

HEALTH AND SAFETY POLICY

applicable to the activities

of

Optima Services UK Ltd

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INTRODUCTION

**THIS DOCUMENT IS IMPORTANT
TO YOUR PERSONAL SAFETY
AND HEALTH WHILST AT WORK.**

**IT IS ESSENTIAL THEREFORE
THAT YOU READ IT.**

This policy is prepared in accordance with section 2(3) the Health and Safety at Work etc. Act 1974, with the intention of promoting a safe working environment that will, so far as is reasonably practicable, ensure the safety and health of all employees and to enable the company to comply with legislation.

A safe place of work and safe systems of work can only be achieved by the co-operation of employees and management with a determination to promote and maintain a strong safety culture in all of the company's activities.

This document sets out the aims of the company, details the organisation that will manage and promote it's objectives, together with the arrangements that it considers necessary to inform and guide personnel in achieving a good health and safety culture.

For ease of reference the policy documentation consists of six sections:

- | | |
|-----------|--|
| Section 1 | Policy Statement |
| Section 2 | Organisation |
| Section 3 | Code of General Conduct |
| Section 4 | Management Implementation |
| Section 5 | Arrangements |
| Section 6 | General Procedures (Contained in file 2) |

Supported by standard record, inspection and questionnaire sheets.

POLICY STATEMENT

The management of **Optima Services UK Ltd** recognise the importance of safe working practices and will comply with the:

Health and Safety at Work Act etc. 1974,
Management of Health and Safety at Work Regulations 1999 as amended,
Control of Substances Hazardous to Health Regulations 2002 as amended 2003 & 4,
Provision and Use of Work Equipment Regulations 1998 as amended,
Manual Handling Operations Regulations 1992 as amended,
Personal Protective Equipment at Work Regulations 2002,
Display Screen Equipment regulations as amended,
Lifting Operations and Lifting Equipment Regulations 1998 as amended,
Health and Safety (Miscellaneous Amendments) Regulations 2002,
Construction (Health, Safety & Welfare) Regulations 1996 as amended
Work at Height Regulations 2005
Control of Vibration at Work Regulations 2005
Control of Noise at Work Regulations 2005
Regulatory Reform (Fire Safety) Order 2005
Control of Asbestos Regulations 2006
Construction (Design & Management) Regulations 2007

and all other relevant regulations, together with the Approved Codes of Practice and other applicable legislation to ensure the health, safety and welfare of their employees and others effected by their activities and will so far as is reasonably practicable:-

- provide and maintain plant and equipment and ensure working practices that are safe and without risk to health;
- ensure the correct use, handling, storage and transport of substances and articles at work that are safe and without risk to health;
- provide necessary information, instruction, training and supervision;
- provide and maintain a safe place of work and ensure safe access to and egress from that place of work together with competent supervision;
- provide a working environment that is safe and without risk to health together with suitable welfare facilities;

Every employee and sub-contractor has a duty to co-operate with management and to assist Optima Services UK Ltd to meet its statutory obligations.

Every employee must take all due care to safeguard not only their own health and safety but also that of other persons that may be effected by their acts or omissions.

All employees are advised that it is an offence for any person to recklessly or intentionally interfere with or misuse anything provided in the furtherance of health and safety or welfare. Any such act is a criminal offence that can result in the prosecution of the company and/or the employee with heavy penalties upon conviction.

Copies of this policy will be provided to all employees at induction training and copies will always be made available for reference at company office and at established site offices.

Risks associated with all the company's activities will be assessed to enable safe working practices to be devised, which will be regularly reviewed.

**POLICY STATEMENT
(continued)**

Activities undertaken by company employees will be monitored to ensure compliance with recommended safe working practices and relevant health and safety legislation.

Where required, health surveillance will be provided.

Consultation on matters affecting health and safety will be undertaken with employees to ensure effective methods of working are developed compatible with the provisions of this policy and the capabilities of employees.

Adequate resources will be provided to ensure that suitable provision is made to manage health and safety matters and to enable compliance with the requirements of legislation.

To enable this policy to be carried out responsibilities are assigned to designated personnel throughout the organisation.

Competent persons are employed within the company to assist in the management of health and safety and where required, external advisors are engaged to provide competent support to enable the company fulfil its duties.

This policy will be reviewed annually and amended as required to take account of new legislation and improved working practices and brought to the attention of all employees.

Michael Edward Paul is responsible for the implementation of health and safety with regard to the company's undertakings.

Signed: _____

Designation: _____

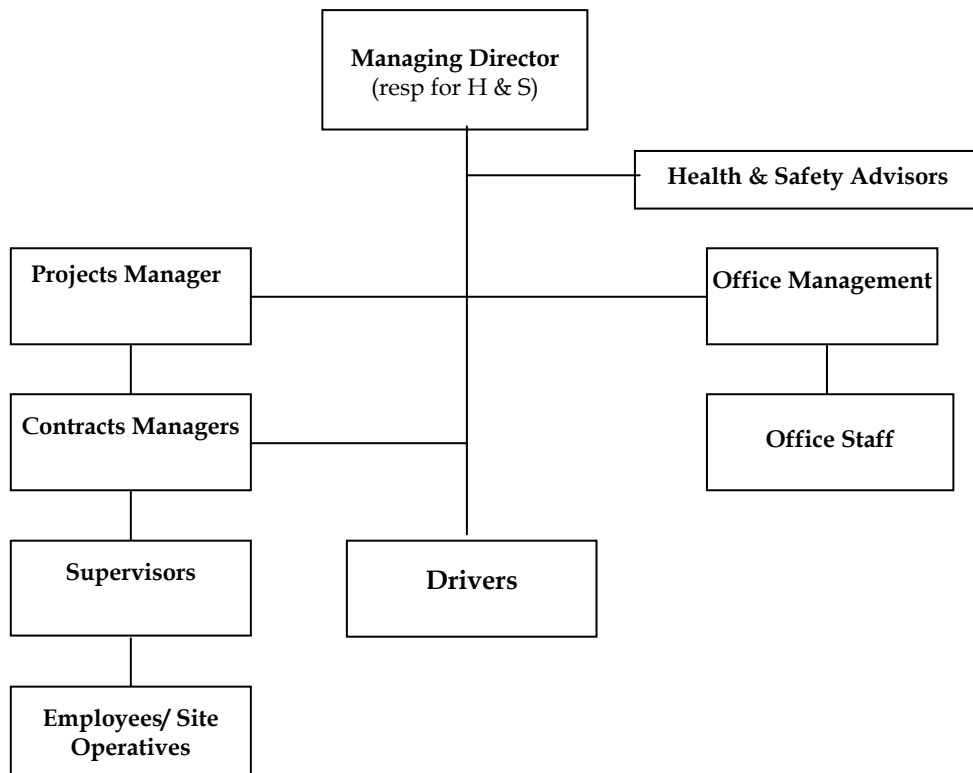
Date: _____

ORGANISATION

Management Structure

Optima Services UK Ltd specialises in insurance works involving the structural repairs, general building and construction works and repairs together with dealing with the consequences of floods and general perils.

The company management structure responsible for the management of health and safety is as follows:



| | |
|---------------------------|--------------|
| Managing Director | Michael Paul |
| Projects Manager | Tom Harvey |
| Safety Officer | Michael Paul |
| Contracts Managers | |

| | |
|------------------------------------|--------------------------------------|
| Health & Safety Advisor | The Health and Safety Consortium Ltd |
|------------------------------------|--------------------------------------|

Managing Director

The Managing Director is also **Director responsible for Health and Safety** and has responsibility to:

Health and Safety Policy

- maintain adequate familiarity with the company health and safety policy, the Health and Safety at Work etc. Act 1974 and other relevant legislation applicable to the company's operations;
- regularly review and as necessary amend company policy to ensure compliance with legislation and to achieve best working practices and ensure that any changes are brought to the attention of all affected personnel;
- ensure that all employees are fully aware of the requirements placed upon them by this policy and the relevant health and safety legislation;

Resources

- allocate necessary finance, personnel, equipment, materials and other resources to ensure that the requirements of the policy and legislation can be fulfilled;

Insurance

- ensure all necessary insurance relating to company activities is obtained and remain valid;

Consultation and Communication

- undertake consultation with employees to ensure best possible working practices and effective provision and dissemination of health and safety information;
- convene regular Safety committee meetings;
- ensure matters of health and safety are addressed at all project progress meetings;
- establish adequate channels of communication to ensure the provision and effective dissemination of health and safety information to all employees;
- ensure that regular meetings are held with the appointed safety advisor to discuss company accident prevention performance and any recommendations in improving safe working practices and the possible implications of new legislation;

Training Provisions

- ensure necessary training is provided for all employees, self employed and sub-contractors etc., to enable them to undertake their responsibilities/tasks without risk to their own or other persons' safety and health that may arise from company activities;
- ensure adequate provision for all employees, self employed and sub-contractors etc., to receive induction training before they commence work on behalf of the company;

First Aid and Welfare

- ensure that suitable First Aid and Welfare facilities are provided for all personnel engaged by the company;

Accidents and ill health

- introduce suitable accident reporting procedures and initiate accident investigations, ensure all accident reports are reviewed and any required remedial measures and practices are introduced;
- ensure all company personnel are made familiar with the accident reporting procedures.
- Ensure that the company procedures are complied with and that designated personnel fulfil their respective responsibilities in the reporting of accidents and subsequent investigation.

**Managing Director
(continued)****Assessment**

- ensure that all company activities are suitably assessed in compliance with the management of health and safety regulations and that appropriate safe working practices are adopted;
- ensure that suitable and sufficient assessments are undertaken in compliance with the COSHH regulations, Manual Handling Operations regulations, Noise at Work regulations, Lifting Operations and Lifting Equipment regulations and the Workplace regulations;

Emergency provisions

- ensure that suitable emergency measures are devised and known by employees and that suitable evacuation procedures are provided;

Monitoring

- monitor the effectiveness of the safe working practices and procedures, review and amend as required;
- monitor management and employees to ensure they undertake their duties/ responsibilities in compliance with the company policy and legislation;
- ensure the activities of those contractors appointed are suitably supervised to conform with the Company health and safety policy and applicable legislation;

Inspection

- ensure regular inspection of company premises, operational areas/ sites and equipment to ensure compliance with health and safety legislation;

Competent Personnel

- ensure the appointment of a competent person or persons responsible for the management of health and safety in relation to the company's activities;
- ensure that competent management and supervision is provided to ensure that safe working procedures and practices are followed;
- ensure employees are competent to undertake the work for which they are engaged;
- ensure the appointment of only competent contractors to assist with the company activities and ensure that they have made adequate provision for health and safety;

CDM Management

- where appropriate, ensure suitable measures are put in place to achieve compliance with the Construction (Design and Management) Regulations 1994;

Health Surveillance

- as necessary make provision for health and surveillance in accordance with of the Management of Health and Safety at Work Regulations.

General

- discipline employees as required to ensure compliance with the company health and safety policy relevant legislation;
- set a personal example by complying with the requirements of the company health and safety policy.

Projects Manager

Has responsibility with regard to the company health and safety to:

Health and Safety Policy

- be conversant with the company Health and Safety Policy and related procedures, together with legislation relevant to the company's operations;
- ensure that employees are made aware of the company policy and understand the importance of complying with its requirements;
- ensure that responsibilities are correctly assigned and accepted;
- ensure that all relevant revisions and changes in safety documentation and procedures are brought to the attention of all personnel engaged on company activities;
- ensure that all relevant registers, inspection and record sheets together with notices and documents, as applicable, are displayed or kept available for inspection;
- undertake pre-construction phase evaluation and identify significant hazards associated with a project;

Resources

- ensure that estimates include adequate provision to ensure safe working practices in compliance with the company Health and Safety Policy and legislation;
- ensure that adequate materials, equipment and human resources are provided to permit safe working practices in respect of all company activities;

Consultation and Communication

- consult with employees receive suggestions and take appropriate action for the furtherance of a good health and safety practices;
- establish adequate channels of communication to ensure the provision and effective dissemination of health and safety information to all employees;
- ensure that safety matters raised by employees are thoroughly investigated and any necessary action implemented;
- ensure that regular meetings are held where matters of health and safety may be discussed;

Training Provisions

- ensure that sufficient and suitable training is provided to all employees to enable them to undertake their responsibilities without risk to their own or other persons' safety and health;
- ensure that all new starters receive induction training;
- ensure that all necessary information and instruction is given to employees, contractors and others affected by company activities, to ensure their health and safety;

**Projects Manager
(continued)****First Aid and Welfare**

- ensure that suitable first aid facilities are made available and appropriate instruction provided to all persons engaged in company activities;
- ensure that adequate welfare facilities are provided and maintained in good repair for all personnel engaged on company activities;

Accidents and Ill Health

- ensure that accident reporting procedures are conscientiously followed and that all accidents, ill health or near miss incidents are adequately investigated;

Assessment

- ensure that all company activities are suitably assessed, the risks to health and safety determined and that appropriate safe systems of work are adopted;
- ensure that suitable and sufficient assessments are undertaken in compliance with the COSHH Regulations, Manual Handling Operations Regulations, Noise at Work Regulations, Lifting Operations and Lifting Equipment Regulations and the Workplace Regulations;

Emergency Provisions

- devise suitable emergency procedures for each workplace and ensure that all supervisory staff and employees, contractors and others engaged on company business are suitably informed and trained in those procedures;

Monitoring

- monitor activities to ensure supervisory staff and employees comply with their duties/responsibilities required by the company policy and legislation;
- monitor appointed contractors to ensure that their activities are undertaken competently, are adequately resourced and do comply with company policy;

Inspection

- undertake regular inspection of operational areas/ sites and equipment to ensure compliance with health and safety legislation;

Competent Personnel

- ensure that company personnel and self-employed persons are suitably trained and of appropriate experience and assessed competent before being deployed in the execution of company activities;
- ensure that only contractors assessed as competent are deployed on company activities;

Personal Protective Equipment

- ensure that all personal protective equipment required to safeguard employees in undertaking company activities is made available before the commencement of those activities;
- ensure that all items of personal protective equipment are suitable for their application, adequately maintained and in good condition;

**Projects Manager
(continued)****Provision and Maintenance of Plant and Equipment**

- ensure all plant and equipment supplied to the company is to the appropriate specification and suitable for its intended use and that data is provided by the supplier relevant to its proper usage;
- ensure that all plant and equipment supplied to personnel is in good working order and has been properly tested and examined in accordance with the pre-determined schedule and that records are maintained;

Hazardous Materials

- Ensure that all hazardous or dangerous substances and materials are used transported, stored and handled in accordance with the relevant assessments

Statutory Information

- Ensure that all requisite notices are conspicuously displayed at locations readily accessible to personnel

CDM Management

- co-operate with the Planning Supervisor to fulfil company duties under the Construction (Design and Management) Regulations 1994 as amended 2000;
- ensure the preparation of the Health and Safety Plan to the satisfaction of the Planning Supervisor prior to the commencement of the construction phase;
- provide information to the Planning Supervisor relating to the company's contribution to a particular project;

General

- discipline employees as required to ensure compliance with the company policy;
- set a personal example, by conscientiously complying with company policy;

Contracts Manager

Has responsibility with regard to the Company Health and Safety to:

Health and Safety Policy

- be conversant with the company health and safety policy and related procedures, together with legislation relevant to the company's operations;
- ensure employees are made aware of the company policy and understand the importance of complying with its requirements;
- ensure that responsibilities are correctly assigned and accepted;
- ensure all relevant revisions and changes in safety documentation and procedures is brought to the attention of all personnel engaged on company activities;
- ensure all relevant registers, inspection and record sheets together with notices and documents, as applicable, are displayed or kept available for inspection;
- undertake pre-construction phase evaluation and identify significant hazards associated with a project;

Resources

- ensure that estimates include adequate provision to ensure safe working practices in compliance with the company health and safety policy and legislation;
- ensure adequate materials, equipment and human resources are provided to permit safe working practices in respect of all company activities;

Consultation and Communication

- consult with employees receive suggestions and take appropriate action for the furtherance of a good health and safety practices;
- establish adequate channels of communication to ensure the provision and effective dissemination of health and safety information to all employees;
- ensure safety matters raised by employees are thoroughly investigated and any necessary action implemented;
- regular meetings are held where matters of health and safety may be discussed;

Training provisions

- ensure sufficient and suitable training is provided to all employees to enable them to undertake their responsibilities without risk to their own or other persons' safety and health;
- ensure that all new starters receive induction training;
- ensure that all necessary information and instruction is given to employees, contractors and others affected by company activities, to ensure their health and safety;

First Aid and Welfare

- ensure suitable First Aid facilities are made available and appropriate instruction provided to all persons engaged in company activities;
- ensure that adequate welfare facilities are provided and maintained in good repair for all personnel engaged on company activities;

Contracts Manager (continued)

Accidents and ill health

- ensure that accident reporting procedures are conscientiously followed and that all accidents, ill health or near miss incidents are adequately investigated;
- ensure that all 'reportable' incidents are reported to the enforcing authority in accordance with the requirements of the reporting Incidents, Diseases and Dangerous Occurrences Regulations 1995

Assessment

- ensure that all company activities are suitably assessed, the risks to health and safety determined and that appropriate safe systems of work are adopted;
- ensure that suitable and sufficient assessments are undertaken in compliance with the COSHH regulations, Manual Handling Operations regulations, Noise at Work regulations, Lifting Operations and Lifting Equipment regulations and the Workplace regulations;

Emergency provisions

- devise suitable emergency procedures for each workplace and ensure that all supervisory staff and employees, contractors and others engaged on company business are suitably informed and trained in those procedures;

Monitoring

- monitor activities to ensure supervisory staff and employees comply with their duties/responsibilities required by the company policy and legislation;
- monitor appointed contractors to ensure that their activities are undertaken competently, are adequately resourced and do comply with company policy;

Inspection

- undertake regular inspection of operational areas/ sites and equipment to ensure compliance with health and safety legislation;

Competent Personnel

- ensure that company personnel and self employed persons are suitably trained and of appropriate experience and assessed competent before being deployed in the execution of company activities;
- ensure that only contractors assessed as competent are deployed on company activities;

Personal Protective Equipment

- ensure that all personal protective equipment, required to safeguard employees in undertaking company activities, is made available before the commencement of those activities;
- ensure that all items of personal protective equipment are suitable for their application, adequately maintained and in good condition;

Provision and Maintenance of Plant and Equipment

- ensure all plant, equipment and machinery provided for use is suitable for its intended purpose;
- ensure that plant, equipment and vehicles are properly maintained, tested and examined and appropriate records kept;
- ensure where applicable portable equipment is subjected to 'Portable Appliance Testing' (PAT) .

Hazardous Materials

- Ensure that all hazardous or dangerous substances and materials are used transported, stored and handled in accordance with the relevant assessments

**Contracts Manager
(continued)****Statutory Information**

- Ensure that all requisite notices are conspicuously displayed at locations readily accessible to personnel

CDM Management

- co-operate with the Planning Supervisor and to fulfil company duties under the Construction (Design and Management) Regulations 1994;
- ensure the preparation of the Health and Safety Plan to the satisfaction of the Planning Supervisor prior to the commencement of the construction phase;
- provide information to the Planning Supervisor relating to the company's contribution to a particular project;

General

- discipline employees as required to ensure compliance with the company policy;
- set a personal example, by conscientiously complying with company policy;

Office Management

The office management has responsibility for health and safety, related to office activities, to;

Health and Safety Policy

- understand the company health and safety policy, together with legislation applicable to the company's operations;
- ensure that all persons involved or affected by activities within their jurisdiction comply with the stipulations of the policy;
- ensure that responsibilities are correctly assigned and accepted;

Insurance

- provide required information to insurers and arrange necessary insurance;
- as necessary, ensure that a Fire Certificate is obtained for company premises;

Consultation and Communication

- Undertake consultation with employees within their jurisdiction to ensure suitable account is taken of their concerns in respect of health and safety practice;
- minute the findings of the health and safety forum meetings;
- ensure the provision and dissemination of health and safety information;

Training provisions

- determine and organise necessary training for company employees to enable them to undertake their responsibilities in a competent manner without risk to their own or other persons' safety and health;

First Aid and Welfare

- ensure suitable First Aid provisions are available within the office premises;
- ensure that the name of the First Aider/ Appointed person is conspicuously displayed and made known to employees
- provide and maintain necessary welfare facilities within the office premises;

Accidents and ill health

- ensure that company accident reporting procedures are correctly implemented throughout the company;
- receive reports on emergency action taken on site and to ensure suitable evaluation to determine the effectiveness and adequacy of company procedures;
- Ensure incidents within the office workplace are reported and recorded in the accident book;
- Where requisite under RIDDOR and in the absence of the Operations manager ensure that the enforcing authority is informed of any 'reportable' incidents.
- Investigate incidents within the office workplace and where required ensure that suitable action is taken to achieve safe working practices;

Assessment

- ensure that activities are suitably assessed and that appropriate safe systems of working are employed;

Display Screen Equipment

- ensure that all Display Screen work stations are suitably assessed and users properly instructed in the correct use of that workstation equipment;

Office Management (continued)

Monitoring

- monitor activities, review and amend as required to achieve a safe working environment;
- monitor management and employees to ensure that they fulfil their duties/responsibilities in compliance with the company procedures;

Emergency provisions

- ensure that all fire fighting equipment is provided and maintained in good order, is easily identifiable and accessible;
- ensure that all escape routes are clearly identified and maintained clear of obstruction;
- ensure that all fire doors and smoke barriers are in good order are regularly checked and the findings recorded;
- ensure that all personnel are instructed the fire control/ evacuation procedures;

Provision and Maintenance of Equipment

- ensure all equipment provided for use is suitable for its intended purpose;
- ensure portable equipment is subjected to 'Portable Appliance Testing' (PAT) .

Inspections

- ensure that offices are appropriately laid out and ensure safety of personnel and visitors;

Personal protective equipment

- ensure the provision of any aids required in the interests of health and safety;
- ensure that any necessary personal protective equipment is made available;

Competent personnel

- ensure procedures for the appointment of contractors conform with company policy;

General

- discipline office employees who breach company policy;
- set a personal example.

Supervisor

Has responsibility with regard to the Company Health and Safety to:

Health and safety Policy

- organise the works under their control to ensure that it is undertaken with the minimum of risk and to the required health and safety standards;
- be conversant with the company health and safety policy, together with legislation applicable to the company's operations;
- read, understand and conform with the requirements of the 'Code of General Conduct';
- ensure employees under their control are aware of the company policy and understand the importance of complying with its requirements;
- ensure suitable evaluation of works prior to commencement and identify significant hazards associated with a project;
- ensure that significant hazards that present a risk on site are identified recorded and reported;
- where appropriate identify and clearly mark known hazards and hazardous areas, and to implement measures to prevent unauthorised access;

Resources

- ensure that all necessary plant equipment, materials and personnel are available to permit safe working practices;

Consultation and Communication

- ensure that all necessary information and instruction is given to employees, contractors and others affected by company activities, to ensure their health and safety;
- consult with employees, receive suggestions and take appropriate action for the furtherance of a good health and safety practices;
- ensure that regular meetings regarding health and safety matters concerning matters under their control;

Training

- ensure sufficient and suitable training has been received by employees to enable them to undertake their responsibilities without risk to their own or other persons' safety and health;
- ensure that all new starters receive induction training;
- ensure that all persons engaged on company activities have received instructions and been advised of safe methods of working;

First Aid and Welfare

- ensure suitable First Aid facilities are made available and appropriate instruction provided to all persons engaged in company activities;
- ensure that suitable welfare facilities are available and are maintained in good order for all persons engaged on company activities;

**Supervisor
(continued)****Accidents and ill health**

- ensure that accident reporting procedures are conscientiously followed;

Assessment

- ensure that all company activities are suitably assessed, the risks to health and safety determined and that appropriate safe systems of work are identified;

Emergency provisions

- ensure suitable emergency procedures are devised for and are operational at all work places and that all employees, contractors and others engaged on company business are suitably informed and adequately trained;
- act as fire safety co-ordinator, where appropriate;

Monitoring

- supervise activities within operational areas to ensure employees comply with the provisions of the company policy and legislation;
- monitor appointed contractors to ensure that their activities are undertaken competently, are adequately resourced and do comply with company policy;
- inform management of any change or deterioration in the health of them selves or personnel under their control that might affect their abilities to fulfil their responsibilities;

Inspection

- undertake regular inspection of operational areas/ sites to ensure compliance with health and safety legislation;
- ensure only appropriate machinery, plant, tools and equipment properly tested and maintained are permitted on site for use on company activities;

Competent Personnel

- ensure that only competent persons, suitably trained and of appropriate experience are deployed in the execution of company activities;
- ensure that only contractors assessed as competent are deployed on site;

Personal Protective Equipment

- ensure that all personal protective equipment, required to safeguard employees in undertaking company activities, is made available before the commencement of those activities;
- ensure that correct personal protective equipment is issued, used and maintained to suit operational requirements;

Hazardous Materials

- ensure all hazardous materials and substances are suitably used, handled, transported and securely stored;

**Supervisor
(continued)****Site Control**

- ensure the maintenance of site accommodation in safe and healthy condition;
- ensure electricity supplies are installed and maintained so as to not to present a risk to the safety of personnel and equipment;
- ensure that access to and egress from all places of work is provided and maintained in a safe condition at all times;
- ensure employees are not permitted to take unnecessary risks;
- adequate provision is made for the safe delivery and stacking of materials and to avoid unnecessary handling;
- ensure the maintenance of a tidy site

Co-operation and Co-ordination

- ensure appropriate co-operation and co-ordination with other contractors operating on site;

Statutory Documentation

- ensure that all statutory posters e.g. Health & Safety Poster, Form F 10, and insurance certificates are conspicuously displayed;
- ensure that all statutory records and documents are duly completed and forwarded to head office;

General

- comply with the recommendations of the Safety Advisor;
- discipline employees as required to ensure compliance with the company policy;
- set a personal example, by conscientiously complying with company policy;

Employees/Operatives

Employees deployed by management to undertake activities on behalf of the company are required to co-operate to enable management to comply with the requirements imposed by health and safety legislation and thereby have the responsibility to:

Health and Safety Policy

- read and understand the company health and safety policy and to carry out their duties in accordance with its provisions;
- read, understand and conform with the requirements of the "Code of General Conduct";

Training

- ensure they have received company induction training;
- ensure they receive appropriate instruction and information on the activities on which they are to be engaged;

First Aid and Welfare

- know where the first aid and welfare facilities are located;
- respect the facilities provided for welfare and first aid and to report any person abusing these facilities;

Accident Reporting

- immediately report all accidents and accidental occurrences no matter how minor to the Supervisor;
- immediately report any unsafe incidents or practices, or areas of potential danger to the Supervisor;

Emergency Procedures

- ensure you know the emergency procedures, where the fire exits routes and assembly points and are located;

Tools and Equipment

- ensure they are issued with the correct tools and equipment for the intended task and that they use those tools and equipment in the correct manner;
- not use plant and/or equipment on work for which it was not intended, or for which they are not trained and are experienced;
- avoid any action that may cause damage to tools or plant and to keep them in good condition;
- immediately report any defects in any tools, plant or equipment to the Supervisor;

Personal Protective Equipment

- ensure the use all safety clothing and equipment provided by management in accordance with the specified safe working practices; Safety shoes will be worn at all times;
- not indulge in any dangerous or practical jokes or horseplay on site, and to report other persons to the Supervisor who do not conform with this requirement;

**Employees/Operatives
(continued)****Hazardous Materials**

- ensure when required to use a hazardous substance that it is used in accordance with the instructions given by management;
- immediately report any spillage or escapes of hazardous substances to the Supervisor;
- co-operate with management where health surveillance may be required;

General Conduct

- be aware of the identity of the Supervisor and where he/she may be located;
- to take reasonable care for the health and safety of himself and of other persons who may be affected by his actions or omissions at work;
- not interfere with or misuse anything provided in the interests of health and safety or welfare;
- work in a safe manner and not to take unnecessary risks that might endanger themselves or others;
- warn other employees, particularly new starters and young persons, of known hazards;
- offer suggestions to management on safer working practices;
- undertake their work in a tidy manner and to remove debris to a suitable point of disposal as soon as practicable;

Office Staff

Office staff are required to co-operate to enable management to comply with the requirements imposed by health and safety legislation and thereby have the responsibility to:

Health and Safety Policy

- read and understand the company health and safety policy and to carry out their duties in accordance with its provisions;
- read, understand and conform with the requirements of the "Code of General Conduct";
- co-operate with the company in the management of all health and safety related matters;

Training

- ensure they receive company induction training;
- ensure they receive appropriate instruction and information on the activities on which they are to be engaged;
- ensure they do not operate any equipment unless they have been fully instructed in its use;

First Aid and Welfare

- know where the first aid box is located;
- not abuse any welfare facilities provided;

Emergency Procedures

- know the office emergency procedures for evacuation of premises and control of fires;
- not to smoke where prohibited and to dispose of lighted materials in a safe manner;

Accident Reporting

- report any accident or dangerous occurrence, no matter how minor, to senior management;

Personal Protective Equipment

- ensure that the clothing, particularly footwear worn is appropriate from a safety point of view;
- not attempt to use, repair or maintain any office equipment or machinery for which they have not received suitable training or instruction, or for which designated competent persons should be engaged;
- immediately report any defects in office equipment or machinery to the senior management;

Display Screen Equipment

- observe the proper procedures and requirements when working at a Display Screen work station.

Hazardous materials

- Not use substances in connection with their work unless they have been informed of the control measures as required by COSHH assessment and been suitable instructed in the correct use of such substances.

**Office Staff
(continued)****General requirements**

- to take reasonable care for the health and safety of himself and of other persons who may be affected by his actions or omissions at work;
- not interfere with or misuse anything provided in the interests of health and safety or welfare;
- work in a safe manner and not to take unnecessary risks that might endanger themselves or others;
- ensure that work is conducted in a tidy manner and that all waste is removed as soon as practicable to a suitable point of disposal;
- ensure all corridors, office space, doorways and points of exit are maintained free from obstruction;
- warn other employees, particularly new starters and young persons, of particular known hazards;
- offer suggestions to management on eliminating hazards and safer working practices;
- not attempt to lift or move, any articles that may cause personal injury;
- not attempt to access items located on high shelves unless provided with suitable steps permit the activity safely;
- observe the no smoking policy as imposed within the company premises;
- report all defects in equipment and materials and any obvious health and safety hazards;

Drivers

Drivers are required to co-operate to enable management to comply with the requirements imposed by health and safety legislation and thereby have the responsibility to:

Health and Safety Policy

- read and understand the company health and safety policy and to carry out their duties in accordance with its provisions;
- read, understand and conform with the requirements of the "Code of General Conduct";
- work in a safe manner and not to take unnecessary risks that might endanger themselves or others;

Accident Reporting

- report all accidents and damage, no matter how minor, to Management;
- inform management of any change in personal health that may adversely affect driving safety;

First Aid and Welfare

- ensure that the First Aid box is in the cab and is fully stocked;

Personal Protective Equipment

- use all personal protective equipment provided and to maintain it in good order;

Vehicle management

- carry out a daily inspection of their vehicle to ensure that it is road worthy before commencing work;
- immediately report any defects in their vehicle, to Management;
- drive in a safe manner and to take account of all adverse working conditions;
- ensure that when reversing or driving towards a void, that a suitable stop has been provided to prevent the vehicle going over the edge;
- ensure where applicable after tipping a load that the tipper body has been lowered to the travelling position before moving off;
- ensure that the load on the vehicle is suitably secured and/or covered as appropriate;
- ensure that the vehicle is not overloaded at any time, or loaded in such a way as to adversely affect the handling of the vehicle;
- comply with the Traffic Acts and Regulations at all times.

Hazardous loads

- ensure that hazardous loads are not carried until suitable instruction has been received from Management and only then in accordance with those instructions whilst displaying suitable signs and carrying the appropriate documentation;

Safety Officer

The Safety officer has responsibility with regard to health and safety to :

Health and Safety Policy

- be conversant with the company health and safety policy and health and safety legislation applicable to the company's activities ;
- participate in company pre-tender and progress meetings and to provide guidance with regard to health and safety ;

Consultation and Communication

- consult with management to determine the required safety provisions to enable the organisation to meet it's responsibilities with regard to differing contracts;
- ensure the provision of information as required for dissemination to employees in the interests of health and safety ;
- participate in the safety forum meetings and to advise on the implications of new legislation ;

Training provisions

- assist with training and provide suitable information to instruct employees in safe working practices;
- when required, provide advice and information to supervisory personnel to enable them to fulfil their health and safety responsibilities ;

Assessment

- to assist the management identify potential hazardous situations or tasks and to assist in the development of suitable risk assessments and method statements ;

Emergency provisions

- Ensure that suitable emergency measures are being provided effectively implemented in respect of all the company's operational areas;

Monitoring

- monitor and review company activities to ensure that the provisions of the policy and working practices are relevant to the company's activities and are effective ;
- ensure that the arrangements and procedures are adequately managed to give full effect to the company policy and applicable legislation ;

Inspections

- carry out regular site inspections and to direct personnel in the correct procedures where safe working practices are not being observed ;
- carry out site inspections to ensure that applicable statutory notices are displayed and that suitable first aid and welfare provisions are adequately maintained ;

Accidents and ill health

- ensure accident reporting procedures are being adequately followed by all personnel engaged on company activities;
- investigate the cause of accidents and dangerous occurrences and to advise on suitable remedial measures;

General

- liaise where required with enforcement authorities.

Health and Safety Assistance

Under regulation 7, of the Management of Health and Safety Regulations 1999, Optima Services UK Ltd is required to appoint one or more competent person(s) to assist in undertaking measures needed to comply with the requirements and prohibitions imposed on the company by any statutory provisions.

The company has therefore appointed a Safety Officer to ensure the implementation of appropriate procedures and methods of working, training and provision of information.

The Managing Director will ensure that full facilities are afforded to the appointed Safety Officer to enable that person(s) to carry out the duties in a proficient manner.

When required, the Managing Director will seek the support of its external advisor to assist management to fulfil its duties with regard to the management of health and safety.

Where so doing the Managing Director will ensure that the appointed advisor is informed of the factors known by him to affect or suspected by him of affecting the health and safety of any other persons who may be affected by the conduct of his undertaking and has access to information as identified under regulation 10 of the Management of Health and Safety Regulations 1999.

The Managing Director will also ensure that the Safety Advisor is provided with information regarding who is employed by him to undertake work on the company's behalf.

Currently our advisor is :

The Health and Safety Consortium Ltd
100, Gore Road, Dartford, Kent DA2 6LY
Tel : 01322 221900

And the services to be provided as required, include :

- Health and Safety advice Help line;
- preparation of risk assessments and method statements;
- site inspections as requested by the Managing Director;
- provision of written reports and assessments relating to site inspections;
- advise on matters relating to health and safety;
- review and updating of health and safety documentation;
- Accident investigations;
- attending regular health and safety meetings on behalf of company;
- provision of health and safety training;

CODE OF GENERAL CONDUCT

CODE OF GENERAL CONDUCT

Optima Services UK Ltd seeks to achieve a high standard of health and safety for its employees and other persons whilst engaged on company activities and has prepared this code of general conduct for their guidance and will, so far as is reasonably practicable, ensure that they:

- are competent to carry out the task required of them, being suitably trained, experienced and properly instructed;
- are adequately informed, as to the company health and safety policy and procedures, and safe working practices;
- are properly directed, supervised and monitored in the undertaking of a task;
- are fully informed of all the legal obligations to themselves, to other persons and to the company;
- carry out their responsibilities in accordance with the company health and safety policy and procedures, all applicable health and safety legislation and Approved Codes of Practice, etc.

Copies of this code of general conduct together with the health and safety policy will be made available by management to all employees, its contractors and will ensure that those persons understand and comply with its requirements.

Employees' activities at work must be undertaken in accordance with health and safety legislation, much of which is identified within the "arrangements" and "procedures" of this policy document which provide guidance on how risks to personnel are to be managed and controlled.

The arrangements conform with health and safety legislation and require the maintenance of proper records, registers, test certificates, assessment sheets, method statements and training records.

All employees have an obligation to safeguard themselves and to ensure that other persons are not endangered by their activities or inactivity. To achieve this all employees must comply with the provisions of this policy which is designed to assist all employees to ensure that only suitable plant, equipment, tools and materials are used in undertaking work and that correct procedures are followed in the use, handling, storage and transport of hazardous or dangerous substances.

Safe Working Practice

Legislation requires that risk assessments be carried out by an employer where significant risk of injury to an employee exists and to devise procedures and controls that will, so far as is reasonably practicable, ensure safe working practices.

The information included under Section 5. "Arrangements" of this policy cover many of the common risks which are likely to be encountered. As will be seen from the arrangements, management has the responsibility to ensure that employees are competent, suitably instructed, equipped and supervised when they carry out work.

Note: If you are asked to undertake work for which you are not trained and/or not experienced, have not been properly instructed and/or have not received suitable protective equipment, then this must be brought to the attention of the supervisor before any work is commenced.

Operations that present significant risk to employees will be assessed separately and a **Working Method Statement** prepared to define the nature of the risk and the safe working practices that are to be followed.

CODE OF GENERAL CONDUCT

Personal Protective Clothing and Equipment

Management will identify the protective clothing and/or equipment that is necessary for employees to carry out their tasks and will make it available before the start of the work. **Employees must confirm with the site supervisor that they are in possession of the correct clothing/equipment and then must use it fully and in the correct manner.**

Personal protective Equipment should:

- Fit properly;
- Be fully adjustable where required and comfortable;
- Be compatible with other personal protective equipment to be worn;
- Be maintained clean and good working order;

All defects, damage or loss must be reported the supervisor as soon as possible to ensure its repair or replacement.

Areas of Operation

Employees must confine themselves to their working site or designated working areas as appropriate. Where work is undertaken in occupied premises then employees must conform to the rules of working laid down in agreement with the Client or Client's representative. Any activities required outside the designated areas or contrary to the rules of working, should not be undertaken without direction of the Supervisor.

Fire Prevention and Control

Conditions leading to the risk of fire can easily brought about by the lack of attention of employees to carry out their tasks correctly. Management have put in place suitable procedures to control this risk and employees are required to conform and to ensure that they know the **FIRE PLAN**, know who is appointed as **the Fire Prevention Co-ordinator** and must be aware of the location of fire extinguishers, fire alarm points, fire escape routes and assembly points, before they commence work at any site.

Hot work such as welding, oxyacetylene cutting, paint burning, angle grinding or similar must not be undertaken without specific direction of the Supervisor.

Yours and other peoples lives are at risk when fire unplanned fires occur. Fire prevention is therefore essential therefore:

- Never smoke in no smoking areas;
- Always ensure smoking material is extinguished before disposed of;
- Do not allow combustible materials to accumulate in corners or under benches etc;
- Do not overload electrical socket or cables;
- Report all defective electrical equipment;
- Report the misuse of electrical and heating equipment;
- Report the spillage of any flammable liquid or substance;

CODE OF GENERAL CONDUCT

Safety Signs

Safety signs have been displayed to help ensure your safety. They bring to the notice of employees particular hazards and risks, therefore, it is essential that all employees take notice of the warnings highlighted by those signs whilst at work.

Safety signs are colour coded, each colour having a particular meaning:

- Circular red signs indicate PROHIBITED. Red is also used to show the location of fire fighting equipment;
- Blue signs indicate that the requirements on the sign MUST be complied with.
- Yellow and Black gives warning of a hazard.
- Green signs identify locations of safety equipment, first aid and emergency escape routes;

Site Tidiness

Many injuries are brought about by untidy working conditions and therefore, employees are required to carry out their tasks in the most tidy manner possible. Access to and egress from sites or areas of activity, passageways and fire exits must be kept clear of obstructions at all times. All work areas are to be left clean and tidy upon the completion of work. No area of operation is to be left unattended or unsecured where an uncontrolled risk exists.

Use of Vehicles

Employees using company vehicles or mobile plant or directing other vehicles or mobile plant, used in connection with the company activities, must observe all statutory traffic signs, speed limits and all applicable highway and transportation legislation and codes.

Vehicular Access

Management have the right to refuse access to any vehicle that they have engaged to service their contract, where that vehicle could give rise to a risk to safety or health, or damage to property. Employees have a duty to be ever watchful to prevent such risks, of which they must advise the Supervisor immediately.

Services

Construction sites nearly always have underground or concealed services that must be safeguarded to prevent injury to personnel and unnecessary costs. Employees must familiarise themselves with information provided by management as to the nature and location of these services and conform with working method statements or directives of the Supervisor, in carrying out works on such services or within immediate proximity thereof.

Machinery

Employees are not permitted to operate machinery, power tools or electrical equipment unless they suitably trained and judged competent, by management, in their use. All machinery must be properly installed, appropriately guarded and operating procedures confirmed for the use to which they are to be put. Guards or protection measures may only be removed after the machine has been rendered inoperative (i.e. disconnection of power source), so as to avoid accidental start up.

If you are unsure about the operation of a piece of machinery or are not trained in its correct use, immediately inform the supervisor who will rectify matters.

CODE OF GENERAL CONDUCT

Excavations

All excavations must be considered a hazard with a potential to cause injury. Work near or on excavations must only be undertaken at the direction of the Supervisor and in accordance with working method statement provided. All excavations must be kept fenced with suitable warning notices conspicuously displayed. Suitable access to and egress from excavations must be provided and kept clear at all times for operational requirements.

Scaffolding, Towers, Elevated Platforms, Ladders, Trestles etc

Serious injury and even fatalities can occur by falling relatively small distances e.g. 1.5 metres (5 feet). Employees, therefore, must not use scaffolding, towers, elevated platforms, ladders, trestles etc, until it has been cleared as suitable for use by the Supervisor. When required to work from such equipment employees will ensure, before commencing work, that they have received proper direction on the safe working practice to be followed, from the Supervisor,

Confined Spaces

Working in enclosed areas or small spaces, e.g. manholes, basements, underground chambers, bedrooms attics etc. can put employees at risk, by being exposed to excessive noise, inhaling dust, being overcome by fumes etc. and injury due to too limited operating space.

The Supervisor will identify these areas of risk and instruct employees on the correct working procedure to be followed. Should any employee in the course of his work have need to operate in a confined space for which instruction has not been received from the Supervisor, then work must not be commenced before the Supervisor has been informed and suitable instruction received.

Hazardous Materials and Substances

Many materials and substances used in the construction industry are to varying degrees hazardous to health. The "arrangements" included in this document, properly followed, are designed to safeguard employees against those risks. Suitable risk assessments will be undertaken by management and appropriate instruction given.

Employees must protect themselves by observing the procedures laid down by management. Employees when handling materials should check first with the supervisor, to ensure they are suitably equipped to undertake the activity.

Where practicable, all hazardous substances will be kept in a secure container or lock up and will only be issued by the Supervisor, who will ensure appropriate instruction is given in the proper use of the substance.

Employees before using any substance, must inspect the instructions on the container to establish its nature and the degree of risk to their health, when used. Should the container not be labelled it should be returned to stores. If not instructed on the safe handling of the substance in question, the employee must advise the Supervisor of the fact.

Noise Control

Damage by noise to a person's hearing can take a long time before its debilitating effects are noticed. Employees are encouraged to conform with the procedures laid down by the company and to conscientiously make full use of the personal protective equipment provided.

CODE OF GENERAL CONDUCT

Electrical Equipment

Electricity is a dangerous source of energy which can easily result in fatality when abused. Electrical equipment and systems used or installed by the company must be suitable for its intended use and must be provided, fabricated, protected, used and maintained in accordance with applicable legislation.

Only employees judged competent by management will be permitted to undertake work on electrical installations. Employees not suitably trained and experienced must not undertake such work and advise the Supervisor of the fact.

Portable electrical tools must only be used by employees trained in their use. Employees must inspect such tools at the beginning of each day of use and ensure that they are not defective in any way. Should any defect exist then the tool should be returned to store for a replacement, which should have a certificate verifying its serviceability. Under no circumstances should an employee attempt to effect a repair of electrical equipment unless competent and authorised to do so.

If conditions arise where there is a risk of persons coming into contact with electrical equipment that is live, or could be made live, then work should not proceed and the Supervisor must be informed, so that suitable control measures may be put in place.

Waste Management

The careless discarding of substances, materials and unwanted equipment about site, can give rise to injury and risk of fire. Every employee, therefore, has a responsibility to ensure all such debris is removed to a suitable point of disposal as soon as is practicable.

Special provisions will be made by management for the disposal of toxic, harmful and highly inflammable wastes which must be disposed of in accordance with strict controls.

Oils, solvents or chemicals must not be poured down drains. Care must be taken to prevent any soil, cement, sand, gravel or other building waste from being washed into the drainage system.

Accidents and Dangerous Occurrences

All accidents must be reported immediately so that the appropriate action may be taken by management to safeguard employees other persons affected. This requirement includes minor incidents e.g. superficial cuts, to ensure suitable medication and to provide information that may assist in devising better working practices that will reduce such occurrences.

Enforcement of Company Policy

Employees are advised that they have a duty to co-operate with their employer to enable the duties and responsibilities as laid down by legislation to be fulfilled. This health and safety policy has been prepared to manage those requirements and employees are advised that failure to follow its provisions, may result in disciplinary action.

Actions that may contribute towards disciplinary action and possible dismissal includes:

- Deliberately acting contrary to the provisions of the company policy;
- The removal or misuse of anything e.g. equipment, personal protective equipment, welfare facilities, safety barriers and protection etc., provided in the interest of the health, safety and welfare of employees at work;
- Use of naked flame in a prohibited area;
- Failure to follow company safe working procedures;
- Behaviour that may give rise to accidents, including practical jokes;
- Action that might interfere with an accident investigation;

MANAGEMENT IMPLEMENTATION

MANAGEMENT IMPLEMENTATION

Optima Services UK Ltd is committed to developing and maintaining an effective system of management that will achieve good working practices and, so far as is reasonably practicable, will ensure the safety and health of its employees and other affected by its activities.

This section of the policy has been prepared to identify and clarify the systematic approach that is followed by Optima Services UK Ltd to fulfil this undertaking.

Central to the system of management is the **Health and Safety Forum**, so named as our labour force is not suitably structured to formally establish a 'Safety Committee'.

Health and Safety Forum

This meeting will be convened at least once a year, attended by all management staff including Supervisors. Also in attendance will be the company Safety Advisor.

The forum shall consider all information that is available from the accident records, incident reports, proficiency reports, site inspection reports, competency assessments and shall, where necessary, define improved methods of working. Training needs will also be identified and suitable programmes of instruction arranged.

The Safety Advisor shall advise on all matters raised and also inform the meeting of new legislation, relevant guidance notes and advice, and arrange for the necessary information to be made available to management for suitable distribution.

Management shall, in consultation with the Safety Advisor, review and update the company health and safety policy, annually or more often as legislation makes necessary.

The forum shall also consider, review and revise as required, the company procedures of evaluation identified under this section, in its aim to achieve a proficient operation.

Monthly Management Meetings

Meetings will be convened at the end of every month, attended by members of senior management to review the progress of all company projects. The agenda of this meeting will consider the existing resources deployed and those required to fulfil the company's duties to the Client and under health and safety legislation.

The complement of employees to carry out the company commitments will be confirmed, the requisite areas of expertise identified and the criteria for competency established.

The existing resources will be confirmed and arrangements made to provide additional resources, where required, to meet company commitments.

Where necessary, training will be provided to employees to ensure that they are competent to undertake the work expected of them. The use of sub-contractors, if required, will be identified and the defined procedure of this policy implemented to ensure their competency.

Method Statements required to progress works will be identified and prepared in advance of the commencement of the task and suitably actioned.

MANAGEMENT IMPLEMENTATION

Site Safety Inspections

Every week formal site safety inspections will be undertaken by designated management to ensure good safe working practices are being followed.

At regular intervals strategic sites will be visited by our independent health and safety advisors who will conduct an inspection of the company's site activities and provide a written report of the findings. Recommendations for the improvement of any working practices will be acted upon by management.

Progress Meetings

Senior management will undertake regular site visits, and where appropriate formal meetings will be held on site each week convened by the Supervisor and where possible, attended by the Client's representative, to discuss the project progress, and any concerns with regard to health and safety.

Account will be taken of the site inspection reports by the Safety Advisor, together with the site records and applicable method statements. The availability on site of requisite information and personal protective equipment will also be confirmed.

Pre-tender Evaluation

Optima Services UK Ltd becomes involved with schemes normally at the tender stage when asked to submit a price to undertake specified works in accordance with a Client's design and specification.

Upon receipt of the tender documentation management will ensure that the information is examined in detail and all hazards and areas of significant risk are identified.

Site visits and appropriate consultations will be undertaken to confirm, so far as is reasonably practicable, that all aspects of the project that may impact upon health and safety are identified and addressed. Where a Health and Safety Plan has been provided in accordance with the Construction (Design and Management) Regulations 1994, the same procedure will be followed to confirm the content of that document.

The following procedure will be adopted to ensure provision is made to achieve safe working practices and adequate welfare facilities.

Planning of the project will endeavour to ensure:

- the deployment of competent management and operatives;
- the identification of all hazards and risks;
- risk assessments are carried out and method statements prepared to programme;
- competent contractors are engaged;
- suitable first aid and welfare facilities are provided;
- adequate emergency and fire prevention measures are provided;
- areas/operations of risk requiring permit to work are identified;
- data sheets are obtained from all suppliers;
- the most effective sequencing of operations is devised.

MANAGEMENT IMPLEMENTATION

A **System of Communication** will be established to receive and provide, information, instruction and direction on the safe management of the construction project, to address the relevant hazards, the methods of working, the appropriate sequence of operations and emergency procedures.

A **System of Supervision** will be identified to ensure that works are carried out in accordance with the approved procedures and in compliance with this company policy and health and safety legislation.

Personal Protective Equipment required to facilitate the works will be verified and suitable arrangements made for its provision on site, proper use and maintenance.

Sub-Contractors, before appointment, must have undergone the assessment procedure outlined in Section 6 of this policy, and are determined as competent.

Emergency Procedures will be established which take account of the particular characteristics of the site and arrangements made to inform all employees, sub-contractors and other persons engaged on the project.

Training programmes will be identified to meet the demands of the projects, to ensure adequate safety training which will be reviewed to address the changing requirements of the project and legislation. Induction training will be provided for all new employees.

Inspection Arrangements for Use and Maintenance of Plant and Equipment will be organised to ensure it is provided and maintained in good working order and is appropriate for the task for which it is to be used. Statutory testing requirements will be observed by management and contractors obliged to conform. Confirmation that only qualified persons operate the plant and equipment will also be undertaken.

Site Inspections required to meet the demands of the project will be identified and arrangements made to ensure they are carried out.

Accident & Incident Reporting requirements will be determined and suitable arrangements put in place. Investigation of accidents will be undertaken with the aim of preventing re-occurrence.

First Aid and Welfare requirements will be identified commensurate with the compliment of personnel and the nature of the works and suitable provision made. Where shared facilities are provided management will ensure it is to the appropriate standard and the necessary form work is completed.

Risk Assessments of hazards shall be carried out in accordance with the Management of Health and Safety at Work Regulations and other relevant legislation. Such assessments shall be carried out well in advance of the work activity, the required safe working practice defined and suitable training arranged. All relevant information will be obtained and disseminated.

Further Information in support of this policy will be obtained and kept available for reference and dissemination by management.

A **Permit to Work System** as necessary, will be established where strict controls need be maintained in order to ensure safe working. A competent Supervisor who will ensure that employees comply with its provisions will manage this procedure.

Protection of the Public will be taken into account and suitable measures provided for in the planning and execution of all operations.

Notification of all relevant Authorities will be undertaken by management who will also notify the Safety Advisor as appropriate.

Resources necessary to facilitate the provisions of this implementation procedure will be verified and made available by senior management.

ARRANGEMENTS

Risk Assessment

The Management of Health and Safety at Work Regulations 1999 (regulation 3) places the duty on employers to undertake suitable and sufficient assessment to determine the degree of risk to which an activity exposes an employee and others, and thereafter to put in place adequate measures to control that risk. These requirements also apply to the self-employed.

Management shall ensure compliance with these requirements and will:

1. Ensure risk assessments of all activities are undertaken to determine the nature and significance of that risk, in accordance with the requirements set out in the "Procedures";
2. Where the risks can be considered common to normal working practice and not significant, ensure that suitable generic working method statements are available in support of this health and safety policy for easy reference;
3. Ensure that all employees are made aware of the generic working method statements and that they are properly instructed in those requirements;
4. Where the risk is considered significant, undertake a risk assessment which shall be recorded in writing, identifying the nature of the risk, the category of employees affected, the preventative and protective measures required, and prepare a method statement identifying the procedures to be followed to ensure suitable control;
5. Monitor the validity of the safe working method statements, review and update them as appropriate to meet the demands of the work in hand and to conform with legislation (see "Monitoring of Health and Safety Practices hereafter);
6. Where the method statement requires, ensure that suitable medical surveillance is provided and utilised (see arrangements hereafter);
7. Ensure suitable supervision by ensuring competent personnel are appointed to oversee the operations;
8. Ensure designated personnel (see section 2 'Organisation' of this policy) are suitably trained and instructed in the preparation of risk assessments and where necessary engage external competent assistance to undertake risk assessments.
9. Establish emergency procedures to be followed in the event of serious and imminent danger and to nominate sufficient competent persons to implement the evacuation procedures (see arrangements hereafter);
10. Ensure all relevant information is made available to employees of the potential risks, the control measures and the emergency procedures established and to ensure, where applicable, such information is made available to employees and other contractors (see arrangements hereafter);
11. Ensure that all employees have received appropriate training and induction and have received proper instruction and information to enable them to perform their duties in accordance with the prescribed methods (see arrangements hereafter).
12. Training will be repeated periodically to accommodate changes in risk assessments and legislation as appropriate.

Risk Assessment (continued)

13. Co-operate with other employers, where engaged in a shared work place, provide necessary information and enable suitable assessment of work activities and the implementation of appropriate control measures to ensure safe working practices by all involved persons, in compliance with relevant legislation;
14. Not employ any young person without undertaking an assessment of the of the risks to health and safety to which such persons are likely to be exposed and ensure that such assessments are regularly reviewed;
15. Not employ any young person without ensuring they are capable medically, physically and mentally of undertaking the intended activities and that suitable control measures and supervisions are in place to ensure his/her health and safety.
16. Where women of child bearing age or are pregnant or breast feeding, risk assessments shall be undertaken to determine the exposure to risk of those persons and where such assessments so determine, controls shall be introduced by way of elimination, preventative measures or changes in routine or duties so as to avoid the foreseen risks;

Reference : *The Management of Health and Safety at Work Regulations 1999 as amended*

Monitoring and Review of Health and Safety Practices

1. Regulation 5 of the Management of Health and Safety at Work Regulations 1999, requires an employer to monitor and regularly review the arrangements for health and safety to ensure that company procedures are being followed and are effective.
2. It is also a responsibility of all employees to assist the company in this requirement and therefore, all employees are encouraged to bring to the notice of Management any matters of concern relating to the company policy on health safety and welfare.
3. All suggestions, observations and criticisms will be taken into consideration by senior management in the continuing effort to improve company safe working practices.
4. Improvement of performance in health and safety practice is only achieved through continual development of management techniques in risk control.
5. The aims of monitoring therefore are to achieve :
 - the maintenance of progressive improvement of an effective health and safety policy;
 - the maintenance and development of an organisation to ensure the proficient implementation of the policy;
 - the continual improvement of performance standards;
 - the quick and effective implementation of remedial action in the event of failures or shortfalls in policy and procedures.
6. Measures that will be adopted to achieve these objectives shall include :
 - consultation with employees;
 - encouragement of suggestions, observations and criticisms by employees;
 - reporting of hazards and/or bad practice by employees;
 - reporting of all accidents, dangerous occurrences and incidents;
 - site inspections by competent persons;
 - undertaking of audits of company procedures and practice by independent and competent persons;
 - including health and safety considerations on site meeting agenda.
7. The Safety Advisor as competent person will assist the company in fulfilling the above objectives
8. Senior management, having obtained suitable advice and information, will ensure that necessary revisions to existing practices are implemented and where required new procedures are established.
9. Senior management will ensure that such information is made known and understood by all affected persons or organisations.
10. Annual audits of the company's performance in its management of health and safety will be undertaken and where deficiencies are identified practical action will be taken to improve standards.
11. A review of company performance in health and safety will be undertaken at least annually. Senior management with the assistance of the safety advisor will evaluate previous performance and reach conclusions on the required measures to ensure a good and improving health and safety culture within the organisation (See 'Safety Forum')

Relevant legislation: *Management of Health and Safety at Work Regulations 1999 as amended*

Safety Forum

1. Regulation 5 of the Management of Health and Safety at Work Regulations 1999 requires an employer to give effect to such arrangements as are necessary for the effective planning, organisation, control, monitoring and review of the necessary preventative and protective measures.
2. As part of its process management have established the Safety Forum which will consist of management staff, Representatives of Employee Safety and the Safety Advisor, and will meet at least once a year.
3. Each meeting shall be convened by the Safety Officer, who will give notice in good time to permit attendance, and also distribute the agenda with relevant information on the subjects to be discussed.
4. The appointed chair person for the meeting will ensure the content is duly minuted.
5. The agenda for the meeting shall include as a minimum:
 - consideration of any reports from enforcing authorities;
 - action taken on previous recommendations;
 - current and prospective work load;
 - future human and financial resource demands;
 - competency of personnel in the execution of their duties;
 - review of safety performance over the previous period, including accident reports, site inspection reports, audits; hazard reports etc. ;
 - improvements required to ensure no re-occurrence;
 - suitability of current risk assessment procedures & method statements;
 - arrangements for suitable safe working practices to be defined;
 - effect of new legislation;
 - effectiveness of existing training and future requirements;
 - arrangements for toolbox talks;
 - provision of personal protective equipment;
 - review of site registers;
 - review of procedures to ensure compliance with health and safety policy;
 - review and update of the company health and safety policy;
 - methods to ensure effective communication of information in the workplace;
 - any other matters.

Relevant Legislation:

The Management of Health and Safety at Work Regulations 1999 as amended
The Health and Safety (Consultation with Employees) Regulations 1996 as amended
Health and Safety at Work etc., Act 1974

Health Surveillance

1. The intent of health surveillance is to detect any adverse affects to health as early as possible and thereby minimise or prevent its continuation.
2. Management in compliance with regulation 6 of the Management of Health and Safety at Work Regulations 1999 shall ensure where applicable, that all employees are subjected to the appropriate health surveillance, having regard to their health and safety, which is identified by the risk assessments undertaken of the company activities.
3. Health surveillance will be introduced where the assessment shows the following criteria to apply:
 - there is an identifiable disease or risk of an adverse health condition;
 - there is reasonable potential that the disease or condition may be contracted under the prevailing work conditions;
 - suitable techniques exist to detect the disease or condition.
 - surveillance will provide further protection for the employee involved;
4. Relevant personnel will undergo periodic examinations by qualified medical practitioner(s), e.g. six monthly or annually, to enable the early detection of evidence of occupational disease and for subsequent treatment to be undertaken.
5. Regular review of the implementation of the procedures will be undertaken and thereby :
 - check the effectiveness of the control measures;
 - provide information on the accuracy of the risk assessment;
 - implement measures to identify and protect individuals at increased risk.

Health and Safety Assistance

1. Under regulation 7 of the Management of Health and Safety Regulations 1999, the employer must appoint of one or more competent persons to assist in undertaking measures needed to comply with the requirements and prohibitions imposed on the company by any statutory provisions.
2. The Company has therefore appointed a Safety Officer to ensure the implementation of appropriate procedures and methods of working, training and provision of information.
3. The Managing Director will ensure that full facilities are afforded to the appointed Safety Officer(s) to enable that person(s) to carry out the duties in a proficient manner.
4. When required, the Managing Director will seek the support of its external advisor to assist management to fulfil its duties with regard to the management of health and safety.
5. The services available to the company from the safety advisor are clarified in section 2 - Organisation.

Fire and Emergencies

1. The Regulatory Reform (Fire Safety) Order 2005 requires the appointment of a responsible person to put in place fire precaution measures as will ensure, so far as is reasonably practicable, the safety of his employees and other persons who might be affected exposed to risk.
2. Regulation 9 of the Regulatory Reform (Fire Safety) Order 2005, requires the designated responsible person to carry out a suitable and sufficient risk assessment of the risk to which relevant persons are exposed for the purpose of identifying the general precautions they need to implement in order to comply with the requirements and prohibitions imposed upon them by the Regulatory Reform Order.
3. In addition, the Construction (Design and Management) Regulations 2007 impose requirements in relations to Construction sites relating to establishment of Emergency procedure, Emergency routes and exits, and Fire detection and fire fighting
4. Before commencement of works management shall evaluate the conditions relating to the work place, together with the operations to be undertaken and establish suitable emergency procedures.
5. Reference to Section 6. "Emergency Procedures" should be used as the basis for developing procedures specific to any premises or site together with Section 6 "Fire Prevention and Control".
6. These procedures have been developed to minimise the possibility of accidents and dangerous occurrences and the consequences that might arise.
7. It is of paramount importance, therefore, that employees are aware of the company emergency procedures and must therefore familiarise themselves with the requirements.
8. The procedures are applicable in the case of FIRE, POLICE, and AMBULANCE services.
9. The company will nominate competent person(s) on each site or premises to implement these procedures and the evacuation, if required. The name of the person(s) will be displayed at all places of work.
10. Management shall ensure that all employees and sub-contractors have received suitable instruction on the emergency and evacuation procedures and that the assembly points are identified and known.
11. Where appropriate an emergency FIRE PLAN will be conspicuously displayed, identifying the emergency evacuation routes, the locations of fire fighting equipment together with the names of the fire co-ordinator and marshals and emergency contact numbers.
12. Adequate training will be provided to employees in the use of fire fighting equipment.
13. At regular intervals the designated site manager or office manager as applicable will conduct evacuation drills in which all employees and others affected by company activities will take part.
14. Names of qualified first aiders and the fire co-ordinator will be displayed at work premises and sites.
15. A record of all persons entering the premises or onto site will be made and Management shall ensure those persons have received suitable instruction on company health and safety procedures and emergency procedures.
16. A telephone will be made available at each site or premises and emergency contact telephone numbers displayed.

Fire and Emergencies

17. The person discovering an incident, accident, injury or emergency must FIRST ensure there is no life threatening situation THEN raise the alarm by informing management at head office.
18. The designated manager will determine if the occurrence can be handled fully and safely by provisions at the premises/site, if this is not possible, The designated manager shall dependant upon the urgency, immediately evacuate the premises/site (if necessary), contact the relevant emergency services and inform them of the nature of the emergency.
19. The Contracts manager or Office manager, as applicable, shall as soon as practicable make a written record of the incident, the consequences and the action taken to bring it under control.
20. The Contracts manager shall ensure that Fire risk Assessments for the respective sites are prepared to determine the most suitable emergency procedures to be adopted.
21. The Office manager shall ensure that Fire risk Assessments for the office premises are prepared to determine the most suitable emergency procedures to be adopted.
22. Fire Risk Assessments shall be carried out by competent persons in similar fashion as clarified for 'Risk Assessment'.

Further information: Section 6 "Procedures" - Fire Prevention and Control

Relevant Legislation: *The Regulatory Reform (Fire Safety) Order 2005*
The Management of Health and Safety at Work Regulations 1999 as amended
The Construction (Design and Management) Regulations 2007
The Workplace (Health, Safety and Welfare) Regulations 1992 as amended

Confined Spaces

1. Regulation 8 of the Management of Health and Safety at Work Regulations 1999, requires an employer to ensure that any area of work under his control that presents an unacceptable danger/ risk, without appropriate precautions, must be restricted to prevent access by employees or other persons.
2. **The Confined Spaces Regulations 1997** require the avoidance of entry into a confined space by doing work outside if possible, if this is not possible entry must be by way of a safe system of work that ensures the use of trained personnel and that emergency procedures are in place.
3. Confined spaces are working areas having restricted means of access and egress, substantial enclosure, limited natural ventilation not intended for personal occupation over a sustained period.
4. Examples of such conditions are lift motor rooms, basements, passageways, trenches, pits, tunnels, manholes, sewers, wet wells, sumps, storage tanks, ductways etc.
5. Some of the typical risks that can arise are:
 - asphyxiation due to shortage of oxygen;
 - poisoning by digesting, absorbing, or inhaling toxic substance;
 - drowning;
 - seepage of toxic fumes or chemicals into the confined space;
 - explosions caused by dust, gases etc.;
 - fire due to flammable liquids or gases and excess of oxygen;
 - physical injury and electrocution.
6. All operational areas shall be evaluated to determine locations and situations that will be categorised as a confined space. Suitable provision will then be made to resource the necessary control measures.
7. Management in consultation with the Safety Advisor will verify areas defined as "confined space" and will ensure risk assessments are carried out and suitable safe systems of work are defined and established. Appropriate personal protective equipment will be made available as required.
8. Management shall ensure :
 - that suitable training is given to employees on the appropriate procedures that must be followed when operating in a particular confined space situation.
 - "confined space" working areas are identified on site and post appropriate notices at conspicuous locations to inform employees.
 - that the appropriate risk assessments and method statements have been supplied to site and that suitable instruction and training has been received by employees to be deployed on these activities and verify that they are competent to undertake the particular tasks.
 - suitable supervision of operations is undertaken to ensure that the correct operational procedures are followed, personal protective equipment is issued and properly used, appropriate sampling is undertaken and suitable medical surveillance is carried out.

Relevant Legislation: *The Confined Spaces Regulations 1997 as amended*
 The Personal Protective Equipment at Work Regulations 1992 as amended
 The Personal Protective Equipment at Work Regulations 1992 as amended
 The Personal Protective Equipment Regulations 2002
 The Provision and Use of Work Equipment Regulations 1998 as amended

Information for Employees

Regulation 10 of the Management of Health and Safety at Work Regulations 1999, requires management to provide employees and self employed persons with comprehensive and applicable information with regard to company activities.

Such information would include the following:

- any RISKS to health and safety identified by the applicable assessment;
- the preventative and protective measures as applicable to be put in place or undertaken by the employee and management;
- detailed procedures to be followed together with appropriate information and instructions to be adhered to in the event of serious and imminent danger;
- the identity of the competent person appointed to ensure the proper implementation of the emergency procedures;
- the risks to which they are potentially exposed by known activities of other employers.

Management will endeavour to comply with requirements by way of its arrangements for "Employee Consultation" and "Emergencies" together with arrangements for "Training and "New Employees" clarified within this section of the company health and safety policy.

Consultation

1. In furtherance of the provisions of regulation 10 of the Management of Health and Safety at Work Regulations 1999, and in compliance with the requirements of the **Health and Safety (Consultation with Employees) Regulations 1996**, Management will, so far as is reasonably practicable, undertake consultations with its employees with regard to its activities and the relevant safe working practices.
2. The Managing Director will convene regular meetings at which employees will be advised of new activities to be undertaken by the company, provided with applicable information, together with the proposed methods of working considered appropriate for safe execution of the activities.
3. Employees will be encouraged to offer their views and criticisms of the proposals and these will be taken into account before the final method of working is confirmed.
4. Employees will also be invited to submit any other comments for consideration that will contribute towards good health and safety practices within the company.
5. Should it be more appropriate then employees will be given the opportunity to elect a “representative of employee safety” to represent them at the regular meetings.
6. Suitable training will be provided to representatives of employee safety to enable them to undertake their responsibilities competently.
7. The Managing Director will ensure that details of the confirmed safe working methods are communicated to all employees, and provide any specific instructions and training, as necessary, to ensure the competence of employees to be engaged on the activities.
8. A record of the consultations with employees will be maintained together with minutes of what took place at those meetings.

Relevant Information ;

*Management of Health and Safety at Work Regulations 1999 as amended
Health and Safety (Consultation with Employees) Regulations 1996 as amended*

Co-operation and Co-ordination

Regulation 11 of the Management of Health and Safety at Work Regulations 1999, require employers that share a common site to co-operate and co-ordinate their undertakings to enable each to fulfil their respective duties under legislation.

Management will therefore:

- co-operate with other employers, so far as is necessary, to enable them to comply with any relevant statutory provisions;
- co-operate with other employers to enable compliance with the Regulatory Reform (Fire Safety) Order 2005 and;
- co-ordinate measures taken by the company to fulfil its duties imposed by relative statutory provisions with that of other employers to enable each to fulfil their respective duties.
- So far as is reasonably practicable, Management will endeavour to inform other employers concerned of the risks to their employees health and safety arising from relevant company activities.

The above requirements apply equally to self-employed persons.

Where undertaking works on a site that is not managed by a Main Contractor or Principal Contractor, Management will co-operate with other employers to enable the appointment of a co-ordinator to ensure that the provisions of this legislation are complied with.

Persons Working in Host Employer's or Self Employed Person's Undertaking

1. Regulation 12 of the Management of Health and Safety at Work Regulations 1999, requires employers to supply information to other employers whose employees are to carry out work on their behalf.
2. This regulation applies in particular to short term engagements of sub-contract personnel by management and includes undertakings such as cleaning, repairs, maintenance, specialist undertakings and hired short term employment.
3. Risk assessments will be carried out by management in respect to the activities to be undertaken by those employees and any risks, protective and preventative measures identified.
4. Management will ensure that the relevant information provided has been communicated to the employees of the other employer and its provisions adequately understood.
5. Where the management engages contractors to undertake work on its behalf, it will fulfil its duties as provided for above and will ensure suitable assessment and management of those contractors in accordance with the arrangements detailed under "Contractors".

Contractors

1. Optima Services UK Ltd operates a policy of only employing contractors of which suitable enquiries have been made, so far as is reasonably practicable, to ascertain their competency to undertake the work required of them.
2. The competency of contractors will be determined by inviting them to submit information in response to the company questionnaire which will be assessed by responsible Management in accordance with the company procedure detailed in Section 6.
3. Details of the company health and safety policy and its requirements will be made known to contractors.
4. All contractors sub-contracting to the company will be obliged to undertake their activities to a standard not less than that demanded by the health and safety policy of Optima Services UK Ltd and in accordance with all relevant legislation.
5. Contractors will not be allowed to commence work until they have agreed the safe method of working with Management and have received clearance to proceed.
6. Plant, tools and equipment provided by the contractor must be in good working condition and comply with all relevant legislation and safe working certificates will be required before use is permitted. Suitable risk assessments where required will be undertaken by the contractor and control procedures confirmed before commencement of operations.
7. Contractors' employees will be required to report all injuries and dangerous occurrences immediately to the management of Optima Services UK Ltd. This, however, does not absolve any contractor of their responsibilities in this respect.
8. All contractors' employees must comply with any instructions issued by the management of Optima Services UK Ltd or Safety Advisor.
9. Suitable Welfare and First Aid facilities shall be provided by all contractors for their employees, unless suitable arrangements have been made for those employees to use the facilities of Optima Services UK Ltd in which case Form F2202 will be completed.
10. All contractors' personnel shall comply with all site rules specified by Optima Services UK Ltd, observe all signs and directions and wear all personal protective clothing and equipment required of them.
11. All contractors will be informed that any contravention or compromise of health and safety requirements by their personnel on site will not be tolerated and could result in their exclusion from site and from consideration for further work on behalf of Optima Services UK Ltd.

Relevant Legislation:

The Management of Health and Safety at Work Regulations 1999 as amended
The Construction (Design and Management) Regulations 2007

Capabilities and Training

1. Regulation 13 of the Management of Health and Safety at Work Regulations 1999, requires an employer to ensure that the requirements of the work to be undertaken do not exceed the capabilities of the employee(s) to be deployed to carry out that work.
2. Management will therefore determine the capabilities, training, knowledge and experience of employees to establish their suitability for relevant work activities.
3. Where required, additional training, instruction and information shall be provided to ensure, so far as is reasonably practicable, that the employees are competent to undertake the activities on which they are to be deployed.
4. Arrangements in this respect are clarified under "Training" and "New Employees" included within this policy document.

Training

1. All staff will receive appropriate training on health and safety, to assist them to carry out their responsibilities safely and proficiently.
2. Training relative to the working skills of employees will be provided as appropriate, to ensure competency of all employees in the undertaking of their tasks.
3. Induction training shall be given to all new personnel upon recruitment (see arrangements for New Employees)
4. Management will ensure that regular refresher courses are provided in accordance with the training schedule and that toolbox talks are given regularly on site.
5. Records of all training given to personnel will be kept and retained at head office, together with any certificates received in respect of off site courses attended by employees.
6. Consideration will be given and where necessary training provided where an employee is required to:
 - move to a new work site;
 - take on new responsibilities;
 - undertake different activities;
 - use different work equipment;
 - conform with new systems of working.

Relevant Legislation:

Health and Safety at Work etc., Act 1974

The Management of Health and Safety at Work Regulations 1999 as amended

New Employees

1. Management shall ensure that all new employees, including new starters, company employees transferred from other premises/sites and sub-contract employees, before commencement of work, receive an induction on the safety procedures and rules applicable to the operations.
2. Management shall undertake the following:
 - inform the employee of their specific duties and to whom he/she is responsible;
 - provide instruction on the purpose of the health and safety policy and its content;
 - advise where the health and policy is kept for reference;
 - determine if the employee has any disability or illness that would prevent him/her from performing the duties expected of him/her in a competent manner;
 - ensure that suitable personal protective clothing is provided and instruction given on its proper use;
 - inform employee of the company "Code of General Conduct" and make a personal copy available;
 - provide instruction on the emergency procedures relating to the premises or site;
 - inform the employees of the risks to their health and safety on site or in the work place;
 - inform the employees of the preventative and protective measures;
 - warn the employee of any compulsory requirements, prohibited actions or prohibited areas of operation.;
 - ascertain if specific training or instruction is required and to arrange for such training to be provided;
 - show the employee the location of the first aid box and explain the procedure in the event of an accident;
 - inform the employee of the risks to employees notified the employer by other employers who share the work place;

EMPLOYEES UNDER 18 YEARS OLD ADDITIONAL REQUIREMENTS

3. Management, before permitting a young person to start work, shall carry out a risk assessment with regard to the intended activities to be undertaken by the young person and determine the suitability of such an engagement and the methods of working necessary to ensure the persons health and safety, and **to enable compliance with the provisions and prohibitions of the Regulation 19 of the Management of Health and Safety at Work Regulations 1999.**
4. Where the assessment shows that there exists a risk to the health and safety of a young person, then new assessments will be undertaken at regular intervals and the health and the young person monitored.
5. **All employees under the age of eighteen must not operate any plant, give signals to cranes or mobile plant, use any power tools or equipment unless being trained and under the immediate supervision of a competent person.**
6. Management shall enter the employee's name in the General register F31/F36, complete form 2404 (located at the back of the register) and send it to the local careers office.

Alcohol and Drug Usage

Employees and sub-contractors (including supervisory and management staff) undertaking activities on behalf of the company whilst under the influence of alcohol or drugs can adversely affect the safety and health of themselves or other persons that may be affected by those activities.

Therefore, it is the policy of Optima Services UK Ltd that all personnel in its employ shall not be permitted to work on its undertakings whilst under the influence of alcohol or drugs. Any person known to be, or suspected of being, under the influence of alcohol or drugs must be referred to the responsible Manager/Supervisor, who will arrange for the person to be removed from the work premises or site.

Personnel who are prescribed drugs by their doctor, must advise the Managing Director immediately prior to undertaking any work on behalf of the company, in order that the implications of such prescription can be evaluated and thereby determine the competency of that person to continue in the undertaking of normal work activities.

Any personnel contravening company policy will be subject to disciplinary action which may result in termination of employment with the company.

Management recognises that symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions e.g. heat exhaustion, hypothermia, diabetes, etc. Also, the person may be affected by legitimate medication prescribed by a doctor. These conditions, while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that may be considered.

Therefore, if there is any doubt as to the persons condition or cause of their condition, medical advice must be sought immediately.

Accident, Dangerous Occurrence & Disease Reporting

1. **All injuries or damage resulting from accidents or incidents in the work place, however minor, must be reported to the supervisor, recorded in the accident book, the company accident form completed and sent to head office.** This also applies to injuries sustained by sub-contractors, the public, visitors, etc.
2. Accident Book BI 510A will be kept at each work place and head office for the recording of all accident details.
3. In the event of a **fatal or major injury** to any person, or dangerous occurrence as defined by the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**, the Health and Safety Executive must be informed by telephone immediately by either the **Contracts Manager or the Managing director**. If they are not available then by the **Office Manager**. (See Appendix 1, Section 6-2 Procedures, 'Reporting Incidents, Diseases and Dangerous Occurrences' for detailed information)
4. Subject to the instructions of the Health and Safety Executive, the work areas in which the incident took place will be made secure against disturbance until the Health and Safety Executive have carried out their inspection and give clearance that work may resume.
5. Form 2508 will be completed by the **Contracts Manager or Office manager** as appropriate and sent to the Health and Safety Executive within 10 days of the incident.
6. Where an incident results in a person being absent from work for more than 3 days, details must be forwarded to the Health and Safety Executive within 10 days of the incident.
7. Where an incident results in a person being hospitalised for more than 24 hours, details must be forwarded to the Health and Safety Executive within 10 days of the incident.
8. **Dangerous Occurrences** as detailed in appendix 2 of procedure 6-2, shall be notified to the enforcing authority immediately, and thereafter a written report on form F2508 sent within 10 days of the incident.
9. **Disease** known to be reportable, as prescribed in appendix 3 of procedure 6-2, shall be reported to the enforcing authority on form F2508A, when a person who carries out specified types of work is known to be suffering from a reportable disease.

Where a written diagnosis has been received from a doctor confirming a reportable disease, then a report must be submitted to the enforcing authority.
10. **An incident that results in damage** to property plant tools, equipment, machinery, vehicles etc. shall be reported to **Contracts manager or Managing director**.
11. **Near Miss** incidents must also be reported to either the **Contracts manager or Managing director**, to enable safe working practice to be devised and permit suitable information and training to be provided to personnel to eliminate or safely control possible future occurrences.
12. **Reporting of Gas Incidents** - The supplier (other than retail trade) of flammable gas, be it through a fixed pipe distribution system filler or refillable container of LPG must, within 14 days, notify the Health and Safety Executive of any major injury, death or damage to health caused by that supply if so notified of the incident. Form2508G is used for this purpose.

Accident, Dangerous Occurrence & Disease Reporting (continued)

Where an employee or self employed person, who is approved by the Health and Safety Executive for the purposes of regulation 3 of the Gas Safety (Installation and Use) Regulations 1998, (persons carrying out work in relation to fittings are competent to do so and are members of HSE approved organisations) decides that a gas fitting, flue or ventilation used in connection with that fitting has or is likely to cause major injury or death then that person must within 14 days report on form F2508G to the health and Safety Executive.

13. Any death or major injury caused arising from a road accident involving any work/construction activities shall be reported immediately to the Health and Safety Executive and a written report submitted within 10 days of the incident.
14. Any serious accident or incident will be investigated by the **Contracts manager or Office manager** as appropriate personnel without delay and suitable procedures devised and adopted to eliminate, reduce or better control recurrence, so far as is reasonably practicable. All recorded accidents will be monitored and working practices reviewed as necessary and any required action communicated to all employees.
15. Records of reported accidents and investigations thereof will be kept for a minimum of three years.

Emergency Contact Numbers: See SITE RULES

Further information: See section 6 Procedures

Relevant Legislation:

The Reporting Injuries, Diseases and Dangerous Occurrence Regulations 1995 as amended

Asbestos

1. Asbestos particles can easily be inhaled if adequate precautions are not taken, when disturbing materials containing asbestos. Such inhalation can in some cases result in the development of asbestos is and /or certain types of cancer.
2. Asbestos can be found in various forms e.g. lagging to pipes, fire protection to steelwork, insulation board, ceiling tiles, brake linings, stipple coatings (e.g. Artex), roof cladding sheets etc.
3. Where possible suitable provision will be made in the contract and appropriate systems of control will be developed, to strictly control any works associated with asbestos and to prohibit personnel, other than asbestos specialist personnel, from access to areas of potential risk, arising from the known presence of asbestos materials.
4. If material is encountered that is believed to contain asbestos, work must be stopped immediately and the presence of asbestos reported to Management. The area will then be made secure against access and expert opinion obtained to verify the potential danger.
5. Any work to asbestos based material requiring its removal or modification will be undertaken by specialist personnel.
6. Management shall:
 - Ensure the competency of the specialist personnel before any work is commenced.
 - Ensure that suitable assessment is undertaken and appropriate safe working method statements are developed to enable the specialist personnel to undertake the work, as safely as is reasonably practicable.
 - Shall monitor the specialist personnel to ensure that all work is properly assessed before commencement and is carried out in accordance with the relevant standards and the safe working practices developed in accordance with the relevant method statements.
7. **Asbestos Awareness training** – To enable its employees to appreciate the potential risks that can arise from the exposure to asbestos dust, it is the company's policy to provide **asbestos awareness training** to all of its employees as part of its ongoing health and safety training programme.

Relevant Legislation:

The Control of Asbestos Regulations 2006
The Control of Pollution (Special Waste) Regulations 1980
The Personal Protective Equipment at Work Regulations 1992 as amended
The Personal Protective Equipment Regulations 2002

Company Offices

1. Management is responsible for the provision and control of all office accommodation and equipment, and the management of office personnel.
2. Suitable access to and egress from the office accommodation shall be provided, kept clear of obstructions and adequately illuminated.
3. Suitable lighting, adequate ventilation and heating control will be provided to ensure a suitable working environment.
4. The positioning of office furniture, equipment and machinery will be planned to ensure it is located in accordance with the manufacturers' specifications and ensure it is compatible with safe and healthy operational practices.
5. All office staff will be provided with suitable instruction on office procedures to achieve tidy working conditions and safe working practices.
6. Where applicable, fire precautions shall be provided in accordance with the fire risk assessment.
7. Management will undertake risk assessments of the fire risk relating to premises under its control.
8. Procedures shall be prepared that are to be followed in the event of fire or emergency and personnel shall be instructed in those procedures and given appropriated training in the use of fire fighting equipment. Fire evacuation drills shall be conducted every three months, the date and comments to be recorded and retained.
9. A fire plan will be displayed at conspicuous locations and fire fighting equipment provided and maintained serviceable at the locations identified. All fire extinguishers will be provided in accordance with the current British standards.
10. Fire alarms and smoke detectors will be installed and tested weekly.
11. Fire exits will be inspected at the start of each day and maintained serviceable at all times.
12. Suitable first aid and welfare facilities will be provided and maintained.

Relevant Legislation:

Regulatory Reform (Fire Safety) Order 2005

The Fire Precautions Act 1971

The Management of Health and Safety at Work Regulations 1999 as amended

The Workplace (Health and Safety and Welfare) Regulations 1992 as amended

The Provision and Use of Work Equipment Regulations 1998 as amended

The Health and Safety (Safety, Signs and Signals) Regulations 1996 as amended

Control of Substances Hazardous to Health

1. The control and safe use of all materials and substances is covered by **the Control of Substances Hazardous to Health Regulations 2002 as amended 2003, 4 & 5.**

Risks to health can arise in several ways as follows:

- External contact - corrosive, skin absorption, dermatitis, etc., e.g. cement, acids, epoxy resins, etc.
 - Inhalation - gases, fumes, dusts, vapours, vehicle exhausts etc.
 - Ingestion - swallowing.
2. The extent of the damage to health that might occur is dependant upon the classification of the substance used i.e. Toxic, harmful, irritant, corrosive, biological, or a combination of these.
 3. All work processes will be assessed and planned by the company to take account of the risks and the relevant legislation.
 4. Where practicable, steps will be taken to reduce exposure to hazardous substances by way of elimination or substitution of a less hazardous substance. Where this is not practicable suitable control measures will be implemented to ensure, so far as is reasonably practicable, that the work is undertaken safely;
 5. Written assessments will be provided for all substances considered potentially hazardous to health.
 6. The Contracts Manager shall:
 - before the use of any substance, ensure that the data sheets relating to that substance are available at the work place, together with the assessment sheet and method statement identifying the risks and its safe method of use;
 - ensure that the information and the relevant control measures included in the assessments are brought to the attention of operatives before use of the substance is permitted;
 - ensure that any required personal protective equipment is provided for use by operatives;
 - ensure that operatives to be engaged in the use or handling of any hazardous substance are in receipt of suitable training in the safe use of those substances.
 - ensure that all operatives are suitably instructed and equipped and are competent before being required to use any hazardous substances;
 - ensure that operations are adequately supervised to see that they are carried out in accordance with safe working practice.

Relevant Legislation:

The Control of Substances Hazardous to Health Regulations 2002 as amended 2003, 4 & 5
The Management of Health and Safety at Work Regulations 1999 as amended
Chemicals (Hazard Information and Packaging for Supply) Regulations 2002
The Personal Protective Equipment at Work Regulations 1992 as amended
The Personal Protective Equipment Regulations 2002
The Provision and Use of Work Equipment Regulations 1998 as amended

Control of Visitors on Site

1. Allowance will be made in the contract at planning stage to provide adequate measures to control unauthorised access onto site.
2. Management shall:
 - Ensure that suitable and sufficient security fencing is provided as necessary, to a suitable standard to appropriately prohibit unauthorised access to areas of risk.
 - Ensure that all security fencing is erected and maintained effective and shall ensure that suitable advisory signs are erected in conspicuous locations to instruct visitors to site.
 - Establish a system of control on site to ensure that all visitors to site are obliged to report to Management without entering operational areas.
 - Not allow any persons to enter on site who do not have good reason and even then, shall prohibit access to those who are not competent or suitably equipped.
 - Ensure that visitors allowed on site are accompanied by a competent employee and further, shall ensure that they have been instructed in the emergency evacuation procedures and made aware of areas of restricted access.
 - Ensure that any visitor permitted on site is suitably equipped with the applicable personal protective equipment.
 - Maintain a record of all visitors to site with details of the purpose of that visit and the duration.

Relevant Legislation:

The Workplace (Health, Safety and Welfare) Regulations 1992 as amended
The Management of Health and Safety at Work Regulations 1999 as amended

Display Screen Equipment

1. Possible health effects of Display Screen Equipment (D S E) work include:

repetitive strain injury, eye and eyesight defects, fatigue and stress, facial dermatitis.
2. To reduce the potential of any such occurrence, management will endeavour to provide suitable safe working conditions and practices, and it is essential that employees assist management by complying with the specified control procedures.
3. Management will:
 - Verify the company's needs with regard to the provision of display screen equipment and ensure that it is supplied and installed in accordance with the **Health and Safety (Display Screen Equipment) Regulations 1992**.
 - Carry out suitable assessment(s) of the work station(s), to ensure the equipment is located, utilised and maintained in accordance with the applicable legislation and the guidance notes thereon.
 - Define a suitable code of conduct for employees in the use of the equipment to ensure periodic breaks or changes in activity and to ensure that it is observed.
 - Ensure that all employees who will be required to use display screen equipment are provided with suitable training and instruction.
 - Make arrangements for eyesight tests of users, to be taken periodically.
4. Display screen users are required to co-operate with the company by conforming with company procedures and thereby assist the company to comply with legislation and so reduce the risk of injury and ill health to employees.
5. Employees are required to report any defects to the display screen equipment immediately to office management.

Relevant Legislation:

The Health and Safety (Display Screen Equipment) Regulations 1992 as amended

The Workplace (Health, Safety and Welfare) Regulations 1992 as amended

The Provision and Use of Work Equipment Regulations 1998 as amended

The Management of Health and Safety at Work Regulations 1999 as amended

Dust

1. Legislation imposes a general duty on employers to reduce the risk of harm to employees, arising from exposure to excessive levels of dust.
2. The presence of airborne dust can arise in many construction operations and in particular in association with refurbishment work on existing structures.
3. All dust fumes, mists and vapours must be considered potentially harmful, as health effects depend upon toxicity, which cannot be known until a suitable assessment has been made.
4. Dust can enter the body by way of inhalation and ingestion and affect sensory organs such as the eyes and nose.
5. Risks associated with dust at work will depend upon its nature can include:
 - poisoning;
 - irritation of eyes, or sensory membranes giving rise to coughing and sneezing;
 - respiratory difficulties and shortness of breath;
 - contracting Asbestosis or Mesothelioma.
6. All work activities will be evaluated, risk assessments undertaken as appropriate and methods of working established in accordance with applicable standards.
7. Management shall :
 - ensure suitable training for employees on dangers and safe working practices relating to dust, that all information and competent supervision is provided, and appropriate control procedures established.
 - confirm that employees are competent and conversant with the appropriate procedures.
 - ensure that employees are issued with the appropriate personal protective equipment and that it is properly used and maintained.
 - monitor operations and take action to prohibit activity where risk assessment/control procedures are considered inappropriate.

Relevant Legislation:

The Personal Protective Equipment at Work Regulations 1992 as amended

The Personal Protective Equipment Regulations 2002

The Control of Substances Hazardous to Health Regulations 2002 as amended 200, 4 & 5

The Management of Health and Safety at Work Regulations 1999

The Control of Pollution Act 1974

The Workplace (Health, Safety and Welfare) Regulations 1992 as amended

Electrical Working

1. Working with electricity is potentially dangerous if not correctly undertaken, which can result in: fires, explosions, severe burns, electrocution and even death.
2. Adequate allowance will be made in the contract at planning stage to ensure that appropriate measures are provided to ensure safe working practices.
3. Management shall ensure :
 - that all aspects of electrical works are identified, risk assessments are undertaken and suitable method statements are prepared defining safe methods of working appropriate to the circumstances.
 - so far as is reasonably practicable, that all relevant information is obtained pertaining to the existing electrical circuitry and energy supplies, to enable the proper assessments to be carried out.
 - that adequate training and instruction is received by employees and/or contractors to be engaged on electrical works and that those employees are qualified, suitably experienced, competent electricians.
 - that the appropriate risk assessments and safe methods of working are made available at the workplace together with suitable personal protective equipment.
 - where necessary, that a permit to work system is established, prior to the commencement of works.
4. The Supervisor shall :
 - ensure that only qualified and competent electricians are permitted to undertake electrical works and that they are properly instructed in the particular works and the safe method of work for that undertaking.
 - where applicable, ensure the permit to work system is complied with and that relevant employees are conversant with its provisions.
 - ensure that all employees, contractors and others not directly involved in electrical works are aware of the restrictions and control measures imposed on those operations.
 - ensure suitable observance by employees of the provisions of this policy, procedures and legislation with regard to electrical works and will enforce compliance by all necessary disciplinary measures.
 - ensure that all works are carried out in accordance with the specification and that only materials to the appropriate standards are used.

Relevant Legislation: *The Management of Health and Safety at Work Regulations 1999 as amended*
 Electricity at Work Regulations 1989 as amended
 Low Voltage Electrical Equipment (Safety) Regulations 1989
 The Provision and Use of Work Equipment Regulations 1998 as amended
 The Personal Protective Equipment at Work Regulations 1992 as amended
 The Personal Protective Equipment Regulations 2002
 The IEE Wiring Regulations 16th Edition

First Aid and Welfare

1. Management shall ensure that suitable Welfare facilities and arrangements to administer First Aid are established for all its office and operational activities.
2. Management shall determine the welfare and first aid requirements before work at premises or on site starts, taking into account as necessary shared use of facilities, in accordance with the relevant standards and the risk assessments carried out.
3. When undertaking sub-contract work, management shall arrange with the main/ Principal contractor prior to employees commencing on site, that all necessary welfare and first aid provisions are in place and ensure that the certificate of shared welfare facilities has been received from the main/ Principal Contractor.

First Aid

4. In furtherance of the requirements of the Health and Safety (First Aid) Regulations 1981 management shall :
 - ensure that sufficient trained and certificated 'Suitable Persons' are appointed. First Aid certificates are only valid for a period of two years. Refresher courses and re-certification will be implemented as required.
 - ensure that all first aid equipment is provided at the workplace before commencement of works and all employees shall endeavour to confirm that such equipment is provided.
 - ensure where conditions, materials, processes or equipment cause special risk, appropriate additional training and arrangements are made, as identified by risk assessment.
 - ensure Health Surveillance is provided as required and the recorded information retained at head office.
 - ensure that persons working away from company sites or premises are provided with a travelling first aid kit. Employees likewise shall ensure they are suitably equipped.
 - Ensure that any necessary contacts with external services are arranged with regard to first aid emergency medical care and rescue work (MHSWA Regulations 1999)

Welfare

Office : Management shall establish suitable facilities, taking account of the number of its personnel, in accordance with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

Site : Management shall ensure, as applicable, that suitable facilities are established on site to meet the requirements of schedule 2 of the Construction (Design and Management) Regulations 2007.

Relevant Legislation: *The Health and Safety (First Aid) Regulations 1981 as amended*
The Management of Health and Safety at Work Regulations 1999 as amended
The Workplace (Health, Safety and Welfare) Regulations 1992 as amended
The Construction (Design and Management) Regulations 2007

Lifting Operations & Lifting Equipment

The requirements imposed by the Lifting Operations and Lifting Equipment Regulations 1998 on an employer in relation to lifting equipment apply to all lifting equipment provided for use or used by employees of his at work. They also apply to self employed persons, with regard to lifting equipment he uses at work, and to anyone with control, to any extent of :

- lifting equipment;
- a person at work who uses or supervises or manages the use of lifting equipment; or
- the way in which lifting equipment is used.

Therefore, in order to comply with the provisions of the regulations, management shall, so far as is reasonably practicable, ensure that :

- (a) the lifting equipment is of adequate strength and suitability for each load and that every part of a load and anything attached thereto and used in the lifting is of adequate strength (Reg 4);
- (b) equipment for lifting persons is sufficient so as to prevent a person using it and/or carrying out activities from the carrier, from being crushed, trapped or struck or falling from the carrier; (Reg 5)
 - and suitable devices are fitted to prevent the risk of a carrier falling; and furthermore
 - where the risk of the carrier falling cannot be prevented for reasons inherent in the site conditions, measures shall be taken to ensure the carrier has enhanced safety coefficient suspension rope or chain which is inspected by a competent person every working day; (Reg 5)
- (c) the lifting equipment is positioned or installed so as to reduce to as low as practicable, the potential risk of the lifting equipment or load striking a person, or the risk of the load :
 - drifting, falling freely, or being released unintentionally
 - and that it is otherwise maintained in a safe mode;
 - also where applicable that suitable devices are provided for the prevention of anyone falling down a shaft or hoist way; (Reg 6)
 - machinery and accessories for lifting loads are clearly marked to indicate their safe working load; (Reg 7)
 - and where the safe working load of machinery for lifting depends on its configuration, either the machinery is clearly marked to indicate its safe working load for each configuration, or information which clearly indicates its safe working load for each configuration is kept with the machinery; (Reg 7)
 - that accessories for lifting are marked to identify the characteristics necessary for safe use; (Reg 7)
 - lifting equipment designed for lifting persons is appropriately marked to that effect; (Reg 7)
 - that lifting equipment not designed for lifting persons which might be mistakenly used for that purpose, is clearly marked prohibiting such use; (Reg 7)

Lifting Operations & Lifting Equipment (continued)

- (d) any lifting or lowering operation which involves lifting equipment is properly planned by a competent person, appropriately supervised and carried out in a safe manner; (Reg 8)
- (e) before lifting equipment is put into services for the first time by him that it is thoroughly examined for any defect; (Certain exceptions are defined under Reg 9(1).)
- (f) where the safety of the lifting equipment depends on the installation conditions, that it is examined after installation and before being put into service and to ensure that it has been correctly installed and is safe to operate;
- (g) equipment in exposed conditions that may be subject to deterioration is thoroughly examined :
- at least every six months, in the case of lifting equipment for lifting persons or accessory for lifting;
 - at least every twelve months, in the case of other lifting equipment; or
 - in either case, in accordance with an examination scheme; and
 - whenever exceptional circumstances have occurred which are liable to jeopardise the safety of the lifting equipment, and
 - if appropriate for the purpose, is inspected by a competent person at suitable intervals between thorough examinations,
- (h) upon examination, any defects are immediately reported in the prescribed manner (Reg 10 Schedule 1) and a written report prepared detailing the defects and the potential risks arising therefrom;
- (i) any equipment reported as defective is not used until such defect(s) are rectified and tested to ensure the equipment is safe for the intended use;
- (j) records of examination and defects reports are kept available for examination until the presentation of subsequent reports or the equipment is taken out of use.
- (k) only suitably trained persons will be allowed to undertake repairs, modifications, maintenance or servicing to any equipment
- (l) appropriate information, instruction and training is given to operatives deployed to use the equipment;
- (m) suitably trained competent supervision is provided to ensure the safe use by employees of equipment in compliance with the provisions of this policy and relevant legislation;

Relevant Legislation :

The Lifting Operations and Lifting Equipment Regulations 1998 as amended
The Provision and Use of Work Equipment Regulations 1998 as amended
The Management of Health and Safety at Work Regulations 1999 as amended

Lone Working

1. Although there is no general prohibition on an employee working alone whilst undertaking activities on behalf of an employer, there are specific instances where legislation prescribes that more than one person must be involved in the operations and the work must be duly assessed and organised for the required number of persons.
2. Examples of instances where lone working is not permitted are :
 - entry into confined spaces;
 - diving operations and supervision thereof;
 - fumigation and other work relating to COSHH regulations;
 - young persons and supervision thereof.
3. Lone workers, like any other employee must not be exposed to unnecessarily more risks than employees who work in groups.
4. The likely hazards to which a lone worker may be exposed include :

accidents, illness, fire, equipment failure, lack of suitable training,
medical condition of employee, manual handling of access equipment,
absence of safe access and egress, etc.
5. Management have a responsibility to ensure the safety and health of our employees whilst at work and therefore, will ensure that assessments are be undertaken of any lone working activities so as to put in place necessary measures that will ensure, so far as is reasonably practicable, the safety and health of those persons engaged thereon.
6. Based on the findings of the risk assessment safe working arrangements for lone working will be devised taking into account the characteristics of the individuals to be deployed.
7. Lone workers will be monitored by any of the following means, dependent on their suitability to the work situation concerned :
 - periodic supervisory checks;
 - periodic contact by telephone or radio;
 - automatic warning devices if not periodically contacted by lone worker;
 - emergency alarms activated manually or in the absence of any activity.

Management of Design & Construction

The **Construction (Design and Management) Regulations 2007** are designed to ensure compliance with health and safety legislation by all parties engaged in 'construction' works.

Part 2 'General Duties applying to Construction Projects' -clarifies the duties that apply to all parties involved in construction work regardless of whether part 3 (project notification) applies or not.

All involved parties must ensure that persons or contractors they engage to carry out work on their behalf are competent and have suitable and sufficient resources to fulfil their respective responsibilities. In addition, all parties are required to co-operate with each other and to co-ordinate their respective undertakings. Furthermore, the client must ensure that the works are adequately managed and that the programme includes sufficient time and other resources by persons involved in the project to fulfil their respective obligations under the regulations. Pre-construction information as is available to the client and reasonable for him to obtain is to be promptly provided to relevant parties.

Part 3 'Additional Duties where Project is Notifiable' - These Regulations place duties upon clients; client's agent (when appointed); designers; CDM Co-ordinators and contractors to ensure that **health and safety** is taken **fully** into account and effectively managed throughout all stages of a construction project, from conception, throughout the design process and the construction phase to completion and aspects relating to future maintenance, repair and eventual demolition.

A CDM Co-ordinator must be appointed as soon as practicable, where of Part 3 of the CDM Regulations apply, who has responsibility for co-ordinating all aspects of health and safety relating to the design and planning phase. The CDM Co-ordinator must be able to provide sufficient advice and assistance to clients to enable them to fulfil their duties, particularly with regard to the competency of appointees and their respective resources; ensure the provision of all available information to relevant parties; ensure co-operation and co-ordination of designers and to monitor the health and safety aspects of the design: advise on the adequacy of the construction phase health and safety plan, and to ensure the Health and Safety File is produced.

Designers must manage the design of a project so as to eliminate, reduce or control risks to health and safety and to provide necessary information, so far as is reasonably practicable, that will ensure the safe construction and maintenance of a project.

The Principal Contractor must take over and develop the Health and Safety Plan, co-ordinate the activities of the contractors and ensure they comply with the Health and Safety Plan and relevant legislation. The Principal Contractor also has the duty to ensure that personnel and contractors engaged are competent and that adequate training of and consultation with personnel is provided, and that all requisite information is disseminated.

Contractors are required to co-operate with the Principal Contractor and provide information on the management of health and safety, together with any other information relevant to the health and safety of the project.

Management of Design & Construction

Part 4 'Duties relating to health and safety on construction site' clarify requirements which are similar to requirements originally imposed by the Construction (Health Safety & Welfare) Regulations 1996 which are now revoked by the CDM Regulations 2007 details of which are included in section 6 of this policy i.e. the company's health and safety procedures

Schedule 2 of the Regulations detail the Welfare Facilities that are to be provided in relation to construction sites..

Relevant Legislation:

Construction (Design and Management) Regulations 2007

Manual Handling

1. Typical injuries sustained include back strain, slipped disc, hernias, lacerations, crushing of hands and fingers, bruised or broken feet etc.
2. Suitable provision will be made within the contract to allow for manual handling to be undertaken in accordance with the **Manual Handling Operations Regulations 1992** and accepted working practices.
3. Management shall:
 - ensure that assessment of all significant risks are undertaken and suitable safe working practices devised and communicated to employees affected. Generic control procedures will also be established and communicated to employees and sub-contractors.
 - ensure that suitable training is provided to all employees required to control or undertake manual handling operations and that sub-contract employees are also in receipt of appropriate training.
 - assess all manual handling operations. Materials etc. where possible will be handled by mechanical means, where this is not possible adequate labour will be made available to handle difficult or heavy loads, for which appropriate handling instructions will be given by management.
 - ensure that personnel involved in manual handling are physically able and competent to undertake the work and are issued with and utilise suitable protective equipment in their undertaking.

Relevant Legislation:

The Manual Handling Operations Regulations 1992 as amended

The Management of Health and Safety at Work Regulations 1999 as amended

The Provision and Use of Work Equipment Regulations 1998 as amended

Noise

1. The Control of Noise at Work Regulations 2005 impose a duty on employers to “**prevent or reduce the risks to health and safety from exposure to noise at work**” of employees, arising from excessive levels of noise in the workplace.
2. Risks associated with noise at work include:
 - reduced hearing and /or deafness;
 - tinnitus;
 - not hearing instructions;
 - not hearing emergency alarms.
3. The Managing Director shall ensure that:
 - All work activities are evaluated and risk assessments prepared that identify the noise levels to which personnel are likely to be exposed;
 - Action is taken to eliminate or reduce exposure that produces those risks;
 - Where the risk to exposure cannot be adequately reduced then personnel are provided with hearing protection;
 - Systems of management are implemented that the legal limits on noise exposure are not exceeded;
 - That suitable information, instruction and training is provided to personnel to enable them to conform to the recommended working practices;
 - Where requisite health surveillance is undertaken where there is a risk to health
4. Noise assessments shall be undertaken by a competent person and when there is reason to suppose that they are no longer valid or there is a significant change in work to which the assessments relate, those assessments shall be reviewed and amended.
5. Records of the assessments shall be maintained until replaced with amended assessments.
6. The Control of Noise at Work Regulations 2005 require specification action to be taken at prescribed action values. These relate to:
 - the levels of exposure to noise of personnel averaged over a working day or week: and
 - the maximum noise (peak sound pressure) to which personnel are exposed in a working day;
7. **‘Lower Exposure Action Values’** - daily or weekly exposure of 80dB(A)
- peak sound pressure of 135 dB(C)(C)

Where exposure is between the lower and upper ‘*exposure action values*’ employees will be advised of the situation and suitable hearing protectors made available for their use.

‘Upper Exposure Action Values’ - daily or weekly exposure of 85 dB(A);
- peak sound pressure of 137 dB(C) is exceeded employees will be

Where exposure is at or above the *upper exposure action value* hearing protectors will be provided to employees which must be worn whilst undertaking the relevant activity.

Noise
(continued)

'Exposure Limit Values ' – daily or weekly exposure of 87 dB(A)
- Peak sound pressure of 140 dB(C)

These levels of noise exposure MUST NOT be exceeded

8. The Contracts manager shall ensure that :

- all relevant information pertaining to the noise characteristics of all plant, machinery and equipment to be hired or supplied by the company for use on work related activities, is obtained and taken into account when carrying out risk assessments.
- Required assessments are prepared and made available in advance of the commencement of relevant activities.
- The relevant information on the exposure action values are made available in the workplace.
- The required control measures are identified
- Employees receive suitable information, instruction and training on noise exposure action values to enable them to conform to the prescribed safe work practices.
- that competent supervision is provided at the work place and that activities are monitored to ensure compliance with the prescribed safe working practices..
- employees are issued with the appropriate personal protective equipment and that it is properly used and maintained.
- Hearing protection zones are identified where the use of hearing protection is compulsory
- before being used, that all plant, machinery and equipment conforms with manufactures specifications in respect to noise emission and control and that all noise reduction measures are in place. Any defects are to be rectified immediately or the item of plant, machinery or equipment removed from use.
- Operations are monitored to ensure compliance with safe working practices

9. The Supervisor shall ensure that:

- The information relating to the *Exposure Action Values* is available at the workplace
- That employees are instructed in relevant information relating to the *Exposure Action Values*
- The required control measures are put in place
- Employees are issued with the requisite personal protective equipment
- Personal protective equipment is maintained in good order
- Where requisite the compulsory wearing of personal protective equipment is observed
- Hearing protection zones are established where required

Legislation:

The Control of Noise at Work Regulations 2005
The Personal Protective Equipment at Work Regulations 1992 as amended
The Personal Protective Equipment Regulations 2002

Permit to Work

1. A "Permit to Work" system of working is required where operations are potentially hazardous to employees. In these circumstances strict procedures will be imposed and enforced by Optima Services UK Ltd to control access to areas that present such risks.
2. Typical areas of risk include:
 - operations on contaminated sites;
 - excavation in toxic ground, materials or waste;
 - operations on underground services, e.g. sewers, ductways, chambers etc.;
 - entry into plant rooms e.g. lift rooms, boiler rooms;
 - access to control cupboards/panels containing pressurised services, electrical equipment etc.;
 - work on pressurised hot water or steam systems;
 - work on electrical installations;
 - work near overhead crane operations;
 - work near overhead steel erection;
 - Hot work e.g. welding, cutting etc.;
 - work on unguarded plant.
3. Management shall :
 - at the tendering and pre-construction stages, identify the work content, because of its hazardous nature, that will require strict controls to be observed and designate these as areas of operation requiring a permit to work.
 - identify and take account of any permit to work requirements of a Client or Principal Contractor and ensure that the appropriate provisions have been made and suitable instruction given to ensure compliance.
 - ensure that all personnel on site under their control are aware of the permit to work procedure and the areas to which the restrictions apply.
 - ensure that before the commencement of works and at appropriate times during the contract, that signs are conspicuously displayed warning of permit to work areas.
4. Access to any restricted operational area must not be attempted by any employee(s) or other person(s), without written authorisation of management.
5. A record book will be maintained containing details of all permits issued which is to be kept secure by management.

Continued :

Permit to Work
(continued)

6. The Supervisor shall :

- before issuing the permit to work, ensure that the company procedures are adhered to, all safeguards have been put in place and hazards where possible have been neutralised.
- ensure that all emergency equipment has been provided and all emergency facilities are in place before commencement of work by the designated personnel.
- ensure that any special requirements with regard to welfare facilities and first aid provisions are available before commencement of work by the designated personnel.
- ensure that the persons to be deployed have received suitable training and proper instruction, are properly equipped and are competent to undertake the task.
- continually monitor the permit to work to ensure it is being strictly observed, that permits are valid and that all persons operating under the permit to work procedure report by the appointed time.

Relevant Legislation:

The Management of Health and Safety at Work Regulations 1999 as amended
The Confined Spaces Regulations 1997 as amended
Work at Height Regulations 2005 etc

Personal Protective Equipment

1. All protective equipment will be provided where necessary to meet the assessed requirements relating to particular hazards to be encountered.

2. Examples of Hazards include :

Head injury, Eye injury, Foot injury, Cuts and Scratches, Weather, Temperature (hot and cold), Falls from heights, Excessive noise Respiratory damage.

3. Management shall:

- determine by assessment what protective clothing / equipment is required in respect of an activity and will ensure that it is made available for use before work is started and that subcontractors are made aware of the requirements for use of such clothing/equipment.
- ensure that suitable training and instruction is given to employees in the use and maintenance of all protective clothing and equipment issued.
- ensure that adequate supplies of all necessary protective clothing or equipment are available on site or at the work place, for issue as required and that such issues are duly recorded in a Safety Equipment and Protective Clothing Issue Register.
- ensure that any necessary protective clothing or equipment is issued to employees as required before they commence work.
- ensure that the protective clothing or equipment is suitable for the process for which it is provided and that adequate information and/or training has been given to employees deployed to undertake the work in question.
- ensure, so far as is reasonably practicable that employees issued with protective clothing or equipment, shall comply with company policy in the proper use of protective clothing and equipment.
- ensure that all personal protective equipment is maintained in an efficient state or repair and in good working order.
- oblige employees to report any defective equipment immediately upon discovery and to see that it is replaced as soon as practicable.

Relevant Legislation:

The Personal Protective Equipment at Work Regulations 1992 as amended
The Personal Protective Equipment Regulations 2002
The Construction (Head Protection) Regulations 1989
The Provision and Use of Work Equipment Regulations 1998 as amended
The Control of Noise at Work Regulations 2005 etc.

Plant on Site

1. Management will determine the correct plant required for any activity under its control prior to the programmed operation on site and ensure it is provided in good working order and suitably equipped for the intended purpose.
2. Assessment of the work content of any operation will be undertaken to ensure that adequate information is provided to the plant hire company to enable the correct plant and equipment to be provided.
3. Management shall ensure that competent personnel are available to operate the plant or that, suitable training and instruction is provided. qualified operators properly certificated, where required, will be employed to operate plant on site.
4. Assessment of the operation shall take into account the need for any preparatory work required for the utilisation of the plant and Management will ensure such provisions are made.
5. Management shall ensure that :
 - the appropriate plant worthiness test certificates and inspection certificates are produced before accepting delivery and where a qualified operator is engaged, that the appropriate certificate of training is produced together with the log of working hours.
 - only competent personnel are deployed and that they carry out operations in accordance with the defined safe working practices.
 - all preparatory work has been completed before plant operations are commenced.
 - where required, regular inspections of the plant is carried out and recorded in the site register.
 - all plant is checked daily, all defects reported and the plant immobilised until declared safe for use by an appointed and competent person.
 - any repairs required to any plant is only undertaken by a qualified person appointed by the plant hire company.
 - Manufacturers information regarding the noise emissions and vibration characteristics of the plant is obtained.

Relevant Legislation:

The Management of Health and Safety at Work Regulations 1999 as amended
The Lifting Operations and Lifting Equipment Regulations 1998 as amended
The Personal Protective Equipment at Work Regulations 1992 as amended
The Personal Protective Equipment Regulations 2002
The Provision and Use of Work Equipment Regulations 1998 as amended
The Electricity at Work Regulations 1989 as amended
The Control of Noise at Work Regulations 2005
The Control of Vibration at Work Regulations 2005
The Construction (Design and Management) Regulations 2007

Product Purchasing

1. When ordering materials, substances or products on behalf of Optima Services UK Ltd, management will ensure that they are the most suitable for the purpose for which they are intended, and so far as is reasonably practicable, are safe and without risk when used in accordance with the suppliers directions and the prescribed policy procedures.
2. Where products are outside the prescribed procedures, then Management will confirm the need for a risk assessment to be carried out and a suitable method statement to be defined.
3. Management will as part of the normal function of supply, obtain manufacturer's data sheets on all materials, substances or products and to make such information available to all relevant places of work to inform personnel.

Provision & Use of Electrical Equipment

1. Hazards associated with work equipment include:

electric shock, unguarded machinery, tripping, injury, fire etc.

2. All operations will be assessed by management and a suitable safe working practice devised in accordance with all applicable standards.
3. The designated managers and their respective responsibilities are cited in section 2 'Organisation'

Site equipment

The Contracts Manager shall:

- Plan for and ensure the installation of a suitable temporary electricity supply and distribution in accordance with relevant standards, and shall ensure that only competent electricians undertake the works in compliance with the IEE Regulations.
- Ensure that the temporary electrical supply is suitably installed and appropriately tested.
- Ensure that only power tools manufactured and tested in accordance with the relevant British standards are made available to use in connection with company activities.
- Ensure that where appropriate equipment is subjected to 'Portable Appliance Testing' (PAT) and are suitably tagged to indicate the date of that testing and for re-testing.
- Ensure that power tools and electrical equipment operate at a voltage not exceeding 110 Volts (CTE), unless special clearance is given in accordance with the appropriate assessment and method statement.
- Ensure that all sub-contractors are made aware of and comply with the company policy.
- Ensure appropriate training is given to all employees to be engaged in the use of power tools and electrical equipment, who shall be shown to be competent before being deployed for work. Qualified and competent electricians only shall be employed in the installation repair and maintenance of all electrical power tools and equipment.
- Ensure that all electrical equipment and tools to be used by employees and sub-contractors, is regularly tested and in suitable condition for their intended use.
- Ensure immediate action to remedy any defects and to safeguard employees and others, and ensure that only authorised persons are engaged to work on electrical tools and equipment.
- Require all employees to visually inspect all electrical and tools to ensure that it is not damaged and is in suitable condition to ensure it can be used safely.
- Vibration – Ensure the Exposure Action Values (EAVs) and Exposure Limit Values (ELVs) are known for the equipment to be used and that operatives are suitably instructed and trained to act in compliance with the requirements imposed by legislation
- Noise – Ensure the Exposure Action Values are known for the equipment to be used and that operatives are suitably instructed and trained to act in compliance with the requirements imposed by legislation

Provision & Use of Electrical Equipment (continued)

4. Supervisor shall ensure

- Only competent personnel are engaged to use equipment
- Only suitably tested equipment is available on site
- All relevant information is provided at the workplace
- Personnel are instructed in relevant control measures and safe working practices
- Defective equipment is removed from use
- Monitor activities to ensure compliance with prescribed safe working practices.

Office equipment

The Office Manager shall:

- Ensure that only equipment suitable for the intended purpose and manufactured and tested in accordance with the relevant British standards are made available for use within office premises.
- Ensure that the equipment is subjected to 'Portable Appliance Testing' (PAT) and are suitably tagged to indicate the date of that testing and for re-testing.

Relevant Legislation:

The Electricity at Work Regulations 1989 as amended
The Provision and Use of Work Equipment Regulations 1998 as amended
The Personal Protective Equipment at Work Regulations 1992 as amended
The Personal Protective Equipment Regulations 2002
Control of Vibration at Work Regulations 2005
Control of Noise at Work Regulations 2005

Provision and Use of Work Equipment

The **Provision and Use of Work Equipment Regulations 1998** apply to all work equipment made available for use by employees at work.

The regulations require that the employer to ensure that such equipment provided for use by employees is, so far as is reasonably practicable, safe and without risk to their health and safety.

Therefore the Managing Director shall ensure that :

- all operations are assessed to take account of the work conditions and hazards when selecting work equipment;
- work equipment is designed and constructed in compliance with the appropriate EU standards or relevant BSS.
- the equipment is suitable for its intended use;
- the equipment is used only for operations for which, and under conditions for which it is suitable;
- safe working practices are devised in accordance with relevant standards;
- all equipment is maintained in good and safe working order;
- all equipment is regularly tested and a register thereof maintained;
- relevant information is obtained from manufacturers' detailing the characteristics of the equipment

The Contracts Manager shall ensure:

- appropriate information, instruction and training is given to employees to deployed in the use the equipment;
- where use of the equipment is likely to involve specific risk, then use of that equipment is restricted to persons suitably trained for the task. (Refer to specific 'arrangements' with regard to abrasive wheels, compressed air equipment etc.)
- only suitably trained persons are allowed to undertake repairs, modifications, maintenance or servicing to any equipment
- That a regime of visual inspections by operatives is established before use to ensure it is without defects. All defective equipment to be immediately taken out of use and the matter reported to the supervisor.
- Competent supervision is provided to ensure the safe use of equipment by personnel in compliance with the provisions of this policy and legislation;
- suitable and sufficient protective equipment is made available to and utilised by the employees as identified by assessment.
- Vibration – Ensure the Exposure Action Values (EAVs) and Exposure Limit Values (ELVs) are known for the equipment to be used and that operatives are suitably instructed and trained to act in compliance with the requirements imposed by legislation
- Noise – Ensure the Exposure Action Values are known for the equipment to be used and that operatives are suitably instructed and trained to act in compliance with the requirements imposed by legislation.

Provision and Use of Work Equipment

5. Supervisor shall ensure

- Only competent personnel are engaged to use equipment
- Only suitably tested equipment is available on site
- All relevant information is provided at the workplace
- Personnel are instructed in relevant control measures and safe working practices
- Defective equipment is removed from use
- Monitor activities to ensure compliance with prescribed safe working practices.

Relevant Legislation :

The Electricity at Work Regulations 1989 as amended

The Provision and Use of Work Equipment Regulations 1998 as amended

The Personal Protective Equipment at Work Regulations 1992 as amended

The Personal Protective Equipment Regulations 2002

The Management of Health and Safety at Work Regulations 1999 as amended

Control of Vibration at Work Regulations 2005

Control of Noise at Work 2005

Road Transport

1. All company activities involving road transport supplied by Optima Services UK Ltd and by employees shall be conducted in compliance with all applicable statutory legislation at all times.
2. The hazards associated with road transport include:
 - untrained personnel and unfit or incompetent driver;
 - non road worthy vehicle;
 - vehicle not properly equipped (e.g. securing brackets, first aid);
 - unsuitable vehicle for the material or substance to be carried;
 - hazardous loads (e.g. toxic materials or waste);
 - unsecured loads;
 - adverse weather conditions.
3. Management shall ensure that :
 - all company vehicles are suitable for their intended use and shall operate a planned maintenance schedule to ensure correct maintenance, servicing and testing of the vehicles in accordance with the manufacturer's specifications and other statutory requirements.
 - personnel required to operate road transport are in possession of the appropriate Drivers/operators licence and have received suitable training in the use of that vehicle taking into account the personnel and/or materials and/or substances and/or tools and equipment to be transported.
 - all road transport is provided to the required standards, suitably equipped for the intended purpose and has been inspected before use, to confirm operational fitness.
 - where applicable, risk assessments are undertaken on the safe use of transport, appropriate safe methods of working developed and for this information to be communicated to employees, sub-contractors and others as required. Requisite personal protective equipment will be provided.
 - suitable training is received by all drivers and operatives involved with road transport and that they are assessed competent to undertake the activities on which they are deployed.
4. The driver of the road transport and/or personnel to be conveyed by that transport, before commencement of work, shall ensure that the road transport is fit for use by undertaking a suitable inspection as set out in the procedures to this policy.
5. Employees in charge of road transport shall ensure that all activities associated with that vehicle are carried out in accordance with the applicable safe working methods and shall not permit the improper use of that vehicle by themselves or others.
6. Management shall monitor drivers and/or operatives in the use of road transport to ensure that activities are undertaken in accordance with the required procedures and will enforce compliance by necessary disciplinary action.
7. Management shall not permit the use of any road transport that is unfit for use or allow any unfit driver or operator to take possession of any road transport.

Relevant Legislation: *The Transport Act 1968*
 The Road Traffic Act 1972 & 1974
 The Provision and Use of Work Equipment Regulations 1998 as amended

Safety Helmets

1. Safety helmets are an essential piece of personal protective equipment that will normally be required to be worn on most operational areas to afford protection against injury from:
 - falling materials;
 - falling equipment;
 - collision with overhead obstructions.
2. Adequate allowance will be made in the contract at planning stage for the provision of personal protective equipment including safety helmets which will be made available at all places of work.
3. Management shall ensure that :
 - suitable risk assessments are undertaken to determine the use of safety helmets. In the absence of any instructions to the contrary, all sites will be operated as "Hard Hat" areas, where safety helmets must be worn by all employees, sub-contractors and others at all times.
 - safety helmets are issued to all personnel on site and that they are worn at all times and further, shall enforce compliance by any necessary disciplinary measures.
 - suitable signs are conspicuously displayed advising of the requirement to wear safety helmets.

Relevant Legislation:

The Personal Protective Equipment at Work Regulations 1992 as amended
The Personal Protective Equipment Regulations 2002
The Construction (Head Protection) Regulations 1989

Workplace (Health, Safety & Welfare)

The **Workplace (Health, Safety and Welfare) Regulations 1992** apply to the a workplace being non domestic premises available as a place of work, but excluding building and engineering construction sites.

It is the employer's duty to ensure that every workplace, modification, extension or conversion that is under his control and where any of his employees are at work, complies with the requirements of these regulations.

Management shall endeavour to comply with such provisions by :

1. maintaining the work place, equipment, devices and systems in an efficient condition, working order and in good repair;
2. providing effective and suitable ventilation;
3. ensuring a reasonable temperature in all work places during working hours;
4. providing suitable and sufficient lighting;
5. ensuring the workplace, furniture, furnishings and fittings are kept clean and tidy;
6. providing sufficient work space to allow personnel to work with relative ease;
7. providing suitable work stations and seating;
8. providing suitable sanitary conveniences, washing facilities and drinking water;
9. providing suitable facilities for the storage of work clothing and for the changing thereof;
10. providing facilities for employees to eat meals and to rest;
11. providing protection against falls and falling objects;
12. ensuring any windows, transparent or translucent in a surface, wall or door , where appropriate is made of safety material and is marked so as to identify it as such;
13. ensuring that any windows, skylights and ventilators can be opened and closed in a manner that is safe and without risk to any person performing such an operation;
14. ensuring that all windows and skylights in the workplace are so designed and constructed so that they may be cleaned safely and or that such equipment as is necessary shall be provided to enable such activities to be undertaken safely;
15. ensuring that all doors are of suitable construction having regard to their purpose and that they are properly installed so that they remain stable in their intended position and safeguarded against operating in such a way (failsafe mechanisms) so as not to expose personnel to risk;
16. ensuring floors are maintained in good condition free from hazards;
17. ensuring pedestrian routes are sound and suitable for the purpose, kept free from articles and substances likely to cause persons to slip, trip or fall;
18. ensuring traffic routes are kept separate from pedestrian movements and kept in a condition suitable for the intended use and in a manner that is safe and without risk.

Abrasive Wheels

1. Hazards arising from the use of abrasive wheels include:
 - electric shock;
 - bursting of the wheel;
 - injury from flying debris;
 - damage to hearing from noise;
 - cuts to the body;
 - generated dust;
 - loose clothing becoming entangled;
 - fire and explosion.

2. Management shall ensure:
 - All operations are assessed and a suitable safe working practice devised in accordance with all applicable standards.
 - Where required, the installation of a suitable temporary electricity supply and distribution, in accordance with relevant standards and shall ensure that only competent electricians undertake the works in compliance with the IEE Regulations.
 - That only abrasive wheels machines manufactured and tested in accordance with the relevant British Standards are made available to site, to operate at a voltage not exceeding 110 Volts (CTE), unless special clearance is given in accordance with the appropriate assessment and method statement.
 - Only trained employees will be permitted to operate, undertake the mounting and inspection of an abrasive wheel machine. All employees designated to undertake this duty will be suitably certified and the appointment recorded in the site register F 2346.
 - Appropriate training is given to all employees to be engaged in the use of abrasive wheels and shall ensure the employees are competent in their use.
 - That abrasive wheel equipment is maintained in good working order, suitably stored, issued for the appropriate purpose and is used in the proper way so as to prevent misuse.
 - That abrasive wheel equipment is visually inspected by operatives before every use to ensure it is without defects. All defective equipment to be immediately taken out of use and the matter reported to the supervisor.
 - That the employees required to use the abrasive wheels are properly instructed as to the work to be undertaken, the relevant safety precautions required and that suitable personal protective equipment has been issued and is properly used.
 - Immediate action to remedy any defects, to safeguard employees and others, and ensure that only authorised persons are deployed in the use of abrasive wheels.
 - That all contractors are made aware of and comply with the company policy.

Relevant Legislation: *The Provision and Use of Work Equipment Regulations 1998 as amended*
 The Personal Protective Equipment at Work Regulations 1992 as amended
 The Personal Protective Equipment Regulations 2002

Cartridge Tools

1. Cartridge tools can be dangerous pieces of equipment when used incorrectly and can give rise to:
 - personal injury and wounding; injury of other personnel;
 - explosion; damage to property
2. Suitable allowance will be made in the contract at planning stage, to ensure the provision of safe systems of working in accordance with the relevant legislation
3. Management shall ensure :
 - that only low velocity cartridge tools are provided for use on site and that secure accommodation is provided for their storage and that of the cartridges.
 - ensure that suitable risk assessments are undertaken, appropriate safe methods of working developed and for this information to be communicated to employees, sub-contractors and others as required. Requisite personal protective equipment will be provided for site use.
 - that employees required to use, manage and/or store cartridge equipment, receive suitable training and instruction on safe methods of work.
 - that only competent persons, in possession of a certificate are deployed to use cartridge tools and that they have been fully informed as to the work to be undertaken and applicable safe methods of work.
 - before commencement of work, that suitable personal protective equipment is issued to operatives and that any restrictions of access or permits to work are implemented.
 - that work is undertaken in accordance with the required procedures and will enforce compliance by necessary disciplinary action.
 - the return of cartridge tool equipment to secure storage at the end of operations or at the close of each days work activities.
 - Vibration – the Exposure Action Values (EAVs) and Exposure Limit Values (ELVs) are known for the equipment to be used and that operatives are suitably instructed and trained to act in compliance with the requirements imposed by legislation
 - Noise – the Exposure Action Values are known for the equipment to be used and that operatives are suitably instructed and trained to act in compliance with the requirements imposed by legislation.

Relevant Legislation:

The Provision and Use of Work Equipment Regulations 1998 as amended
The Personal Protective Equipment at Work Regulations 1992 as amended
The Personal Protective Equipment Regulations 2002
The Control of Explosives at Work Regulations 1991
The Control of Vibration at Work Regulations 2005
The Control of Noise at Work Regulations 2005
The Construction (Design and Management) Regulations 2007

Compressed Air Tools

1. Compressed air tools when not used correctly can give rise to:
 - compressed air entering the bloodstream via orifices or through the skin and causing death;
 - injury to eyes from grit or swarf caught in blast of compressed air;
 - damage to internal organs or upper limbs due to incorrect posture when using breakers;
 - damaged hearing due to the noise of operations;
 - "vibration white finger" as the result of prolonged use of vibrating equipment;
 - injuries from equipment starting unexpectedly and air supply not being isolated, and air hoses moving out of control;
 - injuries caused by poorly maintained equipment.
2. Suitable allowance will be made in the contract at planning stage, to ensure the provision of safe systems of working in accordance with the relevant legislation.
3. Management shall ensure that :
 - compressors and compressed air tools supplied to site are to the required standards, suitable for the intended purpose and are subject to a schedule of examination and operational fitness has been confirmed.
 - suitable risk assessments are undertaken, appropriate safe methods of working developed and for this information to be communicated to employees, sub-contractors and others as required. Requisite personal protective equipment will be provided for use on site.
 - employees required to use, manage and/or store compressed air equipment, receive suitable training and instruction on safe methods of working.
 - only competent persons are deployed to use compressed air equipment and that they have been fully informed as to the work to be undertaken and applicable safe methods of working.
 - before commencement of work, suitable personal protective equipment is issued to operatives and that any restrictions of access or permits to work are implemented.
 - work is undertaken in accordance with the required procedures and will enforce compliance by necessary disciplinary action.
 - compressed air equipment is returned to secure storage at the end of operations or at the close of each days work activities.
 - the equipment is deployed in a safe manner and that no equipment is issued for use that has not been examined in accordance with its schedule and approved for use.
 - Vibration – the Exposure Action Values (EAVs) and Exposure Limit Values (ELVs) are known for the equipment to be used and that operatives are suitably instructed and trained to act in compliance with the requirements imposed by legislation

Compressed Air Tools (continued)

- Noise – the Exposure Action Values are known for the equipment to be used and that operatives are suitably instructed and trained to act in compliance with the requirements imposed by legislation.

Relevant Legislation:

Pressure Systems Safety Regulations 2000

Pressure Equipment Regulations 1999

The Transportable Pressure Vessels Regulations 2001

The Provision and Use of Work equipment Regulations 1998 as amended

The Personal Protective Equipment at Work Regulations 1992 as amended

The Personal Protective Equipment Regulations 2002

The Control of Vibration at Work Regulations 2005

The Control of Noise at Work Regulations 2005

Demolition

1. Demolition, if not properly executed, can result in:
 - collapse of a structure;
 - falling or flying debris;
 - contact with dangerous services;
 - health risks from dust, lead, asbestos etc.;
 - damage to adjacent property;
 - personal injury to others.
2. Suitable allowance in the contract will be made at planning stage to ensure that all demolition work is undertaken in accordance with the appropriate statutory requirements.
3. Management shall ensure that :
 - suitable risk assessments are undertaken and method statements prepared in respect of all demolition work.
 - appropriate notice F 10, is forwarded to the Health and Safety Executive before the commencement of works on site.
 - all requisite information is received from the Client, via the Planning Supervisor, relating to the construction and prevailing condition of the property to be demolished, which shall be taken into account in the risk assessment.
 - employees to be engaged on demolition work are suitably trained, experienced and deemed competent to undertake the specific works.
 - suitable instruction will be given and information communicated to enable employees to conform with the method statement and the health and safety plan.
 - where applicable, employees are provided with information as to :
 - the name of the planning supervisor;
 - the name of the principal contractor and
 - the relevant contents of the health and safety plan
 - suitable perimeter protection to prohibit unauthorised access is provided.
 - competent supervision is provided, which will be maintained on site for the duration of the operations of demolition.
 - the site is made secure before commencement of work on site and that only employees deemed competent are deployed.
 - all overhead and underground services are identified, located and marked. Suitable measure shall be made to protect or cut the supply whilst works are undertaken.

Demolition (continued)

- all works are executed in accordance with the method statement and shall take all necessary disciplinary measures to ensure compliance.
4. Where contractors are to be employed to undertake demolition works, they shall first be assessed and shown to be competent. Prior to commencement of works, the sub-contractor shall provide a suitable method statement or agree to that provided, and shall be made conversant with company health and safety requirements, as outlined in this policy.

Relevant Legislation:

The Provision and Use of Work Equipment Regulations 1998 as amended
The Construction (Design and Management) (Amendment) Regulations 2000
The Control of Substances Hazardous to Health Regulations 2002 as amended 2003, 4 & 5
The Personal Protective Equipment at Work Regulations 1992 as amended
The Personal Protective Equipment Regulations 2002
The Management of Health and Safety at Work Regulations 1999 as amended
The Lifting Operations and Lifting Equipment Regulations 1998 as amended
The Construction (Head Protection) Regulations 1989
The Construction (Design and Management) Regulations 2007 etc

Excavation

1. Risks of personal injury, disease and damage to property, associated with excavation works, can arise from:
 - collapse of the sides to the excavation;
 - displacement of excavation support;
 - striking and damaging underground services;
 - persons and/ or materials falling into the excavation;
 - structures collapsing into excavation due to close proximity;
 - flooding of water and/or sewage;
 - mechanical plant running into excavations;
 - unstable plant close to excavation;
 - overloading banks adjacent to excavation.
2. Suitable allowance will be made in the contract at planning stage to ensure the provision of safe systems of working in accordance with the relevant legislation.
3. Prior to commencement of works on site a detailed risk assessment will be prepared and the safe method of working relevant to each project defined, properly planned and organised to conform to the requirements of the Working at Height Regulations 2005
4. Management shall ensure that :
 - all possible information relevant to the operation is obtained and made available on site, taking account of ground conditions, service distribution and any restrictions such as close proximity of moving traffic, buildings and adverse local weather profiles etc.
 - suitable risk assessments are undertaken, appropriate working method statements are prepared and for this information to be communicated to employees, sub-contractors and others as required.
 - employees receive suitable training and instruction in the proper management and execution of excavation works.
 - when establishing the appropriate working method, that suitable emergency procedures are put in place and are known by operatives, before the commencement of works.
 - competent supervision is provided on site.
4. Management, before permitting the commencement of works shall confirm that the appropriate machinery, equipment and construction materials are available on site and that the employees are properly instructed in the appropriate safe system of working.
5. Management shall ensure that operations are undertaken in accordance with the specific safe system of working and will enforce observance by any necessary disciplinary measures.
5. Management shall inspect the excavations daily, before commencement of works, to ensure continued stability. After being open for seven days the excavation will be thoroughly examined by Contracts Management and recorded in the site register. Thereafter, examinations will be repeated every seven days.
6. suitable procedures are in place to effect rescue in the event of an emergency

Relevant Legislation: *The Construction (Design and Management) Regulations 2007*
The Management of Health and Safety at Work Regulations 1999 as amended
The Provision and Use of Work Equipment Regulations 1998 as amended
The Work at Height Regulations 2005

Glazing/Glass Handling

1. Hazards associated with working with glass:
 - glass splinters in body and/or eyes;
 - cuts and/or lacerations from broken glass or unprotected edge of panes;
 - falls when handling large panes or panels at heights.
2. The work content of the project shall be evaluated and suitable provision made in the contract to accommodate, so far as is reasonably practicable, safe methods of working.
3. Management shall ensure that :
 - risk assessments are undertaken as appropriate and safe methods of working established in accordance with applicable standards.
 - suitable training and instruction is received by employees on the dangers and safe working practices relating to glazing and/or handling of glass, that all necessary information and personal protective equipment is provided.
 - appropriate control procedures are established at workplaces together with competent supervision.
 - employees to be deployed are competent and conversant with the appropriate procedures.
 - employees are issued with the appropriate personal protective equipment and that it is properly used and maintained.
4. Management shall monitor operations and shall take action to prohibit any activity for which he/she considers the risk assessment and control procedures inappropriate to the task in question.
5. Management shall take any appropriate action to discipline any person who acts in contravention of the safe working practices and any applicable legislation.

Relevant Legislation:

The Personal Protective Equipment at Work Regulations 1992 as amended
The Personal Protective Equipment Regulations 2002
The Manual Handling at Work Regulations 1992 as amended
The Management of Health and Safety at Work Regulations 1999 as amended

Hot Work

1. Hazards to personnel arising from Hot Work include :
 - explosion and fire resulting from the application of heat indirectly or directly to plant and equipment containing flammable substances;
 - asphyxiation from the vapour or gas created by the hot work process;
 - ignition of flammable substances and materials.
2. All hot work activities that involve burning, welding, cutting, grinding or similar operations will be identified and suitable assessments of the risks involved carried out and suitable method statements prepared as to the safe working practices required.
3. Management shall ensure that :
 - that adequate risk assessments are undertaken by a competent person and that such information is made available on site or at the place of work before commencement of work;
 - suitable planning of the operations are undertaken so that the appropriate preparation work is undertaken before the commencement of hot work, so as to remove or minimise the effect , so far as is reasonably practicable, of those hazards that might be hazardous to the hot work process;
 - operatives engaged on hot work are suitably informed, instructed and trained to enable them to undertake the work competently;
 - suitable and sufficient personal protective equipment is provided and utilised by the operatives undertaking the hot work and that such equipment is maintained in good working order;
 - competent supervision is provided;
 - suitable and sufficient fire fighting equipment is provided at the place of work that will permit the control of any related fire and that the operatives are adequately trained in the use of that equipment;
 - suitable emergency procedures are developed for the place of work and that personnel are conversant with the evacuation procedures;
 - suitable welfare and first aid facilities are provided.

Relevant legislation :

Management of Health and Safety at Work Regulations 1999 as amended
Provision and Use of Work Equipment Regulations 1998 as amended
The Personal Protective Equipment at Work Regulations 1992 as amended
The Personal Protective Equipment Regulations 2002

Highly Flammable Liquids

1. Hazards associated with Highly Flammable Liquids (HFL) include:
 - fire; explosion; asphyxia; burns and injury, etc.
2. Management when planning for the contracts works shall identify the requirements for HFL, ensure a suitable risk assessment of its use and ensure the appropriate control procedures are defined in accordance with the relevant standards.
3. Management shall ensure suitable provision for the supply and storage of HFL in accordance with the appropriate legislation. A licence for storage of petroleum based liquids will be obtained where required.
4. Working on a shared site, management shall liaise with other users to establish an awareness of HFL and ensure safe working practices are observed by all parties.
5. Management shall ensure that :
 - all employees receive necessary training and instruction in the safe working practices and emergency procedures associated with the use of HFL.
 - the appropriate competent supervision is provided at the workplace.
 - HPL are supplied, stored and maintained safe, in accordance with the company procedures.
 - all personnel comply with the company procedures and will discipline any who misuse the equipment or disregard company procedures.
 - the appropriate fire fighting equipment is available at the workplace, suitably maintained and that personnel are trained and instructed its proper use.

Relevant Legislation:

The Management of Health and Safety at Work Regulations 1999 as amended
The Provision and Use of Work Equipment Regulations 1998 as amended
The Personal Protective Equipment at Work Regulations 1992 as amended
The Personal Protective Equipment Regulations 2002
The Control of Substances Hazardous to Health Regulations 2002 as amended 2003 & 4
The Dangerous Substances and Explosive Atmospheres Regulations 2002
The Chemicals (Hazard Information, Packaging for Supply) Regulations 2002

Hoists

1. The main hazards that are associated with hoists include:
 - not properly tied to building;
 - defects in the hoist equipment i.e. ropes, brakes, overrun devices, etc.;
 - riding on goods platform;
 - unsecured materials;
 - failing to close gate;
 - overloading platform;
 - operating hoist from more than one position;
 - unformed signalling;
 - unsafe access for loading.
2. All work will be implemented in accordance with the applicable standards, and relevant risk assessments undertaken.
3. Management shall arrange for the provision of passenger and/or goods hoists as necessary, suitable for their assessed usage. Hoist notices will be provided and installed at requisite locations.
4. Operators shall be suitably trained and competent.
5. Management shall ensure that :
 - the hoist is properly located and correctly installed before authorising its use.
 - a test certificate is received from a duly appointed insurance engineer or other competent person, as to its suitability for use, together with the safe loading limits.
 - the hoist is inspected once a week by a competent person to ensure its continued suitability, this to be recorded in the site register.
 - inspections the hoist are undertaken every day to ensure that it is safe for use.
 - only a competent person operates the hoist.
 - suitable procedure are in place to effect rescue in the vent of an emergency.

Relevant Legislation:

The Lifting Operations and Lifting Equipment Regulations 1998 as amended
Provision and Use of Work Equipment Regulations 1998 as amended
Electricity at Work Regulations 1989 as amended
Work at Height Regulations 2005

Isocyanates

1. Hazards associated with the use of isocyanates include:

irritation of the respiratory tract; Asthma; Chemical conjunctivitis; Dermatitis;

2. The following operations may give rise to the Isocyanate hazard :

- use of polyurethane paints or lacquers;
- gas cutting or welding of painted surfaces;
- paint removal;
- soldering of polyurethane varnished wire (quick soldering or self fluxing)
- use of polyurethane foam in situ as insulation;
- burning of rigid or flexible polyurethane foam (e.g. vehicle repairs)

3. All work that might give rise to the production of isocyanates will be assessed for such at tender stage or prior to the commencement of work and the necessary control measures identified and the safe method of working prepared.

4. Management shall ensure that :

- the written assessment and safe working procedures are provided before work commences;
- employees to be engaged on associated work have received all necessary information, instruction and training to enable them to undertake the work competently;
- suitable welfare facilities and first aid are provided;
- suitable and sufficient personal protective equipment is provided to and utilised by employees and that such equipment is compatible with the user;
- adequate ventilation of the working area is provided;
- competent supervision is provided;

Relevant Legislation :

Control of Substances Hazardous to Health Regulations 2002 as amended 2003,4 & 5
The Personal Protective Equipment at Work Regulations 1992 as amended
The Personal Protective Equipment Regulations 2002
Provision and Use of Work Equipment Regulations 1998 as amended
Management of Health and Safety at Work Regulations 1999 as amended

Ladders

1. Hazards associated with the use of ladders include injuries which can arise from:
 - ladder not secured properly or not correctly erected;
 - improper use or unsafe working practices;
 - defective ladder;
 - unsuitable footing;
 - insufficient handholds or footholds;
 - insufficient overlap on extension ladders;
 - using ladder where alternative methods should be adopted.
2. A ladder shall ONLY be used for work at height where a risk assessment under regulation 3 of the Management of Health and Safety at Work Regulations has demonstrated that the use of more suitable work equipment is not justified because of the low risk and
 - (a) the short duration of use; or
 - (b) existing features on site which cannot alter
3. Prior to commencement of works a suitable risk assessment will be prepared and the safe method of working defined and operations properly planned and organised to conform to the requirements of the Working at Height Regulations 2005 together with Schedule 6 thereof –“Requirements for Ladders”
4. Management shall ensure that :
 - only the correct type of ladders are made available for use at working areas, that they are subject to regular inspection and colour coded to confirm that the equipment in use is current for that period in time.
 - all required points of anchorage are identified, that they are in fact available and make arrangements to confirm they are adequate for the intended use.
 - only trained and competent employees in the use of ladders are deployed and are supervised by competent personnel.
 - daily, all ladders are without defects, suitable for the proposed use and are of the correct colour coding. All defective ladders will be taken out of use immediately and kept secure until removal from the workplace at the earliest opportunity.
 - the correct procedures are followed by employees and that ladders are properly erected, footed and secured.
 - ladders are not erected so as to cause obstruction to the essential access and egress of the workplace.
 - suitable procedures are put in place to effect rescue in the event of an emergency.

Relevant Legislation:

The Management of Health and Safety at Work Regulations 1999 as amended
The Provision and Use of Work Equipment Regulations 1998 as amended
The Manual Handling Operations Regulations 1992 as amended
Work at Height Regulations 2005

Lead

1. Hazards associated with lead arise from work operations such as :

- Lead burning;
- gas cutting or welding painted steel or iron;
- painting with lead based paints;
- paint removal;
- lead jointing of cables and pipes;
- handling lead sheet;
- grit blasting;
- soldering;
- work on petrol tanks;
- breaking up of batteries;
- disc cutting or grinding of painted surfaces.

At tender stage or prior to commencement of work appropriate risk assessments will be undertaken to determine the risk and the requisite control measures.

2. Management shall ensure that :

- all planned arrangements as defined by the risk assessment/ method statement are provided before commencement of operations;
- suitable and sufficient personal protective equipment is provided and utilised;
- only authorised and competent personnel are permitted undertake lead related work;
- employees receive all necessary information, instruction and training to enable them to undertake the operations competently;
- competent supervision is provided to oversee operations and that work is carried out in accordance with the safe working practices;
- suitable and sufficient welfare facilities and First Aid is provided;
- where appropriate adequate ventilation is provided;

Relevant legislation :

Control of Lead at Work Regulations 2002

The Personal Protective Equipment at Work Regulations 1992 as amended

The Personal Protective Equipment Regulations 2002

Legionella

1. Legionella bacteria is potentially FATAL and occurs in natural water sources, but can also be found in recirculating hot water systems especially large complex systems such as those found in hospitals, office blocks, hotels, factories, open tanks and cooling towers, reservoirs etc.
2. The manner by which the infection may be contracted is usually by way of inhalation of water particles (spray or aerosols) containing the bacteria or by way of skin contact.
3. Any work that is to be undertaken on installations where Legionella might be present will be assessed at tender stage to determine the potential hazards and the safe methods of working defined. Review of the assessment and method statement will be undertaken prior to commencement of work to ensure its suitability and sufficiency.
4. Management shall ensure that :
 - the risk assessment and method statements are adequate for the intended works and are available at the place of work;
 - the use of the possibly contaminated water is minimised;
 - the systems of working are monitored to determine the presence or not of the legionella bacteria to ensure possible infection is minimised;
 - suitable and sufficient personal protective equipment is provided to and utilised by employees engaged on associated work;
 - work is undertaken in a manner that will not affect other persons not engaged on the work;
 - personnel deployed to undertake the work are suitably informed, instructed and adequately trained to enable them to carry out the work competently;
 - competent supervision is provided;
 - adequate welfare and first aid facilities are provided;

Relevant legislation :

The Personal Protective Equipment at Work Regulations 1992 as amended
The Personal Protective Equipment Regulations 2002
Provision and Use of Work Equipment Regulations 1998 as amended
Management of Health and Safety at Work Regulations 1999 as amended

Liquefied Petroleum Gas

1. Risks associated with Liquefied Petroleum Gas (LPG) include :
 - fire; explosion; asphyxia; burns and injury, etc.
2. Management when planning for the contract works will identify the requirements for LPG, ensure a suitable risk assessment of its use and ensure the appropriate control procedures are defined in accordance with the relevant standards.
3. Management will ensure that suitable provision is made for the supply, installation and storage of LPG containers and equipment, in accordance with the appropriate legislation.
4. When working on a shared site, management will liaise with other users to enable safe working practices to be observed by all parties.
5. Management shall ensure that :
 - all employees receive necessary training and instruction in the safe working practices and emergency procedures associated with the use of LPG.
 - the appropriate competent supervision is provided.
 - LPG cylinders and equipment is supplied, installed, maintained and stored in accordance with the company procedures.
 - all personnel comply with the company procedures and will discipline any who misuse the equipment or disregard company procedures.
 - the appropriate fire fighting equipment is provided and maintained and that personnel are trained and instructed in its proper use.

Relevant Legislation:

Pressure Systems Safety Regulations 2000
Pressure Equipment Regulations 1999
The Transportable Pressure Vessels Regulations 2001
The Dangerous Substances and Explosive Atmospheres Regulations 2002
The Management of Health and Safety at Work Regulations 1999
The Personal Protective Equipment at Work Regulations 1992 as amended
The Personal Protective Equipment Regulations 2002
The Manual Handling Operations Regulations 1992 as amended
The Provision and Use of Work Equipment Regulations 1998 as amended
The Driver Training regulations 1992
Carriage of Dangerous Goods (amendment) Regulations 1998

Mobile Elevating Work Platforms

1. Hazards associated with the use of mobile elevating platforms include :
 - falls of persons from the platform;
 - materials and/or equipment falling from the platform;
 - trapping of limbs in platform mechanism;
 - trapping platform into fixed obstruction;
 - failure of the mobile elevating platform structure;
 - person stranded at high level due to power failure;
 - overturning due to overloading, uneven ground wind etc.;
 - contact with electricity cables;
 - persons struck by mobile elevating platform;
 - collisions when in motion or use;
 - use of mobile elevating platform on public highways;
 - use of mobile platform at night.
2. Activities requiring the use of a mobile elevated platform will be identified at tendering stage and assessment of the risks involved carried out and safe working practices devised.
3. Prior to commencement of works a suitable risk assessment will be prepared and the safe method of working defined and operations properly planned and organised to conform to the requirements of the Working at Height Regulations 2005
4. Management shall ensure that :
 - the risk assessments and safe methods of working are suitable and adequate for the operations under consideration, and that this information is provided at the workplace prior to the commence of work;
 - all preparatory work is undertaken prior to the deployment of the elevated platform so as to ensure, so far as is reasonably practicable, that the platform is properly set up and that aspects of the work or local conditions that might be detrimental to its operation are eliminated or minimised and are under suitable control;
 - the elevated platform is subject to a safety check upon arrival on site;
 - the equipment to be used with or on the elevated platform is compatible the working conditions;
 - that no person other than a suitably authorised, trained and competent operator, shall be permitted to operate the mobile elevated platform;
 - only competent personnel suitably informed, instructed and trained will be permitted to ride and work from the elevated platform;
 - competent supervision is provided;
 - weekly inspections of the mobile elevated platform are carried out and recorded
 - suitable procedures are in place to effect rescue in the event of an emergency

Relevant Legislation : *Work at Height Regulations 2005*
 Management of Health and Safety at Work Regulations 1999
 Provision and Use of Work Equipment Regulations 1998

Mobile Tower Scaffold

1. Hazards associated with Mobile Tower Scaffolds include:
 - collapse of scaffold;
 - falling materials;
 - falls from height;
 - unstable foundations;
 - unsuitable scaffold equipment;
 - overloading;
 - unsafe access;
 - adverse weather conditions;
 - untrained scaffold erectors;
 - electrocution from overhead cables.
2. Work involving the use of mobile tower scaffolds will be identified and suitable provision made at pre-contract stage.
3. Prior to commencement of works a suitable risk assessment will be prepared and the safe method of working defined and operations properly planned and organised to conform to the requirements of the Working at Height Regulations 2005
4. Management shall ensure that :
 - only mobile towers suitable for their intended use are supplied to the workplace and that personnel required to use them have received appropriate training, are suitably experienced and are competent.
 - all operations using mobile scaffold towers are carried out in accordance with the appropriate procedures or method statements.
 - the mobile tower is checked before use, to ensure it conforms with the relevant standards and appropriate legislation and to ensure its suitability for safe use.
 - all mobile tower scaffolds are inspected at seven day intervals by a competent person and recorded in the site register.
 - suitable procedures are in place to effect rescue in the event of an emergency

Relevant Legislation:

The Provision and Use of Work Equipment Regulations 1998 as amended
The Management of Health and Safety at Work Regulations 1999 as amended
Provision and Use of Work Equipment Regulations 1998 as amended
Work at Height Regulations 2005

Overhead Cables

1. Hazards associated with overhead cables include severe electric shock, burns and possibly death from:
 - contact by plant or vehicles, operatives handling long objects e.g. scaffold tube, sheeting etc.;
 - electrical energy "arcing" from cables onto plant, vehicles scaffold poles etc.
2. Overhead cables will be identified on site and suitable allowance made when planning contract operations. Risk assessments will be undertaken by Management and suitable safe working practices devised in accordance with all applicable standards.
3. In good time prior to the commencement of works on site, Management will arrange for all necessary diversions, safe distance barriers, precautions etc., to be installed in consultation with the Electricity Company and the appropriate authorities.
4. Management will ensure that :
 - suitable site procedures are established and that provision is made to instruct all site personnel in the proper implementation of those procedures.
 - only trained employees suitably instructed in the appropriate procedures are permitted to operate plant and vehicles in the vicinity of overhead cables. Where a permit to work system is in operation Contracts Management will ensure that its requirements are strictly enforced and that the electrical power (where required), is closed down for the duration of the operation.
 - all diversions, barriers and precautions are maintained in good working order and the control procedures are enforced.
 - all sub-contractors are made aware of and comply with the company policy.

Relevant Legislation:

The Electricity at Work Regulations 1989 as amended
The Management of Health and Safety Regulations 1999 as amended
The Provision and Use of Work Equipment Regulations 1998 as amended
The Construction (Design and Management) Regulations 2007

Plumbing

1. Hazards associated with plumbing work include :

- defective electrical installation;
- poor earth to pipe work;
- hazardous substances;
- combustible materials;
- vermin,

and these can give rise to risks that include :

- electrocution;
- personal injury and burns;
- dermatitis;
- fire and explosion;
- contracting weil's disease.

2. The nature of the work to be undertaken will be considered by management at tender stage and suitable risk assessments undertaken as appropriate, prior to the commencement of works to determine the method of working and the appropriate control measures.

3. Management shall ensure, so far as is reasonably practicable, that :

- a survey is carried out before the commencement of operations to confirm the suitability of the method working and control measures identified;
- consideration is given to the operations to ensure other persons that may be affected by the work and measures taken, are informed of those hazards and associated risks and the control measures adopted by the company;
- suitable materials, substances and equipment is provided and maintained in safe working condition and in safe storage;
- adequate and suitable personal protective equipment is provided in accordance with the risk assessment;
- all operatives to be engaged on plumbing works are suitable trained, informed and instructed and are competent to undertake the work. Where work is undertaken on gas connections, such operatives shall be CORGI registered and have received ACOP refresher training as necessary;
- competent supervision is provided who will ensure that only competent person are deployed and that they are suitably equipped and have received appropriate instructions before commencement of work;
- the supervisors and operatives are provided with necessary fire fighting equipment and are adequately instructed in the applicable emergency evacuation procedures that are in operation for that site of working.

Relevant Legislation : *The Electricity at Work Regulations 1989 as amended*
The Provision and Use of Work Equipment Regulations 1998 as amended
The Workplace (Health, Safety and Welfare) Regulations 1992 as amended
The Personal Protective Equipment at Work Regulations 1992 as amended
The Personal Protective Equipment Regulations 2002
The Management of Health and Safety at Work Regulations 1999 as amended
The Control of Substances Hazardous to Health Regulations 2002 as amended 2003, 4 & 5
Dangerous Substances and Explosive Atmospheres Regulations 2002

Scaffolding

1. Hazards associated with scaffolding include:
 - overloading;
 - falls from heights;
 - falling materials;
 - scaffolding collapse;
 - untrained scaffold erectors;
 - electrocution from overhead cables;
 - unsound scaffold equipment;
 - unstable foundation to scaffold;
 - inadequately secured;
 - unsuitable or lack of design.
2. At the pre-contract stage Management shall identify the scaffolding requirements for the project, ensure suitable risk assessments are undertaken and the appropriate scaffold designs determined, in accordance with relevant legislation.
3. Prior to commencement of works a detailed risk assessment will be prepared and the safe method of working relevant to each project defined, properly planned and organised to conform to the requirements of the Working at Height Regulations 2005
4. Management shall only engage competent scaffold erectors, suitably trained and experienced and will ensure that they are provided with all relevant information on potential loading, use and required access to enable scaffold to be provided appropriate for the intended purpose.
5. Management shall ensure :
 - that only competent scaffold erectors are permitted to erect, alter or dismantle scaffolding on site.
 - before accepting scaffolding erected by specialists, that the structure is inspected by a suitably qualified person or the Safety Advisor and a handing over certificate obtained.
 - suitably trained personnel carry out daily inspections to determine adequacy before use by employees.
 - that regular weekly inspections are undertaken by suitably qualified personnel and recorded in the site register.
 - inspections are undertaken after severe weather conditions such as high winds, heavy rain or severe frosts etc., and recorded in the site register.
 - at the close of work each day, that the scaffold is made secure in order to minimise unauthorised access.
 - suitable procedures are in place to ensure the rescue of personnel in the event of an emergency within a maximum of 20 mins

Relevant Legislation: *The Construction (Design and Management) Regulations 2007*
The Lifting Operations and lifting Equipment Regulations 1998 as amended
The Management of Health and safety at Work Regulations 1999 as amended
The Provision and Use of Work Equipment Regulations 1998
The Work at Height Regulations 2005

Site Offices

1. Prior to commencement of works Management will determine the site accommodation and compound provisions required to service the contract safely.
2. Management shall ensure that :
 - the proposed siting of the accommodation is suitably located to ensure that the provisions can be properly serviced and have safe access and egress.
 - adequate fire fighting equipment is made available and that all requisite registers and statutory notices are provided.
 - the accommodation and compound are established in accordance with the planning requirements and that all notices are conspicuously displayed and that the requisite registers are accessible for use.
 - the site Fire Plan is conspicuously displayed and that all fire fighting equipment is appropriately sited, easily accessible, and regularly serviced.
 - the accommodation is cleaned daily and any debris and waste paper is removed to a suitable point of disposal.
 - where liquefied petroleum gas is used to provide energy to heating appliances, the cylinders are located outside the accommodation and kept secure in accordance with company procedure.
 - any office machinery is suitably located and installed, so as not to cause an obstruction or present a risk to health, and to ensure it is properly serviced and maintained.
 - persons required to operate office machinery are competent to do so.
3. Any electrical installations shall be to the requirements of the IEE Regulations installed, tested, modified and maintained only by qualified electricians.

Relevant Legislation:

The Provision and Use of Work Equipment Regulations 1998 as amended
The Workplace (Health, Safety and Welfare) Regulations 1992 as amended

Site Tidiness

1. The hazards associated with untidiness on site are:

- tripping;
- fire;
- collapse of materials;
- health risks;
- restricted ability to access working areas and materials;
- falling materials;
- obstruction of fire access and evacuation routes;
- manual and mechanical handling problems;
- personal injuries.

2. Management shall:

- take into account all aspects of site operations and shall ensure suitable assessments are made and codes of conduct defined to achieve site tidiness.
- ensure that suitable provisions of labour, plant and equipment are made available to facilitate tidiness of site.
- before commencement of works on site, ensure that routes of access and egress are clearly defined, operations are properly sequenced and co-ordinated, deliveries of materials are programmed to avoid excessive storage on site, compounds of adequate size are provided and suitable storage space is provided together with adequate secure storage.
- ensure that all employees are aware of the need for tidy working conditions and that they have been properly instructed in the appropriate safe working practices and codes of conduct conducive to achieving tidiness of site.
- monitor working areas, storage areas and employees in the execution of tasks to ensure compliance with company requirements.
- ensure that all routes of access and egress are maintained clear of obstruction and that all waste materials and substances are removed immediately to appropriate points of disposal, for eventual removal off site as soon as practicable.
- ensure that adequate labour is deployed as appropriate in order to maintain general site tidiness and to ensure that site accommodation and welfare facilities are properly maintained.

Relevant Legislation:

The Management of Health and Safety at Work Regulations 1992 as amended

Site Transport

1. Typical site transport includes tipper lorries, dumpers, forklift trucks, track vehicles, tankers etc..
2. Management shall :
 - determine the correct site transport required for any activity under the control of Optima Services UK Ltd prior to the programmed operation on site and ensure it is provided in good working order and suitably equipped for the intended purpose.
 - assess the work content of any operation and ensure that adequate information is provided to the hire company to enable the correct site transport to be provided.
 - ensure that competent personnel are available to operate the site transport or that, suitable training and instruction is provided. Qualified operators properly certificated, where required, will be employed to operate plant on site.
3. Assessment of the operation shall take into account the need for any preparatory work required for the utilisation of the site plant and Management will ensure such provisions are made.
4. Management shall ensure that :
 - where applicable, the appropriate worthiness test certificates and inspection certificates with regard to the site transport are produced before accepting delivery and where a qualified operator is engaged, that the appropriate certificate is produced together with the log of working hours.
 - only competent personnel are deployed and that they carry out operations in accordance with the defined safe working practices.
 - any necessary preparatory work has been completed before site transport is deployed for use.
 - where required, that regular inspections of the site transport is carried out and recorded in the site register.
 - all site transport is checked daily, all defects reported and the site transport immobilised until declared safe for use by an appointed and competent person.
 - any repairs required to any site transport is only undertaken by a qualified person appointed by the hire company.

Relevant Legislation:

The Road Traffic Acts 1972 & 1974

The Provision and Use of Work Equipment Regulations 1998 as amended

The Construction (Design and Management) Regulations 2007

Skips

1. Mobility of skips makes them very useful, particularly on small contract sites, to achieve quick and effective disposal of debris and waste materials.
2. When the intended location of a skip is to be on the public highway, written permission from the local authority shall be obtained by Management.
3. Management shall ensure that employees are conversant with the following requirements.
4. The skip is:
 - not to be located on the highway without a suitable licence and any conditions imposed thereby are complied with;
 - to be positioned to reduce any risk to users of the highway to be adequately lit during the hours of darkness;
 - to be clearly marked with the owners name and telephone number or address;
 - to be removed as soon as practicable after filling.
5. Management shall :
 - ensure that any skip is suitably located on level ground with easy access for delivery and removal, and for loading of waste materials;
 - ensure that flammable, noxious or other hazardous materials or substances are not deposited in skips and that alternative and appropriate provision is made for its disposal;
 - ensure that a skip is not overloaded and that any debris deposited does not spill out;
 - take account of the materials that are to be deposited in the skip and where they can be set on fire, to take steps to ensure early removal off site;
 - ensure that where a skip is located on the highway the following is complied with;
 - an inclined line of road cones is placed on its approach. At night these cones should be alternated with road lamps;
 - during the hours of darkness a lamp is located at each corner, either on the ground or fixed to the skip;
 - where two skips are provided these should be close together in a row.

Relevant Legislation :

The Highways Act 1980

The Builders Skips (Markings) Regulations 1984

The Collection and Disposal of Waste Regulations 1988

Stepladders, Trestles & Stagings

1. Hazards associated with the use of stepladders, trestles & stagings include injuries due to falling and manual handling which can arise from :
 - unstable foundation for erection of equipment, or unsuitable location for safe use;
 - overloading;
 - excessive spans of scaffold boards used with trestles;
 - improper use or unsafe working practices;
 - defective equipment;
 - incorrect erection;
 - using equipment where alternative methods should be followed.
2. A step ladder shall ONLY be used for work at height where a risk assessment under regulation 3 of the Management of Health and Safety at Work Regulations has demonstrated that the use of more suitable work equipment is not justified because of the low risk and
 - (a) the short duration of use; or
 - (b) existing features on site which cannot alter
3. All work will be evaluated, risk assessments undertaken as appropriate and safe methods of working established in accordance with applicable standards.
4. Management shall :
 - ensure that only the correct type of equipment is made available for use at working areas, that it is subject to regular inspection and colour coded to confirm that the equipment in use is current for that period.
 - ensure that all employees have received training and are competent in the safe use of stepladders, trestles and staging, and that competent supervisory staff is in attendance on site to oversee operations.
 - daily, check that all equipment is without defects, suitable for the proposed use and is of the correct colour coding. All defective equipment will be taken out of use immediately and kept secure until removal from site at the earliest opportunity.
 - ensure that the correct procedures are followed by employees and that stepladders, trestles and staging are properly located, erected and the adjacent area secured against unauthorised access.
 - ensure that the equipment is not erected so as to cause obstruction to the essential access and egress of the site.

Relevant Legislation:

The Provision and Use of Work Equipment Regulations 1998 as amended
The Management of Health and Safety at Work Regulations 1999 as amended
The Work at Height Regulations 2005

Underground Services

1. Hazards associated with underground services include:
 - severe electric shock, burns and possibly death from contact with electricity;
 - severe burns, possible asphyxiation and possible death from breach in gas;
 - drowning from breach in a water main;
 - disease from contact with raw sewage.
2. Adequate allowance will be provided within the contract at planning stage to permit measures to be undertaken to establish the location and nature of underground services situated within the site area.
3. Management shall obtain all relevant details from all service authorities and prepare a composite of that information, to be made available on site. Companies to be contacted include:
 - Local Authority - public lighting distribution and sewerage network.
 - Electricity distribution company.
 - Gas Company
 - British Telecom
 - Water Company - water distribution and sewerage network.
 - Cable Company - television and telephone
 - Adjacent land owners - e.g. riparian rights
4. Risk assessments of works affecting or affected by underground services will be arranged by Management and suitable safe working practices devised in accordance with all applicable standards.
5. In good time, prior to the commencement of works on site, Management shall arrange for the locations of all underground services to be confirmed and marked on site.
6. Suitable permits to work, together with safe systems of work will be established as appropriate, to control any excavation in close proximity of the services. Where necessary, diversions, safe distance barriers, precautions etc., are to be erected in consultation with the applicable service companies to ensure, so far as is reasonably practicable, the protection of those services from harm.
7. Management shall ensure :
 - that suitable site procedures are established and that provision is made to instruct all site personnel in the proper implementation of those procedures.
 - that only trained employees suitably instructed in the appropriate procedures are permitted to operate plant and vehicles in the vicinity of vulnerable underground services.
 - where a permit to work system is in operation, that its requirements are strictly enforced and where applicable, energy sources within the services are closed down for the duration of the operation.

Underground Services (continued)

- that all diversions, barriers and precautions are maintained in good working order and the control procedures are enforced.
- that all employees on site are properly instructed and informed as to the safe working procedures that apply to underground services and the relevant safety precautions required.
- that all sub-contractors made aware of and comply with the company policy.

Relevant Legislation:

The Electricity at Work Regulations 1989 as amended

The New Roads and Street Work Act 1991

The Management of Health and Safety at Work Regulations 1999 as amended

The Provision and Use of Work Equipment Regulations 1998 as amended

Gas Regulations (Various)

Telecommunications Acts & Regs.

Upper Limb Disorders (ULDs)

Upper limb disorders often referred to as '**Repetitive Strain Injuries**' (RSI) are problems with the shoulder and arm, including the forearm, elbow, wrist, hand and fingers and can include neck pain.

ULDs can arise through personnel using their arms whilst undertaking tasks, where there is forceful or repetitive activity or poor posture.

Symptoms include:

Tenderness; aches and pain; stiffness; weakness, tingling, Numbness;
cramp; swelling

RSI is a general term often applied to pain in the arm when working with computers. However, **Upper Limb Disorders** (ULD) is the general term that covers some 20 or more medical conditions because problems might not be due to strain and there may not be any signs of injury.

Optima Services UK Ltd are conscious of their legal duty under the HSAWA'74 and the management of Health and Safety At Work Regulations 1999 to prevent work related ULDs or to stop any cases getting worse.

Optima Services UK Ltd have therefore established procedures for ensuring that activities in the workplace are properly managed by:

- Assessing the risks relating to the activities being undertaken and the equipment utilised
- Introducing control measures and or safe working practices that reduce the risk of ULD
- Assisting suffers to resume work

To achieve its objectives management will ensure that:

- Personnel are encouraged to report any signs and symptoms as soon as possible before they become serious, and enable medical advice to be sought if necessary
- The activities of personnel are monitored
- Suitable information and training is provided
- The activity, work station and or work process is adapted to suite personnel

ULD can develop as a result of activities outside the workplace and therefore personnel are encouraged to advise management of any events or incidents that may have occurred that could contribute to ULD, so that suitable measures can be implemented to ensure the condition does not deteriorate.

Hand Arm Vibration (HAV)

HAV is vibration which reaches the hands of personnel when working with handheld power tools or hand guided machinery, or when holding materials which are being processed by machinery

Optima Services UK Ltd are conscious of their legal duty under the HSAWA'74 and the Management of Health and Safety At Work Regulations 1999 to minimise or eliminate where possible the effects of vibration in relation to work activities undertaken by its personnel.

It is the policy of the company to ensure that all equipment obtained for use by personnel is previously assessed to determine the levels of vibration associated with its use and thereafter determine any specific methods of working necessary to ensure that personnel are not exposed to risk from vibration.

Management will ensure that:

- The manufacturer's literature is checked to determine any significant levels of vibration
- Where such information is not apparent, to seek such information from suppliers
- Check with relevant trade associations;
- If necessary arrange independent tests to determine any significant levels of vibration
- The information as to the operational characteristics of the equipment is assessed;
- Introduce appropriate methods of working to minimise exposure to vibration

General guidance is included hereafter for the information of managers and personnel.

Symptoms include:

- Tingling and numbness in the fingers
- Fingers go white, then blue, then red and are painful in the cold and wet
- Feeling leaves the fingers (difficulty picking up small object such as screws or nails)
- Pain, tingling or numbness in your hands, wrists and arms which may stop you sleeping
- Loss of strength in hands (may be unable to pick up or hold heavy objects)

HAV can seriously affect the health of personnel and cause a range of permanent injuries to the hands and arms which are known as hand arm vibration syndrome (HAVS). These injuries include damage to the:

- Blood circulatory system (vibratory white finger (VWF));
- Sensory nerves
- Muscles;
- Bones;
- Joints

Hand Arm Vibration (HAV) (continued)

Typical equipment that give rise to HAV are:

Concrete breakers; chipping hammers, jigger picks; vibrating pokers;
angle grinders; vibratory compactors; hammer drills,; jigsaws; scabblers, needle
guns; chain saws; road drills; etc

Personnel are required to co-operate with management in ensuring that problems due to vibration do not arise by:

- Telling the Supervisor about any piece of equipment that produces a high level of vibration, so that suitable action can be taken to reduce the risk;
- Adopting any new ways of working introduced to reduce the risk
- Keep warm at work;
- Do not smoke as smoking reduces the blood flow;
- Exercise hands and fingers to improve blood flow;
- Use the right equipment for the work
- Do not use any more force than is necessary when using equipment
- Avoid long periods of using equipment with high vibration without breaks;
- Ensure equipment has been maintained in good working order

Optima Services UK Ltd will endeavour to ensure that:

- That the use of high vibration equipment is avoided;
- That where necessary new equipment has vibration control built in;
- That if necessary existing equipment is modified to minimise vibration
- Suitable assessment of operational activities is carried out to enable the Exposure Action Level (EAL) and Exposure Limit values (ELV) are determined for equipment used
- Suitable training in the correct use of equipment and the recognition of symptoms is provided.
- Suitable work patterns are enforced to minimise exposure
- Where necessary provided health surveillance for operatives

Relevant legislation:

Control of Vibration at Work Regulations 2005
HSE leaflet INDG 175 (rev2) Control the risks from Hand Arm Vibration: Advice to employers on the Control of Vibration at Work Regulations 2005;

Waste Management

1. Waste is defined in the Environmental Protection Act as:
 - Any substance which constitutes a scrap material or effluent or otherwise. Any unwanted surplus arising from the application of any process
 - Any substance or article that requires to be disposed of as being broken, worn out, contaminated or otherwise spoiled
2. Materials that can be used in their existing form, without any special procedure of recovery, and are given away or sold for reuse are not classified as waste.
3. **Controlled waste** is:
 - Building and demolition waste
 - Household, industrial and commercial waste

This includes scrap metal, effluent and clinical waste

This can be clarified further as follows:

Inert waste – waste that will not decompose, e.g. rubble, concrete, metal, rubber etc.

Putrescible waste – waste which is rot and decompose, e.g. timber, food paper etc.

Special waste – waste which is dangerous to keep or dispose of.

4. The Environmental Protection (Duty of Care) Regulations 1991 require all producers or carriers of waste to prevent the escape of waste and to ensure waste is transferred only to authorised persons. Hence Optima Services UK Ltd have prepared these arrangements to complement its Environmental Policy, to ensure that in the course of its undertakings that everything that is reasonably practicable to implemented in an endeavour to protect the environment and comply with the requirements imposed by legislation.
5. As a carrier of waste the company is registered under the Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 with the waste regulation authority i.e. for England and Wales – the Environmental Agency.
6. In order to ensure compliance with the requirements of legislation the company will endeavour to obtain the address and telephone number of the Waste Disposal Officer in whose area the work is being carried out and thereafter advise him/her of:
 - of the company's intention to start work.
 - of the type of waste and quantity thereof which the company will be producing and required to dispose of.
 - of the proposed method of transporting the waste
 - who the carrier will be if not Optima Services UK Ltd
 - where the wasted is to be transferred to

Waste Management (continued)

7. When carrying waste for disposal a suitable "Waste Transfer Note" will be issued by the responsible site manager or supervisor detailing:
 - The description of the waste
 - The quantity
 - Its condition i.e. if it is loose, packed or in a container
 - The original of the material
 - The proposed destination
 - The date and time of transfer
 - Signature of the person authorising the transfer
8. The manager or supervisor, when issuing the waste transfer note, must:
 - Ensure that the materials, substances etc to be transferred are in fact "waste" as defined under the Environmental Protection Act
 - Keep a copy of the transfer note
 - Give a copy to the disposal site representative
 - Ensure that the disposal site representative signs the documents to say where, when and how the waste will or has been disposed of
9. Copies of the transfer notes will then be sent to head office where they will be retained for a minimum of two years.
10. Where the company uses an external carrier to dispose of waste on its behalf, in addition to the information described above the following details must be included on the transfer note:
 - The name and address of the carrier
 - Their registration number and issuing authority
 - The place of transfer
11. Where using a carrier other than the company, the site manager will be required to ensure that the registration documents of that carrier have been inspected and that they remain valid. A photocopy is not sufficient, the actual certificate of registration must be viewed. Where management is in doubt about the validity of the carrier's registration, either their services are not to be used or enquiries are to be made of the Waste Regulation Authority to verify the status of the proposed carrier.
12. **Special Waste** is industrial or commercial waste material that is considered to be particularly hazardous to health. The classifications of special waste are quite extensive. Examples include materials containing asbestos or which are flammable, explosive, corrosive, carcinogenic, harmful, toxic, irritant, etc.
13. Where special waste is to be removed from site, another document called a "consignment note" must be prepared. The consignment note must be raised by the responsible person who is authorising the transfer of waste. The requisite document may be obtained from the local office of the Environment Agency.

Waste Management (continued)

14. **IMPORTANT NOTE** A copy of the completed consignment note(s) must be received by the Environment Agency at least 72 hours before the waste is due to be removed from site.
15. When undertaking contract works the potential waste disposal requirements of a project will be identified and adequate provision made to enable its disposal.
16. Management shall determine the nature of the waste for disposal and ensure that suitable assessment is undertaken so that appropriate safe working practices are devised and suitable containment of the waste confirmed.
17. Management shall ensure:
- only suitably trained and competent personnel are deployed and that they carry out operations in accordance with safe working practices
 - that adequate information and instruction is received by employees to enable them to undertake the relevant work in accordance with the safe working practices.
 - that competent supervision is provided.
 - that the removal of waste from the workplace, is only undertaken by the appointed carriers in accordance with the prescribed safe method of working and in compliance with the relevant legislation.

Relevant Legislation:

The Management of Health and Safety at Work Regulations 1999 as amended
The Environmental Protection Act 1990
The Control of Pollution (Amendment) Act . 1989
The Environmental Protection (Duty of Care) Regulations 1991
The Collection and Disposal of Waste Regulations 1988
The Controlled Waste (Registration of Carriers etc.) Regulations 1991
The Highways Act 1980
The Controlled Waste Regulations 1992
The Special Waste Regulations 1996 and amendments 1996/7

Weil's Disease (Leptospirosis)

1. Weil's disease is an infection that can be **FATAL** or result in **permanent disability** if not diagnosed and treated at an early stage. Therefore, management take very seriously their responsibility to ensure that suitable procedures are adopted that will eliminate or adequately control expose to this hazard.
2. The disease is usually transmitted to humans when they come into contact with RATS URINE or water or materials that may have been contaminated with rat's urine.
3. The infection can enter the body via damaged skin or by accidental ingestion through the nose or mouth.
4. Areas of risk include
sewers, drains, canals, waterways, docks,
derelict buildings, rubbish tips, farms or other areas where rat infestation is likely.
5. Management shall :
 - identify those areas of work that are likely to give rise to rate infestation and carry out a risk assessment on the proposed work activity;
 - where the risk of exposure is present or likely to be present at the workplace, devise safe working procedures;
 - ensure that personnel to be deployed on related activities will be given the appropriate information,
 - instruction and necessary training on the appropriate safe working practices;
 - provide suitable and sufficient personal protective equipment to personnel who will be monitored to ensure that such equipment is properly utilised;
 - provide suitable and sufficient washing and changing facilities for use at the applicable work area;
 - ensure competent supervision is engaged on to ensure employees compliance with safe working practice;
 - ensure that leptospirosis cards are issued to those employees at risk whenever seeking medical attention at a hospital or at a doctors surgery.

Welding

1. Risks associated with welding include: electric shock, eye injury, burns, fire, fumes, asphyxiation, explosion
2. All welding work will be evaluated prior to tender and suitable provision made to undertake the works in accordance with correct working procedures and appropriate legislation.
3. Prior to commencement of works on site Management shall ensure that risk assessments are carried out and method statements prepared defining the safe method of working relevant to each project.
4. Management shall:
 - Ensure that a suitable area is provided for the intended welding work with safe access to and egress thereto, to accommodate the appropriate safe working procedures.
 - Ensure that all equipment required to undertake the works safely is available on site before the commencement of operations.
 - Ensure that all welding equipment is inspected every week and that all defective equipment is repaired or replaced.
 - Ensure that all compressed gas cylinders and liquefied petroleum gas cylinders are provided and utilised in accordance with company policy.
 - Ensure work is conforms with the company permit to work system.
 - Ensure that all employees to be deployed on welding work have received suitable training, are adequately experienced or supervised and are competent to undertake the tasks expected of them, and they have been fully instructed on the safe method of working for the project.
 - Ensure that suitable personal protective equipment is issued to employees undertaking welding work and that it is properly utilised.
 - Ensure that competent supervision is provided on site to oversee operations.

Further information: "Construction Safety", sections 10 & 11

Relevant Legislation:

The Personal Protective Equipment at Work Regulations 1992 as amended
The Personal Protective Equipment Regulations 2002
The Provision and Use of Work Equipment Regulations 1998 as amended
The Management of Health and Safety at Work Regulations 1999 as amended
The Electricity at Work Regulations 1989 as amended
The Control of Substances Hazardous to Health Regulations 2002 as amended 2003, 4 & 5
The Dangerous Substances and Explosive Atmospheres Regulations 2002

Woodworking

1. The main hazards associated with wood working arise from the use of machines and include :

- electrical power supply;
- contact with cutting edges and blades;
- ejection of work pieces due to blunt cutters;
- flying splinters of wood due to blunt cutters or incorrect use of machine;
- unsafe methods of working;
- entanglement of loose clothing;
- falling with machine or onto machine due to slippery surfaces;
- combustible materials such as sawdust;
- inhalation of dusts;

and these can give rise to risks that include :

- electrocution and burns;
- personal injury and loss of fingers;
- trips and falls;
- contracting cancer

2. All work will be evaluated at tender stage and suitable provision made to enable its management in accordance with applicable health and safety legislation.

3. Suitable risk assessments will be undertaken and appropriate methods of working determined.

4. Management so far as is reasonably practicable, shall ensure that :

- all machines provided for use are suitable for their intended purpose, are to the relevant specification, are appropriately maintained in good working condition and tested;
- adequate and suitable personal protective equipment is provided in accordance with the risk assessment;
- all operatives to be engaged on wood working are suitable trained, informed and instructed and are competent to undertake the work;
- competent supervision is provided who will ensure that only competent person are deployed and that they are suitably equipped and have received appropriate instructions before commencement of work;
- the supervisors and operatives are provided with necessary fire fighting equipment and are adequately instructed in the applicable emergency evacuation procedures that are in operation for that workplace.

Relevant Legislation : *The Electricity at Work Regulations 1989 as amended*
The Provision and Use of Work Equipment Regulations 1998 as amended
The Workplace (Health, Safety and Welfare) Regulations 1992 as amended
The Personal Protective Equipment at Work Regulations 1992 as amended
The Personal Protective Equipment Regulations 2002
The Management of Health and Safety at Work Regulations 1999 as amended
The Control of Substances Hazardous to Health Regulations 2002 as amended 2003, 4 & 5
Woodworking Machines Regulations 1974 (partial)

Work in Occupied Premises

1. Allowance will be made in the contract at planning stage to ensure suitable provision to accommodate the restrictions of operations and conditions arising from working within occupied premises.
2. Management shall:
 - determine the activities of the occupiers and employees, carry out suitable assessments and devise suitable safe methods of working to accommodate them.
 - consult with the occupants and establish their patterns of operations and any difficult and/or hazardous activities and/or materials/substances used and ensure that the information is taken into account in the risk assessment.
 - confirm the existing emergency procedures and ensure that emergency procedures required by the contract in compliance with legislation are integrated with those of the occupier, to ensure an adequate provision which shall be agreed with occupier.
 - ensure arrangements are made for First Aid and the provision of suitable Welfare facilities.
 - ensure that a suitable code of conduct is established with regard to the movement of employees and materials within the confines of the premises which shall be agreed with the occupier.
 - ensure that all employees, sub-contractors and others conversant with the safe working practices, the agreed code of conduct for working within the premises and the emergency procedures that are in force for the period of the contract.
 - ensure compliance by all employees, sub-contractors and others with the requirements of this policy and procedures and take all necessary disciplinary measures to enforce those requirements.

Relevant Legislation:

The Management of Health and Safety at Work Regulations 1999 as amended

The Control of Noise at Work Regulations 2005

The Provision and Use of Work Equipment regulations 1998 as amended

Working at Height

1. Hazards associated with working at heights include :
 - falls of persons from the place of work or through access ways (e.g. windows);
 - falls of materials and/ or equipment.
2. All work at heights will be evaluated prior to tender and suitable provision made to undertake the works in accordance with correct working procedures and appropriate legislation.
3. Prior to commencement of works on site a detailed risk assessment will be prepared and the safe method of working relevant to each project defined, properly planned and organised to conform to the requirements of the Working at Height Regulations 2005
4. Management shall ensure that :
 - where required, scaffold is provided suitably designed to provide safe access to and egress from the roof area, and to accommodate the appropriate safe working procedures.
 - all equipment, staging, safety belts, harness, anchorages etc. required to undertake the works safely is available on site before the commencement of operations. These will be inspected weekly and any defects remedied or the defective article replaced
 - all employees deployed to work at height have received suitable training, are adequately experienced or supervised and are competent to undertake the tasks expected of them, and they have been fully instructed on the safe method of working for the project.
 - competent supervision is provided on site to oversee operations.
 - all scaffold and access equipment is properly erected and inspected and certified as suitable for use, before personnel are deployed to undertake work on roof areas.
 - suitable provision is made for the raising and lowering of materials and debris in a safe manner.
 - work is undertaken in accordance with the approved safe working practice and shall discipline and take all necessary measures to ensure compliance.
 - Suitable procedures are in place to ensure the rescue of personnel in the event of an emergency within a maximum of 20 mins

Management shall not permit work to be undertaken when adverse weather conditions prevail e.g. severe winds, heavy rain, or surfaces that are wet and slippery, or covered in frost or snow.

Relevant Legislation:

The Lifting Operations and Lifting Equipment Regulations 1998 as amended
The Personal Protective Equipment at Work Regulations 1992 as amended
The Personal Protective Equipment Regulations 2002
The Provision and Use of Work Equipment Regulations 1998 as amended
The Management of Health and Safety at Work Regulations 1999 as amended
Work at Height Regulations 2005

Working on Roofs

1. Hazards associated with work on roofs include:
 - falls from the edge of the roof;
 - falls between rafters/trusses;
 - materials and/or tools falling from roof;
 - falls through roof openings e.g. roof lights;
 - electrocution by contact with overhead cables;
 - being struck by lightning;
 - dislodging of guttering;
 - falls from working edge;
 - collapse through overloading;
 - falls through fragile materials;
 - health hazards e.g. asbestos sheeting/tiles.
2. All roof works will be evaluated prior to tender and suitable provision made to undertake the works in accordance with correct working procedures and appropriate legislation.
3. Prior to commencement of works on site a detailed risk assessment will be prepared and the safe method of working relevant to each project defined, properly planned and organised to conform to the requirements of the Working at Height Regulations 2005
4. Management shall ensure that :
 - scaffold is provided suitably designed to provide safe access to and egress from the roof area, and to accommodate the appropriate safe working procedures.
 - all equipment required to undertake the works safely is available on site before the commencement of operations.
 - all employees to be deployed on roof work have received suitable training, are adequately experienced or supervised and are competent to undertake the tasks expected of them, and they have been fully instructed on the safe method of working for the project.
 - competent supervision is provided on site to oversee operations.
 - all scaffold and access equipment is properly erected and inspected and certified as suitable for use, before personnel are deployed to undertake work on roof areas.
 - suitable provision is made for the raising and lowering of materials and debris in a safe manner.
 - work is undertaken in accordance with the approved safe working practice and shall discipline and take all necessary measures to ensure compliance.
 - Suitable procedures are in place to ensure the rescue of personnel in the event of an emergency within a maximum of 20 mins
5. Management shall not permit work to be undertaken when adverse weather conditions prevail e.g. severe winds, heavy rain, or surfaces that are wet and slippery, or covered in frost or snow.

Relevant Legislation: *The Lifting Operations and Lifting Equipment Regulations 1998 as amended*
 The Personal Protective Equipment at Work Regulations 1992 as amended
 The Personal Protective Equipment Regulations 2002
 The Provision and Use of Work Equipment Regulations 1998 as amended
 The Management of Health and Safety at Work Regulations 1999 as amended
 Work at Height Regulations 2005

Working with Gas

1. Working with gas is potentially dangerous if not correctly undertaken, which can result in asphyxiation, fires, explosions, severe burns and even death.
2. Adequate allowance will be made in the contract at planning stage to ensure that appropriate measures are provided to ensure safe working practices.
3. Management shall, so far as is reasonably practicable, ensure
 - all aspects of working on gas installations are identified, risk assessments are undertaken and suitable method statements are prepared defining safe methods of working appropriate to the circumstances.
 - all relevant information is obtained pertaining to the existing gas installations and energy supplies, to enable the proper assessments.
 - adequate training and instruction is received by employees or contractors to be engaged on gas installation works and that those employees are qualified, suitably experienced and competent gas fitters i.e. training in compliance with nationally accredited certification scheme (ACS)
 - the appropriate risk assessments and safe methods of working are made available at the workplace together with suitable personal protective equipment.
 - where necessary, a permit to work system is established, prior to the commencement of works.
 - only qualified and competent Gas fitters are permitted to undertake gas installation works and that they are properly instructed in the particular works and the safe method of work for that undertaking.
 - where applicable, the permit to work system is complied with and that relevant employees are conversant with its provisions.
 - all employees, contractors and others are not directly involved in gas installation works are aware of the restrictions and control measures imposed on those operations.
 - suitable observance by employees of the provisions of this policy, procedures and legislation with regard to gas installation works and will enforce compliance by all necessary disciplinary measures.
 - all works are carried out in accordance with the specification and that only materials to the appropriate standards are used.

Relevant Legislation:

Gas Safety (Installation & Use) regulations 1998
Gas Safety (Management) Regulations 1996
Gas Safety (Management) (Amendment) Regulations 2000
The Management of Health and Safety at Work Regulations 1999 as amended
The Provision and Use of Work Equipment 1998 as amended
Workplaces (Health, Safety and Welfare) Regulations 1992 as amended

Working Time Regulations 1998 as amended 1999

WORKING TIME LIMITS

The regulations stipulate that within any **reference period**, no 'worker' (as defined in appendix 1) has to work more than an **average of 48 hours for each seven day week**. This includes overtime and any hours worked for other employers.

This is a mandatory requirement, which applies to all contracts of employment, unless the individual worker has "opted out".

OPTING OUT OF THE AVERAGE 48 HOUR WEEK

This is an agreement between the employer and the **individual worker** that the 48 hour limit on weekly working will not apply to the worker providing that certain requirements are satisfied

- a) the agreement is in writing;
- b) the agreement may specify its duration or be of indefinite length, but must provide for the employee to be able to terminate the agreement by giving notice, which will be the period as specified in the agreement (subject to 3 months maximum) or if not specified 7 days;
- c) the employer must keep up to date records of all workers who have signed such an agreement

NOTE: *An Opt out agreement must be a written agreement between the employer and the individual worker. It cannot take the form of or be incorporated in a collective or workforce agreement.*

REFERENCE PERIOD

The reference period is **any** period of 17 week reference period during the course of a worker's employment unless an agreement provides for the application of successive 17 week periods.

This means that unless the parties specify that the reference period is a defined period of 17 weeks, followed by a successive period of 17 weeks, then the reference period will become a rolling 17 week period.

**** The reference period for workers falling within the more flexible categories specified by Regulation 21 "Other Special Cases" is 26 weeks instead of 17 weeks. [Reg 4(5)]**

**** A collective or workforce agreement can extend the 17 week reference period to a period not exceeding 52 weeks, if there are objective or technical reasons concerning the organisation of work. [Reg 23]**

Where an employee has worked for the employer for less than 17 weeks then the reference period is the time that has elapsed since commencement of employment.

REST PERIODS ENTITLEMENT

Daily and weekly rest periods are to be taken consecutively and in addition to any paid leave entitlement. Adults daily and weekly rest periods may be modified or excluded by a collective agreement or workforce agreement

NOTE *These entitlements do not apply if the working time of an individual or individuals is 'unmeasured' e.g. the employees have complete control over the hours they work and their time is not monitored or determined by the employer.*

Working Time Regulations 1998 as amended 1999 (Continued)**WEEKLY REST PERIODS**

Adults Each employee is entitled to an uninterrupted period of not less than 24 hours in each 7 day period, during which he works for an employer or alternatively two uninterrupted rest periods each not less than 24 hours in a 14 day period or one uninterrupted rest period of not less than 48 hours in each such 14 day period.

Adolescents An adolescent is entitled to a rest period each week of not less than 48 hours (which cannot be averaged over a two week period)

DAILY REST PERIODS

Adult An adult worker is entitled to a rest period of not less than eleven consecutive hours in each 24 hour period during which he works for an employer.

*** The provisions regarding daily rest periods do not apply where a workers working time is unmeasured Reg 20(1)*

*** Relaxation to the rule may also be made with regard to shift work (Reg 22), or by means of collective or workforce agreements (Reg 23) or where there are special categories of workers (Reg 21) However, in all cases (except for workers with unmeasured working time under Reg 20(1) compensatory rest must be provided*

Adolescent An adolescent is entitled to a rest period of not less than twelve hours in each 24 hour period during which he works for an employer
(this period can be interrupted where daily work is of short duration or split up)

REST BREAKS DURING WORKING DAY

Adults Where the daily working time is more than **six hours** an employee is entitled to an uninterrupted in-work break of at least **20 minutes**.

Adolescents Where the daily working time is more than **four and a half hours** and employee is entitled to an uninterrupted break of at least **30 minutes**.

NOTE *The rest break can be spent away from the workstation, where applicable.*

PAID LEAVE

In the 'leave year' of an employee, the statutory minimum entitlement is 4 weeks leave

An employee must have been in employment with the company for a minimum of 13 weeks to be entitled to annual leave.

Except upon termination of employment, the statutory minimum paid leave cannot be substituted by payment in lieu. However, any leave additional to the minimum entitlement may attract payment in lieu.

Any minimum leave entitlement not taken during the leave year to which it relates may be lost.

Working Time Regulations 1998 as amended 1999 (continued)**NOTICE PERIODS FOR PAID ANNUAL LEAVE**

Where no agreement of employment exist between the company and employee relating to the arrangements for notifying each other regarding the taking of leave the following provisions then apply:

The employees can choose when to take the paid leave to which they are entitled by giving sufficient advance notice. The minimum advance notice period should be twice the number of leave days to be taken.

e.g. for leave of 5 days, the advance notice period would be 10 days.

This application may be refused by the employer providing there are justifiable reasons and the employer must give advance notice to the employee equal to at least the period of leave requested.

Where the employer requires the employee to take either all or part of the paid leave entitlement at specified times the employer must give advance notice equal to twice the leave specified.

NIGHT WORK LIMITS

The employee qualifies as a night worker if:

- a) they, as a normal course, work at least three hours of their daily working time during the night time;
- b) Is likely, during the night time to work at least such proportion of their annual working time as may be specified, in a collective agreement or a workforce agreement.
- c) And they work such hours on the majority of the days on which they work.

A night workers 'normal hours' of working should not exceed an average of 8 hours in every 24 hours over a 17 week reference period.

This requirement does not apply to a worker where the work qualifies as "unmeasured". e.g. the worker has complete control over the hours worked and the sequencing of the work and that this is not monitored or prescribed by the employer.

MODIFICATION OR EXCLUSION OF THE NIGHT WORK LIMITS

Night work limits can be modified or excluded, or the reference period extended, by a collective or workforce agreement.

NIGHT WORK INVOLVING SPECIAL HAZARDS

Must only be instigated by the employer after undertaking a Risk Assessment under the Management of Health and Safety at Work Regulations 1999 to determine the hazards to which the worker is to be exposed and thereby determining a regime that takes into account the detrimental effects of night working in conjunction with the tasks to be performed. Normally such undertaking are subject to a collective or workforce agreement .

HEALTH ASSESSMENT FOR NIGHT WORKERS

The regulations require employers to provide night workers with the opportunity of a health assessment before they begin night work, together with further health assessments carried out on a regular basis thereafter. Such assessments must remain confidential.

If the employee is an adolescent then they are entitled to an initial health and capacity assessment

Working Time Regulations 1998 as amended 1999 (continued)*Appendix 1***Definitions**

Adult A worker who has attained the age of eighteen years.

Adolescent A worker who is over school leaving age but under eighteen year of age.

Worker A worker is a person who has entered into or works under contract of employment or any other contract, whereby that person undertakes to do or perform personally any work or services for another party whose status is not by virtue of the contract that of a client or customer of any profession or business undertaking carried out by the individual.

This covers any individuals who are carrying out work for an employer, unless they are genuinely self employed, in that the work amounts to a business activity carried out on their own account.

Working Time

Working time is defined, in relation to a worker, as

- a) any period during which worker is working, at his employers disposal and carrying out his activity or duties;
- b) any period during which a worker is receiving relevant training;
- c) any additional period which is to be treated as working time for the purpose of the regulations under a relevant agreement.

Night time A period of at least 7 hours inclusive of the hours from Midnight to 5 am.
Unless specified in a relevant agreement the night time is the period 11pm to 6 am

Collective agreement

This is an agreement with independent an trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992

Workforce agreement

This is an agreement between an employer and duly elected representatives of its employees, or where there are less than 20 employees the employees themselves. (Normally a non union work force). *For the agreement to be valid it must conform to Schedule 1 of the WTR.*