty, should always be kept upright. If they are allowed to lie horizontally, acetone or LPG liquid will be withdrawn from the cylinders with the gas.

4) Oxygen cylinders may be stacked horizontally, maximum four high and wedged to prevent rolling.

5) Vertically stacked cylinders, whether full or empty, should be secured against falling.

Full cylinders should be kept separate from empty ones. Cylinders should be shielded from direct sunlight or other heat, to avoid the build-up of excess internal pressure which might lead to gas leakage or in extreme cases, bursting of the cylinder.

Cylinder handling:

- Hands and clothing should be free from grit, grease and oil when cylinders are handled to prevent them from slipping and to prevent grit from getting into the valve, or grease onto the nozzle or valve.
- Every effort should be made to stop nozzles being used for handling purposes - they are not designed to take such weight or stress.
- Cylinders in use should normally be kept and moved in purpose built trolleys. If it is necessary to move cylinders which are not in a trolley, regulators and hoses should be detached and a check should be made that valves are properly shut. Under no circumstances should cylinders be rolled along the ground.
- If cylinders are to be lifted by crane, they should be secured in a special carrier. On no account should they be lifted with chain or wire rope slings, which can so easily slip.
- Gas cylinders must be treated with care and not subjected to shocks or falls. When they are transported in a vehicle and around the premises, they should be secured to avoid any violent contact which could weaken the walls. When they are being unloaded from a vehicle, they should not be dropped to the ground.
- Acetylene cylinders must always be transported and used in the vertical position. If they have been left in the horizontal position, they must be stood upright for approximately 10 minutes to settle out before use.

Regulators:

- Regulators must always be fitted to cylinders to reduce the gas pressure from that in the cylinder to the working pressure of the blowpipe. Only regulators designed for the gas being used may be fitted to the cylinders.
- Regulators are fitted with filters, but too much dust can easily clog them. To prevent this from happening, the cylinder valve should be "cracked open" before the regulator is fitted to the cylinder. This will blow all dust and other foreign matter clear from where it can do any harm.
- The adjusting screw of the regulator must always be released before the cylinder valve is opened and the cylinder valve must be opened gradually. If it is opened suddenly, the abrupt compression of the gas will generate excessive heat which may be enough to ignite the valve seat material or damage the gauge.
- Periodic checks should be made to ensure that no gas is leaking from the regulator when the pressure regulating screw is set at zero. A leak will cause a build-up of pressure in the hose to the torch, when the blowpipe valve is shut. Checks for gas leakage from any part of the equipment should only be made with water containing detergent. Bubbles in the detergent indicate the presence of a leak.

Hoses:

- Hoses should be kept for one type of gas only and colour coded for identification - red for acetylene or other fuel gases (except LPG), orange for LPG and blue for oxygen.
- Hoses should be inspected daily to see that they are free from cuts, scratches, cracks, burnt or worn patches. They should be effectively clipped or crimped to the equipment and protected at all times from sharp edges, falling metal, passing traffic and sparks from the welding operation.
- Non-return valves and flashback arrestors: If oxygen and the fuel gas become mixed in one of the hoses, a mixed gas explosion or "flashback" may occur. To avoid the risk of igniting such an explosive mixture, each hose should be purged with its own gas before the blowpipe is lit. This operation should be carried out in a well ventilated space away from any source of ignition
- To prevent gas mixtures arising in use, e.g., if the blowpipe nozzle becomes blocked, non-return valves should be fitted to each blowpipe inlet connection. The additional use of flashback arrestors (flame arrestors) is strongly recommended. In situations of high risk, flashback arrestors must be fitted; examples of such situations include:

In a confined space, where access is difficult or the means of escape may be endangered by an explosion.

Near compressed air workings.

When operatives are under training.

Where there is a device in the gas line with significant internal volume, e.g., a welding flux container.

Blowpipes:

General precautions

- If the nozzle of a blowpipe becomes damaged or blocked, the build-up of pressure can cause a reverse flow of gas and a flashback may occur. It is advisable therefore, that blowpipes should be dismantled and cleaned at regular intervals.
- Only proprietary fittings should be used on gas welding equipment. If a cylinder valve leaks and cannot be tightened with a spanner, the valve should be closed and the cylinder returned to the supplier with a label indicating the fault. Cylinder valves should never be packed with washers.
- NEVER allow oil, grease or other fatty substances such as soap to come into contact with an oxygen regulator valve or fittings, these substances are spontaneously combustible in the presence of oxygen. It is dangerous to allow the flame to come into contact with the cylinders, or a lighted torch to be hung on a regulator, or its guard. It is equally dangerous to rest blowpipes, even after the flame has been extinguished, on empty oil drums or similar containers. It has been estimated that only half a fluid ounce of flammable liquid may be required to give sufficient vapour to form an explosive atmosphere in a 40 gallon drum. Such a small volume of liquid would be present as only a thin film inside the drum.
- Fatal and serious accidents are caused almost every year by oxygen enrichment of the atmosphere, due to leaks from equipment or the deliberate "sweetening" of the atmosphere with oxygen. When a situation like this arises, the area of work must be purged with fresh air. All clothing should be well ventilated in the open air to prevent the risk of spontaneous combustion. At the same time, all sources of ignition in the area must be extinguished.

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81 - Work At Height

Enforcing this procedure

Maldon Building Services Ltd has appointed Ian Freshwater to be responsible to ensure this procedure remains relevant and appropriate to Maldon Building Services Ltd requirements.

Ian Freshwater will monitor the procedures effectiveness and report back to Maldon Building Services Ltd any recommended changes.

Ian Freshwater will ensure that this procedure is enforced through all levels of management and communicated via company induction or toolbox talk.

Maldon Building Services Ltd is committed to the elimination of working at heights where a fall could cause injury if practicable. Where it is not practicable to eliminate the work at height, all practical steps will be taken to ensure the health and safety of employees.

Ian Freshwater will ensure all work teams using harmful substances receive appropriate information, instruction and training.

Maldon Building Services Ltd management and Supervisors will carry out checks to ensure that all employees using hazardous substances have received relevant instruction and training.

Activity

Work at Height, is work in any place, including a place at, above or below ground level where a person could be injured if they fell from that place.

This can also include means of access and egress to a place of work.

The legislation no longer specifies a minimum height, 'the 2m rule'.

For example, work on the roof of a building or other raised platform that does not have edge protection on site. Standing on a chair or a step in an office environment would also be considered working at height.

Hazards and Risks

Falls from height are the biggest cause of workplace death in the UK and one of the main causes of major injuries.

The [The Work at Height Regulations 2005](#) protect staff and others against risks to their health and safety while working at height. Previous regulations defined "Work at Height" as being at least two metres high above ground level. The 2005 regulations have removed this criterion and place no minimum height for which work at height considerations apply.

Work at Height should be avoided where possible. Where this is not possible a suitable and sufficient risk assessment must be undertaken and a safe system of work developed. Any work at height needs to be properly planned in advance of the work activity, appropriately supervised and carried out in a safe manner. Careful consideration should be given to the selection and use of work equipment.

In order to identify the measures required to avoid the risks from working at height a task-specific risk assessment will always need to be carried out prior to beginning the task.

Where work is to be carried out at height, suitable and sufficient measures must be taken to prevent, so far as is reasonably practicable, any person falling from a distance liable to cause injury.

Control Procedures

In accordance with the Regulations, Maldon Building Services Ltd shall ensure that all work at height is Risk Assessed by a competent person. The findings of the Risk Assessment will be conveyed to the workforce as part of the Method Statement for the work to be carried out – and signed for by those involved in the work.

As a guide, some points to be considered are:

- The type of work to be undertaken – how high, for how long?
- How is the work face to be reached – are MEWPS required, or is other access equipment more suitable?
- Is plant & equipment in good condition?
- If working from an open edge, is a suitable fall restraint system in place?
- Are tools tethered?
- Is a permit required
- Regardless of the type of access equipment being used, are operators trained & competent?
- Ground conditions suitable?
- Is a banks man required?
- Are exclusion zones required?
- Is adequate Supervision in place?

The particular hazards of each job and the best means of overcoming them must be determined so that a safe method of work can be established. With complex jobs, it may be appropriate for a detailed written method statement to be prepared. The system of work should take into account, not only persons involved in the work, but others who might be affected, such as employees of other contractors and members of the public.

Suitable equipment must be provided to give safe access to these areas of work, for example: ladders, tower scaffolds, independent scaffolds and mobile working platforms, MEWPS etc.

Work equipment for use in work at height must give priority to collective control measures over personal protective measures and, additionally, take account of:

The working conditions

The risks to the safety of other person who may be affected by works

The distance and consequences of a potential fall

Duration and frequency of use

The need for easy and timely evacuation in the vent of an emergency

The risk presented by removal of said equipment.

This procedure must be read in conjunction with the task specific Safe System of work and all other relevant procedures that also reference work at height such as ladders, mobile elevated work platforms etc.

Legislation

_Health and Safety Executive The [The Work at Height Regulations 2005](#)

Health and Safety Commission Safe use of work equipment (Provision and Commission Use of Work Equipment Regulations 1998) Approved Code of Practice and Guidance L22

Health and Safety Executive Personal protective equipment at work ([The Personal Protective Equipment at Work \(Amendment\) Regulations 2022](#)) Guidance on regulations L25

Further Reading

INDG 401 Work at height - A brief Guide

HSG 33 Health and Safety in Roof work

INDG 284 Working on roofs

INDG 402 Safe use of ladders and stepladders

Health and Safety Executive Tower Scaffolds Construction Information Sheet No 10 Occupational Health & Safety magazine Will Your Safety Harness Kill You? (PDF)

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82 - Disabled Workers

In line with Maldon Building Services Ltd, _Equal Opportunities Policy the *_Disability Discrimination Act (DDA)* defines a person as disabled if they have a physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities

- **'Normal day-to-day'** means things that people do on a regular or daily basis, such as reading, writing, using the telephone, having a conversation and travelling by public transport.
- **'Long-term'** usually means the impairment should have lasted or be expected to last at least a year.
- **'Substantial'** means not minor or trivial

Under the DDA, types of unlawful discrimination are:

- Direct discrimination;
- Failure to make a reasonable adjustment;
- Disability-related discrimination;
- Victimisation;
- Harassment.

Maldon Building Services Ltd will:

- Assess and manage the work risks to everyone;
- Include disabled employees in any health and safety information and training;
- Involve disabled employees if they need to know whether their disability affects workplace health and safety and, if so, to what extent. This is so we can work together to find the best outcome, for instance 'reasonable adjustments' that overcome risk;
- Involve others, such as specialists or your representative, if needed to understand the effects on workplace health and safety of the employees disability or long-term health condition;
- Ask for the employees consent before approaching specialists or GP who can advise on options for workplace adjustment;
- Be sensitive and timely about making risk assessments if these are needed;
- Make other, short-term arrangements to support you when delay cannot be helped;

Create a working environment that allows disabled employees to feel comfortable talking about their disability or long-term health condition.

Making reasonable adjustments

Maldon Building Services Ltd will make 'reasonable adjustments' to jobs and workplaces for disabled workers. This is to ensure disabled people have equal opportunities in applying for and staying at work.

To comply with the DDA reasonable adjustments may include:

- Undertaking adjustments to the workplace to improve access or layout;
- Giving some of the disabled person's duties to another person, e.g. employing a temp;
- Transferring the disabled person to fill a vacancy;
- Changing the working hours, e.g. flexi-time, job-share, starting later or finishing earlier;
- Providing time off, e.g. for treatment, assessment, rehabilitation;
- Providing training for disabled workers and their colleagues;
- Getting new or adapting existing equipment, e.g. chairs, desks, computers, vehicles etc;
- Modifying instructions or procedures, e.g. by providing written material in bigger text or in Braille;
- Improving communication, e.g. providing a reader or interpreter, having visual as well as audible alarms;
- Providing alternative work (this should usually be a last resort).

83 - Electricity at work

Introduction

Electricity can kill. Each year about 1000 accidents at work involving electric shock or burns are reported to the Health and Safety Executive (HSE). Around 30 of these are fatal. Most of these fatalities arise from contact with overhead or underground power cables. Even non-fatal shocks can cause severe and permanent injury. Shocks from faulty equipment may lead to falls from ladders, scaffolds or other work platforms. Those using electricity may not be the only ones at risk: poor electrical installations and faulty electrical appliances can lead to fires which may also cause death or injury to others. Most of these accidents can be avoided by careful planning and straightforward precautions.

All works undertaken by Electrical Engineers/Contractors, must comply with relevant Regulations and Approved Codes of Practice.

Hazards

The main hazards with electricity are:

- Contact with live parts causing shock and burns (normal mains voltage, 230 volts AC can kill);
- Faults which could cause fires;
- Fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere.

Assessing the risk

The risk of injury from electricity is strongly linked to where and how it is used.

The risks are greatest in harsh conditions, for example: In wet surroundings - unsuitable equipment can easily become live and can make its surroundings live.

Out of doors - equipment may not only become wet but may be at greater risk of damage.

In cramped spaces with a lot of earthed metalwork, such as inside a tank or bin - if an electrical fault developed it could be very difficult to avoid a shock.

Some items of equipment can also involve greater risk than others. Extension leads are particularly liable to damage - to their plugs and sockets, to their electrical connections, and to the cable itself. Other flexible leads, particularly those connected to equipment which is moved a great deal, can suffer from similar problems.

Reducing the risk

- Ensure that the electrical installation is safe;
- Install new electrical systems to a suitable standard, e.g. BS 7671 Requirements for electrical installations, and then maintain them in a safe condition existing installations should also be properly maintained;
- Provide sufficient socket-outlets - overloading socket-outlets by using adaptors can cause fires.
- Provide safe and suitable equipment;

- Choose equipment that is suitable for its working environment;
- Electrical risks can sometimes be eliminated by using air, hydraulic or hand-powered tools. These are especially useful in harsh conditions;
- Ensure that equipment is safe when supplied and then maintain it in a safe condition;
- Provide an accessible and clearly identified switch near each fixed machine to cut off power in an emergency;
- For portable equipment, use socket-outlets which are close by so that equipment can be easily disconnected in an emergency;

The ends of flexible cables should always have the outer sheath of the cable firmly clamped to stop the wires (particularly the earth) pulling out of the terminals;

- Replace damaged sections of cable completely;
- Use proper connectors or cable couplers to join lengths of cable. Do not use strip connector blocks covered in insulating tape;
- Some types of equipment are double insulated. These are often marked with a 'double-square' symbol. The supply leads have only two wires - live (brown) and neutral (blue). Make sure they are properly connected if the plug is not a molded-on type;
- Protect light bulbs and other equipment which could easily be damaged in use. There is a risk of electric shock if they are broken;
- Electrical equipment used in flammable/explosive atmospheres should be designed to stop it from causing ignition. You may need specialist advice.

Reduce the voltage

One of the best ways of reducing the risk of injury when using electrical equipment is to limit the supply voltage to the lowest needed to get the job done, such as:

Temporary lighting can be run at lower voltages, e.g. 12, 25, 50 or 110 volts;

Where electrically powered tools are used, battery operated is safest;

Portable tools are available which are designed to be run from 110 volts centre-tapped-to-earth supply and PAT tested every three months.

Provide a safety device

If equipment operating at 230 volts or higher is used, an RCD (residual current device) provides additional safety. An RCD is a device which detects some, but not all, faults in the electrical system and rapidly switches off the supply. The best place for an RCD is built into the main switchboard or the socket-outlet, as this means that the supply cables are permanently protected. If this is not possible plugs incorporating an RCD, or a plug-in RCD adaptor, can also provide additional safety.

RCDs for protecting people have a rated tripping current (sensitivity) of not more than 30 milliamps (mA).

Preventative maintenance

All electrical equipment and installations should be maintained to prevent danger. It is recommended that fixed installations are inspected and tested periodically by a competent person.

The frequency of inspections and any necessary testing will depend on the type of equipment, Ref Procedure: Portable Appliance Testing.

Records of the results of inspection and testing can be useful in assessing the effectiveness of the system.

Equipment users should report any damage or defects they find with electrical equipment.

Work safely

Make sure that people who are working with electricity are competent to do the job. Even simple tasks such as wiring a plug can lead to danger - ensure that people know what they are doing before they start.

Check that:

Suspect or faulty equipment is taken out of use, labelled '**DO NOT USE**' and kept secure until examined by a competent person;

Where possible, tools and power socket-outlets are switched off before plugging in or unplugging;

Equipment is switched off and/or unplugged before cleaning or making adjustments. More complicated tasks, such as equipment repairs or alterations to an electrical installation, should only be tackled by people with knowledge of the risks and the precautions needed.

You must not allow work on or near exposed live parts of equipment unless it is absolutely unavoidable and suitable precautions have been taken to prevent injury, both to the workers and to anyone else who may be in the area.

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84 - Fire Safety Precautions

Enforcing this procedure

Maldon Building Services Ltd has appointed Ian Freshwater to be responsible to ensure Health and Safety remains relevant and appropriate to Maldon Building Services Ltd requirements.

Ian Freshwater will monitor / be monitoring all policies and procedures to ensure their effectiveness and report back to Maldon Building Services Ltd any recommended changes.

All directors and managers will ensure that this procedure is enforced through all levels of management and staff and ensure the procedure is adequately communicated.

[The Regulatory Reform \(Fire Safety\) Order 2005](#) (FS Order) places a requirement for Maldon Building Services Ltd to appoint a person responsible to plan and manage fire safety within all buildings under the direct control or management of Maldon Building Services Ltd. This person will be known as the responsible person. Within Maldon Building Services Ltd the responsible person appointed for fire safety is Ian Freshwater.

The objective of the FS Order are to ensure adequate fire precautions is to protect life and avoid damage to property, plant and processes from fire. Fires should only be tackled by employees who are trained in the use of fire fighting equipment (fire extinguishers) providing there is no risk of danger to themselves.

A fire in the workplace can be one of the most devastating hazards for not only workers but for the public as well. It can result in numerous serious injuries or even fatalities, not to mention extensive property damage.

There are a number of common causes of fire:

- Carelessness in smoking or with lighted matches when using correct smoking area.
- Electrical faults.
- Faulty or misused heating equipment.
- Incorrect storage and incorrect use of flammable liquids.
- Uncontrolled rubbish burning.

The responsible person will establish the following arrangements to comply with The Regulatory Reform (Fire Safety) Order 2005:

- Complete or arrange to be completed, an assessment of fire risk within areas under direct control or management of Maldon Building Services Ltd .
- Suitable means to detect and give warning of a fire incident (fire alarm).
- Develop and implement an effective fire evacuation plan - regular fire drills should be undertaken.
- Develop a means of escape to a safe point and the display emergency fire exit signs and lighting.
- Create effective communications with the emergency services (obtain an outside line) and telephone 999 and ask for the Fire Brigade and the Ambulance Service if someone has been injured. In all instances the emergency services must be contacted in the event of a fire occurring.
- Post a fire plan of the premises to display in areas where emergency exits may not be obvious, or where alternative emergency exits exist.
- Inaugurate a register for employees and a visitor's book for visitors. All persons are required to sign in and out of the premises.
- All persons must be able to evacuate areas, which could be affected by a fire, immediately.
- Appoint a suitable number of persons to act as fire marshals and arrange for adequate training to ensure their competency. This training will be reviewed and updated regularly.

Fire Check List

- A complete fire risk assessment for all areas under the direct control of or management of Maldon Building Services Ltd.
- Adequate fire fighting equipment should be available. Appropriate fire extinguishers etc., should be located in suitably signed fire point areas.
- All equipment that could cause a fire should be correctly installed and regularly maintained, e.g., boilers, bitumen heaters, cookers, electrical equipment etc.
- Fire Exits and general means of access and egress must be kept obstruction free and clear of items that could cause a fire.
- Fire fighting equipment must be maintained in good working order and regularly checked by a competent person. (Yearly)
- Fire plans must be displayed in appropriate places in the premises.
- Fire signs must be displayed where required.
- Where installed internal fire doors are to be kept closed to prevent smoke and fire spread.
- Waste should be regularly removed from all site areas, e.g. offices, workshops, yards etc.

Basic fire safety you must know :

- Know the location of fire extinguishers and/or fire alarm pull stations in your work environment. You should always know where the closest extinguisher is.
- Know where the nearest emergency exit is and where alternate exits are located.
- Know the difference between alarm signals to quickly recognize the situation (fire, tornado, active shooter, etc.)

If you discover a fire:

- Alert all other individuals in the workplace by activating the nearest fire alarm, shouting clearly, or by using other procedures set in place by your municipality.
- Use the nearest exit to evacuate the workplace and go to the appropriate rendezvous location.
- Use a fire extinguisher to put the fire out if it has not left its point of origin, you have been trained to use a fire extinguisher, and you have a sufficient way to escape if your efforts don't put the fire out.

During an evacuation of a workplace:

- Stay calm and evacuate immediately when you hear the alarm.
- Along the escape route close (but don't lock) all windows and doors you pass. This helps reduce fire, smoke, and fumes from spreading throughout the facility.
- Go to the rendezvous or assembly area immediately and check in with your supervisor so he/she knows you are safe outside the building.

Know the types of Fire Extinguisher

	Class A Flammable Materials (eg: paper & wood)	Class B Flammable Liquids (eg: paint & petrol)	Class C Flammable Gases (eg: butane & methane)	Class D Flammable Metals (eg: lithium & potassium)	Class E Electrical Equipment (eg: computers & generators)	Class F Cooking Fats and Oils (eg: fryers & chip pans)
 Water	✓	✗	✗	✗	✗	✗
 Dry Chemical Powder ABE	✓	✓	✗	✗	✓	✗
 Dry Chemical Powder BE	✗	✓	✗	✗	✓	limited ✓
 Carbon Dioxide CO2	limited ✓	limited ✓	✗	✗	✓	✗
 Foam	✓	✓	✗	✗	✗	limited ✓
 Wet Chemical	✓	✗	✗	✗	✗	✓

Know how to use a Fire Extinguisher



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85 - Health Surveillance

Employers must carry out employee medical surveillance where it is appropriate for the protection of the health of his employees when it has been identified within a risk assessment.

Health surveillance is required under the following; Other Legislation where Health Surveillance is required

<u>The Control of Substances Hazardous to Health Regulations (CoSHH) 2002 (as amended)</u>	Schedule 2A
<u>The Control of Lead at Work Regulations 2002</u>	Regulation 10
<u>The Control of Asbestos Regulations 2012</u>	Regulation 6
<u>The Ionising Radiation Regulations 1999</u>	Part V. Regulation 24
Noise at Work Regulations 2005	Regulation 4
<u>The Work in Compressed Air Regulations 1996</u>	Regulation 10
<u>The Control of Vibration at Work Regulations 2005</u>	Regulation 7
<u>The Working Time (Amendment) Regulations 2003</u>	Regulation 7

Additionally Maldon Building Services Ltd will determine when medical surveillance is appropriate based upon the assessment of risk to health. Employees exposed to substances where there is a determined significant risk to health and a detectable effect on health might occur will undergo health surveillance. E.g. inhaling solvents, fumes, dusts, biological agents, isocyanates, legionella etc. (N.B. This list is not exhaustive).

Maldon Building Services Ltd will make arrangements with an Approved Occupational Health Practitioner (OHP) for examinations to be undertaken. This may be at the employee's place of work or at the OHP's premises.

The OHP will supply copies of the results to Maldon Building Services Ltd for inclusion in the employees confidential personnel file. For legal and reference purposes, this file should be kept for seven years after the end of the person's employment.

The OHP will make available to the employees concerned information on the collective results of health surveillance undertaken in a format that does not allow it to be relating to any particular employee. Where the OHP determines that an employee should not be exposed to a particular substance (for a limited period of time or indefinitely) they will inform Maldon Building Services Ltd who will make arrangements to comply with the determination immediately.

Should the OHP decide that an employee or group of employees require continued health surveillance they will request their attendance at intervals to be decided jointly between the OHP and Maldon Building Services Ltd.

Maldon Building Services Ltd employees have a statutory duty to attend the OHP to undergo health surveillance when requested to do so. An employee who is unwilling to attend will be in breach of the CoSHH regulations and may be subject to action in accordance with the Company Disciplinary Procedure.

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86 - Lone Workers

There are no absolute restrictions on working alone; it will depend on the findings of a risk assessment. There are two main pieces of legislation that will apply:

The Health and Safety at Work etc. Act 1974: Section 2

Sets out a duty of care on employers to ensure the health, safety and welfare of their employees whilst they are at work.

The Management of Health and Safety at Work Regulations 1999:

Regulation 3: states that every employer shall make a suitable and sufficient assessment of -

- the risks to the health and safety of his employees to which they are exposed whilst they are at work; and
- the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking

Lone workers should not incur more risk than other employees.

Risk Assessments are required to identify the following:

- Does the workplace present particular risks to the lone worker?
- Is access and egress suitable for the lone worker, including provision of temporary access equipment?
- Are women workers especially at risk if they work alone?
- Are young workers especially at risk when working alone?
- Are there personal risks such as violence?
- Is the lone worker medically fit and suitable for the work?
- Is additional training required for the lone worker?
- How will the person be supervised?
- What communication procedures are in place for emergencies such as the worker becoming ill or having an accident?
- Are their automatic warning devices that will operate if specific signals are not received periodically from the lone worker, e.g., systems for security staff?

The above list is not exhaustive, but answering these questions will assist in producing Procedures for lone workers.

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87 - Pregnancy at Work

Maldon Building Services Ltd is required to assess workplace risks for all employees, and to take practical action to control those risks.

Management of Health and Safety Regulations 1999 provides the legal requirements on employers to protect their employees who are or in the future could be a new or expectant mother. Employers are required to assess risks to all their employees and to do what is reasonably practicable to control those risks. They must include any hazards/risks to new and expectant mothers, when conducting this risk assessment.

Workplace (Health, Safety and Welfare) Regulations 1992 require employers to provide suitable rest facilities for workers who are pregnant or breastfeeding. The facilities should be suitably located (e.g. near to toilets) and where necessary should provide appropriate facilities for the new or expectant mother to lie down.

The definition of a new or expectant mother is someone who is pregnant, or has given birth within the previous six months, or is breastfeeding

Risk assessments must take into account any hazards and risks to:

1. Females of childbearing age & new and expectant mothers
2. Their unborn children; or the children of a woman who is still breastfeeding

Maldon Building Services Ltd will carry out a new risk assessment when:

- Management is informed that an employee is pregnant
- The employee returns to work after maternity leave
- A new or expectant mother informs you of medical advice that she has been given.

A sensible risk assessment has to take note not only of the hazard, but how serious it is and how likely it is that it will affect the particular individual. Always take action to minimise any risks identified.

To identify any risks that may cause health problems for the woman or her child:

- discuss the new or expectant mother's working conditions;
- discuss and complete a risk assessment form;
- include hazards to the woman or her child which might arise when the woman is performing:
 - her own duties;
 - other activities within the department;
 - take account of any medical advice the woman provides.

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89 - Visitors to premises

Maldon Building Services Ltd has appointed Ian Freshwater to be responsible to ensure this policy remains relevant and appropriate to Maldon Building Services Ltd requirements. Ian Freshwater will monitor / be monitoring the policies effectiveness and report back to Maldon Building Services Ltd any recommended changes. Ian Freshwater will ensure that this policy is enforced through all levels of management and communicated via company induction or toolbox talk.

Those visiting or using your premises may seek reassurance that you have appropriate health and safety arrangements in place.

IS IT SAFE TO COME IN?

If you make your premises available to visitors, for example you provide meeting rooms, training facilities, you can expect the client to seek assurance that it's not sending its staff to an unsafe environment.

A risk assessment should be undertaken to identify any prevalent hazards, these could include but not limited to:

- Building Condition
- Access and egress
- Welfare facilities
- Asbestos
- Hazardous substances
- Fire
- First Aid
- Electrical
- Staffing levels
- Contractor Management.

The company's health and safety arrangements to be fully documented in policies, procedures, risk assessments etc.

Signed on behalf of Maldon Building Services Ltd.



Ian Freshwater
Director of Health and Safety.
01/03/2024

Review Date: 28/02/2025

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90 - Environmental Incident

Maldon Building Services Ltd recognises that it is necessary to have a formalised process for dealing with environmental incidents. This procedure establishes the mechanism for responding to such environmental incidents and emergencies involving actual or potential environmental pollution, testing environmental emergency response and corrective and preventative actions.

Environmental incidents can result in environmental damage or can be a non-compliance with legal and Maldon Building Services Ltd requirements. This includes damage to water courses, land and emissions to the air.

There are different classifications of environmental incidents as follows:

- Breach of limits/licence conditions
- Oil and chemical storage
- Spillage and spillage response
- Waste storage and disposal
- Serious public or other complaint
- Water abstraction and disposal
- Third parties and supply chain
- Smoke, fumes and odours
- Natural environment and wildlife
- Light nuisance
- Noise nuisance

Any environmental incident which occurs will draw attention from the enforcement agencies (e.g. Environment Agency (England and Wales), Scottish Environment Protection Agency or the Environment and Heritage Service in Northern Ireland). For this reason all visits must be reported to Maldon Building Services Ltd Safety Office and Safety Consultants.

Air Pollution

Risk Assessments (Smoke, Fumes and Odours)

Prior to commencing work on site, a risk assessment using the Company risk assessment process must be undertaken. A record of the risk assessment must be held on site and the identified mitigation measures implemented before the event commences. The following factors must be considered:

- The location of the site and its proximity to residential areas.
- The density and volume of smoke, fumes or odour which may be produced.
- The adequacy of mitigation techniques and other pollution control measures.

Oil and Chemical Storage

Risk Assessments (Oil and Chemical Storage)

Prior to the delivery and the storage of oil and chemicals on-site a competent person must undertake a risk assessment using the Company risk assessment process. A record of the risk assessment must be held on site and mitigation measures implemented as identified before the delivery and storage of oil takes place.

The following factors must be considered:

- The location of the storage facility and its proximity to rivers and other controlled waters including surface water drains.
- The volume of the oil stored.
- The adequacy of bunding and other pollution control measures.

The arrangements for delivery of oil and chemicals.

- The security of the area containing the storage facility and arrangements outside of normal working hours.

Spillage Response Plans

Almost any solid, liquid or gaseous substances entering surface waters or groundwater are classified as pollutants. This includes chemicals, salt, wash waters, waste products, trade effluents and fuels. All facilities storing oils and chemicals must have spillage response plans.

A Spillage Response Plan must include the following:

- Emergency contact details (e.g. Fire Brigade, Environment Agency, specialist contractors, water companies [for both supply and foul drainage] etc);
- Product inventory and site layout plan;
- Site drainage plan;
- Emergency procedures;
- Location of emergency response equipment (e.g. fire extinguishers, absorbents, emergency bunding, temporary fencing etc);
- Location of buried services, including water supply pipes.

When developing spillage response plans consideration must be given to large and small scale incidents.

Typical large scale incidents:

- Catastrophic or significant failure of underground tanks.
- Split hose during delivery.
- Spillage having the potential to flow off site.

Typical small scale incidents:

- Small spillage during uncoupling of delivery hose.
- Small spillage at dispenser.
- Leak from vehicle fuel tank.

Plans must take account of the foreseeable incidents and must include consideration of equipment necessary to contain any spillages before they enter drains for surface waters, equipment to seal drains and equipment to decontaminate an area affected by spillage. Any personnel involved in emergency actions must be trained in the correct responses and safe working systems.

If a pollution incident has occurred then the Environment Agency must be contacted on their Emergency Number: **[0800 80 70 60]**

Procedure

Minor Incident

Minor spills of less than 10 litres (2 gallons) shall be tackled locally by employees using the spill kits available. Work Practice - Spill Response shall be followed (see below). The site supervisor should be informed of the use of spill kits to enable the contents to be disposed of in a correct manner and the replacement of the kit contents.

Major Incident:

Spills in excess of 10 litres (2 gallons) will be considered to be a potential major incident. In the event of a spill in excess of 10 litres (2 gallons) taking place the Site Supervisor shall immediately notify the Emergency Services (Phone 999). They will attend the incident, assess the situation and take necessary action to prevent incident escalation and commence spill clean up. The Site Supervisor shall provide the Emergency Services with relevant CoSHH assessments and material safety data sheets to enable safe incident control. Additionally the Company Safety Manager or Consultants and the Site Principal Contractor should be immediately contacted and informed.

Emergency Test

The procedure and work practice for spill response shall be periodically tested, focusing on high risk areas/activities, to ensure that it has been implemented correctly and to assess its effectiveness in dealing with environmental emergencies. Tests shall be documented in a report detailing the test scenario, responses made and recommendations for corrective and preventative action where appropriate. Copies of this test report shall be maintained.

Waste Storage and Disposal

Risk Assessments (Waste Storage and Disposal)

Prior to the storage and disposal of waste on-site, a risk assessment must be undertaken using the Company risk assessment process. A record of the risk assessment must be held on site and mitigation measures implemented as identified before the storage and disposal of the waste takes place.

The following factors must be considered:

- The location of the storage facility and its proximity to rivers and other controlled waters including surface water drains.
- The volume of waste to be stored or disposed of.
- Whether the waste is confidential.
- Whether the disposal company is a registered waste carrier and are there provisions for waste transfer notes.
- The adequacy of containment and other pollution control measures.
- The arrangements for disposal route.
- The security and integrity of the area containing the storage facility to ensure pollution does not occur to the surrounding area.

Waste Electrical and Electronic Equipment: Company Owned Equipment

New regulations have been introduced in England, Scotland, Wales and Northern Ireland governing the disposal of [The Waste Electrical and Electronic Equipment Regulations 2013](#). From July 2007, the producers of electrical and electronic equipment become responsible for the 'take-back' and recovery of their products at end-of-life.

Waste Electrical and Electronic Equipment (WEEE) is categorised as follows:

- WEEE consists of all equipment that requires an electric current (mains electricity or batteries) or electromagnetic field to fulfil its primary function. This includes peripherals (e.g. keyboards, mice, connecting cables) and fluorescent tubes (including energy saving bulbs and sodium lights).
- Where a product contains electrical components, but these do not fulfil its primary function (e.g. a soft toy with a 'voice', where the primary function is a toy and it can function without the voice box) it is not classed as WEEE.
- Exempt from the Regulations: Equipment rated above 1000v AC or 1500v DC, conventional (incandescent) bulbs, large-scale industrial tools, infected medical products or equipment intended for specific security or military purposes.

All Company owned WEEE must:

- Be segregated from the general waste stream.
- Stored so it maintains the Company's Duty of Care for waste. WEEE is still categorised as hazardous waste and the hazardous waste regulations still apply.
- Disposed via an appropriately registered waste carrier and taken to an Approved Authorised Treatment Facility (AATF) that is registered with the Environment Agency.

Contaminated Land

Preventing Contaminated Land

The following measures must be used to prevent contaminated land:

- Ensure necessary steps are taken to prevent contamination occurring. For example having spill kits available;
- Drip trays are another preventative measure which is used to contain minor spillage;
- Inspection before entering the site and then again when exiting;
- Regular inspections to identify damage to the containment.
- Protective sheeting must be used under machinery including generators to prevent any spillage from being absorbed by the land.

Quick response to spills can avoid the land becoming contaminated and this can be achieved by having spill kits present at all times.

NOTE: It must be noted the 'polluter pays' principle applies, the person/company which damages the land will pay the remediation costs.

Water Abstraction and Disposal

Discharge Consents

A discharge consent is required for the disposal of waste waters into controlled waters which includes groundwater, rivers, streams, lakes and the sea.

To discharge any sewerage, effluent or contaminated run off to surface waters or groundwater you must have prior written authorisation from your Environmental Regulator (Environment Agency / Scottish Environmental Protection Agency) in the form of a discharge consent or other appropriate authorisation. Discharging without consent or exceeding conditions are serious criminal acts and attract significant fines and possible imprisonment.

Drainage Plans

In preparedness for environmental incidents all premises should have drainage plans in place. These must consist of a clear diagram of the site showing layout and access details, along with a schematic representation of the site drainage arrangements.

The plan must follow these conventions:

- **Red** should be used to mark foul drainage on the plan and,
- **Blue** for surface water drainage. The direction of flow should be clearly indicated with the use of arrows.

Off-site discharge points for surface water and trade effluent should be clearly marked along with the location of any soak ways.

Identify the sewage treatment works to which sewage and trade effluent discharges; along with the nearest foul sewer pumping station serving the site (the local sewerage provider should have this information).

Show any watercourse, spring, and borehole or well located within or near the site

Fire Water Control

In the event of a fire where the local Fire Authority Brigade attend site and tackle the incident with a hose/s etc.; Management and employees will take directions from the Senior Brigade member to minimise the environmental impact of fire water run off, effluent or other materials /chemicals etc.

Natural Environment and Wildlife

Risk Assessments (Natural Environments and Wildlife)

Prior to an outside event a risk assessment using the Company risk assessment process must be undertaken. A record of the risk assessment must be held on site and mitigation measures implemented as identified before the event commences.

The following factors must be considered:

The location of the event and its proximity to animals, Special Areas of Conservation and Sites of Special Scientific Interest.

The intensity of work which is expected and the impact on the local natural environment.

The adequacy of mitigation techniques and other pollution control measures.

Incident Reporting / Recording

Following any actual or near environmental incident or emergency a full report detailing the event circumstances and recommendations for corrective and preventative actions shall be raised.

Work Practice - Spill Response.

It is essential in an emergency spill situation to have a properly formulated and agreed process which all personnel can follow to facilitate immediate response and limit the environmental impact.

This work practice objective is to minimise environmental pollution whilst avoiding risk of injury to people and property and ensure a consistent response is made to spills.

The 8 Point Check List below shall be followed by the so that the spill will be controlled, contained and cleaned up.

1 - ASSESS THE SPILL

Upon discovering a spill, assess the spill to:

Determine if it will affect the health and safety of yourself and people in the vicinity of the spill. If there is a danger to people in the vicinity of the spill, clear the immediate area and notify others working nearby?

Locate the nearest Spill Control Kit. Get help if unable to tackle the spill yourself.

Determine its effect on the environment (e.g. if there is risk of surface water or land contamination)

2 - SUIT UP

Yours and others personal safety is paramount. Wear appropriate Personal Protective Equipment when tackling spills at all times. On opening the Spill Kit the necessary personal protective equipment is available to deal with the spill. **WEAR IT.**

3 - TAKE INTERIM ACTION

If there is an immediate risk to health and safety or the environment and only if it is safe to do so, take any actions possible to stop the spill if it is still occurring (e.g. close valves, turn off equipment etc.) and contain the spill using the Spill Control Kit.

4 - IDENTIFY THE HAZARD

Identify the spillage by the labelling on the container. If there is doubt on how to deal with the spill, cross reference information contained on the Materials Safety Data Sheets for the product to enable the effective control and clean-up of the spill.

5 - CONTAIN THE SPILL

Using the booms, socks, pads and pillows available contain the spill and if possible attempt to reduce the area. If the spill is near a drain, pit or sewer, use booms or socks to cover the drain to prevent entry of the spill into it.

6 - SEAL OFF THE AREA

If the spill presents a hazard to other personnel, seal off the contaminated area by means of barriers or notices.

7 - CLEAN THE SPILL

Using the absorbents, soak up the spill and place used products into suitable bins or containers for disposal. This includes, at the end, any used personal protective equipment

Ensure the clean up is complete.

Liquids are mobile and can migrate into the smallest cracks and holes in unseen locations.

Spills of acids and flammable liquids can be dangerous in these situations due to fire and reactivity hazards they may represent.

Clear out the area surrounding the spill while still protected by personal protective equipment, to ensure that all spilled liquids have been absorbed.

8 - DISPOSAL

Seal the container and mark the contents. Disposal will be arranged as a Special Waste in accordance with regulatory requirements.

NOTE

If the spill cannot be easily tackled the Site Supervisor or his designated deputy will call out the Emergency Services (Fire Brigade). Telephone number 999.

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91 - Lone Worker Procedure

Maldon Building Services Ltd has appointed Ian Freshwater to be responsible to ensure this procedure remains relevant and appropriate to Maldon Building Services Ltd requirements. Ian Freshwater will be monitoring the procedure's effectiveness and report back to Maldon Building Services Ltd any recommended changes.

Ian Freshwater will ensure that this procedure is enforced through all levels of management and communicated via company induction or toolbox talk.

Maldon Building Services Ltd takes the health and safety of its employees very seriously. Maldon Building Services Ltd fully understand that they have a legal duty to ensure the health, safety and welfare of our employees while at work. Maldon Building Services Ltd understand that at any given time, staff may be working alone, either in our office/facility or externally.



The definition of a lone worker is 'when work is done in a location where the employee can't physically see or be seen by another person or talk to or be heard by another person'. This covers a wide array of employees:

- People working separately from others in a building
- People who work outside 'normal' hours
- People who work away from their fixed base without colleagues
- People who work at home

At Maldon Building Services Ltd we are responsible for assessing the risks to lone workers and taking steps to avoid or control the risks where necessary. Employees have the responsibility to take reasonable care of themselves and others in lone working situations. This procedure is designed for employees who either frequently or occasionally work alone.

There are no absolute restrictions on working alone; it will depend on the findings of a risk assessment. There are two main pieces of legislation that will apply:

The Health and Safety at Work etc. Act 1974: Section 2

Sets out a duty of care on employers to ensure the health, safety and welfare of their employees whilst they are at work.

The Management of Health and Safety at Work Regulations 1999:

Regulation 3: states that every employer shall make a suitable and sufficient assessment of -

- the risks to the health and safety of his employees to which they are exposed whilst they are at work; and
- the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking

Lone workers should not incur more risk than other employees.

Risk Assessments are required to identify the following:

- Does the workplace present particular risks to the lone worker?
- Is access and egress suitable for the lone worker, including provision of temporary access equipment?
- Can plant, substances and materials be handled by one person?
- Are women workers especially at risk if they work alone?
- Are young workers especially at risk when working alone?
- Are there personal risks such as violence?
- Is the lone worker medically fit and suitable for the work?
- Is additional training required for the lone worker?
- How will the person be supervised?
- What communication procedures are in place for emergencies such as the worker becoming ill or having an accident?
- Are their automatic warning devices that will operate if specific signals are not received periodically from the lone worker, e.g., systems for security staff?

The above list is not exhaustive, but answering these questions will assist in producing Procedures for lone workers.

Potential Hazards of Working Alone

People who work alone face the same risks in their work as others doing similar tasks. However, additionally they may encounter the following:

- Accidents or sudden illnesses may occur when there is no-one near-by to call for help or provide first aid
- Fire
- Attempting tasks which cannot safely be done by one person alone
- A potential for violence or threatening behaviour towards the lone individual
- Using machinery, electrical or other equipment or chemicals
- Working in remote areas, particularly after dark and outside normal working hours
- Encountering intruders
- Working at heights, using ladders and lifting machinery

(This is not an exhaustive list; individuals are expected to discuss any potential lone working with their immediate line manager so the risk can be assessed, and any necessary control measures applied.)

Measures to reduce the risk of lone working

To reduce the risk for people working alone we carry out a risk assessment of the following issues, as appropriate to the circumstances:

- The environment – location, security, access
- The context – nature of the task, any special circumstances
- The individuals concerned – indicators of potential or actual risk
- History – any previous incidents in similar situations
- Any other special circumstances

All available information should be considered, and risk assessments should be updated as necessary.

Where there is any reasonable doubt about the safety of a lone worker in each situation, consideration should be given to sending a second worker or making other arrangements to complete the task.

- In any situation where an employee is operating alone and feels unsafe, they must remove themselves immediately and report the incident to their line manager or supervisor.
- In any situation where an employee is operating alone and an incident occurs, this must be reported to their line manager as soon as possible.
- An incident is any situation where the health and safety of the employee is compromised and may include an accident, fire, violence or threat of violence (this list is not exhaustive).

Control Measures

All staff will:

- Like any worker, you must take care of your own health and safety and that of others who may be harmed by your actions at work.
- Must cooperate with Maldon Building Services Ltd and other workers to help everyone meet their duties under the law.
- Not undertake work for which they are not trained/qualified
- Not do anything to put themselves in danger
- Know and follow relevant safe working procedures and guidelines including for operating machinery and using hazardous substances
- Never cut corners or rush work
- Stop for regular breaks and, if possible, change activity
- Tell their manager about any relevant medical conditions
- Report any hazards or accidents encountered

How to raise any concerns

If you're concerned about health and safety risks to you as a lone worker, talk to:

- Ian Freshwater
- Your manager or supervisor
- Maldon Building Services Ltd health and safety representative

Maldon Building Services Ltd will:

- Implement opportunities for meetings and support
- Assess the risks to all lone workers and communicate the findings
- Implement appropriate training or resources such as protective equipment or clothing to minimise the risks
- Present alternative work methods where possible to reduce exposure to the hazard

Training and Provision

If required as part of their role, employees will be given training that covers lone working during their induction. Employees new to a role, where they may be lone working, may initially need to be accompanied by a fully trained member of staff.

There needs to be regular contact, at set intervals, with lone working employees throughout their shift. This could be by phone (with handsfree capabilities if possible), two-way radio, satellite phone (insert other method to be used). Maldon Building Services Ltd will ensure that employees carrying out duties alone always have a (name of device) available, to enable them to contact the office in the event of an emergency.

Accidents and Emergencies

Employees operating alone should be made aware of the process for responding correctly to emergencies. Employees who are alone in the office must inform their line manager or Ian Freshwater and are responsible for adhering to security and fire regulations.

Maldon Building Services Ltd ensures that measures are in place to reduce risk and that expectations have been communicated to employees operating alone and appropriate training provided.

All staff, including lone workers, are responsible for following safe systems of work and should take simple steps to reduce the risks associated with carrying out their normal duties.

The Lone Worker Risk Assessment Checklist:

The below risk assessment checklist is a reminder of what should be considered while assessing risks to lone workers:

A) The work environment: Where will the task be carried out?

B) The task: The nature of the task must be considered. Can the job be completed by a single or multiple workers? Does the task require specialised training? Can the task be carried out in a less hazardous way? Would altering the dates and time of the task make it less risky?

C) The worker: The condition of the worker is an essential factor in any risk assessment but especially with lone working. Appropriate training, the capability to do the task, prevailing medical conditions and special consideration regarding disabilities are all points that should be taken into account during the risk assessment.

D) The contingencies: In case of an accident or incident there must be procedures in place. For example, who will be alerted if an accident occurs and how will the employer know whether the work area is safe?

E) The risk: It is a legal requirement to protect a worker from harm "so far as is reasonably practical". Whether the risk is of injury or violence, the employer must consider and put in place procedures that minimise such risks.

F) The mental well being: The employer must be aware of any history of mental health difficulties and also be on the lookout for signs of developing mental health difficulties such as depression, stress, anxiety etc.

G) The supervision: The amount of supervision should be decided before the commencement of the task. The employer must take into account all factors to carefully develop a supervision strategy. The supervision may be remote or direct, but some form of supervision will be required.

H) The communication: Effective communication between the employee and the employer is a must. The employer must make sure that the employee is comfortable working alone, is adequately equipped to perform the task and the employee understands all the health and safety procedures associated with the task. The employee must have a clearly defined route to express any concerns they have about their health and safety.

92 - Abrasive Wheels

Enforcing this procedure

Maldon Building Services Ltd has appointed Ian Freshwater to be responsible to ensure this procedure remains relevant and appropriate to Maldon Building Services Ltd requirements.

Ian Freshwater will monitor the procedures effectiveness and report back to Maldon Building Services Ltd any recommended changes.

Ian Freshwater will ensure that this procedure is enforced through all levels of management and communicated via company induction or toolbox talk.

Activity

[The Provision and Use of Work Equipment Regulations 1998 \(PUWER\)](#) relate to all grinding machines whether permanently installed or of the portable type and must only be used for tasks and under conditions for which they are suitable. To ensure that any risk to safety or health is reduced to acceptable levels suitable risk assessments must be undertaken before an abrasive wheel is used.

The greatest hazard associated with abrasive wheels is the risk of the wheel bursting if it is operated outside of its specified maximum rotation speed. In order to avoid bursting the correct wheel must be used with regard to its type, size and speed. [The Provision and Use of Work Equipment Regulations 1998 \(PUWER\)](#) requires every abrasive wheel, which is large enough, be clearly marked with its maximum rotation speed. If the wheel is too small to be marked in this way, there should be a notice fixed in the workroom or work area, giving the individual or class of wheel maximum permissible rotation speed.

The grinding machine must also be clearly marked with the (RPM) of the power-driven spindle and the direction of rotation. Never mount lower speed rated wheels on a faster speed rated spindle.

Persons who use abrasive wheels must be provided with suitable and sufficient training in the correct handling and mounting (including pre-mounting and storage procedures) of abrasive wheels. The person must be appointed in writing and receive a certificate as proof of training.

Abrasive wheels must be provided with suitable guarding capable of containing any flying fragments of the wheel should bursting occur. Such guards have the additional role of preventing injury from coming into contact with any dangerous parts of the equipment.

Users should ensure that when operating a grinding, slitting or cutting machine that other persons are not exposed to any hazard. Users should operate machines away from other persons where practicable and where this is not possible adequately shield off potential danger areas. Grinding machines should not be used in access-ways, near doorways or in a 'No Naked Flame' area. Adequate dust suppression measures must be taken.

Users may be required to obtain a Hot Work Permit prior to commencement of any grinding cutting operation. The Hot Work Permit may require the user to perform a visual inspection of the area to ensure all combustibles are removed (where practicable) and a fire extinguisher of the correct type (see Fire Precautions).

Portable Appliance Assessment

A portable appliance assessment will be required for all portable abrasive wheels, this will indicate maximum noise and vibration levels. Time limits specified within the assessment must be adhered to and monitoring recorded accordingly. All portable electrical powered equipment should use 110v where possible; Portable Appliance Testing should be carried out every 3 months for 110v and every month for 240v equipment.

[The Personal Protective Equipment at Work \(Amendment\) Regulations 2022](#)

Persons using a grinding machine must wear suitable PPE, as determined by the risk assessment; this will generally be, depending upon the circumstances, box goggles or face-shield to (BS EN 166,167 & 168) Grade 1 impact. Additionally operators of grinding machines should wear safety footwear, gloves, overalls and dust masks to an FFP1 standard.

Where noise levels exceed the permissible levels set in the [The Control of Noise at Work Regulations 2005](#), ear protection will be mandatory. Reference should be made to [The Control of Noise at Work Regulations 2005](#).

93 - Unacceptable Behaviour - Zero Tolerance Policy

Enforcing this policy

Maldon Building Services Ltd has appointed Ian Freshwater to be responsible to ensure this policy remains relevant and appropriate to Maldon Building Services Ltd requirements.

Ian Freshwater will monitor / be monitoring the policies effectiveness and report back to Maldon Building Services Ltd any recommended changes.

Ian Freshwater will ensure that this policy is enforced through all levels of management and communicated via company induction or toolbox talk.

Maldon Building Services Ltd operates a 'ZERO TOLERANCE' policy in all its workplaces.

The purpose of the Policy is to clearly define behaviours, which are unacceptable, the sanctions available to staff when faced with such behaviour and the point at which such sanctions will be triggered.

Generally unacceptable behaviour can be defined as behaviour that creates, or has the potential to create, risk to the business or the health and safety of employees.

It can include:

- Bullying
- Harassment
- Verbal abuse which prevents staff from doing their job or makes them feel unsafe
- Significant threats or risk of serious injury to a member of staff or visitors
- Actual violence towards a member of staff or a visitor
- Insolence i.e. acts or behaviours that are extremely disrespectful to company management
- Isolation of any member of the workforce
- Coercion and/or discrimination
- Abusing alcohol or drugs at any workplace
- Serious destruction of Maldon Building Services Ltd property
- Any form of abusive behaviour from members of the general public

This list is not exhaustive and in some cases other types of behaviour deemed acceptable in one workplace may be considered unacceptable in another.

Any member of staff who feels that they may be experiencing unacceptable behaviour from another member of staff must not accept this and report it to their line manager or any senior manager for immediate action to be taken.

Maldon Building Services Ltd operates a '*ZERO TOLERANCE*' policy against violence, abuse or threatening behaviour to it's staff. In the event of this occurring, the police will be contacted and the perpetrator will be removed from any site that Maldon Building Services Ltd is working on and prosecuted.

Signed on behalf of Maldon Building Services Ltd.



Ian Freshwater
Director of Health and Safety.
01/03/2024

Review Date: 28/02/2025

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