

# **HEALTH AND SAFETY PROCEDURES**

**applicable to the activities**

**of**

## **Optima Services UK Ltd**

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**Introduction**

1. Health and Safety legislation requires that all activities on site are undertaken by competent persons. It is therefore necessary for the employer to ensure that employees have received the appropriate training and are suitably experienced to undertake the work asked of the employee.
2. Health and Safety legislation also requires that employees do not undertake activities which might endanger the safety of themselves and/or others. An employee has a duty to ensure that he/she does not undertake work or operate plant or equipment unless he/she has been properly trained, is suitably experienced or is under suitable supervision.
3. There are no exceptions to the rule and a breach of legislation can lead to prosecution of, not only the Company, but also prosecution of an employee that can result in personal fines and/or imprisonment.
4. Optima Services UK Ltd has therefore endorsed these "Procedures" in support of the Company Health and Safety Policy, to afford guidance and establish controls to safeguard employees and management alike, so far as is reasonably practicable.
5. If you are a Site Supervisor or in charge of a work site do not ask an employee to carry out a task before confirming he/she is competent to do the task in question.
6. If you are an employee asked to carry out work for which you are not competent, do not start the work and immediately inform the Site Supervisor, who will take the appropriate action.

**DO NOT TAKE UNNECESSARY RISKS;**

**YOU OR SOMEONE ELSE MAY BE SERIOUSLY INJURED.**

**Accident Reporting & Investigation**

1. The **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995** require that all accidents that result in injury shall be reported in the accident register by the injured person or someone else acting on his/her behalf.
2. Where an injury, due to an accident at work, results in a person not being able to undertake their normal work for more than 3 consecutive days (excluding the day of the accident but including any non working days), a written report on F2508 must be received by the enforcing authority within 10 days.
3. The regulations classify types of accident and in the event of types 1 or 2 (fatality or specified major injury) the enforcing agency must be notified by the quickest practicable means (e.g. telephone, fax etc.), in addition to which Form 2508 must be completed and sent the Health and Safety Executive within 10 days of the incident.
4. Where an employee suffers a reportable injury and dies as a result of that injury within a year of the incident, the fact must be reported to the enforcing authority as soon as possible.
5. **Reportable accidents** are :

Death of any person (whether an employee, general public, etc.) as the result of any work related activity.

Any person etc., incurring any of the injuries or conditions, listed as follows resulting from of any work related activity:

- Any fracture, other than to the fingers, thumbs or toes
- Any amputation;
- Dislocation of the shoulder, hip knee or spine;
- Loss of sight (whether temporary or permanent);
- A chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
  
- Any injury  
    leading to hypothermia, heat induced illness or to unconsciousness requiring resuscitation, or requiring admittance to hospital for more than 24 hours
  
- loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent;
  
- Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin :  
    acute illness requiring medical treatment, or  
    loss of consciousness.
  
- Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or affected material

**Accident Reporting & Investigation  
(Continued)**

6. **Reportable Dangerous Occurrences** as listed hereafter in appendix 1, must be reported even where injury has not been suffered by any person.
7. **Industrial Diseases** as detailed in appendix 2 hereafter, suffered by any employee must be reported to the enforcing authority on form F 2508A as soon as possible after a medical certificate/report is received from the employee's doctor. A copy must be retained for the office record.

**IMPORTANT NOTE:** Failure to report a disease is an offence, therefore if in doubt, report it anyway.

8. **Investigation of Accidents/Incidents** must be carried out as soon as practicable. It is important that all incidents however minor should be investigated so that appropriate action can be taken to prevent a recurrence. This is particularly important where a person has suffered injury as a result of the incident.

The site manager should undertake an immediate accident investigation and the findings forwarded in writing to senior management. This should be carried out immediately in serious cases.

Completion of the Accident Book BI 510 and where appropriate forms F2508, F2508A or F2508G can be the starting point of any investigation. The answers to the questions set out within these documents prompt further discussion and enquiry and help to decide what future action needs to be taken.

**The following items should be included within the investigation report** to ensure that maximum information can be accumulated and appropriate measures taken:

- full name and address of injured person including their age and job title. (If not an employee state whether the injured person was a visitor, member of the public, contractor, etc.)
- accurate date and time of incident
- precise location of the incident within the premises together with a plan or layout of the area, followed by the full address of the premises. Take relevant photographs where possible
- what was the injured person doing at the time of the accident. Was he/she authorised to be in that area and to do this type of work; had they been trained; were they supervised?
- details of plant, substances, machinery or equipment involved in the accident
- nature of the injury and location on the body
- treatment given to the injured person - state whether taken to hospital. If so, give the full address. If the injured person was detained, establish for how long
- names of any witnesses to the accident. Record their full names, addresses and take statements from them separately concerning what they saw at the time of the accident

**Accident Reporting & Investigation  
(Continued)**

- record conclusions
- list recommendations for prevention of a similar recurrence.

Within the list of recommendations for accident prevention, any training requirements identified should be included, particularly where “refresher” type training may be beneficial.

When carrying out the investigation, the following should be noted:

- keep to the facts, not the opinions of others. Opinions are peripheral to the investigation, they may side-track you from the real cause or issues if given too much weight
  - in respect of witnesses, ensure they were there and actually witnessed the occurrence. Beware of those who arrived after the event but still believe that they actually saw or know what happened
  - note all conditions which may prove contributory to the incident (e.g. weather conditions, injured person’s clothing, lighting, etc.) if thought relevant
  - thoroughly examine any machinery or equipment which may have been involved in or contributed to the incident and check previous maintenance records if necessary
  - if a serious accident has occurred, nothing directly involved should be moved or interfered with until the Enforcing Authority has been consulted and the details taken down.
  - all details must be recorded, witnesses interviewed and, where possible, photographs taken by the Site Supervisor;
  - sufficient action must be taken to make the area safe without any unnecessary removal or interference of evidence before the company Safety Officer has been informed;
  - prevent any further access to the accident scene until the Safety Officer has taken charge of the situation, completes an investigation and institutes measures to reinstate a safe place of work with suitable safe working practices.
9. The information identified above shall be collected and collated, together with details of all action taken and any new procedures implemented, which shall be recorded at head office for future reference and consideration at the Safety Forum.
10. Where appropriate the report of the event will be made available to the Principal Contractor.

**Accident Reporting & Investigation  
(Continued)****APPENDIX 1****LIST OF DANGEROUS OCCURRENCES  
(SCHEDULE 2, Part 1 to RIDDOR)****Lifting Machinery etc.**

1. The collapse of, the overturning of, or the failure of any load bearing part of any:
  - (a) lift or hoist;
  - (b) crane or derrick;
  - (c) mobile powered access platform;
  - (d) access cradle or window-cleaning cradle;
  - (e) excavator;
  - (f) pile-driving frame or rig having an overall height, when operating, of more than 7 metres; or
  - (g) fork lift truck.

**Pressure Systems**

2. The failure of any closed vessel (including a boiler or boiler tube) or of any associated pipework, in which the internal pressure was above or below atmospheric pressure, where the failure has the potential to cause the death of any person.

**Freight Containers**

3. (a) The failure of any freight container in any of its load-bearing parts while it is being raised, lowered or suspended.  
(b) In this paragraph 'freight container' means a container as defined in regulation 2(1) of the Freight Containers (Safety Convention) Regulations 1984.

**Overhead Electric Lines**

4. Any unintentional incident in which plant or equipment either:
  - (a) comes into contact with any non insulated overhead electric line in which the voltage exceeds 200 volts; or
  - (b) causes an electrical discharge from such an electric line by coming into close proximity to it.

**Electrical Short Circuit**

5. Electrical short circuit or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours or which has the potential to cause the death of any person.

**Explosives**

6. (1) Any of the following incidents involving
  - (a) the unintentional explosion or ignition of explosives other than one:
    - (i) caused by the unintentional discharge of a weapon where, apart from that unintentional discharge, the weapon and explosives functioned as they were designed to do; or

**Accident Reporting & Investigation  
(Continued)****LIST OF DANGEROUS OCCURRENCES (continued)  
(SCHEDULE 2, Part 1 to RIDDOR)**

- (ii) where a fail-safe device or safe system of work functioned so as to prevent any person from being injured in consequence of the explosion or ignition;
- (b) a misfire (other than one at a mine or quarry or inside a well or one involving a weapon) except where a fail-safe device or safe system of work functioned so as to prevent any person from being endangered in consequence of the misfire;
- (c) the failure of the shorts in any demolition operation to cause the intended extent of collapse or direction of fall of a building or structure;
- (d) the projection of material (other than at a quarry) beyond the boundary of the site on which the explosives are being used or beyond the danger zone in circumstances such that any person was or might have been injured thereby;
- (e) any injury to a person (other than at a mine or quarry or one otherwise reportable under these Regulations) involving first-aid or medical treatment resulting from the explosion or discharge of any explosives or detonator.

(2) In this paragraph 'explosives' means any explosive of a type which would, were it being transported, be assigned to Class 1 within the meaning of the Classification and Labelling of Explosives Regulations 1983 and 'danger zone' means the area from which persons have been excluded or forbidden to enter to avoid being endangered by any explosion or ignition of explosives.

**Biological Agents**

7. Any accident or incident which resulted or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.

**Malfunction of Radiation Generators, etc.**

8. (1) Any incident in which:
- (a) the malfunction of a radiation generator or its ancillary equipment used in fixed or mobile industrial radiography, the irradiation of food or the processing of products by irradiation, causes it to fail to de-energise at the end of the intended exposure period; or
  - (b) the malfunction of equipment used in fixed or mobile industrial radiography or gamma irradiation causes a radioactive source to fail to return to its safe position by the normal means at the end of the intended exposure period.

(2) In this paragraph, 'radiation generator' has the same meaning as in regulation 2 of the Ionising Radiation Regulations 1985.

**Breathing Apparatus**

9. (1) Any incident in which breathing apparatus malfunctions;
- (a) while in use; or
  - (b) during testing immediately prior to use in such a way that had the malfunction occurred while the apparatus was in use it would have posed a danger to the health or safety to the user.

**Accident Reporting & Investigation  
(Continued)****LIST OF DANGEROUS OCCURRENCES (continued)  
(SCHEDULE 2, Part 1 to RIDDOR)**

- (2) This paragraph shall not apply to breathing apparatus while it is being:
- (a) used in a mine; or
  - (b) maintained or tested as part of a routine maintenance procedure

**Diving Operations**

10. Any of the following incidents in relation to a diving operation:

- (a) the failure or the endangering of:
  - (i) any lifting equipment associated with the diving operation; or
  - (ii) life support equipment, including control panels, hoses and breathing apparatus, which puts a diver at risk;
- (b) any damage to, or endangering of, the dive platform, or any failure of the dive platform to remain on station, which puts a diver at risk;
- (c) the trapping of a diver;
- (d) any explosion in the vicinity of a diver; or
- (e) any uncontrolled ascent or any omitted decompression which puts a diver at risk.

**Collapse of Scaffolding**

11. The complete or partial collapse of:

- (a) any scaffold which is:
  - (i) more than 5 metres in height which results in a substantial part of the scaffold falling or overturning; or
  - (ii) erected over or adjacent to water in circumstances such that there would be a risk of drowning to a person falling from the scaffold into the water; or
- (b) the suspension arrangements (including any outrigger) of any slung or suspended scaffold which causes a working platform or cradle to fall.

**Train Collisions**

12. Any unintended collision of a train with any other train or vehicle, other than one reportable under Part IV of this Schedule, which caused, or might have caused, the death or, or major injury to, any person.

**Wells**

13. Any of the following incidents in relation to a well (other than a well sunk for the purpose of the abstraction of water):

- (a) a blow-out (that is to say an uncontrolled flow of well-fluids from a well);
- (b) the coming into operation of a blow-out prevention or diversion system to control a flow from a well where normal control procedures fail:

**Accident Reporting & Investigation  
(Continued)****LIST OF DANGEROUS OCCURRENCES (continued)  
(SCHEDULE 2, Part 1 to RIDDOR)**

- (c) the detection of hydrogen sulphide in the course of operations at a well or in samples of well-fluids from a well where the presence of hydrogen sulphide in the reservoir being drawn on by the well was not anticipated by the responsible person before that detection;
- (d) the taking of precautionary measures additional to any contained in the original drilling programme following failure to maintain a planned minimum separation distance between wells drilled from a particular installation; or
- (e) the mechanical failure of any safety critical element of a well (and for this purpose the safety critical element or a well is any part of a well whose failure would cause or contribute to, or whose purpose is to prevent or limit the effect of, the unintentional release of fluids from a well or a reservoir being drawn on by a well).

**Pipelines or Pipeline Works**

14. The following incidents in respect of a pipeline or pipeline works:

- (a) the uncontrolled or accidental escape of anything from, or inrush of anything into, a pipeline which has the potential to cause the death of, major injury or damage to the health of any person or which results in the pipeline being shut down for more than 24 hours;
- (b) the unintentional ignition of anything in a pipeline or of anything which, immediately before it was ignited, was in a pipeline;
- (c) any damage to any part of a pipeline which has the potential to cause the death of, major injury or damage to the health of any person or which results in the pipeline being shut down for more than 24 hours;
- (d) any substantial and unintentional change in the position of a pipeline requiring immediate attention to safeguard the integrity or safety of a pipeline;
- (e) any unintentional change in the subsoil or seabed in the vicinity of a pipeline which has the potential to affect the integrity or safety of a pipeline;
- (f) any failure of any pipeline isolation device, equipment or system which has the potential to cause the death of, major injury or damage to the health of any person or which results in the pipeline being shut down for more than 24 hours; or
- (g) any failure of equipment involved with pipeline works which has the potential to cause the death of, major injury or damage to the health of any person.

**Fairground Equipment**

15. The following incidents on fairground equipment in use or under test:

- (a) the failure of any load-bearing part;
- (b) the failure of any part designed to support or restrain passengers; or
- (c) the derailment or the unintended collision of cars or trains.

**Accident Reporting & Investigation  
(Continued)****LIST OF DANGEROUS OCCURRENCES (continued)  
(SCHEDULE 2, Part 1 to RIDDOR)****Carriage of Dangerous Substances by Road**

16. (1) Any incident involving a road tanker or tank container used for the carriage of a dangerous substance in which:
- (a) the road tanker or vehicle carrying the tank container overturns (including turning onto its side);
  - (b) the tank carrying the dangerous substance is seriously damaged;
  - (c) there is an uncontrolled release or escape of the dangerous substance being carried; or
  - (d) there is a fire involving the dangerous substance being carried.
- (2) In this paragraph, 'carriage', 'dangerous substance', 'road tanker' and 'tank container' have the same meanings as in regulation 2(1) of the Road Traffic (Carriage of Dangerous Substances in Road Tankers and Tank Containers) Regulations 1992.
17. (1) Any incident involving a vehicle used for the carriage of a dangerous substance, other than a vehicle to which paragraph 16 applies, where there is:
- (a) an uncontrollable release or escape of the dangerous substance being carried in such a quantity as to have the potential to cause the death or, or major injury to, any person; or
  - (b) a fire which involves the dangerous substance being carried.
- (2) In this paragraph 'carriage' and 'dangerous substance' have the same meaning as in regulation 2(1) of the Road Traffic (Carriage of Dangerous Substances in Packages etc.) Regulations 1992.

**DANGEROUS OCCURRENCES WHICH ARE REPORTABLE EXCEPT IN RELATION TO OFFSHORE WORKPLACES****Collapse of Building or Structure**

18. Any unintended collapse or partial collapse of:
- (a) any building or structure (whether above or below ground) under construction, reconstruction, alteration or demolition which involves a fall of more than 5 tonnes of material;
  - (b) any floor or wall of any building (whether above or below ground) used as a place of work; or
  - (c) any false-work.

**Explosion or Fire**

19. An explosion or fire occurring in any plant or premises which results in the stoppage of that plant or as the case may be the suspension of normal work in those premises for more than 24 hours, where the explosion or fire was due to the ignition of any material.

**Accident Reporting & Investigation  
(Continued)****LIST OF DANGEROUS OCCURRENCES  
(SCHEDULE 2, Part 1 to RIDDOR)****Escape of Flammable Substances**

20. (1) The sudden, uncontrolled release:

(a) inside a building:

- (i) of 100 kilograms or more of a flammable liquid
- (ii) of 10 kilograms or more of a flammable liquid at a temperature above its normal boiling point, or
- (iii) of 10 kilograms or more of flammable gas; or

(b) in the open air, of 500 kilograms or more of any of the substances referred to in sub-paragraph (a) above.

(2) In this paragraph, 'flammable liquid' and 'flammable gas' means respectively a liquid and a gas so classified in accordance with regulation 5(2), (3) or (5) of the Chemicals (Hazard Information and Packaging for Supply) Regulations 1994.

**Escape of Substances**

21. The accidental release or escape of any substance in a quantity sufficient to cause the death, major injury or any other damage to the health of any person.

***Important Note:***

You should be aware that there are other Schedules in the Regulations which apply to specific industries i.e.

Quarries  
Mines  
Relevant Transport Systems (Railways)  
Offshore

If you need this additional information with regard to the application of RIDDOR '95 in these industries, contact the advisory centre at the Safety Division using your advisory card.

Accident Reporting & Investigation  
(Continued)

## APPENDIX 2 REPORTABLE DISEASES

## REGULATION 5

## Part 1 Occupational Diseases

**Conditions due to physical agents and the physical demands of work**

1. Inflammation, ulceration or malignant disease of the skin due to ionising radiation.
2. Malignant disease of the bones due to ionising radiation.
3. Blood dyscrasia due to ionising radiation.
4. Cataract due to electromagnetic radiation.
5. Decompression illness.
6. Barotrauma resulting in lung or other organ damage.
7. Dysbaric osteonecrosis.
8. Cramp of the hand or forearm due to repetitive movements.
9. Subcutaneous cellulitis of the hand (bean hand).
10. Bursitis or subcutaneous cellulitis arising at or about the knee due to severe or prolonged external friction or pressure at or about the knee (beat knee).
11. Bursitis or subcutaneous cellulitis arising at or about the elbow due to severe or prolonged external friction or pressure at or about the elbow (beat elbow).
12. Traumatic inflammation of the tendons of the hand or forearm or of the associated tendon sheaths.
13. Carpal tunnel syndrome.
14. Hand-arm vibration syndrome.

**Infections due to biological agents**

15. Anthrax.
16. Brucellosis.
17. (a) Avian chlamydiosis.  
(b) Ovine chlamydiosis.
18. Hepatitis.
19. Legionellosis.
20. Leptospirosis.
21. Lyme disease.
22. Q Fever.
23. Rabies.
24. Streptococcus suis.
25. Tetanus.
26. Tuberculosis.
27. Any infection reliably attributable to the performance of the work associated with:

micro-organisms;  
live/dead human beings;  
blood or bodily fluids;  
work with animals;  
any potentially infected material associated with the above

Accident Reporting & Investigation  
(Continued)**REPORTABLE DISEASES (continued)****Conditions due to Substances**

28. Poisonings by any of the following:

- (a) acrylamide monomer;
- (b) arsenic or one of its compounds;
- (c) benzene or a homologue of benzene;
- (d) beryllium or one of its compounds;
- (e) cadmium or one of its compounds;
- (f) carbon disulphide;
- (g) diethylene dioxide (dioxan);
- (h) ethylene oxide;
- (i) lead or one of its compounds;
- (j) manganese or one of its compounds;
- (k) mercury or one of its compounds;
- (l) methyl bromide;
- (m) nitrochlorobenzene, or a nitro- or amin- or chloro-derivative of benzene or of a homologue of benzene;
- (n) oxides of nitrogen;
- (o) phosphorus or one of its compounds.

29. Cancer of a bronchus or lung

30. Primary carcinoma of the lung where there is accompanying evidence of silicosis.

31. Cancer of the urinary tract.

32. Bladder cancer.

33. Angiosarcoma of the liver.

34. Peripheral neuropathy.

35. Chrome ulceration of:

- (a) the nose or throat; or
- (b) the skin of the hands or forearm

36. Folliculitis.

37. Acne.

38. Skin cancer.

39. Pneumoconiosis (excluding asbestosis).

40. Byssinosis.

41. Mesothelioma.

42. Lung cancer.

43. Asbestosis.

44. Cancer of the nasal cavity or associated air sinuses..

45. Occupational dermatitis.

46. Extrinsic alveolitis (including farmer's lung).

47. Occupational asthma.

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**COSHH**

1. **The Control of Substances Hazardous to Health Regulations 2002 as amended 2003, 4 & 5**, impose upon employers, duties to protect employees and other persons, so far as is reasonably practicable, from exposure to substances hazardous to health in the workplace.
2. Employers must undertake assessments to:
  - prevent or control exposure to the hazard;
  - introduce control measures and ensure their good maintenance, appropriate examination and testing;
  - ensure suitable monitoring on site to control exposure;
  - provide adequate monitoring and as applicable suitable health surveillance.
3. COSHH assessments are carried out in a similar manner as for risk assessments conforming to the following sequence:
  - first, identify ALL substances that are to used on site or may be encountered in the workplace (to ensure the latter a site survey should be undertaken);
  - second, obtain DATA SHEETS from the suppliers/manufacturers detailing the characteristics of the substances;
  - CONFIRM those substances that are hazardous in use;
  - undertake a FORMAL (i.e. a written record) ASSESSMENT of the confirmed hazardous substances.
4. As there is no standard format for manufacturers data sheets, it is best that the relevant information is transferred onto a standard company form, for easy reference.

DATA SHEETS serve the following purposes:

- purchasing substances supported by data sheets ensures that only approved substances are introduced into the workplace;
- providing all information on the hazardous substances, in a rational form, which the employer has the duty to provide to employees;
- providing all essential information necessary to permit the formal assessment.

The standard company form, when completed with the relevant information from the manufacturers' data sheets, should be filed and periodically reviewed and updated as necessary.

COSHH  
(Continued)

5. Substances then need to be classified in accordance with the criteria set out below.

The COSHH Regulations define a hazardous substance as any substance, including any mixture which is:

(a) a substance which is listed in Part 1 of the approved supply list as dangerous for supply within the meaning of the Chemicals (Hazardous Information and Packaging) for Supply Regulations 2002 and for which an indication of danger specified for the substance in Part V of that list is very toxic, toxic, harmful, corrosive or irritant; (In the case of substances introduced into the work area, this information should be displayed on the labelling on the container.)

*(b) a substance for which the Health and Safety Commission has approved workplace exposure limits; (These are published in the H S E Guidance Note EH40 – Workplace Exposure limits)*

(c) a biological agent;

(d) dust of any kind, except dust which is a substance within paragraph (a) or (b) above, when present at a concentration in air equal to or greater than –

- (i) 10 mg/m<sup>3</sup>, as a time weighted average over an 8 hour period, of total inhalable dust, or
- (ii) 4 mg/m<sup>3</sup>, as a time weighted average over an 8 hour period, of respirable dust;

(e) a substance not being a substance mentioned in sub-paragraphs (a) to (d) above, which creates a hazard to the health of any person which is comparable with the hazards created by substances mentioned in those sub-paragraphs;

***“total inhalable dust” means airborne material which is capable of entering the nose and mouth during breathing and is thereby available for deposition in the respiratory tract.***

Upon completion of the classification of the given substance, a record should be made on a substance survey record sheet or register.

6. Assessments must be carried out in accordance with a formal format, as defined hereafter, to ensure and to demonstrate that all relevant factors have been taken into account and that appropriate safe working practices have been devised.
7. Assessments must be carried out by a competent person, which means he/she must have appropriate knowledge and experience that will permit all aspects to be taken into account when assessing a particular substance and the conditions that will have relevance when it is used in a particular circumstance.
8. The Managing Director or his delegate shall determine who is competent to undertake COSHH assessments and where necessary shall engage outside expertise to assist the company to fulfil its duties.

**COSHH**  
**(Continued)****9. Assessment Procedure:**

- 9.1 **Review the Information** on the operation/process/substance, available from data sheets, tests records, evaluation of previous control measures, and the results of any previous exposure monitoring and health surveillance.
- 9.2 **Analyse the Operation** and/or process to establish the exact events and sequence of occurrence. Discussion with relevant supervisor and operative is essential to ensure that the process assessed is realistic and not hypothetical.
- 9.3 **Assessment of Risk** should consider :
- a) **The hazard presented by the substance;** this should be established in 9.1
  - b) **The probability of exposure,** which should be considered from four aspects:
    - foreseeable risk of accidental leakage, spillage or discharge of the substance;
    - the potential frequency of foreseeable exposure;
    - the personnel at risk to exposure, whether directly, indirectly or as members of the public;
    - process of entry into the body, whether by inhalation, ingestion or absorption through or contamination of the skin.
  - c) The extent or quantity to which personnel are likely to be exposed, should be determined, if necessary, by detailed measurement or monitoring, that takes into account circumstances where the greatest exposure might arise.

The duration and concentration of the exposure must be determined precisely in any circumstances where :

- exposure routinely and frequently occurs;
- a high level of exposure can be foreseen;
- the substance has been assigned a Workplace Exposure Limit (WEL) ;
- the substance is listed in Schedule 1 (“Other Substances”) of the COSHH Regulations and processes to which the definition carcinogen relates;
- the substance is known to be particularly hazardous.

Where the magnitude of exposure is uncertain, detailed measures will be required to determine its significance.

**COSHH  
(Continued)**

- d) **The duration of exposure** that is likely which can normally be ascertained from past experience and general knowledge.
- e) Conclusions regarding the risk to health should be possible, based upon the completion of a) to d) above. If it is felt that the information is insufficient or inconclusive, then further information should be gathered and further assessment undertaken.
- 9.4 The Assessment Register should be completed, to record all assessments undertaken and completed to include the following details:
- **Operation** and/or process details to enable easy identification
  - **Location** within the premises or site
  - **Record** reference number of the assessment
  - **Date** the assessment was completed and re-assessed

**10. Prevention and Control Measures:**

**Prevention** includes the following:

- elimination of the substance from use, thus completely removing the associated risk.
- substitution of the substance with a less hazardous substance or a less hazardous form of the substance or dilution of that substance.

**Control** includes:

- total enclosure of the operation or process;
- alteration, modification or replacement of plant to minimise the generation and the emission of hazardous substances;
- amendment of safe systems of work;
- provision to contain hazardous substances to reduce possibility of contamination, spillage or accidental release;
- a system of exhaust ventilation to totally remove the airborne hazardous substances from possible inhalation;
- provision of partial exhaust ventilation to adequately reduce the exposure to the airborne hazardous substance;
- provision of sufficient general ventilation to reduce exposure;
- minimising number of personnel exposed;

**COSHH  
(Continued)**

- reducing the length of exposure
- prohibition of smoking, eating or drinking in the work place
- provision and use of suitable personal protective equipment
- provision of suitable facilities for the cleaning, maintenance and repair of personal protective equipment
- provision of adequate welfare facilities
- regular cleaning of the workplace and/or plant to remove contamination
- provision of suitable safe storage arrangements and safe disposal of hazardous waste

**NOTE: IT IS A FUNDAMENTAL REQUIREMENT THAT EXPOSURE OF EMPLOYEES AND OTHER PERSONS LIKELY TO BE AFFECTED BE REDUCED TO A MINIMUM BEFORE OTHER CONTROL MEASURES ARE CONSIDERED**

Applicable Legislation and Guidance:

*Control of Substances Hazardous to Health Regulations 2002 as amended 2003, 4 & 5*  
*Control of Asbestos at Work Regulations 2002*  
*Control of Lead at Work Regulations 2002*  
*The Personal Protective Equipment at Work Regulations 1992 as amended*  
*The Personal Protective Equipment Regulations 2002*

Guidance Notes:

*EH 40, "Occupational Exposure Limits" (Updated annually)*  
*EH 44, "Dust: General Principles of Protection"*  
*EH 55, "The Control of exposure to fume from welding, brazing and similar processes"*

### Display Screen Equipment

1. The provision and use of display screen equipment must be in accordance with the Health and Safety (Display Screens Equipment) Regulations 1992 as amended.
2. **Definitions:**
  - Display screen equipment* - any alphanumeric graphic display screen.
  - Operator* - a self employed person who habitually uses DSE as significant part of normal working.
  - Use* - use for or in connection with work
  - User* - an employee who habitually uses DSE as a significant part of normal working.
  - Workstation* - the immediate work environment around the display screen equipment, including all accessories, desk, work surface, chair, keyboard and other peripheral items.
3. **Exemptions:**
  - driver or control cabs for vehicles of machinery;
  - DSE on board a means of transport;
  - DSE intended for use by the public;
  - portable systems (unless for prolonged periods);
  - calculators, cash registers and equipment with small displays for data or measurement;
  - window typewriters.
4. **Users and Operators are generally so defined if most of the following factors apply:**
  - DSE is required to do the job (no practicable alternative available);
  - has no discretion as to the use or non use of the DSE;
  - needs significant training and/or special skills in the use of DSE;
  - normally uses DSE for continuous spells of an hour or more at a time;
  - job requires fast transfer of information between user and screen;
  - performance requirements of the system demand high levels of attention and concentration.
5. Analysis of the workstation will be undertaken to assess any risks to a user's health and safety that arise out of or in connection with the use of the work station.
6. An appropriate design for the location and layout of the work station will be devised to reduce all risks identified in the risk assessment to the practicable minimum.

**Display Screen Equipment  
(Continued)**

7. The Schedule to the Regulations lists the minimum requirements for the workstation and covers the following:

- display screen;
- keyboard;
- work desk/surface;
- work chair;
- space requirements;
- lighting;
- reflections and glare
- heat;
- radiation (but no action is necessary);
- humidity;
- computer/user-operator interface.

8. The activities of the user will be determined by the Office Manager in order to ensure, that that work at a DSE workstation for prolonged periods is avoided. Other duties will be planned into the users daily workload that will ensure frequent breaks from the use of DSE.
9. Users have the right to request an eye test of the employer at regular intervals. the Office Manager will advise employees of this right and arrange for such tests as required. Special corrective appliances where prescribed will be provided by Management.
10. Suitable health and safety training and instruction will be given to users on the proper use of any work station. Further instruction will be given on the potential risks and the appropriate working practices. See Appendix to this procedure.

**Relevant legislation:**

- The Health and Safety (Display Screen Equipment) Regulations 1992 as amended*
- The Provision and Use of Work Equipment Regulations 1992 as amended*
- The Workplace (Health, Safety and Welfare) Regulations 1992 as amended*

**Guidance Notes:**

- L26 \ Guidance on Regulations*
- IND(G) 36L Working with VDU's*
- HS(G) 57 Seating at Work*
- HS(G) 38 Lighting at Work*
- HS(G) 60 Work-related Upper Limb Disorders : A guide to Prevention*

**Display Screen Equipment  
(Continued)****Appendix****Work Procedure**

This work procedure is provided for the guidance of operators in the use of display screen equipment.

1. There is no such thing as a correct sitting position. Deliberately changing the way you sit during the day will help to reduce aches and pains.
2. **Adjust your seat height** sitting in front of the terminal so that the forearms are approximately horizontal and the wrists are straight when the hands are at the keyboard.
3. **Adjust the screen position** so that when sitting at the work station the you look down by approximately 15 degrees. The wrong viewing angle can result in back and neck pain and therefore the most comfortable position should be selected.
4. **Adjust the back rest** of the seat so that it supports your lower back. A small cushion may be of help. Avoid a slouching posture as this will only promote early discomfort.
5. **Tired eyes and headaches** at the end of the day may be the result of difficulty reading the screen. Working with display screen equipment requires good or well corrected vision. Operatives eyes, therefore, must be checked and suitable glasses provided if required.
6. **Dust and dirt on screens** makes it difficult to read, therefore the screen must be regularly cleaned using a proprietary cleaner.
7. **Reflections and glare from screens** from sun light or artificial lighting makes reading difficult and fatiguing. This should be avoided and the following suggestions may help:
  - if practicable alter the angle of the screen
  - avoid lighting directly in front or behind the screen
  - locate the work station so the light is at right angles to the screen
  - utilise window blinds
  - reduce the level of artificial lighting
  - adjust the brightness and contrast of the screen
  - see office manager to get work station reassessed
8. Organise the Work Area to suit your personal preferences so that everything is within easy reach and copy holders are suitably located to avoid twisting of the back and neck.

**Display Screen Equipment****Appendix (Continued)**

9. **Organise your Work Day** so as to avoid sitting in the same position for long periods. This will help to reduce aches and pains developing. Arrange your work at the display screen so that it is dispersed with other business activities. It should be remembered that short frequent breaks are better than long breaks less often.
10. During the breaks it is better to:
  - get out of your seat;
  - stretch your legs;
  - arch your back;
  - generally move about;
  - look out of the window into the distance;
  - close or cover your eyes for a few seconds.
11. Endeavour to avoid:
  - activities that resemble display screen work;
  - remaining seated at your desk;
  - hand or wrist activities such as knitting;
  - reading small print.
12. There should be a restriction on continuous working, which should not exceed two hours without pauses of between 5 - 10 minutes before further use. In addition the total time a user works at a DSE should be restricted to 6 hours per day.
13. People suffering from epilepsy or associated illness should consult their medical advisor before operating DSE's.
14. Discomfort or illness associated with the use of DSE's must be reported to the Managing Director.
15. **REMEMBER** problems related to Display Equipment Usage do not occur overnight, they are the result of poor working practices over a considerable period of time. Discuss any problems you may have with the Office Manager who will endeavour to resolve them for you.

### Electrical Equipment

1. Electrical power tools and equipment are used on site to make a task easier but **electricity** is a very dangerous source of energy when not used properly. Therefore extreme care must be taken to comply with the following procedure.
2. Electrical equipment required for use on site will be determined at the pre-contract planning meeting and arrangements made for its supply to site.
3. Where electrical equipment is to be hired or purchased Management will verify the following factors:
  - conformity with the relevant British Standard Specification;
  - operational voltage does not exceed 110 Volts (CTE);
  - has a manufacturers test certificate;
  - has a valid test certificate.
4. A record will be made at head office of the supply of equipment to site with all relevant details.
5. Upon delivery of electrical equipment to site, the Site Supervisor shall :
  - record the details in the site register;
  - check to ensure that it has a valid test certificate;
  - inspect the equipment to ensure there are no defects;
  - safely secure in dry storage.
6. Before the issue of electrical equipment, the Site Supervisor shall :
  - ensure that the appropriate method statements for the work in question have been provided on site and that the relevant employees are conversant with the contents;
  - ensure that the users are competent;
  - inspect the equipment to ensure it is not defective and functions properly;
  - ensure that a suitable power supply has been provided;
  - issue any personal protective equipment required;
  - record the issue of the equipment in the site register.

**Electrical Equipment  
(Continued)**

7. Upon receipt of electrical equipment employees must:
  - ensure it is the correct equipment for the intended use;
  - confirm it is not defective and functions properly;
  - ensure they are conversant with the appropriate safe working practices;
  - ensure they have the required PPE and understand how to use it.
  
8. Employees in undertaking their work activities, using electrical equipment must conform to the safe working practices and:
  - use the correct equipment;
  - use the equipment in the correct manner;
  - conduct their activities so as not to endanger themselves or others;
  - work in an orderly and tidy manner;
  - avoid excessive and untidy power cable runs;
  - ensure that power supply cables are not exposed to plant or traffic;
  - ensure all power cable connections are properly made;
  - not make a repair unless competent to do so;
  - not use insulation tape to effect a repair or jointing of power cable;
  - not leave exposed live power cable ends;
  - not leave equipment unattended;
  - ensure the power supply is securely switched off on cessation of work.
  
9. **When an employee becomes aware of any defects in the operation of electrical equipment or in the safety measures provided, then that employee must stop work, switch off the electrical supply (where possible without endangering him/herself or others) and immediately report the situation to the Site Supervisor.**
  
10. On completion of use of equipment or at the end of each day, whichever is the sooner, the equipment will be returned to the Site Supervisor who shall :
  - ensure that all equipment is returned
  - check to ensure that it is not damaged or defective
  - return serviceable equipment to secure storage
  - label and remove defective equipment to alternative storage to prevent use;
  - arrange for the collection and repair or replacement of defective equipment.

**Electrical Equipment  
(Continued)**

11. Where a portable generator is to be used for the supply of electrical energy the Site Supervisor shall:
  - ensure that it is provided and issued in accordance with this procedure;
  - ensure that it has been suitably earthed before use;
  - ensure it is not run in parallel with the mains supply.
12. All company provided electrical equipment will be regularly tested and serviced every three months, and the Site Supervisor will ensure that only equipment that is suitably labelled in accordance with the service schedule shall be used on site.
13. All contractors will be informed of the company policy and obliged to conform with its provisions. Where a sub-contractor contravenes these provisions, the offence must be brought to the attention of the Site Supervisor, who will take the appropriate action to ensure compliance.
14. Legislation applicable to use of electrical, equipment, power tools, etc. includes:

*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*

Guidance on the safe use of electricity on industrial and construction sites is

*The IEE Regulations for the Electrical Equipment of Buildings.*  
*CP 1013 Earthing.*  
*BS 4343 Industrial Plugs, Sockets, outlets etc.*  
*BS 4444 Guide to Electrical Earth Monitoring and Protective Conductor Proving.*  
*BS 4363 Distribution Units for electricity Supplies for Construction and Building sites.*  
*BS 7430 Code of Practice for Earthing.*  
*BS 7375 Code of Practice for the Distribution of Electricity on Construction and Building Sites.*

Guidance Notes from the Health and Safety Executive include :

*PM 32 The Safe use of Portable Electrical Apparatus.*  
*GS 24 Electricity on Construction Sites.*  
*GS 27 Protection against Electric Shock.*  
*GS 37 Flexible leads, Plugs, Sockets etc.*  
*GS 38 Electrical Test Equipment for Use by Electricians.*

### Electricity at Work

1. The Electricity At Work Regulations 1989 now govern the use of electricity in any work situation and requires the employer to apply pro-active health and safety principles to ensure all electrical equipment and installations are safe and of electrical integrity.
2. The responsibility is placed upon the employer to define and assess all foreseeable risks which might arise in the use of, or in proximity to electricity with regard to company activities.
3. This procedure is to be observed by all employees, subcontractors and others engaged on its activities.
4. It is the duty of all employers, employees and self employed persons to comply with the requirements provided under the above legislation and thus with the provisions of this procedure.
5. A synopsis of the regulations is provided for the information of personnel in the appendix to this procedure.
6. **Company Offices and Garage/Workshop**  
Management will ensure that the following requirements are met :
  - diagrams of all permanent circuits are prepared and kept secure adjacent to the electrical intake cupboard and a copy retained in the office;
  - permanent circuits are tested every year;
  - a certificate of electrical worthiness is obtained annually;
  - all permanently installed equipment is tested every year;
  - a register of all permanent installed equipment together with details of the test results is maintained and kept secure;
  - all portable electrical equipment is tested every three months;
  - all portable electrical equipment is tagged and colour coded to confirm its usability.
  - all equipment not displaying the correct colour code to be removed from use immediately until suitably tested and approved.
  - employees' equipment is not used until confirmed that it has been suitably tested and approved for the intended use.
  - a register of all portable electrical equipment together with details of the test results, is maintained and kept secure
7. **Site Offices**  
Management will ensure that all matters as specified for Company Offices, is undertaken in respect of site offices, with the exception that testing of all equipment and circuits will be carried out every three months.

**Electricity at Work****Appendix**

The following information is provided to acquaint personnel with pertinent facts relating to electrical legislation.

**Definitions:**

**System:** All parts of a circuit (not just the functioning instrument)

**Electrical equipment:** Any electrical powered item. There is no voltage limit.

**Conductor:** Everything capable of carrying current, not just those things intended to carry current.

**Danger:** "Risk of Injury", however, where live working is necessary, then "the potential to harm persons".

**Injury:** Death or harm to persons from any of the following:

- Electric shocks or burns
- Fires of electrical origin
- Electric arcing
- Explosions initiated or caused by electricity

**Regulation 4:** All electrical systems are to be constructed and maintained so as to prevent danger at all times, so far as is reasonably practicable.

The design and safe system of work must take into account the future operation, maintenance and any other work affected by the system.

All required protective equipment must be provided, be suitable for the intended use, properly used and suitably maintained.

**Regulation 5:** The safe working limits of electrical equipment not be exceeded.

Unusual working conditions that might cause safe working limits to be exceeded are to be identified and appropriate safeguards provided. These may include

electrical and mechanical faults, power surges, heating and electromagnetic effects.

**Regulation 6:** Electrical equipment must be constructed to prevent, so far as is reasonably practicable, any danger arising from foreseeable to adverse exposure.

This could include, mechanical damage, the affect of weather, wet, dusty dirty or corrosive conditions or contact with flammable or explosive substances.

**Electricity at Work****Appendix (Continued)**

**Regulation 7:** All conductors in a system must be insulated or protected with a suitable material or be sited/isolated so as not to present a danger

**Regulation 8:** Any conductor must either be earthed to discharge the electrical energy or have some other suitable precaution to prevent danger arising as a consequence of the conductor becoming charged. Such conductors may include metal casings, ionic salt solutions in the vicinity or conductor that does not form part of the system, but within electrostatic or electromagnetic fields of the system.

**Regulation 10:** Every joint and/or conductor in every system must be suitable for its intended use.

**Regulation 11:** Suitable forms of protection must be installed within the system so as to protect all parts of a system from foreseeable excess currents. This could take the form of fuses, circuit breakers etc.

**Regulation 12:** Suitable means for cutting off (switching off) and isolating (includes the prevention of inadvertent reconnection) the electrical energy supply to equipment must be available. Where it is not possible to cut off or isolate the equipment (as in live working for example) all possible precautions, so far as is practicable, must be taken.

**Regulation 13:** Precautions must be taken to ensure that dead equipment does not become electrically energised, if this would create a danger. All conductors should be proved dead before the commencement of work.

**Regulation 14:** All live conductors must be suitably insulated. Work may not be carried out on or near any live conductor which would give rise to danger unless:

- suitable precautions (including protective equipment) are taken to prevent injury;
- it is unreasonable for the conductor (in all circumstances) to be made dead;
- it is reasonable (in all circumstances) for the conductor to be live whilst the work is carried out on or near it.

**Regulation 15:** Adequate means of access, lighting and sufficient working space must be provided and maintained to all electrical equipment on which work is being carried out, to allow the operative to stand back from the conductor without hazard and where necessary allow persons to pass each other without risk.

**Only persons having the appropriate technical knowledge, suitable training and experience are permitted to undertake electrical works**

### Emergency Procedures

The objective of these procedures is to establish a clear system of response to emergencies arising from incidents on site, including:

- fire;
- personal injury;
- sudden illness;
- physical assault;
- criminal offence;
- dangerous occurrence e.g. spillage of toxic chemicals;
- structural collapse.

Responses to the above can differ dependant upon the actual emergency, from tending an injured person to the evacuation of the site.

Appropriate action, therefore, revolves around the Premises Manager or Site Supervisor or that person delegated to act on his/her behalf, from time to time.

Details of the appointed persons i.e. Fire Co-ordinator, first aid person(s), contact numbers of Police, Fire Brigade and Ambulance must be conspicuously displayed at a commonly frequented location (i.e. office foye', mess hut etc.) immediately adjacent to a telephone.

Contact numbers for head office and the responsible management should also be displayed.

A clearly readable and understandable plan will also be displayed that will identify the evacuation routes. This plan will also serve as the Fire Plan which will show where fire-fighting equipment is situated.

The location where the information is displayed must be accessible in the event of any emergency. Avoid a location where access could be blocked by the emergency situation e.g. fire or collapse.

In the event of an emergency, anybody can be incapacitated, even the designated Manager/Supervisor for the premises or work site. The Manager/Supervisor shall therefore appoint an employee to act in their stead, should the occasion arise, and instruct that person in the detailed procedures.

All personnel must receive thorough instruction with regard to these procedures and suitable training in evacuation and the use of any emergency equipment.

In the event of fire, the required action is clarified in the company "Fire Prevention & Control including Bomb Alerts 'Procedures'.

The person discovering the emergency should ensure that the alarm is raised immediately by notifying the Manager/Supervisor. In a life-threatening situation, action can be taken eliminate this situation, providing such action does not put further personnel at risk.

**Emergency Procedures  
(continued)**

The Manager/Supervisor, once informed, shall assume control of the situation and institute appropriate measures to safeguard personnel and reduce damage to property and to make the area secure. Should evacuation of premises or site be necessary, this shall be carried out in accordance with the "Fire Prevention and Control" procedure.

In the case of an accident, the person discovering or witnessing the incident should immediately render any first aid as is possible, but ensure that the casualty is not moved, so as to avoid further injury or danger, whilst at the same time shouting for help or delegating someone else to raise the alarm and advise the Manager/Supervisor.

When the incident involves electricity, before rendering assistance, ensure that the power source has been disconnected or isolated. If it is not possible to shut down the source of electricity, a means of protection must be used to prevent contact with the electrical supply. Only when the source of electricity been removed should any attempt to render assistance and first aid to the casualty be attempted.

The Manager/Supervisor, when telephoning the emergency services, will give information so far as is reasonably practicable, as to the occurrence and/or suspected injury, the location of the premises or site and the most suitable point of access.

The Manager/Supervisor shall delegate a person to stand sentinel at the entrance of the premises or site to guide the emergency personnel to the scene of the incident or occurrence.

In the event of a criminal offence being discovered on site, the person discovering the event should acquaint the Manager/Supervisor with the details of the situation who will then determine the appropriate action to be taken.

The Police must be contacted and advised of the situation immediately if the Manager/Supervisor is satisfied that a criminal offence has been or is being carried out.

Confrontation with the offenders should be avoided when there is a likelihood of endangering the public or any company personnel.

Where a criminal offence is being committed, the events should be observed and recorded until the arrival of the Police.

Where a violent physical assault occurs resulting in personal injury, the Manager/Supervisor shall be immediately informed and efforts made to terminate the assault; without putting other persons at risk.

The Manager/Supervisor shall immediately contact the Police and Ambulance services as required and attempt to retain the persons on site until arrival of the services of take charge of the situation.

Where the incident involves personnel they may be suspended from work, for the rest of that day, pending investigation and any disciplinary action that may be appropriate.

**Emergency Procedures  
(continued)**

Senior management must be acquainted with any emergency that occurs at sub-offices and on site, as soon as practicable and kept fully informed as events take place.

As soon as practicable after the emergency is over the Manager/Supervisor shall compile a written report detailing all the events which took place, the personnel involved and statements of witnesses. This will be on the company report form and shall be in addition to other statutory reporting forms.

This information shall be made available to head office as soon as practicable.

Where the Health and Safety Executive become involved, they have the right of access to all relevant data which should not be withheld. Copies are to be retained for reference and forwarding to head office.

Further information see - "Fire Prevention & Control" company procedure.

### Fire Prevention & Control

The objective of these procedures is the prevention of injury, damage to property, plant and operations by the reduction of risk from fire and explosions.

Common causes of fire include:

- accidental and malicious ignition;
- smoking or lighted matches;
- faulty or misused equipment;
- incorrect storage and/or careless use of flammable liquids/substances;
- electrical faults;
- uncontrolled burning of waste;
- careless use of cutting/welding equipment;
- accumulation of waste and debris;
- accidental spillage of flammable materials.

*It is in everyone's interest to remain alert to the possibility of fire and thereby the prevention of thereof. Very small fires can quickly grow in size. The speed of growth of fires is often amazing to those present*

Relevant legislation is the Regulatory Reform (Fire Safety) Order 2005 introduced in October 2005.

These Regulations are require a 'Responsible Person' to be appointed with responsibility for the preparation of a detailed fire risk assessment for a workplace/ premises and thereafter provisions to be put in place to ensure the management of fire safety and the evacuation of a premises in the event of an emergency.

#### Office Premises

The 'Responsible Person' shall ensure Risk Assessments are undertaken by a competent person and Fire Marshals appointed to assist evacuation in cases of fire and emergency

The risk assessment should then set the parameters for the development of the emergency plan which is designed to organise, monitor and review the means of protecting staff and visitors in the event of fire.

The appointed manager will ensure that:

- all staff are trained suitably trained;
- a sufficient number of trained and competent staff are appointed to manage the emergency assessment;
- records of training are kept;
- visitors to the premises are recorded and are informed of what to do in the event of an emergency

**Fire Prevention & Control  
(continued)**

In order to fulfil its duty, the company will provide exits that:

- lead to a place of safety;
- provide quick and safe evacuation;
- are of adequate size;
- open in direction of escape;
- are easily opened and unlocked;
- are indicated by pictograms;
- are illuminated when necessary.

**FIRE INSTRUCTIONS**

The Office Manager and Site Supervisors are ALL designated as Fire Wardens and have responsibility to:

- To familiarise themselves with the location and operation of fire fighting equipment in their workplace and with the escape routes serving their areas;
- Advise personnel within their area as to the fire precautions and equipment and its use;
- To be alert to potential fire hazards within their areas, e.g. build up of waste, obstructions of escape routes, and to take necessary action to remove the hazard;
- In the event of an evacuation of their workplace, to carry out a rapid but thorough inspection of their workplace, to ensure it is clear of all people before they themselves leave.

Staff are required to:

- follow all rules and directions for fire emergency
- keep emergency exits clear, inside and outside of any workplace
- obey the company rules with regard to storage and use of flammable materials

**All personnel must make themselves familiar with the following action to be taken at company offices.**

**Action to be taken on the discovery of a fire**

- The person discovering an incident, accident, injury or emergency must FIRST ensure there is no life threatening situation THEN raise the alarm by informing the Office Manager, senior manager or Supervisor as appropriate.
- Generally, fire fighting operations must be abandoned if the means of escape is threatened, the fire is out of control or the extinguisher is exhausted.
- The Office Manager, will determine if the occurrence can be handled fully and safely by provisions at the office/workplace, if this is not possible, dependent upon the urgency, the premises will be immediately evacuated and the relevant emergency services contacted to inform them of the nature of the emergency.

**Fire Prevention & Control  
(continued)**

On hearing the Fire Alarm (other than routine testing)

The Office Manager will call the Fire Brigade by dialling 999 stating the emergency to be a fire and giving location and telephone number

All personnel and their visitors will leave the premises immediately by the nearest exit and assemble the designated 'assembly point' to be mustered by the Office Manager or Fire Warden as appropriate.

**Action to be taken on hearing the alarm**

- On hearing the continuous sounding of the alarm, the building MUST be evacuated immediately;
- DO NOT attempt to contact the switch board to verify the alarm as the lines must be kept clear;
- STOP what you are doing immediately and leave by the designated evacuation route;
- Proceed in an orderly fashion;
- ENSURE that you assemble at the designated assembly points;
- Personal possessions may be taken provided it does not delay evacuation or is likely to inhibit the evacuation in any way;
- Under no circumstance are lifts to be used;
- Co-operate with your Fire Warden at all times;
- DO CHECK that fire doors are closed on leaving;
- DO PROCEED in an orderly fashion, do not run;
- DO NOT re-enter the premises;
- DO NOT leave the assembly point – await roll call and further instructions.

The Fire Wardens will check their area is clear. The responsible managers will then check that all personnel and visitors are accounted for and will direct the Fire Brigade upon arrival.

**Fire Prevention & Control  
(continued)****Work Sites**

The Construction (Design and Management) Regulations 2007 regulations 39, 40 and 41 are relevant the emergency procedures and fire procedures that must be observed in respect of construction sites.

At the planning stage of all work activities, management will:

- identify fire hazards
- carry out realistic risk assessments
- put in place suitable emergency procedures for the work site.
- Ensure suitable routes and exits to enable evacuation are provided
- Ensure adequate provision for detection and the fighting of fires are provided
- Provide suitable training to all management and personnel to ensure that they are familiar with the minimum requirements of fire prevention and fire-fighting, have an understanding of the causes and dangers of fire and are aware of the emergency procedures.
- Nominate the Fire Warden(s)
- As appropriate and prepare and conspicuously display the fire plan and emergency instructions identifying the positions of fire-fighting equipment, evacuation routes and assembly points etc..

The Supervisor shall ensure that fire drills are held regularly at each workplace, fire routes and evacuation assembly points clearly identified and brought to the attention of all personnel entering site.

All personnel will ensure that all fire routes and means of access and egress are maintained clear of debris and obstruction at all times.

Adequate fire fighting equipment will be provided and maintained in good order at the work place and operatives will be instructed in their proper use.

Where company activities are carried out in occupied premises, management will agree the fire prevention and control procedures with the occupier.

**Fire Prevention & Control  
(continued)****General information:****Fire Fighting Equipment**

The numbers and type of fire extinguishers provided within the premises shall be in accordance with the requirements specified in the fire certificate and Fire Risk Assessment. The Safe means of escape in the case of fire will also be identified and shown on a 'Fire Plan' which will be displayed at conspicuous locations. Additional fire extinguishers are to be held in reserve.

The purpose of portable fire fighting equipment is to:

- Extinguish minor fires;
- Protect means of escape;
- Protect personnel or visitors;
- Protect property.

Fire extinguishers are serviced at the manufacturer's specified intervals by a specialist company appointed by Optima Services UK Ltd and records of such servicing kept in the fire register.

<i>Colour code</i>	<i>Type</i>	<i>Use</i>
Red	Water	Carbonaceous and organic materials, wood, paper, rag, textile cardboard, common plastics, laminates foam
Black	Carbon Dioxide	Electrical Fires, can be used as for Vaporising liquid but ensure good ventilation
Blue	Dry Powder	General; including flammable liquids, petrol, oil, fats, adhesives, paint, varnish
Cream	Foam	Flammable gases, liquefied petroleum gas, butane, propane, methane, acetylene
Green	Vaporising liquid	Can be used in most circumstances but ensure good ventilation, but do not use on molten metals or reactive metal powder
Red Box	Glass fire Blanket	Oil fire in kitchen etc.

**Fire Prevention & Control  
(continued)*****ACTION TO BE TAKEN ON RECEIPT OF*****SUSPECT LETTER OR PACKAGE****DO NOT PANIC, REMAIN CALM**

- Do not tamper with it. Place it in a protective container if available, but otherwise leave it alone.
- Evacuate the immediate area and adjacent offices/areas, and allow no one to enter, other than specialist disposal personnel.
- Inform switchboard and the Managing Director and/or Office Manager immediately. They will summon the Police and other assistance.

***ACTION TO BE TAKEN ON RECEIPT OF*****BOMB THREAT ON THE TELEPHONE****DO NOT PANIC, REMAIN CALM**

- Notify switchboard and the responsible manager without delay.
- At the same time, attempt to keep the caller talking and note down as much information as possible about both the suspect bomb and the caller, as follows:
  - location of the device;
  - how long before it is due to go off;
  - type of device and size;
  - reason for the device;
  - time the call was received;
  - accent and approximate age of the caller

On receipt of a bomb warning, switch off all radios and disconnect batteries.

- Switchboard or the responsible manager should immediately inform Fire Wardens and nominated contacts throughout the building.
- Fire Wardens should institute and supervise searches within office areas, plan and service areas, common parts, exit routes and the Assembly Points.
- Everyone should stay within their office area and await instructions from their Fire Warden.

If the building has to be fully or partially evacuated, instructions, including the exit routes and Assembly Points to be used will be passed via Fire Wardens.

Everyone should then quickly but quietly make their way outside the building, along the exit routes to the assembly points given, to answer the roll call and await instructions.

Everyone should be warned to keep clear of large areas of glass.

**Fire Prevention & Control  
(continued)*****ACTION TO BE TAKEN ON*****DISCOVERY OF A SUSPICIOUS OBJECT****➤ DO NOT PANIC REMAIN CALM**

Explosive or incendiary devices are readily disguised. Any object e.g. cigarette packet, briefcase, thermos flask, flashlight, which seems out of place in its surroundings must be considered to be suspicious object.

**➤ DO NOT TOUCH, MOVE OR DISTURB THE OBJECT. DO NOT PLACE IT IN SAND OR WATER, AS THIS MAY TRIGGER THE DEVICE.****➤ INFORM LINE MANAGEMENT OF YOUR SUSPICIONS, INCLUDING THE LOCATION AND DESCRIPTION OF THE OBJECT, AND CLEAR THE IMMEDIATE AREA.*****ACTION TO BE TAKEN IN THE EVENT OF INJURY OR ILLNESS*****SUMMON ASSISTANCE FROM THE NEAREST FIRST AID PERSON**

IF AN AMBULANCE IS REQUIRED – PICK UP THE NEAREST TELEPHONE AND DIAL 999

When operator replies ask for ambulance

When the Ambulance Control Centre replies – give the following message distinctly:

Ambulance required at - give address - include any directional landmarks as necessary

Give details of the casualty, the emergency and the action taken. This will assist the control centre to prioritise your request

Remain with and reassure the casualty that assistance is coming. Do not give them food or drink

Notify the Duty officer/Receptionist in the foyer of the location of the emergency.

**IN THE EVENT OF MULTIPLE CASUALTIES**

IMMEDIATELY SUMMON FIRST AID ASSISTANCE AND NOTIFY THE MANAGING DIRECTOR OR SENIOR MANAGER

**Fire Prevention & Control  
(continued)****RULES**

Prevention of fires must be the main aim of all personnel and it must be recognised that most fires are caused by people exercising lack of care in their activities. All personnel should therefore observe the following principles:

- carry out their work in the correct manner;
- abide by all safety procedures;
- inspect all equipment and machinery before every use;
- check to ensure that all equipment and machinery has been recently tested;
- if any fire fighting equipment is discharged or damaged report it to the Supervisor immediately;
- do not smoke;
- keep all flammable substances, materials and liquids in approved containers;
- use and transport all flammable very carefully;
- report any fire risks immediately to the Supervisor;
- keep their work area tidy and remove all debris and waste to suitable points of disposal;
- use personal protective equipment provided.

**IN THE EVENT OF A FIRE:**

- **Don't panic - Keep Calm**
- **Sound the alarm and shout Fire ! Fire ! Fire !**
- **evacuate the building**
- **inform the Fire Co-ordinator or Site Supervisor**
- **ensure that the Fire Brigade is called immediately**
- **notify the ambulance service if required**
- **if at no danger to yourself, fight small fires with fire-fighting equipment provided**

Where the workplace has been evacuated, the Supervisor will organise a roll call to confirm all personnel are accounted for.

Until the arrival of the Fire Brigade the Supervisor will post personnel at suitable locations to prevent access to the danger area.

The Supervisor, whilst awaiting the arrival of the Fire Brigade shall collect all possible information as to the source of the fire and the potential hazards from materials on site when in contact with fire, and will make such information available to the Brigade.

**Fire Prevention & Control  
(continued)**

The company office must be informed as soon as possible of any fire and kept apprised of the situation.

Personnel should be reminded of their legal responsibility to carry out their duties to avoid danger to themselves and to avoid endangering others by their actions or lack of action.

Personnel should also be reminded that they must not endanger themselves or others by fighting the fire and if the situation dictates should abandon any attempt.

Personnel must be instructed not at any time to leave or enter onto the site area without informing the Supervisor. This will enable the Supervisor to account for all personnel in the event of site evacuation.

Injuries sustained as the result of a fire must be reported immediately in accordance with the company accident reporting procedures.

**Relevant Legislation:**

*The Regulatory reform (Fire Safety) Order 2005*

*The Fire Precautions Act 1971*

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

*The Construction (Design and Management Regulations) Regulations 2007*

### Manual Handling

1. The Manual Handling Operations Regulations 1992 as amended apply to any manual handling operation that may give rise to injury in the workplace.
2. Risk assessments of such operations must be carried out in accordance with the Health and Safety at Work Regulations 1992.
3. Operations that must be considered are lifting, lowering, pushing, pulling, carrying and moving loads by hand or other bodily effort.
4. The following aspects must be observed:
  - where reasonably practicable, all hazardous manual handling operations should be avoided;
  - any hazardous operation that cannot be avoided must be assessed;
  - a written record of the assessment must be provided unless the assessment is very simple;
  - implement a system of operation, so far as is reasonably practicable, to reduce the risk of injury.
5. Correct manual handling methods make the task easier, less tiring and less likely to result in personal injury. Employees should therefore be aware of the following facts:
  - back and abdominal muscles are weak - leg and thigh muscles are strong;
  - the spine is weaker when bent and stronger when in the upright position;
  - therefore, keep the back straight and upright and use the legs and thighs to assist with any lifting, whilst keeping the load close to the body.
6. Further points to take into consideration are:
  - Grip** - obtain a good grip using all of the hand where possible, avoid using just the finger tips as this can result in sprained fingers or limbs
  - Back** - keep the back straight in its strongest position. This requires bending at the knees and ankles to bring the body close to the load. Then raise the load by pushing with the leg muscles.
  - Chin** - keep the chin well in to the chest, this helps to keep the spine to the correct alignment
  - Feet** - keep the feet approximately the width of the hips apart, with one foot slightly in front of the other.
  - Arms** - keep the arms as close as possible to the body
  - Body** - keep the body in its normal position to act as a counter balance to the load and to maintain maximum strength.

**Manual Handling (Continued)**

7. When preparing a manual handling operation ensure that:
- the load is not too large or unwieldy to be handled by one person;
  - the load does not have any protrusions or dangerous edges that may cause injury;
  - the load is not too heavy for one person (maximum weight of 20kg);
  - the load is easily accessible to permit appropriate handling techniques;
  - the load is not stacked too high;
  - the route over which the load is to be carried is clear of obstructions or obstacles and that openings are adequate to allow the passage of the load;
  - when carrying any load ensure that you can always see where you are going;
  - if appropriate, due to any adverse conclusions arising from consideration of the above factors, adequate assistance to undertake the operation is obtained
- or
- ask the Site Supervisor, or a member of senior management to re-assess the operation and determine the appropriate method of working.
8. **Rules for manual handling:**
- Ensure that you have received appropriate training on appropriate techniques and safety awareness.
  - Use mechanical means of lifting where possible.
  - Employ sufficient persons to manage the load safely.
  - Protect sharp edges and/or protrusions.
  - Where possible use lifting devices.
  - Secure loose items to prevent the concentration of the load changing whilst in transit.
  - Wear suitable protective clothing.
  - Ensure that the items are lifted correctly.
  - Avoid twisting, stooping, or reaching to lift or deposit the load.
  - Avoid long lifts and adjust grip when the load is at waist height.
  - Keep the load close to the body.
  - Store heaviest loads at the most convenient height.
  - Provide stopping stages where load is to be carried over long distances.
  - Provide sufficient time for resting during repetitive work.
  - Where more than one person is involved in the operation a suitable person must be nominated to control the task

**Manual Handling (Continued)**

- Where possible break down the load into smaller more manageable units
- Avoid steps whilst carrying a load.

Applicable Legislation and Guidance:

*The Manual Handling Operations Regulations 1992 as amended  
Health and Safety publication "Backs to the Future".*

### Noise

1. The Control of Noise at Work Regulations 2005 place a duty on employers, to prevent or reduce the risks to health and safety from exposure to noise of employees at work by undertaking risk assessments and implementing control suitable measures.
2. The Regulations impose the duty on employers to eliminate where possible or reduce noise levels to the lowest practicable, impose measures to control exposure to noise or to provide personal protective equipment to protect an employee against injury from noise.
3. The Regulations define **action levels** and **limit values** which determine the course of action an employer must take if his employees are to be exposed to noise at or above those levels. These relate to
  - The levels of exposure to noise of employees averaged over a working day or week; and
  - The maximum noise (peak sound pressure) to which employees are exposed in a working day.

The values are

**Lower exposure action values:**

- Daily or weekly exposure of **80 dB(A)**
- Peak sound pressure of **135 dB(C)**

Where the noise exposure is between the lower and upper exposure action values then the following must be implemented:

- inform employee(s) of the level of exposure;
- provide employee(s) with and advise on the use of hearing protection.

**Upper exposure action values:**

- Daily or weekly exposure of **85 dB(A)**
- Peak sound pressure of **137 dB(C)**

Where the noise level is at or exceeds the *upper action level* the following then following must be implemented:

- measures to reduce noise exposure, so far as is reasonably practicable by means other than the provision of hearing protection;
- hearing protection zones are established and signs conspicuously displayed drawing attention to the restrictions;
- hearing protection is to be supplied to employees of which the wearing must be enforced;
- ensure all persons required to enter the restriction zone are wearing hearing protection.

**Exposure Limit Values**

- Daily or weekly exposure of **87 dB(A)**
- Peak sound pressure of **140 dB(C)**

These exposure limit values of exposure that must NOT be exceeded

**Noise (Continued)****4 Duties on the employer**

The regulations require an employer to:

- a) Assess the risks to employees from noise at work;
- b) Take action to reduce exposure to noise;
- c) Provide hearing protection to employees where the exposure to noise cannot be reduced sufficiently by other measures;
- d) Make sure the legal limits on noise exposure are not exceeded;
- e) Provided employees with information, instruction and training;
- f) Carry out health surveillance where there is a risk to Health and Safety;

The regulations do not apply to:

- Members of the public exposed to noise from their non-work activities, or making and informed choice to go to noisy places;
- Low-level noise which is a nuisance but causes no risk of hearing damage

**5 Risk Assessment**

The purpose of risk assessment is to determine if the exposure to noise emissions arising from the activities require any action to be taken to protect the hearing of employees. In some cases the noise emissions will be below the lower exposure action level, however this does not relieve the employer of the duty to eliminate or reduce exposure.

The steps to be taken when undertaking assessments are:

1. Identify where there is a risk from noise e.g. Equipment to be used in activity, background noise etc.
2. identify who is likely to be affected e.g. employee, nearby personnel, members of the public etc.
3. identify workplace locations e.g. open quiet country side, public streets, enclosed areas (in alley ways, between close buildings), confined spaces etc.
4. identify the manner in which an employee is likely to undertake the work and how this could vary from day to day
5. obtain reliable estimates of the exposures of employees to the noise emissions e.g. data from manufacturers, on site reading with a noise meter.  
NOTE: Relying just on manufacturers' data sheets is not sufficient to ensure compliance with legislation. This will held to decide if the emissions are at a level that confirm the necessity for taking readings with a noise meter
6. compare exposure with the '*exposure action values*'
7. Identify what needs to be done to conform to the requirements imposed by the law i.e. elimination or reduction of noise emission. If this is not an option that fulfils the requirements of the law then noise control measures or hearing protection and if so where and what type.
8. Record the findings of the risk assessments (VERY IMPORTANT) and the action necessary to safeguard the health and safety of employees

**Noise (Continued)****NOTES**

It is essential that the estimate of employees exposure is realistic and representative of the work they are to carry out.

The estimate of noise exposure must be based upon reliable information

The findings and control measures **MUST** be recorded

An action plan for implementation drawn up

Arrangement to be put in place for the review of assessments should circumstances change

The assessments are undertaken by a person or persons **COMPETENT** to do so.

**6 ELIMINATION and REDUCTION of exposure of an employee to noise emissions where reasonably practicable to do so is an ABSOLUTE requirement under the regulations**

**THEREAFTER****7 Controlling Noise**

The Control of noise emissions is the **first priority** consideration. Elimination or reduction to an acceptable level is often a matter of good management and often less costly than protective measures. Elements that should be considered include:

- Alternative processes
- Alternative equipment, machines etc.
- Different methods of working ( e.g. sequencing of work so that multiple noisy activities are not carried out in close proximity to each other
- Reduced working periods of exposure e.g. rotation of employees engaged on noisy activities

**8 Hearing protection**

Where control measures are not sufficient to reduce the exposure below the lower exposure action value then hearing protection must be made available. It should not be used as an alternative to controlling noise by technical and organisational means.

Selection of hearing protection will depend upon many factors which can include:

- the nature of the work,
- the work location and working environment,
- the manner in which the work is to be carried out,
- the characteristics of the equipment to be used,
- other equipment being used ( e.g. safety harnesses, waterproofs, hard hats, dust masks, eye protection etc)
- personal comfort and hygiene
- communication requirements
- the levels of noise emissions etc. aim to get be low 85dB(A) at least
- Any physical characteristics of operatives that might make some hearing protection ineffective.
- Alternatives to enable choice by employees to suit their comfort

Note: It is not sufficient just to specify ear plugs or ear defenders. The type and specification of the ppe must be stated.

**Noise (Continued)**

NOTE: Caution must be exercised when specifying hearing protection to avoid the following:

- That Protectors DO NOT cut out too much noise as this can cause isolation, reduction in communication, general awareness also an unwillingness to wear the defenders.
- That hearing protection is not made compulsory where the law does not require it
- That a blanket approach is not adopted towards hearing protection – protection should be targeted and personnel encouraged to wear it where required

**9 Implementation**

Prior to the commencement of activities that give rise to noise emission that pose a risk to the health and safety of employees the following requirements must be fulfilled:

**Employees must be:**

- inform employees of their duties under the noise regulations
- inform employee(s) of the level of exposure;
- inform employee(s) of the risks to hearing;
- advise on the measures that can be taken to minimise the risks;
- provide employee(s) with advice and instruction on the use of control measures to be adopted
- provide employee(s) with advice and instruction in the correct use of the prescribed hearing protection.
- procedure for reporting defective hearing protection and noise control equipment
- the health surveillance systems that are in place

**Managers must ensure that:**

- hearing protection zones are defined where the noise emission equal or exceed the upper exposure action values.
- information clarifying the exposure action values are available are brought to the attention of employees.
- The requisite equipment and ppe is provided to enable implementation of the control measures and use of hearing protection.
- the activities of the workplace are monitored to ensure employees are conforming to the required controls measures and the wearing of hearing protection.

**Noise (Continued)**

Site Supervisor will be responsible for:

- ensuring that suitable assessment/control data is available on site;
- remaining conversant with the requirements of the assessment/ control data;
- maintaining an adequate stock of hearing protection at the workplace;
- ensuring hearing protectors are issued when required;  
obtaining a signed acknowledgement from employees when issued with hearing protection.
- Establishing the hearing protection zones in those areas where hearing protection is to be worn
- ensuring all employees, contractors and other persons properly use the noise control equipment and/or hearing protection provided.
- disciplining any person within his/her jurisdiction for not utilising noise control equipment and/or hearing protection.
- inspecting the equipment and hearing protection provided to ensure it remains effective.

10 Contractors undertaking sub-contract work will be required to undertake noise risk assessments for works on which they are to be engaged and to make suitable provision to safeguard their employees and others from exposure to noise that may be a risk to health and safety.

11 **Health surveillance** - **MUST** be provided for employees where they are likely to be **regularly exposed above the upper exposure action values**

The purpose of health surveillance is to:

- ❖ Warn when employees might be suffering from early signs of hearing damage;
- ❖ Provide the opportunity to take action to prevent the damage to hearing getting worse;
- ❖ Check the effectiveness of the control measures

To implement health surveillance the following process is to be adopted:

- ❖ Consult with and obtain the co-operation of the employees who are to be subject to surveillance;
- ❖ Organise basic surveillance consisting of obtaining regular information about early symptoms of ill health by using a questionnaire referring any positive responses to an occupational health services provider
- ❖ The services of a doctor are secured to undertake the examination of employees where hearing damage is identified.
- ❖ Health records will be maintained
- ❖ The results of hearing checks will be made known to employees

Applicable legislation includes :

*The Control of Noise at Work Regulations 2005*

### Permit To Work

1. A "Permit to Work" is a formal system of safety control against accidental injury to personnel, plant, or products, where foreseeable hazardous work is to be undertaken.
2. The permit to work consists of document that details the work to be undertaken and the associated hazards, together with the precautions necessary to reduce any risk arising from that undertaking, so far as is reasonably practicable.
3. **PLEASE NOTE** - This permit does not necessarily make the particular undertaking safe, but relies on competent operations conscientiously supervised to be effective.
4. The permit to work procedure applies where the following are involved:
  - entry into confined spaces, closed vessels, vats etc.;
  - work involving demolition or opening of pipelines and/or plant containing steam, ammonia, chlorine, hazardous chemicals, vapours, gases or liquids under pressure;
  - work on certain electrical systems;
  - welding and cutting work ( other than in workshops);
  - work in isolated locations or where access is difficult, or at heights;
  - work near or requiring use of highly flammable/explosive/toxic substances;
  - work causing atmospheric pollution;
  - pressure testing;
  - fumigation operations using gas;
  - ionising radiation work;
  - any of the above activities involving on-site contractors.
5. The permit to work must clearly specify:
  - the work that is to be undertaken;
  - the necessary precautions;
  - who is to undertake the work;
  - the time period over which the work is to be undertaken;
  - any hazards remaining;
  - work locations or plant that must remain unchanged whilst the permit is in force
  - the relevant safe working practices
6. The permit to work may only be issued by a responsible person appointed by Management, who is competent to evaluate the requirements specified in the permit and ensure compliance with procedures and applicable legislation.

**Permit To Work  
(Continued)**

## 7. Rules that apply to the permit to work include:

- a permit to work can only be issued by a competent person, that being the Site Supervisor, and only then with prior approval of the Management;
- a permit shall not be issued until the competent person has checked the location or plant to which the permit relates and confirms that all pre-commencement precautions have been complied with;
- the permit has priority over all other instructions until cancelled;
- whilst the permit is valid, no person or work operation is permitted at any location or on any plant identified on the permit;
- work NOT covered by the permit shall be NOT be undertaken;
- any change from the work schedule specified in the permit, shall not be undertaken until after suitable assessment and the issue of a new permit;
- only in the case of an emergency will a change of the personnel nominated on the permit, be permitted, and then only after proof of competency;
- operations requiring a permit to work must take account of all other activities that may affect those operations and suitable liaison with those undertaking those activities implemented;
- the part of a site or plant being subject of the permit must be clearly identified and conspicuously marked on site;
- permits to work, where applicable, shall apply to contractors undertaking sub-contract;
- the Site Supervisor shall monitor the permit to work register and shall ensure that the nominated person(s) return the permit for cancellation at the appointed time specified on the permit, and to immediately investigate any non compliance to ensure the health and safety of the nominated person(s);
- the Site Supervisor must then ensure that all work specified in the permit has been completed to the appropriate standards and specification and is suitably functional, before any precautionary measures implemented to facilitate the permit are returned to normal status;
- the Site Supervisor shall then sign off the declaration to the effect that the conditions relating to the permit are no longer in operation.

**Permit To Work  
(Continued)**

8. The permit to work must be completed in triplicate with a suitable reference number and distributed as follows:
  - the original to the person(s) undertaking the work;
  - the first copy to be given to the person responsible for the area where the work is to be carried out;
  - the second copy to be retained by the Site Supervisor.
  
9. Considerations to be taken into account in the preparation of a permit to work:
  - what is the work to be undertaken?
  - what are the direct hazards involved?
  - what are the indirect hazards?
  - what personnel are directly involved?
  - what personnel or others might be affected by the works involved?
  - what are the risks to health and safety?
  - is a permit to work required?
  - what checks need to be carried out?
  - who should carry out the checks?
  - should any tests be carried out e.g. gas, airborne dust, asbestos etc.?
  - are isolation procedures required?
  - can suitable and satisfactory isolation provisions be made and kept secure for the duration of the permit?
  - duration of the works - are time limits required?
  - the effect of a schedule of intermittent working e.g. 8 hour daily shift
  - the effect of continuous working i.e. 24 hours per day
  - the effect of shift working - change of work teams etc.
  - who authorises the permit if not the site supervisor?
  - are regular checks required by the supervisor?
  - is there a handover or hand-back procedure?
  - is protective equipment required?
  - have options been considered to avoid the use of protective equipment?
  - has the protective equipment been properly maintained and is fully serviceable

**Permit To Work  
(Continued)**

- is protective equipment readily accessible?
- are employees suitably trained and instructed in its use?
- if applicable, does any plant once installed present any additional hazards or risks?
- does the installation or construction involved present any additional hazards or risks?
- the provision and maintenance of suitable access and egress
- the provision of adequate illumination
- that suitable emergency procedures are devised and personnel are adequately trained and instructed in those procedures

## Relevant Legislation:

*Health and Safety at Work etc. Act 1974*

*Confined Spaces Regulations 1997 as amended*

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

*Provision and Use of Work Equipment Regulations 1998 as amended*

*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*

*Electricity at Work Regulations 1989 as amended*

*Work at Height Regulations 2005*

### Personal Protective Equipment

1. The Personal Protective Equipment at Work Regulations 1992 as amended supported by the Personal Protective Equipment Regulations 2002 set out the principles for selecting, providing, maintaining and using personal protective equipment (PPE).
2. It should be noted that these regulations become secondary when certain other regulations such as COSHH or Noise at Work, take precedence when specifying requirements to cover particular risks.
3. The need for PPE will be established as part of the control measures required by the risk assessment undertaken with regard to a particular hazard.
4. The provision of PPE is to assist Optima Services UK Ltd to fulfil their legal duty to achieve a safe place of work and safe working practices.
5. The use of PPE however, is as a last resort after all other means to negate the risk have been exhausted.
6. Where PPE is issued it will be suitable for the intended task and suitable for the employee to wear.
7. A record of all issues of PPE will be kept on site and copied to head office.
8. Suitable provision shall be made to ensure that all PPE is adequately maintained and that employees are suitably trained in its proper use.
9. Employees have a legal duty to use PPE in the prescribed manner and to ensure it fits comfortably on their person to provide effective protection.
10. Contractors and trade contractors are obliged to wear PPE in accordance with the prescribed safe working practices, but it must be noted that it will be their own responsibility to provide such equipment.
11. Employees will be issued with basic clothing/equipment suitable for the normal daily operations of the particular site which must be worn at all times whilst within the operational works areas.
12. The following information is provided to acquaint employees with basic PPE.
  - **Hard Hats** must be worn where there is a risk of falling materials from above or striking the head against projections
  - **Ear Defenders** will be worn whilst carrying out noisy operations or working in noisy areas as determined by assessment. See arrangements on Noise.

**Personal Protective Equipment  
(Continued)**

13. **Eye Protection** must be used wherever a risk exists of contact with chemical vapour or splashing, or risk from dust or flying particles.
14. Where specified by risk assessments employees will wear the relevant **respiratory equipment** provided.
15. **Disposable Dust Masks** will be used where operations give rise to nuisance dust
16. **Hand Protection** shall be provided for the handling of objects that are either/and sharp, rough, hot, cold, contaminated or liable to cause a hazard e.g. glass.
17. **Foot Protection** must be worn in all areas of operation to protect against crushing, penetration and contact with chemical or other deleterious matter.
18. **High Visibility PVC clothing** must be worn by personnel whilst working on the highway.

Applicable Legislation and Guidance:

*The Personal Protective Equipment at Work Regulations 1992 as amended*  
*The Personal Protective Equipment Regulations 2002*  
*The Construction (Head Protection) Regulations 1989*  
*The Control of Asbestos at Work Regulations 2002*  
*The Control of Noise at Work Regulations 2005*  
*Control of Vibration at Work Regulations 2005*  
*The Control of Lead at Work Regulations 2002*  
*H S E Guidance Booklet*

### Risk Assessment

1. The Management of Health and Safety at Work Regulations 1992, replaced by the Management of Health and Safety at Work Regulations 1999, [MHSW] is the most significant legislation since the Health and Safety at Work etc. Act 1974 as it imposes the duty on employers to carry out suitable and sufficient assessments of the risks to the health and safety of their employees or others who may be affected by their undertakings and to identify those control measures that need to be put in place in order to comply with health and safety legislation.
2. A Risk assessment of any activity must be in place before any work proceeds and this procedure is designed to assist management in preparation of risk assessments, which when completed will become the **written record as required under Reg 3[6]**
3. Risk Assessments may only prepared by competent person(s) defined as :
  - A person who has sufficient training, knowledge and experience and other necessary qualities to enable that person to properly evaluate the risk and adequately advise as to the appropriate control measures

Thus the managing director will ensure that designated personnel required to prepare risk assessments receive the necessary training to enable them to do so with due competence.

4. **A Risk Assessment** entails identifying the hazards present in any activity/undertaking and estimating the degree of the risks of injury or damage that may arise taking into account the precautions already in place. An understanding of the relationship between a hazard and a risk is therefore essential before an assessment can be made.

**A hazard** is something with the potential to cause harm (this can include articles, substances or machines, methods of work, the working environment and other aspects of work organisation)

**A risk** is the likelihood of potential harm from that hazard being realised

Repeated assessments of trivial or low risk activities are not necessary providing once a generic assessment has been prepared, suitable instruction or tool box talks are received by employees.

Priority should be given to activities that give rise to significant risk, whether it be of a catastrophic nature or its likely occurrence is rare.

The content of the assessments will depend upon the nature of the undertaking, the type and extent of the hazard and the relative risk.

**Risk Assessment  
(Continued)**

5. **Written Record.** Assessments must be in writing detailing the significant findings of a risk assessment together with the control measures required.

Model risk assessments have been prepared by the company which are provided at the workplace(s) for the information of all personnel. These model assessments are to be compared with the conditions as they exist in the workplace and modified to suit. Such modifications to be entered onto the table at the end of each assessment, signed and dated. This modified information must then be brought to the attention of the relevant personnel.

Those activities for which a suitable model assessment does not exist are to be assessed and the findings recorded on the company's risk assessment pro-forma. The following sequence is to be adopted when preparing a risk assessment.

6. **Step 1 Identify the hazards.** These can take many forms i.e.
- mechanical (machinery);
  - physical (obstructions; topographical features; working off platforms, excavations etc)
  - Biological (rodents urine, pigeon droppings, legionellosis etc)
  - Chemical (toxic substances, diesel, paints, cleaning fluids etc)
  - Ergonomic (awkward working position, limited head height, repetitive movements e.g. bending etc)
  - Manual Handling
  - Environmental (noise emitted by work equipment; ambient noise levels; effects of temperature - excessive heat hyperthermia excessive cold hypothermia etc)
  - Other activities being taking place on site
  - Movement of vehicles and plant

**Walk** around the workplace and carry out a visual inspection of the conditions that exist.

**Consult** with key workers to find out any concerns they may have on the proposed activity and on the manner in which it might be carried out. (Where there is significant risk consultation is required to ensure compliance with the Health and Safety Consultation with Employees Regulations 1996)

**Consider** the requirements imposed by relevant legislation and Approved Codes of Practice.

7. **Step 2 Determine who is might be exposed to harm.** These may include:
- Personnel required to undertake activity
  - Other groups personnel who may be affected
  - full time and part time personnel
  - self employed personnel
  - contract personnel including cleaners, window cleaners, maintenance personnel, security personnel etc.
  - young persons, trainees, work experience persons, expectant mothers etc.
  - members of the public, visitors, occupants of premises etc
  - elderly and or disabled employees

**Risk Assessment  
(Continued)****8. Step 3****Evaluate the risks**

- Consider how each hazard is likely to cause harm
- Consider if the hazards jointly might increase the likelihood of causing harm

This can depend upon several factors:

**Frequency** of being exposed to the hazard i.e.

- how often is the relevant activity carried out
- how many people are exposed to the hazard

**The greater the frequency then the higher the risk**

**Severity** of the potential consequences if harm did occur

- Consider the seriousness of the injury and or damage likely to be imparted

The where in the event of an incident/accident serious injury or death or explosion were to occur then the risk is high as opposed to an employee receiving a minor graze.

**Prioritising the risks**

As the risks are being identified and evaluated it is important to identify the degree of risk so as to ensure that the riskiest hazards are suitably managed.

The Risk Matrix included under appendix 1 is designed to assist assessors in prioritising the risks as either Low Medium or High.

**Existing Control measures**

- Identify the existing control measures that are in place (if any).
- Determine if they are adequate in light of the *risks assessed* above
- Determine if the remaining risk is Low, Medium or High.
- The decide if as the result of those control measures the risk is reduced to the lowest level *so far as is reasonably practicable*

**Further action**

- Consider the relevant health and safety legislation e.g. Regulations, Approved Codes of Practice, HSE guidance notes, manufactures' data sheets, industrial good working practice etc to determine recommended requirement imposed and or recommended.
- Determine control measures necessary to ensure safe working practice so far as is reasonably practical
- Determine the level of training required for operatives to carry out activity
- Determine the level of supervision required and the competency required in such personnel

**Residual Risk**

Determine for each significant hazard whether the remaining risk Low Medium or High

**Risk Assessment  
(Continued)**

9. **Preventive and Protective Measures** Regulation 4 of the Management of Health and Safety at Work Regulations 1999 requires that where an employer implements any preventative and protective measures they shall follow the following principles:
- **One, if possible avoid or eliminate the risk altogether.**  
For example this can be achieved by not using or stocking a particular substance or article if it is not essential to the business, or not undertaking an activity if it is not required or doing the work a different way taking care not to introduce new hazards.
  - **Two, Evaluate the risks which cannot be avoided**
  - **Three, combat the risk at source.**  
For example, take remedial measures like applying anti-slip treatment to a floor surface rather than erect warning signs.
  - **Four, wherever possible adapt work to suit the individual**  
Consider the design of the work place, choice of work equipment. method of working, alleviation of monotony.
  - **Five, take advantage of technological and technical progress to improve working methods.**
  - **Six, replace the dangerous by the non-dangerous or the less dangerous.**
  - **Seven, Co-ordinate risk prevention measures into a coherent policy.**  
This should cover technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment which should progressively reduce those risks that cannot be prevented or eliminated altogether.
  - **Eight, give priority to those measures that will protect the whole work place.**  
Measures that yield the greatest benefit to the most personnel; priority to be given to collective protective measures over the individual measures.
  - **Nine, giving appropriate instructions to employees.**  
Workers must understand what they need to do.
  - **Ten, the promotion and maintenance of an effective Health & Safety culture throughout the organisation.**

**Risk Assessment  
(Continued)****10. Hierarchy of controls**

Control measures that are adopted to minimise the risk should be designed to afford the maximum effect. Listed below is the hierarchy of controls that should be considered in order of preference. They should be applied in sequence only moving onto the next if adequate control is not achieved.

**Elimination** If possible remove the hazard altogether and adopt an alternative method of working however, the relevant risks of this new approach must be assessed.

**Substitution** If possible substitute the hazard for something that involves less risk e.g. replace solvent based paints with water based paints

**Containment** Preventing access to work area, isolating a dusty cutting, providing guards to machinery or keeping toxic chemicals securely stored.

**Reduce exposure** Reducing exposure to a hazard helps to reduce the likelihood of harm occurring. Introducing enforced breaks in work periods can reduce exposure e.g. the risk to personnel using compressed air equipment or VDUs can be reduced by requiring them to take breaks and carry out other duties/activities.

**Information, Instruction and Training** are essential elements of health and safety that must be considered to ensure personnel deployed to carry out the requisite operations are competent to do so.

**Supervision** is essential to ensure that personnel are monitored to ensure they carry out their duties and responsibilities in accordance with the prescribed control measures. The standard of supervision must be appropriate to the type of work activities to be carried out

**Personal Protective Equipment**

The law requires personal protective equipment (PPE) to be supplied and used by employees where risks to health and safety that cannot be adequately controlled by other means. It should be noted the provision of PPE should be considered as a last resort. In addition, PPE provided should be suitable for the task and not create additional problems.

**Welfare Facilities** i.e. Washing and First aid facilities should be available at all work locations to enable the maintenance of good personal hygiene (removal of contaminants from the skin contribute to the reduction of many skin complaints and personal infection)

**11. Health Surveillance** shall be provided where specified by legislation (e.g. the asbestos regulations) and where the following criteria are established in the assessment.

- There is an identifiable disease or health risk related to the work
- Valid techniques are available to detect the disease or condition
- There is a reasonable likelihood that the disease or condition may occur under the conditions of work, and
- Surveillance is likely to further the protection of the employee(s) concerned

**Note:** The objective of health surveillance is to detect adverse health effects and thereby prevent further harm to employees.

**Risk Assessment  
(Continued)****Appendix 1**

**Rating by risk** produces a priority list of hazards to be controlled, on a worst first basis, which takes into account the degree of severity and probability of the event occurring.

Subjective judgement is used by the appointed competent person to evaluate:

- the likelihood of injury or damage occurring (the risk) and
- the potential injury or damage that would result if the event were to occur (the hazard)

**Hazard Severity**

- 5 **Catastrophic** - potential to cause either death, multiple death, wide scale illness or substantial damage;
- 4 **Critical** - potential to cause major injuries (as defined in RIDDOR) & significant damage;
- 3 **Injury to one person** i.e. 3 day absence as defined in RIDDOR, insignificant damage;
- 2 **Minor injury/ies** (1st Aid treatment) or superficial damage;
- 1 **Negligible** - trivial injury/ies not requiring 1<sup>st</sup> Aid, or unlikely damage

**Probability Frequency.**

- 5 **Probable** - common occurrence, likely to occur immediately or shortly
- 4 **Regular occurrence**
- 3 **Occasional occurrence**
- 2 **Remote** to possible occurrence
- 1 **Extremely remote** - improbable

**Severity estimate multiplied by probability estimate**

In order to ensure that the greatest risks are addressed first it is necessary to rank the potential danger that risk presents.

The **highest probability** and most **dangerous hazard** is **Rated 25**, confirming it as a first priority.

The **least probability** and **most trivial hazard** is **Rated 1**, confirming it as the lowest priority.

**Risk Assessment  
(Continued)**

This technique will produce a constant ranking, provided that the risk and hazard values are constantly assigned.

The fact that two different people will probably assign different values to the same risks and hazards is not a problem, provided the assessor is consistent when undertaking the evaluations.

Applicable Legislation and Guidance:

*Management of Health and Safety at Work Regulations 1999*

**Risk Matrix to assist in calculating the Risk rating**

Likelihood	Severity				
	1 Negligible	2 Minor	3 Major	4 Critical	5 Catastrophic
1 Improbable	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
2 Remote	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
3 Occasional	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
4 Regular	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
5 Probable	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

**HIGH -** High Risk - Immediate action necessary to eliminate or reduce risk to lowest practicable level with reliable control measures. Serious consideration to be given to stopping the operation from taking place, or applying temporary restrictions pending outcome of evaluation and the provision of a suitable method of working.

**MEDIUM -** Medium Risk - Situation not acceptable and must be improved. Hazard to be avoided or eliminated or the level of risk reduced by use of reliable control measures.

**LOW -** Low Risk - Objective to be the elimination of risk if possible, or to make further reduction in the risk where reasonably practicable. Provide instruction, training, competent supervision and/or personal protective equipment.

**Risk Assessment  
(Continued)****BRIEF GUIDANCE TO COMPLETING SPECIFIC RISK ASSESSMENT**

It is inevitable that hazards and additional risks will arise in the course of works carried out which could not be anticipated in the preliminary assessments or for which there is no assessment. These hazards are addressed by preparing a specific risk assessment on the company's risk assessment form which is to be completed as follows:

- |        |                  |   |
|--------|------------------|---|
| Step 1 | HAZARD           | Identify the work process or hazardous activity. Enter the nature of the hazard into column 1   |
| Step 2 | RISK             | Identify the nature of the risk and enter into column 2   |
| Step 3 | PERSONS AT RISK  | Identify those persons who may be exposed to risk by the activity and enter a 'X' in the relevant sub-columns under column 3<br>i.e. Employee (Emp); Contractor (Cont); Public (Pub); Visitors (Vis)  |
| Step 4 | HAZARD SEVERITY  | Assess the degree of effect the hazard might have bearing in mind the number of persons who might be exposed<br>Enter the risk severity in column 4 i.e.<br><br>5 - Fatal & multi fatal<br>4 - Serious personal injury<br>3 - injury resulting in 3 day absence<br>2 - Injury requiring first aid<br>1 - Injury NOT requiring first aid |
| Step 5 | LIKELIHOOD       | Judge how likely harm / damage will arise from the hazard and enter the appropriate value in column 5 i.e.<br><br>5 - Probable (Daily)<br>4 - Regular Occurrence (Weekly)<br>3 - Occasional occurrence (Monthly)<br>2 - Possible occurrence (Four times per year)<br>1 - Extremely remote (Once a year)                                 |
| Step 6 | RISK RATING      | Multiply the value of the 'hazard severity' and the 'frequency' to obtain the product and enter into the first sub column of column 6<br>Then enter the value of HIGH, MEDIUM or LOW in the second sub-column of column 6 i.e.<br><br>1 to 8 - LOW; 9 to 15 - MEDIUM; 16 to 25 - HIGH   |
| Step 7 | CONTROL MEASURES | List the control measures i.e. preventive and protective measures and enter under the section entitled 'Control measures'   |
| Step 8 | RESIDUAL RISK    | Having decided the requisite control measures revisit the assessment and determine the risk that remains and enter into column 7  |

**Risk Assessment  
(Continued)****BRIEF GUIDANCE TO COMPLETING SPECIFIC RISK ASSESSMENT (CONTINUED)**

- Step 9 LEGISLATION            Enter references of the relevant legislation in the section provided
- Step 10 GUIDANCE            Enter references of relevant guidance documentation in the section provided
- Step 11 TRAINING            Enter in relevant section the training and instruction required by personnel to undertake the relevant activity. Identify any special training needs e.g. emergency rescue in confined spaces, special first aid training etc.
- Step 12 SUPERVISION and MONITORING  
   Enter in relevant section details of the competent supervision required. Mention any special monitoring requirements as for lone working
- Step 13 EMERGENCY PROVISIONS  
   Identify the emergency measures required taking into account the type of activity undertaken. Also identify minimum first provisions.
- Step 14 PPE                      Enter in relevant section details of PPE required
- Step 15 OTHER ASSESSMENTS  
   Identify any other assessments that should be read in conjunction with this assessment and enter into relevant section
- Step 16 SAFE WORKING PRACTICES  
   Identify any relevant safe working practices prepared by the company and enter into relevant section

When satisfied with the content of the assessment bring the contents to the attention of the relevant personnel and ensure a copy is file in the site file.

Ensure a copy is received at head office for filing in archives and on project file.

**Contractors**

**NOTE:** For the sake of clarity, any reference to Managing Director, appointed Manager, Senior Management and Site Supervisor within this policy shall be construed as being those employees of Optima Services UK Ltd.

1. Optima Services UK Ltd will ensure, so far as is reasonably practicable, that Contractors engaged to undertake sub-contract activities on its behalf are competent.
2. All Contractors before they are engaged as sub-contractors shall be assessed to establish that they have adequate knowledge of health and Safety legislation, are conversant with appropriate safe working practices and implement a suitable system of health and safety management.
3. Evaluation of contractors to determine competency shall be undertaken in accordance with the provisions set out in the appendix to this procedure.
4. Contractors will be informed of the requirements under this Health and Safety Policy and will be expected to comply fully with those provisions.
5. Work activities undertaken shall be carried out in compliance with relevant legislation, statutory requirements and the provisions of this policy.
6. Safe working practices shall be followed at all times to ensure, so far as is reasonably practicable, the safety of employees and others, and the general public that may be affected by company activities.
7. The provisions under this policy for monitoring health and safety together with providing information and instruction to employees, shall be co-ordinated with similar provisions of the sub-contractor, to ensure the suitable management of health and safety.
8. Contractors and their employees shall comply with all safety information and instructions issued or conveyed to them by the Site Supervisor and/or Senior Management.
9. Before the commencement of work the Contractor shall agree a plan of operation with the Contracts Manager, provide risk assessments together with suitable method statements of safe working with regard to those operations or substances that are hazardous or involve potential risk.
10. The Contractor shall not bring on site or cause to be brought on site any material or substance that will present a risk to health and safety, albeit in accordance with the specification and/or safe working practice, until suitable arrangements to ensure its safe transport, handling, storage and use, have been established in accordance with the applicable legislation, and in agreement with the Site Supervisor.

**Contractors  
(Continued)**

11. Any plant and/or equipment provided for use on site by the Contractor, shall conform with the applicable legislation and statutory requirements and shall be supplied and maintained in safe working condition complete with all necessary guards and safety devices, and appropriate certificates of testing and inspection made available.
12. Manufacturer's information together with risk assessments (e.g. Noise) of the characteristics of the plant and/or equipment must be provided by the contractor to the Site Supervisor before commencement of work on site.
13. The operational voltage of any power tools and/or electrical equipment, to be used on site **SHALL NOT EXCEED** 110 Volts. Any plant and/or equipment that does not comply with this requirement shall not be brought onto site.
14. Contractors and their employees **SHALL NOT** alter or interfere with any plant and/or equipment provided on site by Optima Services UK Ltd and/or its subcontractors on site.
15. Scaffolding provided on site by another, for use by the contractor, must be inspected by the contractor or a competent person appointed on its behalf, to ensure that the scaffold has been erected and maintained in accordance with the appropriate regulations and codes of practice, and is in a condition suitable for use by its employees.
16. Contractors and their employees are **NOT ALLOWED** to alter any scaffold provided for their use, without express permission of the Site Supervisor and only then, if competent to do so.
17. Welfare and First Aid facilities provided on site by Optima Services UK Ltd shall not be available to the Contractor or their employees, unless arrangements have been made for the shared use of those facilities and certificate F2202 detailing those facilities has been issued. Where certificate F2202 has not been issued, then the contractor shall make suitable welfare and first aid provision in accordance with the applicable legislation.
18. Contractors and their employees shall conform with the provisions of this policy and in particular will undertake their activities, so far as is reasonably practicable, to ensure a tidy place of work by tidy working and the removal of all debris to a suitable place of disposal, as soon as practicable.
19. All personnel and visitors to site shall conform with the company policy and shall make proper use of protective clothing and equipment provided and comply with all signs and site directives provided in the interests of health and safety.
20. Contractors and their employees **SHALL NOT** alter or interfere with any measures provided by Optima Services UK Ltd, in the interests of health and safety.

**Contractors  
(Continued)**

21. All injuries caused or sustained by Contractors employees and/or their visitors to site shall be reported immediately to the Site Supervisor who shall record it. This action does not absolve the contractor of their duties under RIDDOR and thereby the need to comply with their own procedures of reporting and notification.
22. Contractors and their employees shall make themselves conversant with the emergency procedures established on site, and shall respond in accordance with those procedures when the alarm is given.
23. Contractors shall ensure that a record of all arrivals and departures of employees and visitors associated with their undertakings is maintained to ensure that the complement of personnel is known should an emergency arise and site evacuation is required.
24. All employees of Contractors must be suitably trained and experienced and determined as competent to carry out the work on which they are to be engaged.
25. Contractors shall ensure that adequate supervision is provided on site to oversee operations and that employees are suitably trained, appropriately experienced and of sufficient seniority to enforce compliance with the directives and instructions given by him or her.
26. Contractors shall ensure that all employees are issued with, properly use and maintain the appropriate personal protective equipment required to undertake work activities in accordance with safe working procedures.
27. Optima Services UK Ltd shall as appropriate, appoint a Safety Person to inspect site activities and to report on matters relating to health and safety.
28. Contractors shall co-operate with Safety Person undertaking the inspection and if informed of any hazardous situations or unsafe practices, shall take immediate remedial action.
29. Where Contractors have made provision for site inspection as part of their management system the name of that person shall be given to the Site Supervisor.
30. Where independent inspections are undertaken on behalf of the Contractors, such occasions must be notified to the Site Supervisor and reports of those inspections shall be made available to the Site Supervisor on request.

**Contractors  
(Continued)****Appendix**

1. Although competency is a requirement emphasised in the Construction (Design and Management) Regulations 2007, it is a requirement also imposed by other legislation and thus the employer must ensure the competency of Contractors regardless of whether or not the aforementioned regulations apply to a particular project.
2. The evaluation of a Contractor to undertake sub-contract works on behalf of Optima Services UK Ltd, must be appropriate to the characteristics of the works involved and must take account of the:
  - value of the contract;
  - complexity of the works involved;
  - number of personnel required;
  - individual skills required;
  - contract duration;
  - ability of management to handle the works (qualification, training, experience, etc.);
  - capability of management to handle the works (sufficient personnel and office support, etc.);
  - resources available to the contractor;
  - resources required to implement the works safely;
  - adequate financial turnover (annual financial reports);
  - adequacy of procedures to manage health and safety (Health & Safety Policy and Safe Working Procedures);
  - evidence of compliance with health and safety legislation (records);
  - information on any enforcement notices (HSE or Local Authority);
  - suitability of company's past operations (technical references).
3. Enquiries made to establish the competency of a contractor must be adequate yet not excessive and therefore Optima Services UK Ltd have adopted three procedures of assessment that utilise interview and questionnaires that are appropriate to the nature and size of the works to be undertaken.

**Contractors  
(Continued)****Appendix (Continued)**4. The first consideration is the **Trades Person**.

Trades persons are defined, for the purposes of this procedure, as :

- individuals that are self employed;
- being suitably trained and/or qualified;
- having adequate knowledge of appropriate health and safety legislation;
- having suitable awareness of safe working practices;
- having adequate experience the work process required;
- having the capability to meet the required standards of workmanship;
- being required to use plant, equipment (excluding tools) and materials supplied by Optima Services UK Ltd

## 5. The appointed manager shall interview the trades person and seek information with regard to that listed above and shall record the facts of that interview on Company assessment sheet C.Assess/SC/01 which shall be retained at head office for future reference.

## 6. The accuracy of the answers received from the trades person should be verified by the appointed manager through additional enquiries of other relevant parties, but only to the extent that they are reasonable and practicable. Such enquiries and information obtained thereby shall be recorded and retained at head office for future reference

7. The second consideration is in respect of the **small contractor**.

## 8. A small contractor, for the purposes of this procedure, is defined as a company or employer that employs (including directors or partners) not more that four persons.

## 9. Assessment shall take into account the following aspects for which suitable documentation shall be provided in confirmation:

- a health and safety statement that demonstrates awareness and understanding of applicable legislation;
- suitable safe working practices;
- suitable accident reporting procedures;
- suitable training for its employees;
- procedures to ensure competency of employees;
- suitable record of past contractual accomplishment;
- adequate experience of the work process requires;
- the capability to meet the required standards of workmanship;
- maintenance of appropriate records.

**Contractors  
(Continued)****Appendix (Continued)**

10. The appointed manager shall provide questionnaire to C.Assess/SC/02 to the Contractor who shall respond to all questions contained thereon and shall return it to the appointed manager together with copies of the documentary evidence required in confirmation.
11. The appointed manager shall evaluate the information provided by the in response to questionnaire C.Assess/SC/02 and shall thereafter, make such further enquiries to verify the accuracy of that information. Such enquiries and information obtained thereby shall be recorded and retained at head office for future reference.
12. The appointed manager shall interview the Contractor to obtain clarification over any aspects of the information that has not been substantiated. Details of the interview and information obtained thereby shall be recorded and retained at head office for future reference.
13. The third consideration is in respect of other **larger contract organisations**.
14. Such contract organisations shall for the purposes of this procedure be contract organisations other than those specified above.
15. Assessment of the contractor shall take into account all those aspects included on questionnaire C.Assess/SC/03.
16. The appointed manager shall provide questionnaire to C.Assess/SC/03 to the Contractor who shall respond to all questions contained thereon and shall return it to the appointed manager together with copies of the documentary evidence required in confirmation.
17. The appointed manager shall evaluate the information provided by the Contractor in response to questionnaire C.Assess/SC/03 and shall thereafter, make such further enquiries necessary to verify the accuracy of that information. Such enquiries and information obtained thereby shall be recorded and retained at head office for future reference
18. The appointed manager shall interview the Contractor to obtain clarification over any aspects of the information that has not been previously substantiated. Details of the interview and information obtained thereby shall be recorded and retained at head office for future reference.
19. The Contractor shall as required by the appointed manager, provide risk assessments and method statements and planned methods of working to demonstrate suitable understanding of the hazards and risks associated with the particular project.

### Management of the CDM Regulations

#### **Application of Regulations**

The Construction (Design and Management) Regulations 2007 apply to all construction work with certain exceptions.

The duties under Part 3 of the regulations shall only apply where the project is notifiable and is carried out on behalf of a client.

A notifiable project is that which will last longer than 30 working days or will involve more than 500 person days of construction work.

The persons deemed to be involved in a project should include those working on site together with all supervision personnel, including management.

Part 4 of the regulations shall only apply in relation to construction sites. ( i.e. they do not apply to a workplace where the Workplace (Health , Safety & Welfare) Regulations 1992 apply.)

#### **General Duties** on ALL involved parties

No person may appoint or engage any duty holder unless he has taken reasonable steps to ensure that person is competent. This applies to the CDM Co-ordinator, designers, principal contractor, contractors etc.

In addition no person may accept such an appointment unless they ARE competent to fulfil the duties required of them.

No person may arrange for or instruct a worker to carry out or manage design or construction work unless that worker is competent or is completely supervised

Every person involved in the project shall co-operate with all other parties so far as is necessary to enable each to perform any duty or function under the regulations.

Every person involved in the project shall co-ordinate their activities with one another to ensure so far as is reasonably practicable the health and safety of persons carrying out construction works and those affected by the construction work.

Management of the CDM Regulations**Client's Duties**

Part 2 of the regulations require the Client, notwithstanding whether Part 3 applies or not, to:

- Check the competence and resources of all appointees
- Ensure there are suitable management arrangements so that:
  - The construction work can be carried out safely and without risk to health of any person
  - Welfare facilities are provided in accordance with schedule 2 of the regulations
  - The design conforms to the Workplace (Health, Safety & Welfare) Regulations 1992
- allow sufficient time and other resources by persons with a duty under the regulation (including the client himself) for all stages of the project
- provide pre-construction information to designers and contractors
  - about or affecting the site or construction work
  - concerning the proposed use of the structure
  - as to the minimum amount of time before construction phase which will be allowed to contractors for the planning and preparation for construction work and
  - information from the an existing Health and Safety File, which is relevant to the proposed works

Part 3 of the regulations, where the project is notifiable, impose additional duties on the Client to:

- appoint a CDM Co-ordinator as soon as practicable, after the initial design work or other preparation for construction work has begun;
- appoint the Principal Contractor as soon as practicable after enough of the nature of the project is known to enable suitable selection;
- provide the CDM Co-ordinator with all available information relating to the site as soon as practicable.
- ensure that the construction phase of the project does not start unless there are suitable:
  - welfare facilities and
  - the construction phase health and safety plan is in place
- Keep the Health and Safety FILE safe and available for inspection.

### Management of the CDM Regulations

#### CDM Co-ordinator's Duties

The CDM Co-ordinator must:

- provide advice and assistance to the client to enable him to fulfil their duties under the regulations;
- notify the HSE of the project;
- co-ordinate the contributions of parties contributing to the project and ensure that:
  - They co-operate and co-ordinate their respective efforts to ensure all aspects of health and safety are properly considered and managed;
  - They ensure the general principals of prevention with respect to residual hazards and risks are applied when considering the elements of the design
- facilitate good communications between client, designers and contractors so that:
  - all aspects of health and safety relating to the construction, use, maintenance and repair of the project are taken into account;
  - co-operation is achieved to ensure that all aspects of health and safety relating to the project are taken into account.
- liaise with the Principal Contractor with regard to:
  - Any information which the Principal Contractor requires in order to prepare the construction phase plan
  - any ongoing design which may affect the planning and management of the construction work;
- take all reasonable steps to identify and collect the pre-construction information and to provide it in convenient form to
  - all parties involved in the design and
  - to every contractor who becomes involved in the project
- take reasonable steps to ensure that the designers comply with their duties under regulations 11 and 18(2)
- take steps to ensure co-operation between the designers and the principal contractor during the construction phase in relation to any design issues
- ensure the co-operation of the designers and thereby obtain all relevant information and compile the Health and Safety FILE.
- prepare and review the Health and Safety FILE and keep it secure.
- ensure the Health and Safety File is handed to the Client upon completion of the project.

### Management of the CDM Regulations

#### Designer's Duties

Part 2 of the regulations require the designer, notwithstanding whether Part 3 applies or not, with regard to the design to:

- eliminate hazards and avoid or reduce foreseeable risks to the health and safety of persons affected by the construction, future use and maintenance;
- ensure compliance with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 as amended when undertaking any design work;
- take reasonable steps to provide sufficient information with his design about the aspect of the design of the structure in respect of its construction and maintenance as will assist other parties (i.e. clients, designers, contractors etc) involved in the project to fulfil their respective responsibilities:

Part 3 of the regulations, where the project is notifiable, impose additional duties on the Designer to:

- check to ensure that the client is aware of their duties under the regulations
- check that the CDM Co-ordinator has been appointed;
- check that the HSE has been notified with regard to the proposed project;
- provided information regarding the design of the structure or its construction as will assist the CDM Co-ordinator fulfil his duties and the compilation of the Health and Safety File

### Management of the CDM Regulations

#### **Principal Contractors Duties**

Part 3 of the regulations (i.e. where the project is notifiable) require the appointment of the 'Principal Contractor' who, so far as is reasonably practicable, shall:

- Plan, manage and monitor the construction phase of the project so that it is carried out without risk to health and safety
- Before the commencement of the construction phase, prepare, a construction phase health and safety plan which is sufficient to ensure the work may be carried out with out risk to health and safety, and to ensure it is reviewed as appropriate throughout the construction phase to ensure that the project remains adequately planned to enable the continued implementation of the works without risk to health and safety
- Provide relevant information from the health and safety plan to contractors to enable them to fulfil their respective duties;
- Ensure the co-operation and co-ordination between all parties/persons involved in the project in compliance with regulations;
- Ensure the application of the general principals of protection in relation to all aspects of the project under his control, in compliance with regulation 7
- Liaise with the CDM Co-ordinator in performing his duties during the construction phase;
- Ensure suitable welfare facilities, complying with schedule 2 of the regulations are provided for the entire duration of the contract phase
- Ensure that SITE RULES are developed for the management of health and safety on site are appropriate for the works being carried out
- ensure that suitable emergency procedures are devised and properly co-ordinated.
- Give such directions as are necessary to any contractor to enable the principal contractor to fulfil his duties under the regulations
- Ensure that contractors are informed of the minimum amount of time which will be allowed to them for the planning and preparation of their works before commencement.
- Consult with a contractor before finalising such part of the construction phase plan as is relevant to the work they are to carry out
- Ensure that contractors are afforded sufficient time to enable them to prepare properly for their work, and to ensure it is compatible with the overall provisions of the construction phase health and safety plan;
- Ensure that contractors are given all relevant information to enable them to fulfil their duties under the regulations;

Management of the CDM Regulations**Principal Contractors Duties**

- Monitor the undertakings of personnel, contractors and their employees to ensure they comply with the provisions of the construction phase health and safety plan and the requirements of health and safety legislation;
- that information included in the construction phase health and safety plan in the interests of health and safety is readily communicated to Contractors and site personnel.
- ensure all appointees are competent to carry out the work for which they have been engaged
- ensure all Contractors and self employed persons engaged on the project are competent and have made suitable allocation of resources for health and safety.
- Ensure that all personnel have received site inductions and any further information and training needed for them to carry out their work
- Ensure arrangements are in place to enable workers to consult with management in the interests of health and safety
- Ensure the site is secure against unauthorised access before any work activities are allowed to commence
- Ensure that the Form F10 is displayed on site
- Ensure that information likely to be required for the Health and Safety file is identified and that it is made available to the CDM Co-ordinator
- Liaise with the CDM Co-ordinator with regard to ongoing design

Management of the CDM Regulations**Contractor's Duties**

Part 2 of the regulations require a contractor, notwithstanding whether Part 3 applies or not, to:

- Plan, manage and monitor their own operations and their employees undertaking that work to ensure it is carried out without risk to health and safety
- Monitor construction work under his control to ensure that it is carried out safely and without risk to health and safety
- Inform any contractor whom he appoints of the minimum time which is allowed for the planning and preparation of the works before commencement
- Ensure that all their appointees and employees are competent to undertake the work on which they are to be engaged
- Ensure all necessary training is provided to their employees to enable them to carry out their work competently
- Make available all necessary information to all their workers to enable them to undertake their responsibilities safely and without risk to health and safety
- Comply with the requirements specified in Part 4 of the regulations
- Ensure all workers under their control receive site induction
- Ensure workers receive relevant information
  - identified by risk assessment
  - arising out of the activities of another contractor of which he should be aware
  - specified in the site rules
  - relating to emergency procedures
  - as to the identity of persons responsible for the management of procedures on site
- ensure there are adequate welfare facilities for workers on site in accordance with schedule 2 of the regulations
- ensure that the site is secure against unauthorised access before the commencement of any work activities

Management of the CDM Regulations**Contractor's Duties**

Part 3 of the regulations, where the project is notifiable, impose additional duties on a contractor to:

- before commencing work on any project to confirm that:
  - the client is aware of their duties under the regulations
  - the CDM Co-ordinator has been appointed;
  - the HSE has been notified with regard to the proposed project;
- co-operate with the Principal contractor in the planning and managing of the work, including reasonable directions on site to enable each of them to comply with their duties under the relevant statutory provisions;
- promptly provide the Principal Contractor with any information which:
  - might affect the health and safety of any persons carrying construction work on site or persons who may be affected by such work
  - might be required to enable the review of the construction phase health and safety plan
  - is likely to be required for inclusion in the health and safety file
- promptly provide details to the Principal Contractor of any contractors he engages in connection with work to be carried out on the site ;
- comply with any rules and directions of the Principal Contractor given to ensure compliance with legislation and to enable each to fulfil their duties;
- comply with the requirements imposed by the Health and Safety Plan;
- promptly inform the Principal Contractor of any problems relating to the content of the construction phase health and safety plan
- promptly inform the Principal Contractor of 'Reportable' accidents, diseases or dangerous occurrences;

### Management of the CDM Regulations

#### **Optima Services UK Ltd as Principal Contractor**

##### **Health and Safety Plan**

The construction phase health and safety plan is the foundation of good health and safety management and should reflect the characteristics of the particular project.

Development of the Health and Safety PLAN sufficiently to ensure good management of project health and safety, shall be completed by Optima Services UK Ltd, to the satisfaction of the CDM Co-ordinator, before commencement of construction work is permitted on site.

This document shall take account of the changing circumstances and requirements relating to the construction work involved throughout the duration of the project and, therefore, it will be constantly reviewed and amended by management sufficiently in advance of works, to ensure that safe and healthy working practices are adopted with regard to significant risks involved.

Risk Assessments, shall be provided together with method statements within of the Health and Safety Plan, and will be prepared as applicable, by either by Optima Services UK Ltd or its appointed Contractors.

Provisional assessment will be undertaken at the planning stage after which more detailed assessments will be carried out in accordance with the procedure set out in 'Procedural Guidance Notes' and completed before the work in question starts on site.

The complexities and diversity of the demands of differing projects requires that specific assessments must be undertaken to meet those demands. Such assessments must therefore be undertaken as near to the time of execution of those works and yet sufficiently in advance to ensure that appropriate measures can be implemented.

Suitable programming of the project together with phased operations shall be developed, specific assessments identified together with appropriate target dates to ensure such assessments are provided at the requisite time.

However, where the content of the project is not so demanding, being either simple in its content and/ or of short duration, then many risk assessments of common undertakings may be completed prior to the commencement of the contract.

Management has the responsibility to ensure that all required risk assessments, together with the appropriate method statements, are available in due time.

shall establish a suitable means of communication and control to ensure co-operation with other contractors and an integrated approach to health and safety.

Management shall evaluate the assessments and method statements of other Contractors to ensure adequacy with regard to health and safety, and non conflict with other programmed operations.

### Management of the CDM Regulations

#### **Health and Safety Plan (continued)**

Management shall ensure that all other Contractors are provided with information of the foreseeable risks related the project together with relevant information contained in the Health and Safety Plan. Such information as is available shall be provided to contractors at the tendering stage together with the time frame in which the works are to be planned and brought into execution.

It must be noted that Contractors are not permitted to commence work until they are in receipt of relevant information and have made suitable arrangements for the planning and management of their works in conformity with the construction phase health and safety plan.

Optima Services UK Ltd has a duty to ensure that Contractors provide their employees with information on the risks, the relevant precautions to be taken, together with the training required. Management will therefore monitor Contractors operations to ensure compliance.

Optima Services UK Ltd has to ensure that all personnel working on site are able to discuss with and offer advice to management on all matters relating to health and safety. Management will ensure that suitable channels of communication are established to enable this objective to be achieved.

Company procedures clarified in section 4, 'Monitoring Health and Safety', will be the basis of communication and monitoring.

**Rules contained within the Health and Safety Plan** will be identified and management shall make suitable provision to ensure that they are complied with by all personnel and Contractors engaged on the project.

#### **Health and Safety File**

Management shall ensure that information required by the CDM Co-ordinator for inclusion in the Health and Safety File, is provided as soon as practicable and where applicable that such information is obtained from other Contractors and designers.

As early as practicable, management shall agree with the CDM Co-ordinator a schedule of the information that will be required in order that it is properly documented and made available without undue delay.

#### **Assessment of Contractors**

Management shall determine the competency of Contractors and the adequacy of their allocation of resources, in accordance with the procedures set out in the 'Procedural Guidance Notes' that complement this policy.

Assessment of Contractors competency must be appropriate to the works specific to project upon which that Contractor is to be engaged.

#### **Emergency Procedures**

Emergency procedures appropriate to the prevailing conditions of the site shall be devised, reviewed and amended by Management and shall conform with the provisions set out in section 6, Emergency Procedures and Fire Prevention & Control, of this policy.

**Management of the CDM Regulations**

**Permit to Work** procedures shall be implemented in accordance with those as set 'Procedural Guidance Notes'.

**Authorised Persons** to site shall be controlled by Optima Services UK Ltd in accordance with the provisions set out in section 5, Control of Visitors to site, of this policy.

**Notification**

Management shall ensure that Notification Form F10 (revised) is displayed in a conspicuous location on site. Where the area of the site is extensive then additional copies may be required.

**Supervision**

Management shall ensure that the supervisory personnel are suitably experienced, adequately trained and are competent to undertake the supervision of the works delegated to them.

All information and support to enable Site Supervisors to fulfil their responsibilities will be made available to them by management.

### Duties relating to Health and Safety on Construction Sites

The **Construction Design and Management Regulations 2007 section 4** relate to the health and safety of **construction sites** and impose requirements on employers (and self employed persons) in respect of a large range of construction site related hazards and risks.

The Regulations do not apply to any workplace on a construction site which is set aside for any purposes other than construction work.

Management will comply with the requirements imposed by these Regulations where applicable, with regard to places of work and undertakings within its control and shall, so far as is reasonably practicable:

#### **1. Safe places of work**

Ensure that:

- Every place of work shall be made and kept safe for any person at work there
- Suitable and sufficient safe access to and egress from every place of work is provided and maintained
- That measures are taken to ensure that no person uses an access or egress, or gains access to any place in a manner contrary to that provided above

#### **2. Good Order and site security**

Ensure that:

- The construction site is kept in good order clean and tidy
- The site perimeter is identified by suitable signs and be so arranged that its extent is readily identifiable or is fenced off

#### **3. Stability of structures**

Ensure that:

- Any part of a building or structure that may become unstable, or weakened, is not permitted to collapse
- Any temporary support for a structure is suitably designed to withstand the required loads and forces
- No part of a structure is so loaded as to render it unsafe to any person

#### **4. Demolition or dismantling**

Ensure that

- Any demolition or dismantling of a structure is planned as to prevent danger or where this is not practicable to reduce the risk to its lowest level
- The arrangements for any demolition or dismantling are recorded in writing before such works are commenced

#### **5. Explosives**

Ensure that

- Explosives are stored, transported and used safely and securely
- Explosives are only fired if suitable and sufficient steps have been taken to ensure no person is exposed to risk by the explosion

Duties relating to Health and Safety on Construction Sites**6. Excavations**

Ensure that all practicable steps are taken to prevent danger to any person, including the provision of supports or battering, to ensure that:

- Any excavation or part of excavation does not collapse
- No material from the side or roof of or adjacent to any excavation is dislodged or falls
- No person is buried or trapped in an excavation
- Measures are taken to prevent any person, or work equipment or accumulation of material from falling into the excavation
- Measures to are taken to prevent any part of the excavation or ground adjacent to it from being overloaded

Not permit any construction work to be carry out in any excavation where supports and battering have been provided unless the excavation and any work equipment and materials which affect its safety have been inspected by a competent person:

- At the start of the shift in which the work is to be carried out
- After any event likely to have affected the strength or stability of the excavation
- After any material unintentionally falls or is dislodges

and that the person who carried out the inspection is satisfied that the work make proceed safely

Where the person who carried out the inspection is not satisfied, not permit work to be carried out in the excavation until the relevant matters have been satisfactorily remedied.

**7. Cofferdams and caissons**

Ensure that every cofferdam or caisson is:

- Of suitable design and construction
- Appropriately equipped so that workers can shelter or escape if water or materials enter it
- Properly maintained

Ensure that a cofferdam or caisson may only be used to carry out construction work if the cofferdam or caisson and any work equipment and materials which affect safety have been inspected by a competent person

- At the start of the work shift
- After any event that is likely to have affected its strength and stability

And that the person who carried out the inspection is satisfied that the work can be carried out safely

Where the person who carried out the inspection is not satisfied, not permit work to be carried out in the cofferdam or caisson until the relevant matters have been satisfactorily remedied.

Duties relating to Health and Safety on Construction Sites**8. Reports of Inspections**

Ensure that the person undertaking the inspection in respect of regulations 31 and 32 shall before the end of the shift within which the inspection is completed:

- Inform the person for whom the inspection was carried out of any matters about which he is not satisfied
- Prepare a report which shall include the particulars set out in schedule 3
- Provide the written report within 24 hours of the inspection to the person who commissioned the inspection

Ensure that a copy of the report is kept for inspection by an HSE inspector:

- At the place of work for which the inspection was undertaken until completion of the contract
- For a period of 3 months thereafter and
- Any extracts as may be requested are forwarded to the inspector

**9. Energy distribution installations**

Ensure that energy distribution installations are suitably located, checked and clearly signed, and where there is a risk from electric power cables:

- They are directed away from the area of risk; or
- The power is cut off; or

where the above is not practicable to provide suitable warning notices and:

- Barriers for excluding work equipment which is not needed; or
- Where vehicles need to pass beneath the cables, suspended protection; or
- In either case, measures providing an equivalent level of safety,

is to be provided or taken

**10. Prevention of drowning**

Ensure, where a person in the course of construction work is liable to fall into water or other liquid with the risk of drowning, that measures are taken to:

- prevent the risk of such a person from falling
- minimise the risk of drowning in the event of such a fall,
- ensure suitable rescue equipment is available and made use of to promptly rescue a person in the event of a fall
- ensure the safe transport of any person conveyed by water to or from any place of work
- ensure that any vessel used to convey any person by water to or from a place of work shall not be overcrowded or overloaded

**Duties relating to Health and Safety on Construction Sites****11. Traffic routes**

Ensure that:

- pedestrians and vehicles can move safely
- Traffic routes for persons and vehicles are sufficient in number, position and size
- Pedestrians or vehicles may use the routes without exposing nearby persons to risk
- Any door or gate accessing onto a traffic route provides sufficient space to separate any person from any approaching vehicle
- Suitable protection is provided to protect pedestrians where sufficient separation is not possible
- There is adequate arrangement for warning any person liable to be crushed or trapped by any approaching vehicle
- Any loading bay has at least one exit point for exclusive use of pedestrians
- Where a vehicle gate is unsafe for use by pedestrians that one or more doors are provided for dedicated use of pedestrians in the immediate vicinity of the gate and is clearly marked and kept unobstructed
- Traffic routes are indicated with suitable signs which are properly checked and maintained

**12 Vehicles**

Ensure that:

- Measures are taken to prevent or control the unintended movement of any vehicle
- Measures are taken to ensure warning to any person liable to be at risk from the movement of any vehicle
- Any vehicle used in construction is driven or towed in a safe manner
- Any vehicle used for construction is loaded so that it may be operated safely
- No person may be permitted to ride on a vehicle used for construction unless a safe place is provided for that purpose
- No person is permitted to remain on a vehicle whilst it is being loaded unless a safe place of work is provided and maintained for such purpose
- Measures are taken to prevent any vehicle from falling into an excavation. Pit, water or over an embankment

**13 Prevention of risk from fire etc.**

Ensure that suitable and sufficient measures are taken to prevent risk of injury to any person undertaking construction work from:

- Fire and explosion
- Flooding
- Any substance liable to cause asphyxiation

Duties relating to Health and Safety on Construction Sites**14 Emergency procedures**

Ensure sufficient arrangements are in place for dealing with any foreseeable emergency and any necessary evacuation as a result thereof

Account must be taken of:

- The type of work being undertaken
- The characteristics, size of the construction site and the number of workplaces on the site
- Work equipment being used
- The number of persons likely to be present on site
- The physical and chemical properties of any substances and materials likely to be on site

Where emergency procedures are devised for a site that:

- All persons affected by those arrangements are made familiar with them
- The arrangements are tested regularly to ensure they are effective

**15 Emergency routes and exits**

Ensure that:

- All necessary suitable emergency routes and exits are provided to enable persons to reach safety quickly in the event of danger
- Any such route leads directly as possible to an identified safe area.
- Any emergency route or exit provided and traffic route giving access thereto shall be kept clear of obstruction and where necessary provided with emergency lighting to illuminate the route(s)
- The relevant requirements of regulation 39(2) are taken into account
- All emergency routes and exits are indicated with suitable signs

**16 Fire detection and fire fighting**

Ensure that:

- suitable and sufficient fire fighting equipment and fire detection and alarm systems are provided and suitably located
- the requirements under regulation 39(2) are taken into account i.e.
  - The type of work being undertaken
  - The characteristics, size of the construction site and the number of workplaces on the site
  - Work equipment being used
  - The number of persons likely to be present on site
  - The physical and chemical properties of any substances and materials likely to be on site
- Any fire-fighting, fire detection and alarm equipment is regularly examined and tested and properly maintained in effective working order
- Any fire fighting equipment that does not operate automatically is easily accessible
- Any person is instructed in the correct use of any fire fighting equipment which they may be required to use
- Persons are not permitted to undertake a work activity that is likely to give rise to fire unless they are properly instructed
- Fire fighting equipment is indicated with suitable signs

Duties relating to Health and Safety on Construction Sites**17 Fresh Air**

Ensure that

- the place of work or approach thereto has sufficient fresh or purified air the workplaces or approaches are safe and without risk
- any plant used for providing fresh air is fitted with an effective device to give visible or audible warning of any failure of the plant

**18 Temperature and weather protection**

Ensure that:

- During working hours the temperature of the workplace indoors is reasonable having regard to the purpose for which that place is used
- For every work place out doors all necessary protective clothing or work equipment is provided for use of persons at work to provide protection from adverse weather conditions

**19 Lighting**

Ensure that:

- Suitable and sufficient lighting is provided at every workplace and every traffic route
- The colour of any artificial lighting provided does not adversely affect the perception of any sign or signal provided for the purposes of health and safety
- Suitable and sufficient secondary lighting is provided in any place where there is a risk to health and safety in the event of failure of primary artificial lighting

\* \* \* \* \*

**CDM Regulations 2007 Regulation 331(1)(b) and Schedule 3****PARTICULARS TO BE INCLUDED IN A REPORT OF INSPECTION**

1. *Name and address of the person on whose behalf the inspection was carried out*
2. *Location of the place of work inspected*
3. *Description of the place of work or part of that place inspected (including any work equipment and materials)*
4. *Date and time of the inspection*
5. *Details of any matter identified that could give rise to a risk to the health or safety of any person*
6. *Details of any action taken as a result of any matter identified in paragraph 5 above*
7. *Details of any further action considered necessary*
8. *Name and position of the person making report*

**Welfare Facilities**

CDM Regulations 2007

Regulations 9(1)(b) and 22(1)(c) and Schedule 2

**Sanitary conveniences**

1. *Suitable and sufficient sanitary conveniences shall be provided and made available at readily accessible places. So far as is reasonably practical, rooms containing sanitary conveniences shall be adequately ventilated and lit*
2. *Sanitary conveniences and the rooms containing them shall be kept in a clean and orderly condition*
3. *Separate rooms containing sanitary conveniences shall be provided for men and women, except where and so far as each convenience is in a separate room the door of which is capable of being secured from the inside*

**Washing facilities**

4. *Suitable and sufficient washing facilities, including showers if required by nature of the work or for health reasons, shall so far as is reasonably practicable be provided or made available at readily accessible places*
5. *Washing facilities shall be provided –*
  - (a) *in the immediate vicinity of every sanitary convenience, whether or not provided elsewhere; and*
  - (b) *in the vicinity of any changing rooms required by paragraph (7) of regulation 22 whether or not provided elsewhere*
6. *Washing facilities shall include –*
  - (a) *a supply of clean hot and cold, or warm, water (which shall be running water so far as is reasonably practicable); and*
  - (b) *soap or other suitable means of cleaning; and*
  - (c) *towels or other suitable means of drying*
7. *Rooms containing washing facilities shall be sufficiently ventilated and lit*
8. *Washing facilities and the rooms containing them shall be kept in a clean and orderly condition*
9. *Subject to paragraph 10 below, separate washing facilities shall be provided for men and women, except where and so far as they are provided in a room from the door of which is capable of being secured from inside and the facilities in each such room are intended to be used by only one person at a time*
10. *Paragraph 9 above shall not apply to facilities which are provided for washing hands, forearms and face only*

**Drinking Water**

11. *An adequate supply of wholesome drinking water shall be provided or made available at readily accessible and suitable places*
12. *Every supply of drinking water shall be conspicuously marked by an appropriate sign where necessary for reasons of health and safety*
13. *Where a supply of drinking water is provided, there shall also be provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet from which persons can drink easily*

**Welfare Facilities  
(continued)****Facilities for changing clothing**

14. (1) *Suitable and sufficient changing rooms shall be provided or made available at readily accessible places if-*
- (a) *A worker has to wear special clothing for the purposes of his work; and*
  - (b) *He cannot, for reasons of health or propriety, be expected to change elsewhere,*
- being separate rooms for, or separate use of rooms, by, men and women where necessary for reasons of propriety.*
- (2) *Changing rooms shall –*
- (a) *be provided with seating*
  - (b) *include, where necessary, facilities to enable a person to dry any any such special clothing and his own clothing and personal effects*
- (3) *Suitable and sufficient facilities shall, where necessary, be provided or made available at readily accessible places to enable persons to lock away –*
- (a) *any such special clothing which is not taken home*
  - (b) *their own clothing which is not worn during working hours; and*
  - (c) *their personal effects*

**Facilities for rest**

15. (1) *Suitable and sufficient rest rooms or rest areas shall be provided or made available at readily accessible places*
- (2) *Rest rooms and rest areas shall –*
- (a) *include suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke*
  - (b) *be equipped with an adequate number of table and adequate seating with backs for the number of persons at work likely to use them at any one time*
  - (c) *where necessary, include suitable facilities for any person at work who is a pregnant woman or nursing mother to rest lying down;*
  - (d) *include suitable arrangements to ensure that meals can be prepared and eaten; and*
  - (e) *include the means for boiling water; and*
  - (f) *be maintained at an appropriate temperature*

### First Aid

The Health and Safety (First Aid) Regulations 1981 and their associated Approved Code of Practice set out the standards for first aid provision

All staff must have access to first aid at all times

The level of first aid will be proportionate to the level of risk that persons face

#### First Aid Personnel

The number of persons trained in first aid is determined by the assessment of risk to which personnel are exposed

The Health and Safety (First Aid) Regulations describe the work of Optima Services UK Ltd as 'Higher Risk'. This is by virtue of it being electrical installations and maintenance entailing the use of a dangerous energy source i.e. electricity.

Interpretation of the regulations recommends training in respect of the following be provided: First Aiders at Work; Appointed Persons; and Emergency Aid

#### Appointed Persons

This is the minimum requirement of employers. The appointed person is a person appointed to take charge of first aid arrangements, including looking after the facilities and equipment and calling the emergency services when required

Appointed persons must be available to undertake these duties at all times when people are at work

*Training* - Minimum six hours course attended every two years

#### First Aiders at Work

A requirement in law. The First Aider is required to provide First Aid to someone who is injured or is ill. The First Aider may also take charge of First Aid facilities (First Aid boxes etc) at his or her workplace. A sufficient number of First Aiders must be appointed to allow for holidays, sickness and contract rotations.

#### *Training*

First Aiders must successfully complete a statutory four day training course and final assessment. First Aid Certificates are valid for three years. Thereafter, the First Aider must receive further training, assessment and re-certification.

#### Emergency Aid

The First Aid Regulations and the Health and Safety Management Regulations require suitable and sufficient arrangements to deal with the outcomes of risk assessments. Where Risk Assessment indicates significant risks, persons must be trained and capable of dealing with such risk including the provision of First Aid

*Training* - A variety of courses ranging from two to six hours for risk such as electricity, crush injuries, lack of oxygen etc are available from providers.

**First Aid  
(continued)****Numbers of Trained Personnel recommended by Regulations**

<b>Risk Category</b>	<b>Number Employed At any location</b>	<b>Suggested Number of First Aid Personnel</b>
Higher Risk	Fewer than 5 person	At least one appointed
Higher Risk	5-50	At least one First Aider
Higher Risk	More than 50	One additional First Aider for every 50 employed

**First Aid Equipment**

First Aid equipment must be provided and maintained in all places where working conditions require it. The equipment and facilities must be appropriate to the level of risk at each workplace

There is no mandatory list of items which should be included.

The minimum however is as follows:

<b>Workforce</b>	<b>10</b>	<b>20</b>	<b>50</b>	<b>Lone</b>
First Aid Guidance Leaflet	1	1	1	1
Adhesive Dressing	20	40	60	6
Triangular Bandages	4	6	8	2
Medium Sterile Dressings	6	9	12	-
Large Sterile Dressings	2	3	4	1
Eye Dressing	2	4	6	-
Safety Pins	6	2	3	6
Disposable Gloves (pairs)	1	2	3	1

The contents of these kits must be checked regularly by the First Aider, Appointed person and management to ensure they remain fully stocked. Additionally, if no tap water is readily available, the First Aid containers must contain a minimum of 1 litre of sterile or saline water.

**First Aid  
(continued)****Arrangements**

The following arrangements will ensure that all employees have ready access to First Aid facilities and equipment

**Head Office**

The Office Manager will arrange for a First Aid Boxes to be maintained as for 50 staff.

At least one qualified First Aider shall be on the premises at all times

The name and location of the First Aider(s) will be displayed in a prominent place so that all staff who need to can access First Aid

The Office Manager will ensure that office staff are informed of arrangements. The Plant Manager will ensure that workshop employees are informed

**Vehicles**

All company vehicles will carry First Aid kits (equivalent to 10 person site). The contents to be replenished on request by the Office Manager or Plant Manager

**Sites**

On work of short duration, where only one or two persons are working, the vehicle First Aid kit will be used

Where site numbers increase, the First Aid facilities will be increased accordingly

When the company is working for a Principal Contractor, and the Principal Contractor provides shared facilities for First Aid confirmation of these arrangements will be obtained in writing by the Contracts Manager who will in turn inform site Supervisors and employees of the arrangements.

When the company is the Principal Contractor and provides shared First Aid facilities, the Contracts Manager will inform in writing all of the employers of other site personnel of these arrangements.

### Asbestos

**THERE IS NO KNOWN SAFE ASBESTOS FIBRE.** Materials containing asbestos release asbestos fibres easily into the atmosphere when damaged.

The actual fibres can be very difficult to identify visually. Airborne fibres cannot easily be seen unless contamination is heavy

Working with asbestos, or any material containing it, is subject to strict control as required by the various Asbestos Regulations.

All company personnel and sub-contractors must comply with the directions of this section.

Asbestos may be found almost anywhere. All persons engaged in work that will involve them going into Company premises, e.g. drivers, operatives, electricians supervisors and managers shall comply with the following requirements.

#### THEY MUST BE ALERT TO AND AWARE OF

- of the hazard and places where asbestos is likely to be present in factories, schools, hospitals or even domestic premises
- that asbestos may be found in coatings and lagging used for sound and heat insulation in lofts, walls, floors, boilers, pipes and water tanks
- that asbestos may be found in decorative and other plaster finishes on walls and ceilings

#### ALL COMMERCIAL AND INDUSTRIAL PREMISES MUST HAVE AN ASBESTOS REGISTER

Legislation requires the owner or agent of a premises or workplace to have commissioned a survey and to establish an Asbestos Register detailing any ACMs that may exist within the premises or workplace.

Prior to entering a premises or workplace personnel must request access to the Asbestos register to determine the existence and nature of the ACMS, if any, to which they are likely to be exposed.

If asbestos is suspected by any personnel of the company (generally by the age of the premises particularly prior to the 1980's is a good guide) where non asbestos related activities are to be undertaken and enquiries made of the premises owner or agent, does not produce an Asbestos Register or information that confirms that ACMs are not present, then the material must not be disturbed. If the material is disturbed already entry into the area concerned must be prohibited. The owner, their agent or the occupier is then to be advised of the situation and this action reported immediately to the Supervisor and the Senior Manager.

**(N.B.** Owners or occupiers of premises must by law advise staff/and visitors of known hazards - including asbestos materials)

No further work should be permitted until the situation is satisfactorily resolved and the work place and environment are shown to be conducive to the health and safety of employees and other persons likely to be exposed to any intended activity.

#### Properties under the control of the Client

Senior management of Optima Services UK Ltd will ensure that the companies concerns regarding the presence of asbestos is brought to the attention of the Client, his agent or the occupier.

The Client will then be required to undertake suitable investigations, including analysis of the suspect material to determine if it is in fact asbestos.

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In the event that the substance is declared not to be asbestos, then work may proceed with appropriate control measures in place as defined under the NEW risk assessment/ method statement and COSHH assessment relating to the material to be worked on.

**Asbestos  
(continued)**

If confirmed as asbestos the Client will then be obliged to undertake a survey of the premises/ workplace to determine the extent of the hazard.

**The Client will then need to:**

- Determine the existing exposure of personnel within the premises/ workplace to asbestos fibres
- Determine the potential exposure of personnel to asbestos fibres should certain works be undertaken
- Decide whether to remove the asbestos material under controlled conditions
- Decide whether encapsulation of the asbestos material will provide adequate protection to prevent the creation of asbestos fibres to be released into the working environment.
- Decide whether to terminate the intended work
- Decide if the redesign the proposed work operations will avoid disturbing the asbestos material

**ONLY AFTER ADEQUATE CONTROL MEASURE HAVE BEEN INTRODUCED SHOULD WORK BY EMPLOYEES BE PERMITTED TO PROCEED.**

Re-commencement of work may only be authorised after the direct approval of the Managing Director once he is satisfied with the control measure that have been put in place and the NEW risk assessments and method statements being prepared and employees being made familiar with the contents thereof

**Properties under the control of Optima Services UK Ltd**

Requirements as specified under item 8 above applicable to the client, his agent or the occupier will apply to Optima Services UK Ltd

**GENERAL INFORMATION****Inspections**

Senior Management will:

Arrange for buildings and premises suspected of containing asbestos materials to be surveyed by a specialist surveyor or contractor who will be required to produce an asbestos report and label all asbestos containing material on site

The minimum requirements of such a survey are:

- Location details
- Material usage
- Asbestos type (and analysis of composition)
- Results of air tests if appropriate
- The physical conditions of materials containing asbestos
- Their expert recommendations
- Surveyor's name and address

Should removal of asbestos materials be necessary, Senior Management will arrange for a licensed contractor to remove the asbestos to a licensed tip

**WHEN REMOVAL IS REQUIRED FOR ANY REASON, DISPOSAL MUST BE THROUGH A LICENSED CONTRACTOR**

**Asbestos  
(continued)****Exposure to Asbestos**

Exposure to all forms of asbestos must be reduced to the minimum reasonably practicable, which in any case must not exceed the 'control limit' specified in the Control of Asbestos Regulations 2006.

Asbestos means the following fibrous silicates

- Asbestos actinolite
- Asbestos grunerite (amosite)
- Asbestosanthophyllite
- Chrysotile
- Crocidolite
- Asbestos tremolite

The control limit for these being:

A concentration in the atmosphere when measured in accordance with the 1997 WHO recommended method, or by a method giving equivalent results to that method approved by the Health and Safety Commission, of -

**0.1 fibres per cubic centimetre of air averaged over a continuous period of 4 hours****Controlled working**

A license IS NOT REQUIRED for work on asbestos related materials where:

- (a) The exposure of employees to asbestos is sporadic AND of low intensity;
- (b) it is clear from the risk assessment that the exposure of any employee to asbestos will not exceed the control limit; and
- (c) the work involves -
  - (i) short, non-continuous maintenance activities,
  - (ii) removal of materials in which the asbestos fibres are firmly linked in a matrix
  - (iii) encapsulation or sealing of asbestos containing materials which are in good condition, or
  - (iv) air monitoring and control, and the collection and analysis of samples to ascertain whether a specific material contains asbestos

**HOWEVER**, even if a license is not required, employers and self employed persons, must still comply with the Control of Asbestos Regulations 2006 and in particular **MUST**

- Give employees all necessary instruction and training;
- Provide adequate information to others (e.g. work force of an outside contractor) who may be affected by the work;
- Achieve the lowest level of exposure reasonably practicable (which must not exceed the prescribed upper exposure limits; and
- Ensure that employees are under medical surveillance

**DESPITE THE ABOVE PROVISIONS, THE POLICY OF OPTIMA SERVICES UK LTD IS THAT ALL REMOVAL OF ASBESTOS MATERIAL WILL BE UNDERTAKEN BY SPECIALISED LICENSED CONTRACTORS**

**Asbestos  
(continued)****MINOR WORK OPERATIONS****Safety Instructions**

All work with asbestos material, including asbestos cement pipe or asbestos line pipes, lagging, boards, tiles, plasters, artex etc., is subject to the Asbestos (Licensing) Regulation of 1998 and amendments

Employees should only be permitted contact with asbestos materials when:

Safe levels of exposure are assured by risk assessment and method of working;

All methods of working are dustless or wet;

Approved personal protective equipment is worn;

Approved respiratory protection is worn; and that

Any person who carries out such work will NOT spend more than ONE HOUR on the work in SEVEN CONSECUTIVE DAYS; and

The total time spent on the work by ALL PERSONS involved in it does not exceed TWO HOURS or

*Where it is expected that these conditions cannot be complied with, a licensed contractor must be engaged by management to undertake the work*

**Cutting Pipes**

Only the use of handsaws and knives which can be wetted are permitted for this task regardless of pipe size

**Repairing Asbestos Lagging**

(Occasionally lagging will be disturbed to allow access to pipes. The minimum amount only may be disturbed)

Only dustless methods using knives is allowed

Fill gap with glass fibre wool or loft insulating rock wool

Wrap and secure with adhesive tape

Seal with a household gloss or PVA paint

Report and label all asbestos containing material on site

**Artex Finishes**

Should this be required to be removed, it must be removed WET

Apply warm water to soften the artex and then scrape into polythene bags

It must be bagged when wet and disposed of as below

**Asbestos  
(continued)****Asbestos Cement Board (Asbestalux)**

Cut with knife or saw, wet along cut line

Seal edges with two coats of PVA paint  
(e.g. 2 coats Dulux Vinyl Matt)

**Disposal of Asbestos Waste**

All waste (including clutch plates, brake lining and pipe jointing materials) must be removed promptly from the workplace

It must be dampened with water and placed in appropriate polythene bags or sacks which MUST be taped closed

These must be placed in turn inside (500 gauge) RED POLYTHENE bags which must be tied or taped closed

Both bags must be clearly labelled in accordance with Schedule 2 of the Control of Asbestos Regulations 2006 with weight in kg of the material and asbestos type (if known)

The name and telephone number of the Contracts Director is to be written on both labels

The Contracts manager will then arrange for disposal to a licensed tip

NO MATERIAL CONTAINING ASBESTOS MAY BE DISPOSED OF IN ANY OTHER WAY

**Personal Hygiene**

All staff who come into contact with asbestos in any way must exercise a high standard of personal hygiene

Hands must be washed immediately after any contact

Overalls should be subject to special laundering, this will be organised by Field Engineers where necessary

Occasionally staff may be prohibited from entering contaminated areas. These will be marked with warning signs and barriers. ALL STAFF must obey any restriction placed upon them because of these similar warnings

**Information**

Contracts manager and Supervisor are responsible for passing on information regarding asbestos. This information may be necessary as part of site induction through the (Design and Management) Regulations Health and Safety Plan. Or on receipt of other information from owners and occupiers or the HSE

All operatives are issued with copies of the HSE literature

### Working with Young People

#### INTRODUCTION

It is the policy of Optima Services UK Ltd to offer places to young persons wishing to learn our trades. Therefore, company personnel might find themselves accompanied by a young person aged anywhere between 16 and 19 years old. Their experience and sense of responsibility will vary but company personnel must follow these rules whenever accompanied by a trainee, apprentice or student. Young people are vulnerable because they inexperienced.

The 'Management' of Health and Safety at Work Regulations 1999' specifically includes the duty the company has towards young people and thereby to:

- “ensure that young persons are protected at work from risks to their health or safety which are a consequence of their lack of experience, absence of awareness of risks or the fact that they are not yet fully mature”.
- Young persons in these regulations are defined as any person who has not reached 18 years of age.
- A child is defined in these regulations as anyone who is not over compulsory school age (as defined by the most recent Education Act for their region).

The safety rules detailed below incorporate the requirements of the MHSW Regulations, together with specific requirements of Optima Services UK Ltd.

#### RISK ASSESSMENT OF YOUNG PERSON ACTIVITIES

No young person may be employed by Optima Services UK Ltd until risk assessments and method statements of safe working have been prepared, (see section 5.1 of the HS&S Policy) relating to the risks to health and safety to young persons arising from the work they will be required to carry out.

These assessments must take account of:

- **Their inexperience, lack of awareness of hazards and risks and immaturity;**
- **The layout of workplaces and workstations;**
- **The nature, degree and duration of their exposure to physical, chemical and biological risks;**
- **The form, range, and use of work equipment and the way in which they will be expected to use it;**
- **The ways in which their work activities are organised;**
- **The amount of training provided or that is required on Health and Safety matters;**
- **Risks from agents, processes and work listed in the Annex to council Directive 94/33/EC on the protection of young people. (see appendix 1 hereto)**

**Working with Young People  
(continued)**

Furthermore in compliance with regulation 19 of the MHSWA reg 1999 the company shall ensure that it does not employ a young person for work :

- **Which is beyond their physical or psychological capacity;**
- **Involves harmful exposure to agents which are toxic or carcinogenic, cause heritable genetic damage or harm the unborn child or which in any other way chronically affect human health;**
- **Involving harmful exposure to radiation;**
- **Involving the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young persons owing to their insufficient attention to safety or lack of experience or training; or**
- **In which there is risk to health from extreme cold or heat, noise or vibration**

Where measures have been put in place to control the risks and a significant risks still remain, NO young person over the minimum school leaving age shall be permitted to undertake the work involved unless:

- **it is necessary for his or her training and**
- **the young person is supervised by a competent person and**
- **the risk will be reduced to the lowest level reasonably practicable**

Continued on next page see Safety Rules.

Working with Young People  
(continued)**SAFETY RULES**

- Before Trainees and apprentices are put to work their supervisor **MUST** ensure that the **APPROPRIATE** 'Young person' Risk Assessments have been completed.
- Before trainees and apprentices are required to undertake any work their supervisor **MUST** ensure that they have received **ALL** training and instruction as prescribed together with any information relating to the activities to be carried out.
- Trainees and apprentices must not be left work on their own without supervision. They must also be made aware that they must not go off alone while working on site.
- Operational trainees and apprentices must wear overalls provided by the company while working together with other protective clothing as appropriate, including safety shoes. Failure to do so must be reported to their line manager.
- It is the responsibility of the supervising person (i.e. accompanying the young person) to instruct trainees and apprentices in safe working practices specific to their work. This will include the safe use of Personal Protective Equipment and the safe use of tools and equipment.
- Trainees and apprentices must be told the specific safety rules for the sites visited. For example they must be informed of the danger from live electricity, working in confined spaces, ear defender zones etc.
- Trainees and apprentices must not use ladders, stepladders or movable platforms unless they have been specifically trained to do so. Even when trained, trainees and apprentices must **not** at any time be left alone on a ladder, stepladders, platforms etc.
- Trainees and apprentices must be able to use testing equipment safely and accurately. Make sure that they know how to use the equipment appropriate to your trade.
- **NO** trainee or apprentice, whether their first day or fourth year, must be allowed to work on machinery, equipment, tools or plant unfamiliar to them before the safe working practices have been fully explained **and demonstrated** to them.
- **Trainees and apprentices must NOT** be used to carry out jobs that company personnel are not prepared to do, such as going into cramped inaccessible places or up high ladders or gantries.
- **It must NOT** be assumed that young people know what you want or what you mean first time. It may sometimes be frustrating to realise that a trainee does not know one end of a pair of Stilsons from another, for example or know the difference between negative, positive and earth but neither did you once. They do learn and become very useful to you very quickly. A little patience will pay dividends.

It is traditional to play practical jokes on gullible school-leavers, it happened to all of us. While there is nothing wrong with sending them for a 'long Weight' or a 'sky-hook,' some tricks are potentially dangerous and **must not** be inflicted on trainees. The 'Megger Trick', for example, may cause a mild shock, but there is no such thing as a safe shock.

**Practical jokes which endanger trainees' health and safety are forbidden. Anyone found carrying them out will face disciplinary action.**

**Working with Young People  
(continued)****Appendix 1****Work presenting increased risks for children and young persons**

This checklist is based upon Regs 3(5) and 19(2) of the Management of Health and Safety at Work Regulations 1999.

It is intended to assist employers in conducting risk assessments in respect of work by children and young persons.

These types of work are not necessarily prohibited, although the requirements of Reg 19(2) must be taken into account. However, such work is likely to require restrictions for most young persons (particularly children) and additional precautions are likely to be required to provide them with adequate protection from risk.

**Excessively physically demanding work**

- Manual handling operations where the force required or the repetitive nature could injure someone whose body is still developing (including production line work);
- Certain types of piece work

**Excessively psychologically demanding work**

- Work with difficult clients or situations where there is a possibility of violence or aggression;
- Difficult emotional situations e.g. dealing with death, serious illness or injury;
- Decision making under stress;

**Harmful exposure to physical agents**

- Ionising radiation
- Non-ionising radiation, e.g. lasers, UV from welding;
- Risks to health from extreme cold or heat;
- Excessive noise;
- Hand-arm vibration e.g. from portable tools;
- Whole-body vibration e.g. from off-road vehicles;
- Work in pressurised atmospheres and diving work.

**Working with Young People  
(continued)****Appendix 1 (continued)****Harmful exposure to biological or chemical agents**

- Toxic or carcinogenic substances (including lead and asbestos);
- Substances causing heritable generic damage or harming the unborn child;
- Substances chronically affecting human health;
- Other hazardous substances (harmful, corrosive, irritant)

**Work equipment**

Where there is an increased risk of injury due to the complexity of precautions required or the level or skill required for safe operations, for example:

- Woodworking machines;
- Food slicers and other food processing machinery;
- Certain types or portable tools such as chainsaws;
- Setting of power presses;
- Vehicles such as fork lift trucks, mobile cranes, construction vehicles;
- Firearms.

**Dangerous processes or activities**

- Work with explosives, including fireworks;
- Work with fierce or poisonous animals, for example on farms, in zoos or veterinary work;
- Certain types of electrical work, e.g. exposure to high voltage or live electrical equipment;
- Handling of highly flammable materials, e.g. petrol, other flammable liquids, flammable gases;
- Work with pressurised gases;
- Work in large slaughterhouses.

**Dangerous workplaces or workstations**

- Work at heights, for example on high ladders or other unprotected forms of access;
- Work in confined spaces, particularly where the risks specified in the Confined Spaces Regulations 1997 are present;
- Work where there is a risk of structural collapse, e.g. in construction or demolition activities or inside old buildings.

### Hand Arm Vibration

The **Control of Vibration at Work Regulations 2005** came into effect on the 6<sup>th</sup> July 2005.

These regulations define the responsibilities on employers to ensure their employees are protected, so far as is practicable, from the potential effects to their health from the use of vibrating equipment and plant whilst at work.

**Hand Arm Vibration** is the vibration transmitted from work processes into the operatives hand and arms. It can be caused by operating hand-held power tools such as road breakers, and hand guided equipment such as powered lawn mowers or by holding materials being processed by machines such as grinders.

**In can become hazardous** due to regular and frequent exposure to hand arm vibration which can lead to permanent health effects. This is most likely to occur when contact with a vibrating tool or work process is a regular part of a person's job. Occasional exposure is unlikely to cause ill health.

**Hand arm vibration can cause and range of medical conditions** collectively known as hand vibration syndrome (HAVS) as well as specific diseases such as carpal tunnel syndrome.

**Typical symptoms** that can give advance warning of a problem are:

- ❖ Tingling and numbness in the fingers
- ❖ Not being able to feel things properly
- ❖ Loss of strength in the hands
- ❖ The fingers going white (blanching) and becoming red and painful or recovery (particularly in the cold and wet, and probably only in the tips at first)

Appearance of symptoms in some people may occur only after a few months of exposure, but in others it may take a few years. The condition is likely to get worse with continued exposure to vibration and may become permanent.

The effects of these symptoms on people include:

- ❖ Pain, distress and sleep disturbance
- ❖ Inability to do fine work (eg. Assembling small component) or every day tasks (eg fastening buttons)
- ❖ Reduced ability to work in cold or damp conditions (i.e. most outdoor work) which would trigger painful finger blanching attacks
- ❖ Reduced grip strength which might affect the ability to work safely.

**Hand Arm Vibration  
(continued)****As an employer we are required to**

- ❖ Assess the vibration risk to your employees
- ❖ Decide if they are likely to be exposed above the daily **exposure action value (EAV)** and if they are:
  - Introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable
  - Provide surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk
- ❖ Decide if they are likely to be exposed above the daily **exposure limit value (ELV)** and if they are to take immediate action to reduce their exposure below the limit value.
- ❖ Provide information and training to employees on health risks and the actions you are taking to control those risks
- ❖ Consult with the trade union safety representative or employee representative on your proposals to control risk and to provide surveillance
- ❖ Keep a record of the risk assessment and control actions
- ❖ Keep health records for employees under health surveillance
- ❖ Review and update your risk assessment regularly

**Exposure action level (EAV)**

The exposure action level (EAV) is a daily amount of vibration above which employers are required to take action to control exposure. For hand arm vibration the EAV is a daily exposure of 2.5 m/s<sup>2</sup>

**Exposure Limit Value (ELV)**

The exposure limit value (ELV) is the maximum amount of vibration an employee may be exposed to on any single day. For hand arm vibration the ELV is a daily exposure of 5 m/s<sup>2</sup>. This represents a high risk above which employees should not be exposed.

**Determining exposure**

Vibration data may often be found in the equipment hand booklets provided by the supplier. However, when adopting the manufacturer's data it should be checked to ensure it relates to equipment '**in use**'. If this cannot be confirmed then it is recommended by the HSE that the figure given is doubled when estimating daily exposures

The HSE also provides a table of vibration levels measured on equipment in use

**Hand Arm Vibration  
(continued)**

The actual period of vibration to which operatives are exposed often relates to the 'Trigger time' i.e. the time the trigger is depressed and causing vibration whilst the operative is holding the equipment. This can be measured by observation over say half an hour and then aggregated over an 8 hour period.

Schedule 1 of the regulations defines the methodology for calculating the Exposure Action Values (EAVs) and Exposure Limit Values (ELVs) which is time consuming and a little complicated.

The HSE therefore suggests an alternative where a simple 'exposure points system' is adopted to estimate daily exposure as shown below

<b>Tool vibration (m/s<sup>2</sup>)</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>10</b>	<b>12</b>	<b>15</b>
Points per hour (approximate)	20	30	50	70	100	200	300	450

The procedure requires the multiplication of the points assigned to the tool vibration by the number of hours of daily 'trigger time' for the tool(s) and then compare the total with the exposure action value (EAV) and exposure limit value (ELV)

100 points per day = exposure action value (EAV)

400 points per day = exposure limit value (ELV)

**Control Measures.** Having determined the exposure then suitable control measures must be considered and introduced. These can include avoidance of the work operation; alternative work methods; selection of alternative equipment; work station design/set up; effective maintenance; controlled work schedules; personal protective equipment and clothing etc.

**Monitoring.** Having undertaken risk assessment and put in place the control measures operations must be monitored to ensure that the provisions are effective. This can include:

- ❖ the maintenance of use of equipment hours records
- ❖ Regular talks with managers (consultation)
- ❖ Checking the results of the health surveillance

**Hand Arm Vibration  
(continued)**

**Training** MUST be provided to employees with information on:

- ❖ The effects of hand arm vibration
- ❖ Sources of hand arm vibration
- ❖ Whether they are at risk i.e. high (above the ELV), medium (above the EAV) or low
  
- ❖ The risk factors (eg the levels of vibration, daily exposure duration, regularity of exposure over weeks, months and years)
  
- ❖ How to recognize and report symptoms
- ❖ The need for health surveillance
- ❖ Ways to minimise risk including:
  - Changes to working practices to reduce vibration exposure
  - Correct selection, use and maintenance of equipment
  - Correct techniques for equipment use, how to reduce grip force etc.
  - Maintenance of good blood circulation at work by keeping warm and massaging fingers and if possible cutting down on smoking

**Health surveillance** – MUST be provided for employees where they are likely to be **regularly** exposed above the exposure action value (EAV)

The purpose of health surveillance is to:

- ❖ Identify anyone exposed or about to be exposed to hand arm vibration who may be at particular risk, for example people with blood circulatory diseases such as Raynauds Disease;
- ❖ Identify any vibration-related disease at an early stage in employees regularly exposed to hand arm vibration;
- ❖ Help to prevent disease progression and eventual disability;
- ❖ Help people stay in work;
- ❖ Check the effectiveness of your vibration control measures

To implement health surveillance the following process should be adopted:

- ❖ Consult with and obtain the co-operation of the employees who is to be subject to surveillance;
- ❖ Organise basic surveillance consisting of obtaining regular information about early symptoms of ill health by using a questionnaire referring any positive responses to an occupational health services provider

Alternatively secure the services of a health provider to provide a complete service on the company's behalf. Advice can be obtained from the local HSE office.