



***Health, Safety, Environmental & Quality,  
Policy***

*This Policy will be reviewed as necessary to ensure it complies with all relevant Regulations, Codes of Practice, etc.*

Produced by:  
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## RECORD OF AMENDMENTS

This record should be amended each time the Safety Policy has been revised or when any new legislation comes into force. Completing this record enables the verification of the revision history of each page. All amendments must be recorded on this list.

Rev. No	Authorised By	Date Authorised	Sections Amended	Comments
A	R Smith	Sept 2015	New Policy	
B	R Smith	Sept 2016	Reviewed all policy added new photograph to front page	
C	R Smith	Aug 2017	All policy Review	
D	R Smith	Aug 2018	Section A33 & Organisation Chart	
E	R Smith	Aug 2019	Organisation Chart	
F	R Smith	August 2021	A2 HSE contact number. Note: Please note, the recent change in the current RIDDOR Regulation in respect of Covid-19 RIDDOR Regulation 7 Schedule 2 & RIDDOR Regulation 9(b) Organisation chart amended. Added A52 Covid-19	

Hesselberg Hydro (1991) Limited Health & Safety Policy expires end of August 2021

## COMPANY DETAILS

**NAME:** Hesselberg Hydro (1991) Limited

**ADDRESS:** Hesselberg Hydro (1991) Limited  
Wood Lodge,  
Brady Road  
Lyminge,  
Kent  
CT18 8HA

**TELEPHONE NUMBER:** 07831 378649

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Name of person(s) with the ultimate responsibility for *HEALTH & SAFETY* matters within the company are:

Mr Roger Smith & Mr Niek Leguit - Directors

## Health & Safety - Statement of Intent

The Directors of water fully accept their responsibilities to their employees to ensure; so far as is reasonably practicable, their health, safety and welfare at work.

These responsibilities are extended to any other persons who may be affected by the Company's operations.

In order to meet these obligations, the Company shall, so far as is reasonably practicable: -

- Provide and maintain plant and systems of work which are safe and without risks to health;
- Make arrangements for ensuring the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees;
- Maintain in a condition that is safe and without risks to health any place of work under our control;
- Provide means of access to and egress from any place of work under our control which is safe and without risks to health;
- Provide and maintain for our employees a working environment that is safe, without risks to health and is adequate as regards facilities and arrangements for their welfare at work.
- Ensure that adequate funds, materials and equipment are made available to meet the health and safety requirements of the Company

The Directors accept that health and safety are management responsibilities and will provide adequate money, time and other resources to ensure that all legal obligations are met.

But in order to make this policy successful, they depend on the co-operation of all employees.

It is the duty of all employees to comply with the safety policy at all times and to act responsibly and do everything that they can to prevent injury to themselves, other employees and the public at large.

The Directors of the Company will monitor and review the operation of this policy on an annual basis to ensure that it remains relevant and appropriate to the company.

The Directors will also and will make available the statement, organisation and arrangements sections of the policy in prominent positions in the offices and workplace for inspection by all employees and other interested parties.

Hesselberg Hydro (1991) Limited has made a commitment to continual improvement to conform to current applicable OH&S legislation and to improve our OH&S performance effectively and efficiently, to meet changing business and regulatory needs.

Signed:

Date: 1<sup>st</sup> August 2020



Roger Smith - Director

## **Environmental Policy Statement.**

It is in the company's interest to have a planned approach towards prevention and reduction of waste and pollution, leading to a long-term reduction of costs, as prevention and reduction are more desirable and economical than damage repair after the event.

The company will control its activities to avoid causing unnecessary and unacceptable risks or adverse effects on the environment, in line with the requirements of the Health and Safety at Work etc. Act 1974 (HASWA), the Control of Substances Hazardous to Health Regulations (COSHH) and the Environmental Protection Act.

Responsibility for the environment is ranked equally with that for the health and safety of employees, the general public and others. Environmental awareness and individual responsibility will be developed amongst employees at all levels with full and effective consultation being encouraged.

The company will continue to develop and improve standards by making use of available technology and developments, together with a waste recovery and recycling approach.

Plant, vehicles and equipment will be maintained and operated to provide the maximum environmental protection as far as practicable.

Local community interests will be taken into account and positive communication with the community entered into where appropriate. Clients, employees, the general public and all other persons who may be affected will be made aware of any company activity that may affect the environment.

Natural habitats and wildlife will be respected and where appropriate within the control of the company, maintenance, restoration or creation of habitats will be encouraged.

## **Environmental Action**

Objectives outlined in the Environmental Policy will be monitored to ensure they are being met wherever reasonably practicable.

Management - at all levels will take individual responsibility to ensure that environmental issues are considered when making decisions or when planning or controlling work.

Work Force -all employees must understand their individual responsibilities for acting in accordance with the company environmental policy and the safety policy.

Waste Reduction -all employees must give careful consideration to the elimination and reduction of waste at every stage of the construction operation. Where recycling or re-use of material is an economical advantage, this will be carried out.

Complaints -the company will continue to develop a system for handling complaints from individuals and organizations etc. and make every effort to provide an efficient and friendly route for communication.

Development -company management will supervise the implementation and further development of the company environmental policy.

Signed:

Date: 1<sup>st</sup> August 2020



Roger Smith - Director

Hesselberg Hydro (1991) Limited Health & Safety Policy expires end of August 2021

## Health & Safety Strategy

The aim of the health and safety strategy is to set a clear framework for health and safety throughout the company, which reflects the company's arrangements and provides a framework for the safety of its staff and others.

The strategy comprises the following key actions:

- improve health & safety management within the company by regular audits and inspections.
- train directors, managers, supervisors/foreman and the workforce in achieving suitable levels of competency, enabling them to undertake work activities effectively.
- manage risk by undertaking appropriate risk assessments that defines risk and, that recognises an appropriate balance between risks and benefits.
- build on our communication and consultation arrangements to ensure all employees are committed to achieving acceptable health and safety standards.
- increase staff involvement in health and safety performance by the
- implementation of Safety Management systems.
- demonstrate the moral, business and economic cases for health and safety. Appropriate health and safety management is an integral part of effective management and, as such, is an enabler not a hindrance.
- support the aims of the Governments 'Revitalising Health and Safety Strategy' and the Health and Safety Commissions (HSC) 'Securing Health Together Strategy' by setting clear health and safety performance targets.

Underpinning the above actions health and safety audits will be conducted which provide a comprehensive and objective review of the effectiveness of the company's health and safety system.

Key lines of enquiry have been designed to measure compliance on health and safety and set performance targets for continuous improvement.

Signed:

Date: 1<sup>st</sup> August 2020



Roger Smith - Director

## Quality Policy Statement

The Directors and senior management Hesselberg Hydro (1991) Limited are strongly committed to providing products and services that meet or exceed customer expectations.

To accomplish this, Quality has been incorporated into all aspects of our business assuring the highest value and satisfaction for our clients, customers and employees.

The concept of continuous improvement is a key element in the Hesselberg Hydro (1991) Limited's way of life and is embraced by the company management and employees as well as our external suppliers. Improvement in our services and processes may occur in quantum leaps or incrementally, but our efforts will always be to improve and better serve our clients, customers & employees.

This is supported by a progressive management style that encourages the Quality culture throughout the Company.

All personnel have been made aware of the management commitment to the policy in particular and quality in general and are encouraged to demonstrate their own support to the system by continuous active participation.

Signed:

Date: 1<sup>st</sup> August 2020



Roger Smith - Director

## **Equality and Diversity Policy**

### **Introduction**

Hesselberg Hydro (1991) Limited is committed to promoting a supportive and inclusive culture for all of our employees, customers. We aim to ensure that no job applicant, employee, or customer experiences less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender reassignment or parental/marital status, sexual orientation or disability. By integrating individual strengths, we will maximise efficiency and creativity, and deliver greater customer service.

### **Aims**

Hesselberg Hydro (1991) Limited will work to ensure that employees are:

- Treated fairly and without discrimination during their employment, commencing with the recruitment process and have access to promotions when available based on merit.
- Fairly appraised and rewarded for personal contributions to the organisation, taking into account internal and external comparisons and affordability.
- Able to work in a healthy and safe environment free from hazards.
- Able to access opportunities for training and development to develop to their full potential.
- Supported in balancing work and home life commitments and have requests considered objectively.
- Treated with dignity and respect in a fair and consistent manner in an environment where inappropriate behaviour is not acceptable.

### **Roles and responsibilities**

Hesselberg Hydro (1991) Limited is committed to promoting equality for all. If an employee feels they have been subject to discrimination in employment, which is in direct conflict with our commitment to equality of opportunity, they should raise this with a Director.

All employees have a responsibility to treat others with dignity and respect. If an employee is found to have acted in a deliberately discriminatory manner, appropriate disciplinary procedures will apply.

All employees and customers will be informed that an equality and diversity policy is in operation and are bound to comply with its requirements. This policy will also be drawn to the attention of stakeholders and job applicants through appropriate communication channels.

It is expected that when staff are representing Hesselberg Hydro (1991) Limited in an external capacity and as part of their role, that they will endeavour to ensure that equality and diversity principles and practices are adhered to.

### **Monitoring and Evaluation**

Hesselberg Hydro (1991) Limited will regularly evaluate its services and the effectiveness of its equality and diversity policy.

### **Review of this Policy**

Hesselberg Hydro (1991) Limited Training's commitment to equality and diversity is an active one.

This policy will be amended on a regular basis as part of this active commitment.

Hesselberg Hydro (1991) Limited will seek to keep up-to-date with new developments in Equality and Diversity practice and actively seek information on this issue.

Signed:

Date: 1<sup>st</sup> August 2020



Roger Smith - Director

Hesselberg Hydro (1991) Limited Health & Safety Policy expires end of August 2021

## Sustainability Policy

Hesselberg Hydro (1991) Limited recognises the need to conduct and develop its business, without compromising the needs of future generations. This policy reflects the UK Government's principles of Sustainable Development and also recognises that the company's clients may wish to implement their own sustainability targets throughout their businesses.

This policy will operate in synthesis with Hesselberg Hydro (1991) Limited Environmental Policy.

Hesselberg Hydro (1991) Limited Directors are responsible for the development of the Sustainability Policy and shall ensure that appropriate resources for its effective implementation are available.

To achieve this policy, we will:

- endeavour to protect and improve the environment wherever we can;
- endeavour to minimise use of the earth's natural and non-renewable resources throughout the company's activities;
- minimise waste production where possible, by employing sustainable work practices, careful material specification and encouraging re-use and recycling;
- communicate the social, economical and environmental aspects of our contracts by engaging with all stakeholders appropriately;
- develop staff training and raising staff awareness;
- encourage staff to embody the principles of Sustainable Development into their day-to-day working activities including travel and use of energy-saving devices;
- apply responsible procurement principles & support sustainability in our supply chain;
- develop innovative and cost effective solutions to meet clients' aspirations for Sustainability;
- work with clients, advisers and suppliers to develop new or alternative methods for reducing energy use throughout all aspects of both client and company business and promote the use of energy from renewable resources and energy-saving devices;
- provide advice and guidance to clients and stakeholders on sustainable facilities management.

This policy shall be made available to all employees and displayed, as is appropriate to each site, on notice boards.

The Sustainability Policy shall be reviewed annually by the Hesselberg Hydro (1991) Limited Directors.

Signed:

Date: 1<sup>st</sup> August 2020



Roger Smith - Director

## **BRIBERY POLICY**

### **STATEMENT**

Hesselberg Hydro (1991) Limited recognises its responsibilities under the Bribery Act 2010, the Enterprise Act 2002 and other similar legislation. The Company is committed to running a professional business free from discreditable behavior of any kind. It is particularly committed to Principle 2 of the Guidance given under the Bribery Act by the Ministry of Justice, that is, to prevent bribery by persons associated with it.

### **Compliance Policy, Practices and Procedures**

It is an offence under section 7 for a "relevant commercial organisation" such as the partnership to fail to prevent bribery. In this context it is liable if a person associated with it (a director, an employee, an agent) commits an act of bribery whether that person is prosecuted or not.

It is, however, a defence to any such criminal allegation to show, on a balance of probabilities, that the organisation nevertheless had adequate procedures in place to prevent persons associated with it from bribing.

In order to prevent the unwitting engagement in behavior which might raise the suspicion of bribery and to prevent any associated person purporting to act on its behalf in a manner that brings suspicion on the directors and employees, the following measures have been adopted as appropriate and proportionate to the risks it faces. They will be enforced by their dissemination and disciplinary measures. Any resources that are required to implement any compliance measures are to be made available.

### **MANAGEMENT**

The responsibility for compliance of this policy rests with the Company Directors who will exercise oversight, make assessments of risk, deal with decisions where potential for bribery exists, receive and investigate reports of bribery and supervise the measures put in place to prevent bribery.

The daily overall responsibility for the compliance with the Bribery Act and the implementation of the policy rests with the Managing Director, and the Commercial Director. They are to be consulted on any matter where the possibility of unlawful acts could arise.

The directors and employees shall report any attempt at bribery which comes to their attention, whether it consists of an approach to one of them or an act done by an associated third party. In the first instance the report should be made to the Managing Director, or the Commercial Director.

Under no circumstances should a person who reports a suspicion of bribery be subject to victimisation for making a bon fide report, whether or not the suspicion turns out to be justified.

## **ASSESSMENT OF RISK**

The Directors are governed by a strict code of conduct and the employees act upon instructions and are chosen for their integrity as well as ability. As such the general assessment of the risk of committing an offence under the Act is very low.

The risk of falling foul of a section 6 offence, of bribing a foreign official or of extra-territorial offences does not arise.

However

- In relation to occasions on which hospitality is offered or accepted by directors or employees issues may arise as to the line between a proper public relations exercise and intention to induce improper performance of a relevant function;
- In relation to awarding of contracts for services the Company has provisions for competitive tendering in place. However, as an additional requirement and as a requirement in awarding contracts which are not required to go out to tender, an issue of bribery might arise.
- In relation to charitable and political donations care should be exercised to avoid the suggestion of soliciting favours.
- The assessment of the firm's exposure to external and internal risks of bribery will be assessed annually.

## **HOSPITALITY**

In relation to hospitality, promotional expenditure which seeks to improve the image of the Company, to establish cordial and professional relationships and to maintain them is not unlawful if it is reasonable and proportional.

In order to make an assessment of any particular hospitality event which is to be offered to a client or prospective client the Managing Director will have to be supplied with information. This will include the cost and nature of the hospitality, the name and details of the person to be entertained and the purpose of the event. He will be required to approve the event or make suggestions for modifying it.

In the event that a director or employee is invited to an event a similar procedure should be followed.

## **CONTRACTS WITH CLIENTS**

No fees over and above proper professional fees agreed in advance for professional work done may be accepted. No payment may be made to the client for the award of a contract for services.

## **SUBCONTRACTING**

In subcontracting work no fee should be sought or accepted for awarding a contract to a subcontractor.

Due diligence checks carried out on prospective contractors ought to include, where appropriate, an assessment of their ethical conduct.

### **CHARITABLE AND POLITICAL DONATIONS**

Donations of a charitable or political nature must be approved by a full Director's meeting and be subject to a prior audit to ensure that there can be no suspicion that any advantage could be thought to accrue to the firm or any of its directors or employees.

### **COMMUNICATION**

A copy of this policy is readily available.

Reference will be made to it in the client care documents provided to clients, contracts with suppliers and agents.

### **TRAINING**

Where deemed necessary staff employed by Hesselberg Hydro (1991) Limited and the Directors themselves will be required to undergo regular training in the terms of the Bribery Act and the requirements described in this document.

Any Director or member of staff should be able to approach the Managing Director in absolute confidence in order to receive advice as to their conduct or to report a matter to concern which relates to bribery.

This policy will be reviewed annually for its continued effectiveness and suitability.

Signed:

Date: 1<sup>st</sup> August 2020



Roger Smith - Director

Hesselberg Hydro (1991) Limited Health & Safety Policy expires end of August 2021

## **ORGANISATION**

## ORGANISATION AND RESPONSIBILITY

### OVERALL RESPONSIBILITY

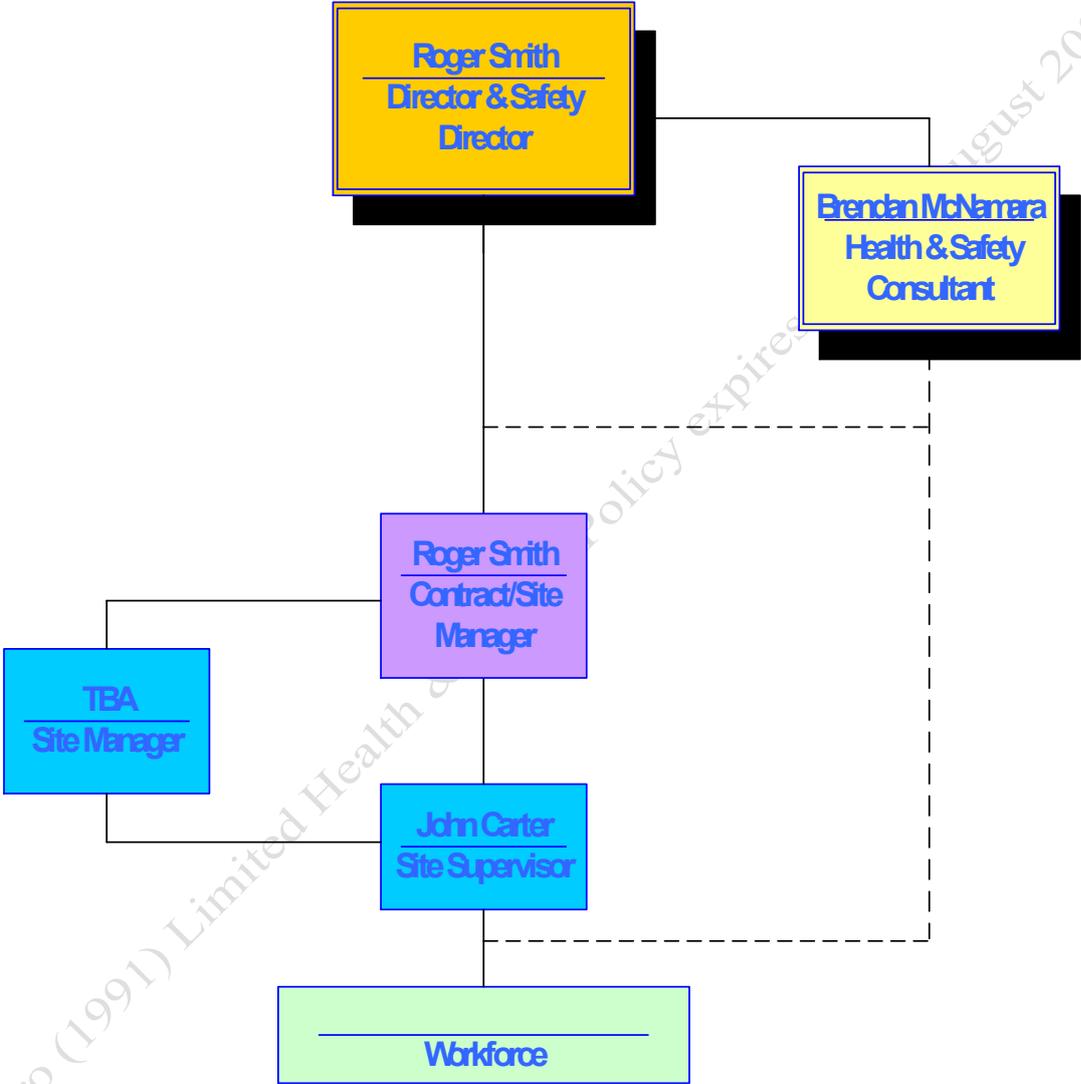
The Directors, Mr Roger Smith & Mr Niek Leguit have the overall and final responsibility for Health and Safety within the Company and its operations.

He will ensure the Company has an effective policy for Health and Safety and will delegate specific responsibilities to ensure that all requirements of current Health and Safety legislation are satisfied.

### SPECIFIC RESPONSIBILITIES

Inductions and Instruction in safe working practices:	Site Manager/Supervisors/Foreman
On Site Training/Induction:	Site Manager/Supervisors/Foreman through the arrangement with Client
Health and Safety Inspections:	Directors, Site-Contract Director/Site Manager/Supervisors/Foreman & Safety Consultant
Office Safety Inspections:	Directors, Office Manager & Safety Consultant
Equipment Maintenance and Inspection Site Vehicles:	Certificated Personnel Only Certificated Personnel Only
First Aid Provision:	Site Manager/Supervisors/Foreman
Responsible person for Fire: - Equipment: Evacuations: Training Audits/inspections	Directors, Site Manager/Supervisors/Foreman & Safety Consultant
Computer Equipment:	Office Manager
Housekeeping:	Directors, Site Manager/Supervisors/Foreman
Collection/Delivery Procedures:	Directors/Buyers/Site Manager/Supervisors/Foreman
Accident Reporting, Investigation & Recording:	Directors & Safety Consultant
Risk Assessments:-	Directors, Site Manager/Supervisors/Foreman & Safety Consultant
COSHH:	Director/Site Manager/Supervisors/Foreman
Manual Handling:	Director/Site Manager/Supervisors/Foreman
PPE:	Directors/Site Manager/Supervisors/Foreman
Permit to Work:	Site Manager/Supervisors/Foreman
Waste:	Site Manager/Supervisors/Foreman
Hot Work Permits:	Site Manager/Supervisors/Foreman
Environmental	Directors /Site Manager/Supervisors/Foreman

# ORGANISATION CHART



Hesselberg Hydro (1991) Limited Health & Safety Policy expires August 2021

## **INDIVIDUAL RESPONSIBILITIES**

It is the Policy of this Company that all reasonably practicable actions will be taken to ensure the maintenance of a safe and healthy working environment, the health and safety of all persons, and to prevent damage to company property, by promoting awareness of legal, personal and economic responsibilities.

It is the duty of all employees to conform to Company Policy and safe systems of work, and to accept and carry out their responsibilities.

Failure to do this will result in disciplinary action being taken against the employee.

This awareness will be achieved through Induction training and ongoing health & safety training.

Employees are reminded of their own duty under Section 7 of the Health and Safety at Work Act, to take responsibility for their own safety and that of other workers, and to co-operate with the Company so as to enable it to carry out its own responsibilities successfully.

Employees who authorise work to be carried out must ensure that sufficient information, instruction, supervision and welfare facilities are provided to enable others to avoid hazards and contribute to their own safety and health at work.

They must also carry out safety inspections of the working environment under their control in order to maintain standards.

All employees should contribute towards making the work area, and access to it, as safe as possible.

All working practices should be periodically appraised to ensure that the safest procedures are adopted.

These will be achieved by undertaking risk assessments.

All sub-contractors employed by the Company will be required to comply with, and adhere to the Company Policy on Health & Safety.

Hesselberg Hydro (1977) Limited Health & Safety Policy, updated 01 August 2021

## **Directors (Appointed Directors Responsible For Health & Safety)**

The Directors are responsible for advising other representatives of the company on all matters of health & safety management, and their obligations under current legislation, statutory codes of practice and other government documents. The Directors are responsible for providing direction and management in respect of the activities of health safety & environmental personnel within the company. The Directors must also liaise with the enforcing authorities when required to, and with clients or customer's safety health and environmental departments.

### **The Responsibilities of Directors**

**The Directors shall be responsible for the following matters: -**

The provision and maintenance of safe and healthy working conditions for the workforce, and any others who may be affected by their operations. These conditions will conform at least to the minimum laid down by statute.

Preparation of instructions for the organisation and administration of this Policy. Ensuring that each person is aware of his or her individual responsibilities and duties (via appropriate training), and providing instructions on and easy access to, this policy.

Ensuring that sound and safe working practices are both understood and observed (via appropriate training) and that regular contract site safety inspections are carried out, or by their nominee.

Provision of the necessary instructions to enable employees and sub contractors to perform their work safely.

Ensuring that all quotations allow for the cost of the provision of - adequate welfare facilities, safe working methods, adequate and safe storage of dangerous equipment, materials and substances, adequate sanitation and waste disposal and adequate access - as far as is reasonably practicable.

Ensuring that liaison between the Company's contracts is co-ordinated with the Health and Safety Executive (where notification is required by statute). This liaison shall be undertaken by the Directors.

The provision of appropriate safety equipment, and protective clothing, as set out in the current Personal Protective Equipment Regulations, and ensuring that all Company employees use the equipment correctly. Consulting with the employees of the company, on matters relating to health, safety and welfare in all the company activities.

The setting up and administration of an adequate system of accident reporting and investigation. Ensuring that regular and frequent workplace inspections of equipment, materials and working methods are carried out. This will be achieved via the regular health and safety inspections undertaken.

The implementation of appropriate discipline for cases where a breach of this policy occurs, or where duties are not properly carried out.

Setting a personal example by the wearing of suitable personal protective clothing, where appropriate, when visiting a workplace.

Modifying this policy, as required, at least annually, or as and when required.

Arrange for or undertake risk assessments, and to devise and apply control measures deemed to be necessary, as a result of the written assessment.

Putting into operation effective arrangements and resources for the implementation of adequate protective and preventive measures resulting from risk assessment.

Liaise with Company employees in all matters affecting health and safety.

Liaise with all external enforcing authorities such as the Health & Safety Executive and Environmental Health officers.

### **Responsibilities of the Health & Safety Consultant**

Liaise with clients, their representatives, designers and the contract management team on the contract Health and Safety requirements.

Ensure that the construction phase Health & Safety Plan has been produced for each contract and ensure the appropriate information is issued to the senior management prior to commencement on site.

Set correct priorities, so that major problems identified or notified receive early attention.

During site visits, identify when a job must be stopped and take actions to ensure that the dangerous work activity cease immediately.

Resist undue pressure to commence or recommence work before adequate safety arrangements are in place.

Report problems to the correct level of management and document serious concerns.

Monitor the situation and check that actions have been taken to correct dangerous or unsatisfactory work conditions.

Liaise with enforcing authorities.

Retaining safety reference documents.

Maintaining and checking safety records.

Identify training needs and ensuring that they are satisfied.

Maintain internal safety meeting routines and records of meetings.

Ensure that the contents of the safety policy are circulated as appropriate to all company employees at all levels.

Monitor the effectiveness of this policy at all levels and bring into effect changes which are considered necessary.

Keep the Directors informed of and HSE visits and correspondence

### **Responsibilities of Employees**

**Employees shall have the responsibility to:-**

Read and understand the Company Health and Safety Policy.

Carry out the requirements of the Policy and work in a safe manner at all times.

Wear protective clothing and use safety equipment at all times as appropriate, and in accordance with the current Personal Protective Equipment Regulations.

Report defects in equipment, machinery or materials immediately to the workplace Supervisor.

Maintain workplace machinery and equipment in good condition.

Use equipment only for the purposes for which it is intended, in accordance with the Operating Manual.

Use only the equipment on which they have been instructed or are experienced and to ensure those employees and others within the vicinity of the equipment they are operating, are not endangered by its use

Not to take part in "horseplay" or dangerous practical jokes in the workplace.

Report immediately to a Supervisor any injury to themselves which results from an accident at work even if it only appears to be very minor and does not stop them working.

Make suggestions whereby the safety of current working arrangements could be improved.

Inform the Directors of any medication, which is, currently being taken and which would affect their ability to work safely or react with any treatment they may receive in the event of an accident.

*Employees are reminded that they have a duty under Section 7 of the Health and Safety at Work Act 1974, to take reasonable care for their own safety, and the safety of others who may be affected by their acts or omissions. Also to co-operate with the Company in its arrangements to*

*perform or comply with statutory safety obligations, which includes adherence to the Company Safety Policy*

### **Contract Managers**

Be aware of, and observe, the requirements of the company safety policy, the Health and Safety at Work etc. Act 1974, construction regulations, and other statutory requirements, Approved Codes of Practice, Guidance Notes and safety procedures appropriate to the operations under their control, seeking guidance and assistance from the Safety Directors and safety personnel as deemed necessary.

Ensure that Supervisors understand their duties and responsibilities under the company policy and to take all steps to ensure that these are carried out.

Determine at the planning stage, seeking advice from the Safety Directors where necessary:-

- *the most appropriate order and method of working.*
- *allocation of responsibilities (including that of subcontractors)*
- *consideration of all existing and potential hazards, including fire hazards, and methods deemed necessary to overcome any such hazards.*
- *facilities for welfare and sanitation.*
- *check over work method statements and safety precautions before work commences.*

Carry out regular inspections, or as required by regulations, of operations under their control with particular reference to safety procedures. Keep records of each inspection as deemed necessary, ensuring that statutory registers and records, etc. are completed accurately as required by regulations and other instructions. Arrange for any remedial or improvement work to be carried out without delay. Pay particular attention to any comments made by the client, the health and Safety Director and to see that action has been or will be taken, to correct any failings or shortcomings.

Set a good personal example at all times.

Ensure that once work has commenced, it is carried out as planned, complying with the requirements of the Health and Safety at Work etc. Act 1974, regulations made by virtue of the Act, construction regulations and any other relevant legislation, codes of practice, etc.

Ensure that information has been forwarded to the Principle Contractor for the inclusion into construction phase health and safety plan.

Arrange for procedures to be implemented for the carrying out of specific risk assessments and the formulations of safe working procedures required by the COSHH Regulations and the Management of Health and Safety at Work Regulations 1999.

Recording of these assessments and procedures and ensure that employees are made aware of them and take whatever steps may be necessary to comply with them.

Assist in the preparation and implementation of assessments and safe working procedures.

To co-operate with the company in identifying training needs of individuals under their immediate control and, as necessary ensure the individuals are given the opportunity to undertake training.

Monitor the work activities against the policy standards and to bring to the attention of the any failure to comply with policy standards that require the Directors' action.

Implement and maintain arrangements with subcontractors and other employers to ensure that they and their employees observe adequate safety procedures and statutory regulations and to review any confusion concerning areas of responsibility.

Liaise with clients or their representatives to ensure the safety of any person affected by the works or for the security of the premises.

To report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses" to the Safety Director as soon as possible after the occurrence.

Assist the Safety Director to establish the cause of ALL such incidents and thereafter ensure steps are taken to prevent recurrence and ensure employees and others are instructed accordingly.

Co-operate with the Safety Director to ensure that company policy objectives and management procedures are properly co-ordinated and disseminated; and effective communication between the appropriate parties is maintained.

Ensure that all levels of staff receive appropriate and adequate training, and each employee has the opportunity to contribute to discussions on health and safety.

Ensure all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.

Implement and maintain arrangements with subcontractors and other employers to ensure that they and their employees observe adequate safety procedures and statutory regulations and to review any confusion concerning areas of responsibility.

Liaise with clients or their representatives to ensure the safety of any person affected by the works or for the security of the premises.

### **Estimators.**

Understand the company's policy and appreciate the responsibilities allocated to each grade of employee.

Introduce arrangements to ensure that health and safety information is issued with subcontract tender enquiries.

Ensure that adequate allowance for health and safety issues are made within the tender.

Ensure that the construction team is adequately advised of all health and safety issues, which have been raised during the tender period.

Ensure the provision in tenders and other preparatory procedures for adequate safe working methods, welfare facilities, storage of materials and hazardous substances, waste disposal, co-

ordination and co-operation between employers and safe access, etc.; and ensure adequate response to identified hazards contained in the initial health and safety plan issued at tender.

### **Supervisors**

Establish and organise operations under their control to ensure that work is carried out in a safe manner and to acceptable standards with minimum risk to all persons, property, equipment and materials.

Be aware and observe the requirements of the company safety policy, the Health and Safety at Work Act, construction regulations, and other statutory requirements, Approved Codes of Practice, Guidance Notes and safety procedures appropriate to the operations under their control, seeking guidance and assistance from senior management and safety personnel as deemed necessary.

Implement the company risk assessment procedure and carrying out specific risk assessments and the formulations of safe working procedures required by the COSHH Regulations and the Management of Health and Safety at Work Regulations.

Record these assessments and procedures and ensure that employees are made aware of them and take whatever steps may be necessary to comply with them.

Carry out regular inspections, or as required by regulations, of operations under their control with particular reference to safety procedures.

Keep records of each inspection as deemed necessary, ensuring that statutory registers and records, etc. are completed accurately as required by regulations and other instructions. Arrange for any remedial or improvement work to be carried out without delay.

Ensure that at places of work under their control employees and others authorized to be at that place, or in connection with it, receive adequate working instructions, in particular to ensure arrangements for safe working, the prevention of accidents and risk avoidance or reduction and the requirements of the health and safety plan, are carried out.

Implement and maintain arrangements with subcontractors and other employers to ensure that they and their employees observe adequate safety procedures and statutory regulations and to review any confusion concerning areas of responsibility.

Liaise with clients or their representatives to ensure the safety of any person affected by the works or for the security of the premises.

Plan and maintain safe access to and around places of work to ensure that emergency response vehicles and personnel can attend without hindrance. Establish and maintain a system of security to prevent, so far as is reasonably practicable, entry to the workplace by unauthorized persons, damage, theft and injury, including periods when the workplace is unattended.

Ensure the emergency evacuation procedure from buildings and/or site is made known to all employees and others working on behalf of the company. Identify or designate the location of emergency assembly points, where applicable, and ensure these locations are made known to all appropriate personnel.

Arrange for any fixed and mobile plant and equipment to be positioned safely and to ensure that all machinery etc. including power and hand tools are maintained in good condition, is suitable for the work being carried out and operated in a safe manner only by persons competent to do so.

Ensure that protective clothing and equipment is available and issued where appropriate and that such clothing and equipment is used and maintained in a proper manner and as required by statutory regulations.

Ensure that adequate records are maintained for the issue and return of such equipment, using issue registers or other appropriate record system on each occasion.

Ensure that arrangements for first-aid, as required by the Health and Safety First Aid Regulations, are available and that the location of equipment is known to employees, and that such equipment and provisions are kept complete.

Ensure that proper care is taken of casualties and to establish a procedure to be followed in the event of serious injury including the means of obtaining medical and ambulance services.

Liaise with the fire and rescue service on fire prevention and rescue procedures, especially when hazardous situations are foreseen, e.g. confined space entry.

Comply with the requirements of the policy for the reporting and recording of accidents or incidents.

Report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses", to the appropriate Contracts Manager and health and Safety Director as soon as possible after the occurrence.

Assist in establishing the cause of ALL such incidents and thereafter carry out improvements to prevent recurrence and instruct employees and others accordingly.

Establish a procedure to enable consultation with the work force; to receive safety queries raised by employees and others under his control, and to respond in the most appropriate way to meet the policy objectives.

Review requirements for training of employees, as required by The Management of Health and Safety at Work Regulations, including any updating that may be required, to enable them to carry out their duties competently and safely.

Arrange for the release of employees for appropriate training when required. Make reasonable enquiries to determine that appropriate and adequate training of subcontractor employees is undertaken; and relevant information on risks to subcontractor employees is disseminated to their employees by the subcontractor.

Accompany Health & Safety Inspectors on visits where possible, and act upon their reasonable recommendations. Report all such visits to the appropriate Contracts Manager and Health and Safety Director noting any observations made, as soon as possible after the visit.

***(In the event of a prohibition or improvement notice being imposed or any indication that legal proceedings are to be initiated, the Safety Director must be advised without delay).***

Co-operate with company and client's safety personnel and act upon their reasonable recommendations.

Encourage the observance of safety procedures by personal example and ensure that arrangements for the health and safety of persons and property are carried out, including the implementation of disciplinary procedures as necessary.

Comply with the company's safety policy on COSHH and Noise and ensure all employees have access to the appropriate information for healthy working and know how the information is to be used.

Conduct for all personnel and visitors' safety, health and welfare induction training and ensure subcontractors' personnel, including the self-employed, are aware of the requirements of this policy, the health and safety plan, and the requirements for safe working as a result of legislation, etc.

Implement changes to working practices, where necessary, to ensure safe working and maintenance of standards.

Maintain in a proper state all reference documents issued by the company to assist in compliance with this policy.

Ensure that adequate fire fighting equipment is available and that appropriate fire precautions have been taken.

### **Plant Operators.**

Must examine their machine(s) and equipment daily.

Carry out agreed maintenance and maintain records.

Check the weight of any load to be lifted, taking into account the weight of any lifting gear required, and never exceed safe working loads.

Ensure that any load is properly secured before attempting to lift or move and that you have an unobstructed view.

Always drive smoothly and steadily and watch for obstructions.

Ensure that when a banksman/signaller is involved in the operation you can see the banksman/signaller clearly at all times and that he understands and gives you clear and proper signals.

Report any defects to your foreman/supervisor immediately.

Ensure that they are competent to operate the category of plant specified on the CPC card.

Ensure that the hours are logged for each machine category in the relevant register.

Co-operate with the company in meeting the policy objectives, and the health and safety plan as appropriate to the work circumstances.

Follow the company's safe systems of work while operating plant.

Carry out the duties of a plant operator following the training received.

### **Responsibilities of Subcontractors**

#### **All Sub contractors are:-**

Expected to read and comply with the provision of this policy, which will be discussed prior to their appointment.

Ensure that any operatives under their control or employed by them have knowledge of, and will comply with, the Company Health and Safety Policy.

Demonstrate that they are competent and have appropriate resources available to carry out their work.

Sub-contractors (or their employees) are not entitled to modify, alter or otherwise interfere with any of the workplace, including equipment or materials for which they have no responsibility or a requirement to use, unless otherwise authorised by a Director of Hesselberg Hydro (1991) Limited.

Ensure that any injury sustained or damage caused by them is reported to the workplace Supervisor immediately.

Arrange for suitable welfare facilities and first-aid equipment to be provided for their employees unless arrangements have been made on their behalf by the contractor.

Observe all statutory provisions concerning dangerous, explosive, inflammable or other volatile substances and materials which they may bring into the workplace.

Keep all work places for which they are responsible, clean and tidy, and to clear them periodically as work progresses.

Wear appropriate personnel protective equipment, and use safety equipment appropriate to the operation, in accordance with the current Personal Protective Equipment Regulations.

Provide information in compliance with the Management of Health and Safety at Work Regulations 1999 and as requested by the Directors prior to commencing their works.

## **ARRANGEMENTS**

Hesselberg Hydro (1991) Limited Health & Safety Policy expires end of August 2021

## Arrangements

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A7	Welfare Facilities	A46 Actions Constituting Gross Misconduct
A8	Personal Protective Equipment	A47 Forms and Registers
A9	Safe Place of Work	A48 Bribery, Fraud & Malpractice
A10	Consultation and Communication	A49 Whistle blowing
A11	Out of Hours Working	A50 Corporate Manslaughter
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## A1 First Aid Arrangements

### The Health and Safety (First Aid) Regulations 1981 (as amended 2013)

The *current* 4-day First Aid at Work course will now be completed over 3 days. The assessment criteria will remain the same.

The validation period for the above course will still be three years. First aiders wishing to re-qualify should attend a 2-day re-qualification course, as before, ideally *before* their current certificate expires.

Because the primary courses are now only three days the H.S.E. "**STRONGLY RECOMMEND**" that first aiders attend an *annual* refresher course to keep their skills and knowledge fresh and up to date.

This *refresher* course will be of 3 hours (1/2 day) duration, it will **not** re-qualify the first aider for a further three years - only the 2-day re-qualification course can do that.

All 3 Day First Aiders are to be issued with a First Aid Helmet sticker (White cross on a green back ground) or a Hi Viz vest identifying that they are the First Aiders.

### THE NEW EMERGENCY FIRST AID AT WORK COURSE (one-day)

Because in the past in some cases we did not have the need for a fully qualified first aider, but at the same time need more than an APPOINTED PERSON, the H.S.E. have introduced a new first aid qualification?

This EFAW (Emergency First Aid at Work) course will be completed over 1-day and is continually assessed by the instructor during the course of the day; this certificate will also last for three years.

To re-qualify this EFAW certificate, first aiders of this course need to take the whole course again.

Because the EFAW course is only one day the H.S.E. "**STRONGLY RECOMMENDS**" that first aiders attend an *annual* refresher course to keep their skills and knowledge fresh and up-to-date, similar to the 4-day course.

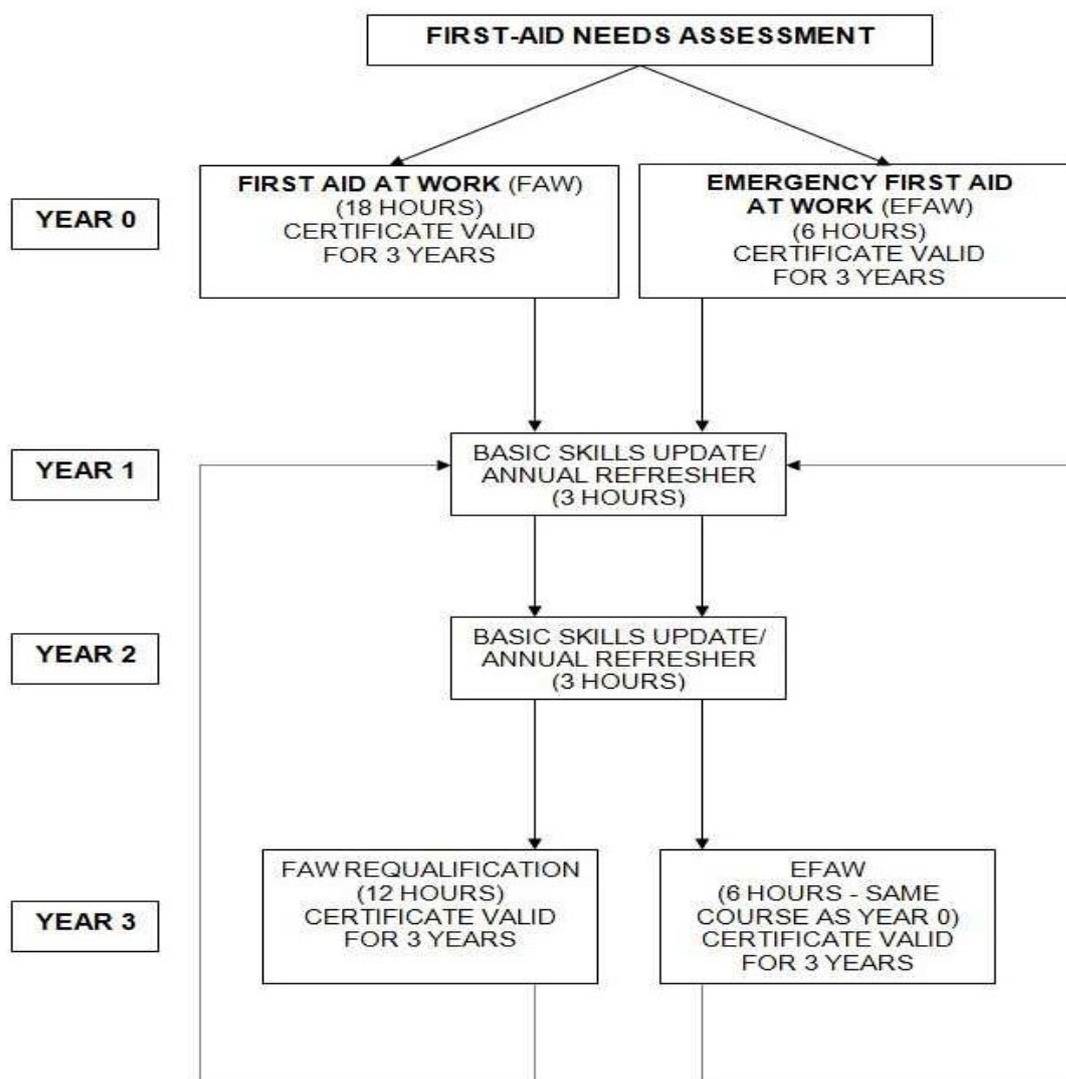
This *refresher* course will be of 3 hours (1/2 day) duration, it will **not** re-qualify the first aider for a further three years - only by re-attending 1-day course can the holder get a new certificate.

### THE APPOINTED PERSON COURSE

Whilst the current APPOINTED PERSON position will remain unchanged, it is expected that people will attend the EFAW course rather than an AP course. This is because the EFAW is a *qualification* gained by attaining a level of *competence*; the AP course certificate is that of *attendance* and is *not* a legal requirement, but a recommendation.

Look at the number of employees against the risk factor.

**FIRST-AID COURSES TO COMPLETE OVER AN INITIAL THREE YEAR PERIOD AND IN SUBSEQUENT YEARS**



Therefore, the Company shall provide first aid facilities, which meet the requirements of The Health and Safety First Aid Regulations 2009

The Company shall ensure the satisfactory first aid requirements by:-

- 1 The provision of an appropriate number of qualified first-aiders within the company in appropriate locations and controlled to ensure adequate first aid cover for all operational circumstances.
- 2 The provision of adequate first-aid equipment and facilities, in line with legislative requirements, which shall consist of:-
  - (a) *First-aid kits appropriate to the size of the workplace/workforce covered - including first aid boxes located in the Company vehicles. Checks are to undertaken at regular intervals to ensure that the contents are adequately stocked, thus is to be undertaken by the First Aider.*
  - (b) *First aid training for a significant number of members of staff ensuring adequate provision of first aid cover.*

## A2 Accident Reporting - Reporting any Injury or Dangerous Occurrence 2013

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The Data Protections Act

The reporting of accidents is not only a legal requirement, but also provides the Company with valuable information on its health and safety performance and areas for improvement. The Company shall, therefore, ensure that suitable arrangements are made for the reporting of all accidents, no matter how small.

In the event of an injury or dangerous occurrence, employees shall ensure that they report the incident immediately to one of the Directors.

Upon receiving a detailed appraisal of the incident, the appropriate members of staff detailed shall be responsible for the following:-

**RIDDOR reportable accidents such as Fatalities and/or Specified injuries must be reported to the Health & Safety executive Reporting centre by either:**

- **Phone 0845 300 9923 or via E-Mail [riddor@natbrit.com](mailto:riddor@natbrit.com)**

All other reportable work-related injuries and incidents under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) will move to a predominantly online system, with a suite of seven forms available on the HSE's website ([www.hse.gov.uk](http://www.hse.gov.uk)) to make the statutory reporting process quick and easy.

The seven online RIDDOR reporting forms will be:

- F2508 Report of an Injury
- F2508 Report of a Dangerous Occurrence
- F2508A Report of a Case of Disease
- OIR9B Report of an Injury Offshore
- OIR9B Report of a Dangerous Occurrence Offshore
- F2508G1 Report of a Flammable Gas Incident
- F2508G2 Report of a Dangerous Gas Fitting

In order to comply with the General Data Protection Regulation (GDPR) the company uses Accident Book

BI 510 (Revised) and the following information shall be recorded

- Date.**
- Time.**
- Location of Incident.**
- Personal details of those involved and a brief description of the nature of the incident.**

Once the accident sheet has been completed it shall be detached from the book and the information kept in a secure location at the companies Head Office for a period of three years, where a person has been exposed to Asbestos etc records are to be kept for forty years

**NOTE:**

Every incident is to be thoroughly investigated in order to identify the cause of the incident and to plan and implement measures to prevent recurrence.

**Deaths and injuries**

If someone has died or has been injured because of a work-related accident this may have to be reported. Not all accidents need to be reported, other than for certain gas incidents, a RIDDOR report is required only when:

- the accident is work-related
- it results in an injury of a type which is reportable

**Types of reportable injury**

**The death of any person**

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

**Specified injuries to workers**

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'specifieddddc)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

Any disease as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Specific accidents involving moving vehicles on public roads - exposure to conveyed substances, loading/unloading activities, and construction work alongside public road.

**Note:** For the purposes of the Reporting of Injuries and Dangerous Occurrences Regulations 2013 an accident also includes an act of non-consensual physical violence done to a person while at work.

**The Health & Safety Director Mr Roger Smith**

***A record must be made and kept of all reportable injuries and dangerous occurrences.***

***The record must contain in each case: -***

- 1 The date and time of the accident causing injury.
- 2 The following particulars about the person affected: -
  - (a) ***Full Name.***
  - (b) ***Occupation.***
  - (c) ***Nature of injury or condition.***
  - (d) ***Place where the accident happened.***
  - (e) ***A brief description of the circumstances.***

The nature of the record is not stipulated by "RIDDOR". It is left to the responsible person to use a form of record considered to be appropriate.

**The Health & Safety Executive can be informed of a 'RIDDOR' accident by any of the following means:**

Phone 0300 003 1747 or via E-Mail [riddor@natbrit.com](mailto:riddor@natbrit.com)

#### **Dangerous Occurrence**

A Dangerous Occurrence, often called a 'near miss', is an incident where no person is injured, but which had the potential to cause serious injury, incapacity or death. ... This suggests a correlation exists between the circumstances of Dangerous Occurrences and those incidents where injuries actually occurred.

#### **Coronavirus (COVID-19): update RIDDOR Regulation 7 Schedule 2**

If something happens at work which results in (or could result in) the release or escape of coronavirus you must report this as a dangerous occurrence. An example of a dangerous occurrence would be a lab worker accidentally smashing a glass vial containing coronavirus, leading to people being exposed. In the case of the Construction Industry this may well be of limited application.

#### **Cases of disease: exposure to a biological agent**

##### **RIDDOR Regulation 9(b)**

If there is reasonable evidence that someone diagnosed with COVID-19 was likely exposed because of their work you must report this as an exposure to a biological agent using the case of disease report.

An example of a work-related exposure to coronavirus would be a health care professional who is diagnosed with COVID-19 after treating patients with COVID-19.

Accident statistics shall be recorded on the following table:

Year	Number of Employees	Hours Worked	Fatal	Specified	Over 'Day'	Over '7 day'	Frequency Rate	Incident Rate	Minor

$$\text{Frequency Rate} = \frac{\text{Number of Injuries}}{\text{Hours Worked}} \times 1000.000$$

$$\text{Incident Rate} = \frac{\text{Number of Injuries}}{\text{Average No Employees}} \times 100.000$$

### A3 Health and Safety Training

Suitable training shall be given to all employees to ensure that they are provided with the necessary instruction and information as is necessary to meet the requirements of the many Regulations applicable to the Company's operations.

No person will be permitted to operate any company vehicles or article of plant unless they are selected, trained and competent to do so.

In addition they will not be permitted to operate any machine, apparatus or plant until appropriate training has been provided.

Arrangements will be made where necessary, to train staff in the use of fire fighting equipment and its proper use and maintenance.

All employees are required to assist and co-operate with the Company in any arrangements made for their training requirements. The Company Secretary will maintain a record of all training that is undertaken by the company.

The Company shall also:

- a) explain via an Induction to all new employees what they shall be required to do and to whom they will bear a direct responsibility; **(Form IT/001)**
- b) ensure that any new employees read and understand the Company Health and Safety Policy;
- c) discover whether any new employee has any particular health needs (in terms of disability or

recurring illness) and to make appropriate arrangements for this;

- d) ensure that new employees are given appropriate directions in relation to potentially hazardous locations within the Company's area of responsibility;
- e) bring to the attention of new employees any prohibited or dangerous practices in connection with their work;
- f) ensure that adequate instruction is/has been given in the use or operation of any machinery or equipment, including safety apparatus and protective clothing.

#### **A4 Fire and Emergency Procedure**

##### **The Regulatory Reform (Fire Safety) Order 2005**

##### **General Fire Precaution Duties**

The responsible person within the company must:-

Take such general fire precautions and will ensure, so far as is reasonably practicable, the safety of any of his employees, and

In relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.

##### **Risk Assessment**

The responsible person within the company must make a suitable and sufficient assessment of fire risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under the Order.

Dangerous substances must be assessed in accordance with the criteria listed in Schedule 1 of the Order.

Risk Assessments must be reviewed regularly by the responsible person so as to keep it up to date.

##### **Employment of Young People**

Any person who has not attained the age of 18 years must not be employed unless a specific risk assessment has been completed.

##### **Recording the Risk Assessment**

Where the responsible person employs 5 or more employees he must record the information gathered during the risk assessment, in particular:-

- The significant findings
- The measures taken, or to be taken, to ensure general fire safety
- Any persons identified as being especially at risk

### **Fire Safety Arrangements**

The responsible person must make and give effect to such arrangements as are appropriate to the size and nature of his undertaking for:-

- Effective planning
- Organisation
- Control
- Monitoring
- Review of the preventative measures necessary to manage fire safety.

Arrangements must be in writing where there are five or more employees.

Where a dangerous substance is in use in the premises the responsible person must eliminate or reduce the risks so far as is reasonably practicable.

Where possible, dangerous substances must be replaced with less dangerous substances.

### **Fire Fighting and Fire Detection**

The responsible person within the company must ensure that the premises are equipped with appropriate fire fighting equipment and with fire detection and alarms.

Any non-automatic fire fighting equipment so provided to be easily accessible, simple to use and indicated by signs.

### **Competent Persons**

The responsible person must nominate competent persons to implement the measures for fire fighting in the premises.

The competent person must be suitably trained, they must have adequate equipment available to them and the number of competent persons must be adequate for the premises and hazards associated with them.

Competent persons need to have sufficient training and experience and knowledge to enable them to properly implement the measures identified for fire safety.

### **Emergency routes and exits**

- Emergency exit routes must be kept clear at all times - the responsible person has the over-riding duty.
- People must be able to evacuate the building to a place of safety quickly and safely.
- Emergency routes and exits must be adequate for the needs of the building and its use.

- Emergency doors must open in the direction of travel.
- Sliding and revolving doors must not be used as emergency doors unless specifically intended.
- Emergency doors and exits must not be locked or fastened that they cannot be easily and immediately opened by any person who may need to use them in an emergency.
- Emergency routes and exits must be indicated by signs.
- Emergency lighting must be provided where illumination is necessary.

### **Procedures for Serious and Imminent Danger**

Appropriate procedures must be implemented by the responsible person for dealing with imminent danger e.g.

- Fire drills
- Nomination of adequate numbers of competent persons to implement procedures relating to evacuation.
- Restrictions on access to dangerous areas unless people have appropriate training.
- Provide information to people on the hazards which will create serious or imminent danger and the steps to be taken to protect them from it.
- Implement procedures for the immediate cessation of work if people are exposed to danger and evacuation to a place of safety.
- Implement procedures to prevent any return to work if serious and imminent danger still exists.

### **Maintenance**

- The responsible person must ensure that premises, equipment, facilities, devices etc provided for fire safety are subject to a system of suitable maintenance and are maintained in an efficient state, in efficient working order and in good repair.

### **Safety Assistance**

- The responsible person must appoint one or more persons to assist him in taking preventative and protective measures.
- Competent persons must co-operate with each other.
- Where competent persons are appointed from outside the organisation they must be provided with adequate information and informed of any factors which may affect the safety of persons.

### **Information for Employees**

The responsible person must provide his employees with comprehensible and relevant information on the risks identified on the Risk Assessment, the prevention and protective measures and the procedures for dealing with imminent and serious danger which he has assessed as necessary for persons' safety.

- Employees must also be advised of the competent persons so appointed.
- Where two or more employers share the work place employees must be informed of any additional risks caused by either employer.
- If a child is employed the parent or guardian must be given the information contained in the Risk Assessment.
- Additional information must be given to employees about any dangerous substances.

## **Information for Other Persons**

The responsible person must provide all employees of other employers with information on the fire safety risks whilst they are working in the premises, including the preventative and protective measures to be taken.

Other employees must also be provided with instructions on fire safety and must be made aware of the competent persons for the premises.

## **Capabilities and Training**

Company employees will be provided with adequate fire safety training when they are first employed and when exposed to new or increased risks.

Training must cover the hazards, risks and controls in place to manage fire safety and be repeated periodically as appropriate.

## **Co-Operation between employers**

Two or more employers must co-operate with each other in order to ensure fire safety, including co-ordinating working practices, controls and other fire safety procedures. Each employer must inform the other of fire safety matters which might affect the safety of the others' employees.

## **Duties of Employees**

Every employee must take reasonable care for the safety of himself and others whilst he is at work. He must co-operate with his employer in order to achieve fire safety standards, including informing his employer of any matter which he thinks his employer ought to know.

## **A5 Highly Flammable Liquids**

### **The Dangerous Substances and Explosive Atmosphere Regulations**

A risk assessment will be conducted of any work activities involving dangerous substances.

Technical and organisational measures to eliminate or reduce the identified risks and the equipment and procedures to deal with accident and emergencies will be provided.

Locations will be classified where explosive atmospheres may occur into zones, and the zones suitably marked where necessary.

All employees will be provided with information and training as required.

Highly flammable liquids stored or used at the workplace will be handled strictly according to the instructions of the manufacturers.

No materials will be allowed to be stored at the workplace unless they have a current instruction

sheet from the suppliers.

The Directors and Supervisors will ensure that such instructions are supplied and each member of staff is familiar with its contents.

Only such amounts as are in use, of highly flammable liquids, will be allowed out of the store and then not to exceed 50 litres.

The highly flammable liquid store will be a strong metal container, located away from any building and clearly marked "NO SMOKING - HIGHLY FLAMMABLE".

### **Dangerous Chemicals**

These will be handled strictly according to the manufacturer's instructions.

Safety equipment will be issued to all employees handling such materials and must be worn at all times.

The Directors and Supervisors will consult with the chemical suppliers to draw up an emergency procedure for dealing with spillages and safe storage.

Your attention is drawn to the guidance notes in the COSHH Regulations.

### **A6 Plant and Equipment/Electrical Appliances & Power Tools**

**The Electricity at Work Regulations**

**The Provision and Use of Work Equipment Regulations**

**The Lifting Operations and Lifting Equipment Regulations**

**The I.E.E. Regulations for Electrical Equipment of Buildings**

All plant and machinery used and operated by the company is manufactured to approved safety standards, and must be used in accordance with the manufacturer's instructions.

It is the responsibility of the relevant Supervisors to ensure that plant and equipment are only operated by those employees who have the authority to do so, and who are sufficiently trained and competent in the handling/operation of the particular machine.

Any machine fitted with a guard or guards to protect moving parts must not be operated if any guards have been removed.

Machines must not be adjusted when they are running, unless the manufacturer has made specific provision for such adjustment.

The purpose and method of action of all switches must be clearly marked.

All electrical equipment, which the company uses in all workplaces, will be supplied, installed, maintained or used in accordance with current regulations.

All temporary supplies are to be installed by competent electricians and tested in accordance with the I.E.E. Regulations, and records maintained. **(Form WE/001 & EER/001)**

The Supervisors will ensure that all power tools provided for use on site or other workplace, are in accordance with the relevant Electricity at Work Regulations and British Standards, and have the appropriate supporting documentation.

No power tools or electrical equipment of voltage greater than 110 volt shall be used on sites unless special arrangements are made. Lower voltage tools, lighting, etc. may be required in damp or confined situations.

All electrical equipment will be inspected / tested at regular intervals and recorded in the appropriate register. *See schedule of inspection/testing.*

All equipment is to be inspected on a regular basis by the Supervisors or user as required by the manufactures instructions, add recorded in the relevant register.

Any repairs, servicing and maintenance of systems and equipment shall any be carried out by competent persons.

All installations, including any temporary ones on site, will comply with the current edition of the Institution of Electrical Engineers and current Wiring Regulations.

All company vehicles must be used in compliance with the Health and Safety at Work etc, Act 1974, Road Traffic Legislation and the Highway Code and the requirements of this policy.

- Vehicles must be adequately maintained and serviced in accordance with the manufacturer's instructions.
- Transportation of personnel, materials and equipment will be planned to ensure the vehicle and driver are capable and competent to perform the task.
- COSHH assessments will be available for any substances to be transported.
- Transport routes will be established and traffic rules adhered to.
- Materials and loads will be evenly distributed and adequately secured.
- Only authorised, suitably insured drivers, holding a current license for the type of vehicle to be driven, will be permitted to drive company vehicles.

- Drivers will be issued with adequate information, instruction and training on all hazardous materials to be carried.
- In the case of LPG being transported, the provisions of the relevant sections of this policy will be met and strictly adhered to.
- All accidents involving damage to vehicles, property or third parties must be reported immediately to the driver's supervisor.

Materials and equipment must not be transported in the rear, passenger carrying, section of a dual-purpose vehicle unless the material or equipment is stowed away in purpose made lockers or boxes to prevent injury, or damage, in the event of an accident, or the driver having to brake sharply.

Hesselberg Hydro (1991) Limited will ensure that when forklift trucks are used, the Health and Safety at Work etc. Act 1974, the Provision and Use of Work Equipment Regulations, the Lifting Operations and Lifting Equipment Regulations and all other statutory requirements are complied with.

In order to comply with the above, operators must co-operate with the company in meeting the policy objectives, and health and safety requirements, carry out the duties of a plant operator following the training received, appropriate to the work circumstances.

- No person under the age of 18 years is allowed to operate any FLT unless under the direct supervision of a person competent to operate the machine.
- It is forbidden for any person, other than the operator, to ride on any FLT. A notice to this effect should be displayed on all such vehicles.
- Only fully trained and competent persons are allowed to operate the FLT.
- All operators should carry out a daily inspection of the vehicle. Essential checks should include brakes, steering, oil and water, tyre pressures, audible warning, etc. All defects must be reported to the operator's supervisor immediately.
- If a serious defect renders the FLT dangerous then that vehicle must be removed from service immediately. The operator is responsible for reporting the defect to the site foreman.
- FLT engines are not to be left running whilst unattended.
- Periodic maintenance and servicing must be carried out on a mileage or hours basis, in accordance with the manufacturers / supplier's / company instructions.
- Palletised loads must be checked for security before carriage.
- The vehicle must not be driven at excessive speeds.
- Persons are not permitted to mount or dismount moving vehicles.
- The FLT must not be overloaded.

Only trained, nominated, competent operators are permitted to drive dumpers.

### **Operators must:**

- Inspect their machine and equipment daily. Carry out agreed maintenance and maintain records. Report any defects to your supervisor.
- Check the weight of any load to be carried and never exceed safe working loads.
- Only carry loads in the skip of the dumper and ensure that any load is stable before attempting to move and that you have an unobstructed view.
- Always drive smoothly and steadily and watch for obstructions. Strictly observe all speed restrictions.
- Where visibility is restricted, visibility aids and/or signallers must be considered.
- Ensure that when a banksman is involved in the operation you can see the banksman clearly at all times and that he understands and gives you clear and proper signals.
- Ensure that passengers are not permitted to ride on any dumper.
- Make sure only vehicles fitted with a manufacturer's towing bar can be used for towing on site.
- Vehicles used on the public highway are taxed, insured and fitted with audible and visual warnings etc. and the operator must be in possession of the appropriate driving licence.
- Co-operate with the company in meeting the policy objectives, and health and safety requirements, carry out the duties of a plant operator following the training received, appropriate to the work circumstances.
- Take extra care when working on slopes, particularly when crossing the gradient.
- Where the risk of overturning is significant, the dumper must be stabilised to prevent rolling, or fitted with an appropriate roll-over protection structure (ROPS) where there is a significant risk from falling material, which could endanger the dumper operator, it should be fitted with a falling object protection system (FOPS)
- Systems designed to prevent the operator, from being ejected, or falling, from vehicles must be considered. Restraining systems, in the form of full body seat belts, designed systems or lap belts, must be used when they are fitted.
- Only trained, nominated, competent operators are permitted to operate excavators.

The choice of machine will largely depend on operational requirements and ground conditions.

### **Operator's main responsibilities:**

- Ensure your machine is in good, serviceable order, properly maintained and safe to use.
- Ensure machines are used for lifting operations only when the operator is authorised to do so and the machine is certificated and designated for that use.

- Investigate ground conditions before commencing excavation work, including the location of underground services.
- Loads must not be slewed over personnel, vehicles or cabins etc.
- Overhangs must not be created on high work faces.
- Wherever reasonably practicable, wheels/tracks should be at 90 degrees to the work face.
- Ensure travel and operations on gradients are adequately monitored and controlled to ensure the machine's stability.
- Ensure banksmen/signallers are used whenever the operator's vision is impaired and when other persons and plant are in the vicinity.
- Ensure trenching and deep excavation work is closely supervised to secure the stability of the machine and excavation.
- 180 machines - ensure that when the back hoe is being used, the front bucket is lowered to the ground and that persons do not work, or encroach into, the swinging radius of the back hoe.
- 360 machines - ensure a minimum 600mm clearance for tail swing. No persons are allowed to stand or work inside the operating radius without the operator's and banksmen, or signallers, express permission; barriers will be erected to maintain the safety zone when deemed necessary.
- Ensure the safe working load (SWL) is clearly marked on machines, and its accessories, used for lifting.

Ensure that excavators are fitted with Amber flashing beacons, mirrors and a 'Fish Eye' type mirror and or reversing cameras at the rear.

### **Quick Hitch**

#### **Safe use of Quick Hitches devices on excavators**

Over the past number of years there have been a number of fatal and specified injuries to ground workers involving excavator buckets detaching from a quick hitch arrangement. It is anticipated there may be many more near misses that occur without injury because no-one was in the vicinity at the time.

These quick hitch devices enable attachments to be connected to the dipper arm of the plant and be interchanged quickly.

A standard bucket is secured to the dipper arm with two pins, quick hitches may pick up a standard bucket using the original pins, or the quick hitch may have a dedicated attachment system that only fits buckets with matching engagement lugs.

Please note that some quick hitches are not made by the excavator manufacture.

There are a number of systems on the market and they can be manual, automatic and semi automatic:

1. A manual system requires the operator to change the bucket by, for example winding a screw thread to open and close a latch, or using a bar to open a spring actuated latch. Although faster than the conventional method of bucket change, this method is relatively slow and cannot be done from the excavator cab.
2. Non manual systems use a hydraulic ram to move the latch to retain the bucket.
3. Semi-automatic systems require the operator to leave his after he has operated the quick hitch as additional security. This pin usually works by locking the latch in its closed position, this is often referred to as the 'safety bar' and it is not a load bearing part of the hitch. The safety pin cannot be inserted unless the latch is in its fully closed position.
4. Automatic systems can be operated entirely from the cab and usually have an independent locking system which functions automatically and which does not rely on hydraulic pressure to hold the latch in its closed position. Automatic systems should have a method where the operator can verify that the hitch is locked from the cab, for example, locking pins may protrude from the side of the hitch when the hitch is in its unlocked state. Large attachments, such as rammers, may prevent the locked condition being verified from the cab, in which case the driver needs to get out of his cab to check the locked condition.

#### **Issues with Quick Hitches**

1. The bucket is changed frequently and the operator may on occasion fail to fit the safety pin in order to reduce the change-over time.
2. The excavator is working in poor conditions such as mud and heavy rain and the operator is reluctant to leave the cab to fit the safety pin.
3. The operator may not have been trained and is unaware of the need to insert the safety pin.
4. The safety pin may have been lost or misplaced.
5. Some hitches have two holes for the safety pin (in order to pick up different size buckets) and the pin may have been inserted into the incorrect hole by mistake.

#### **Planning a safe system of work**

1. Have operators been trained in the safe use of quick hitches
2. Is there a checklist available in the cab that lists out the maintenance requirements of the quick hitches?
3. Are relevant operational manuals available?
4. Are there any records of inspections and maintenance being carried out?
5. Are there any management systems in place to ensure quick hitches are fitted correctly and regularly checked?

6. Do operators and supervisors know the safety requirements for safe working of quick hitches systems?
7. Are risk assessments in place to identify associated hazards and the control measures for the safe use of quick hitches?
8. Are other personnel on site associated with this type of work, aware of the hazard?
9. Has relevant information, instruction i.e. toolbox talk, and training been provided in relation to safe use of quick hitches?

In addition to the precautions relating to the way the quick hitch is operated, the basic precaution of ensuring ground workers are not required close to, or under the bucket.

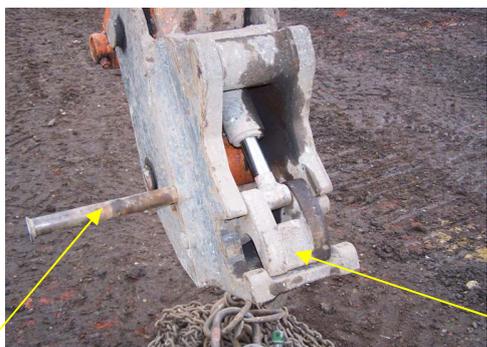
New quick hitches should be CE marked and provided with a Declaration of Conformity.

The quick hitch should be clearly marked with then Safe Working Load (SWL).  
The safe working load of the quick hitch should match the maximum safe working load of the excavator.

Once in service the quick hitch should be thoroughly examined at interval of either six months or twelve months.

Users should have all the necessary information on how the quick hitch works, including the need for any safety bar to be fitted, made available to them.

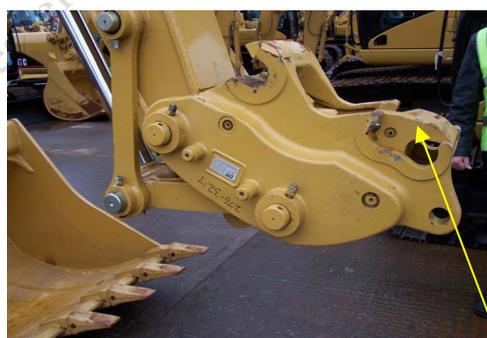
Semi-automatic type of Quick hitch H (Safety pin about to be inserted)



Safety Pin

Latch in the closed position

Automatic type (Closed position)



Latch in closed position

### Sequence for Detaching a Bucket Using a Manual System



(A)



(B)



(C)



(D)



(E)



(F)



(G)

- (a) Position the bucket such that the lynch pin and safety pin are accessible (on this model positioned at the rear of the quick-hitch)
- (b) Remove the lynch pin and store it safely
- (c) Remove the safety pin and store it safely
- (d) Insert the tommy-bar

- (e) Use the tommy-bar as a lever to free the rear pivot pin retaining mechanism...rear pivot pin is released from quick-hitch jaw
- (f) Lower the bucket to the floor
- (g) Raise the dipper arm to release the front pivot pin from the front quick-hitch jaw... (the bucket has rolled back in this instance due to its rounded exterior shape - keep feet a safe distance away!)

### Connecting an Attachment - Fully-automatic Quick-hitch

The exact procedure for connecting an attachment using a fully-automatic quick-hitch may vary slightly (to that described here) depending on the quick-hitch manufacturer. The manufacturer's guidance must be strictly followed and take precedence to any 'general' advice given here.

The 'general' procedure to connect an attachment using a fully-automatic quick-hitch system is:

1. If applicable, remove the safety pin from the quick-hitch.
2. Activate the switch to the 'ON' position.
3. Fully crowd the quick-hitch and pressurise the hydraulic system to open the locking mechanism.
4. Position the quick-hitch over the bucket and gently manoeuvre the front fixed jaw of the quick-hitch so that it engages the front pivot pin on the bucket.
5. Crowd the quick-hitch fully until the bucket is in position on the quick hitch and the rear jaw has engaged (retained) the rear pin.
6. Return the switch to the 'OFF' position and pressurise the hydraulic system to lock the bucket in position.

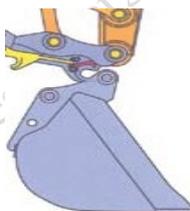
**FIT THE SAFETY LOCKING DEVICE AS PER MANUFACTURER INSTRUCTION** (e.g. safety pin and lynch pin).

The stages involved when connecting a 'Multi-coupler' fully automatic quick-hitch system are broadly demonstrated below.

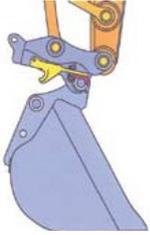
Bucket removal is a reverse procedure to that shown.

### Sequence for Attaching a Bucket - 'Multi-coupler' Fully-automatic Quick-hitch System

- (a) Front quick-hitch jaw engages with front pivot pin on bucket



- (b) Hydraulic ram in quick-hitch (shown yellow) is sent fully back to set auto-lock (shown red) onto front pivot pin



c) Quick hitch is moved in to engage with rear pivot pin.



(d) Hydraulic ram is sent forward to retain rear pivot pin - note that auto-lock remains on front pivot pin



(e) Bucket is safely lifted



### Follow Manufacturer Recommendations!

Regardless of any 'general' guidance, the fundamental rule for the safe use of a quick-hitch is to follow all stages of the manufacturer's recommendations for its use.

While each manufacturer might have their own safety procedure(s) or checklist, the underlying intent must be to confirm that a secure locking mechanism has been engaged prior to deploying any attachment.

**Schedule for Inspection and Testing of Electrical Systems**

<b>Equipment / Application</b>	<b>Voltage</b>	<b>User Check</b>	<b>Visual Inspection</b>	<b>Combined Inspection &amp; Test</b>
Battery-operated power tools and torches	Less than 25 volts	No	No	No
25V Portable hand lamps (confined or damp situations)	25 volt Secondary winding from transformer	No	No	No
50V Portable hand lamps	25 volt Secondary winding centre tapped to earth	No	No	Annual
110V Portable & hand-held tools, extension leads, site lighting, moveable wiring systems and associated switchgear	55 volt Secondary winding centre tapped to earth	Weekly	Monthly	Before first use on site and then 3 monthly
230V Portable and hand-held tools, extension leads and portable floodlighting	230 volt Mains supply through 30 mA RCD	Daily / every shift	Weekly	Before first use on site and then monthly
230V Equipment such as lifts, hoists and fixed floodlighting	230volt Supply fuses or RCBs	Weekly	Monthly	Before first use on site and then 3 monthly

RCD's Portable		Daily / every shift	Weekly	*Before first use on site and then monthly
RCD's Fixed		Daily / every shift	Weekly	*Before first use on site and then 3 monthly
Equipment in site offices	230 volt Office equipment	Monthly	6 Monthly	Before first use on site and then annually.
Site Cabins	230volt	Monthly	Monthly	Before first use on site and then annually.

**\* Note: RCD's need a different range of tests to other portable equipment, and equipment designed to carry out appropriate tests on RCD's will need to be used.**

#### **A7 Welfare Facilities**

Arrangements shall be made for welfare facilities on construction sites and workplaces to meet the requirements of current legislation.

In particular, adequate sanitary, washing, clothing storage and 'messing' facilities shall be available.

Welfare facilities shall be maintained in good condition, regularly cleaned and controlled at a satisfactory temperature.

The Directors, Contracts Managers, Supervisors and safety consultant will inspect all such facilities to ensure that they are all in good order and well maintained.

The requirements of the above regulations will be made known to all staff.

All employees will be encouraged to make pertinent suggestions as to the safe use of such facilities and will be required to keep them clean at all times.

No materials are to be stored in the rest rooms/canteen.

Those who desire to smoke must do so only in the designated smoking areas.

#### **A8 Personal Protective Clothing and Equipment**

##### **Personal Protective Equipment at Work Regulations**

The Directors, Contracts Managers and Supervisors will ensure that adequate supplies of all necessary protective clothing or equipment is available in all workplaces for issue as required, and that when issued to employees, a record is kept. **(Form PPE/001)**

The Supervisors will ensure that, before employees are set to work, they are provided with any necessary protective clothing.

*Any person in a workplace who is observed not wearing protective clothing while carrying out a process which requires the use of protective clothing or equipment, will be informed of statutory or company policy requirements, and instructed not continue working until protective clothing or equipment is obtained. This applies to any sub-contractor as well as direct employees.*

The Supervisors will ensure that the protective clothing or equipment is suitable for the specific process for which it is provided.

Information and advice on the correct equipment to be issued will be provided by the Supervisors. All personal protective equipment will be maintained, serviced, cleaned and replaced where necessary. Facilities will be provided for the storage of PPE.

All Management staff will set a good example in the wearing of safety helmets, protective clothing and other equipment where required.

#### **A9 Safe Place of Work**

In line with current legislation, the company will provide and maintain a safe place of work and working environment for all employees and others who may be required to visit the site, etc.

Safe means of access and egress shall, so far as is reasonably practicable, be provided and maintained to every place of work.

Every such place shall, so far as is reasonably practicable, be made and kept safe for persons using the facilities by regular inspection and, where necessary, corrective actions.

The Directors shall be responsible for ensuring that the workplace is regularly inspected. **(Form CM/001)**

#### **A10 Consultation and Communication**

##### **The Health and Safety (Consultation with Employees) Regulations**

The company will encourage the active participation of all employees and sub-contractors in

promoting good health and safety practice.

The Directors and Supervisors will be responsible for informing all employees of the agreed decisions of company meetings.

Such discussions are intended to improve the overall safety performance of the company.

Use will be made of all means of communication to ensure that health and safety issues are brought to the attention of all staff - site meetings, "face to face" discussions, toolbox talks etc.

### **Toolbox Talks**

A toolbox talk, supported by appropriate videos, relevant to the task about to be undertaken or equipment to be used, identifying physical safety and health hazards should be given as part of the induction.

Toolbox talks must be given as part of a general safety awareness programme.

Therefore, two Toolbox talks per month must be undertaken as the minimum requirement. These Toolbox Talks can count towards an individual's annual safety training update if appropriate.

Use the Toolbox Talk Attendance Log for recording the toolbox talks delivered. **(Form TBT/001)**

### **Consultation with Foreign Workers**

Where workers are briefed on Safe systems of work, and where there is a communication barrier i.e. different language, which prevents the worker fully understanding the Safe system of work, then the safe system of work shall be communicated to the worker via another whom is able to communicate the Safe system of work fully in their native language

### **A11 Out of Hours Working**

Where operatives are required to work outside normal working hours, special attention will be paid to the need for their safety in respect of lighting, access and egress, first aid and the need for supervision of employees working on their own in isolated areas of the workplace.

The company will comply with the requirements of The Working Time Regulations Lone Working.

The company will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Measures will also be adopted to protect anyone else affected by solitary working.

Solitary working exposes employees and others to certain hazards. The company's intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

The person responsible for the implementation of this policy is the Safety Directors, and the co-operation of management and employees is essential to its success.

## **ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS**

Assessments of the risks of working alone carried out under the Management of Health & Safety at Work Regulations will confirm whether the work can actually be done safely by one unaccompanied person.

This will include the identification of hazards from, for example, means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:

- (a) *the remoteness or isolation of workplaces*
- (b) *any problems of communication*
- (c) *the possibility of interference, such as violence or criminal activity from other persons*
- (d) *the nature of injury or damage to health and anticipated "worst case" scenario.*

## **INFORMATION AND TRAINING**

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures.

All employees are required to co-operate with these efforts to ensure safe working and to report any concerns to management.

## **SAFE SYSTEMS OF WORK**

Rules and instructions will be developed, if necessary in writing, to cover the following.

1. **Required ability of employees, e.g.**
  - (a) *professional training*
  - (b) *qualifications and experience*
  - (c) *medical fitness.*
2. **Suitability of equipment, e.g.:**
  - (a) *quality of hand tools*
  - (b) *level of personal protective equipment supplied by the company*
  - (c) *insulation of portable lighting and other electrical appliances.*
3. **Means of communication, e.g.:**
  - (a) *two-way radio*
  - (b) *telephone*

- (c) *remote manual or automatic alarm system*
  - (d) *regular visits by competent person.*
4. **Provision for treatment of injuries, e.g.:**
    - (a) *portable first aid kit*
    - (b) *availability of first-aider*
  5. **Emergency and accident procedures, e.g.:**
    - (a) *means of summoning help*
    - (b) *means of raising alarm*
    - (c) *rescue plans and equipment*
    - (d) *fire fighting equipment.*
  6. **Training, e.g.** for safe use of specialised equipment and processes, etc.
  7. **Supervision, e.g.** for trainees, young people or new recruits, who must be confirmed as competent to work alone before supervision is relaxed to the level of occasional visits.

## **DEFINED WORKING LIMITS**

The company will establish clear procedures to set limits of what can and what cannot be done while working alone.

## **PERMITS TO WORK**

In certain circumstances, particularly when the risks are considered high or where specific legal requirements exist, some or all of the above procedures may be contained in a written permit to work, without which the activity may not take place.

Copies of permits will normally be issued to everyone directly involved with the activity, e.g. the solitary worker, the closest supervisor and the relevant contracts manager.

Where time limits are a consideration, e.g. to control exposure to heat, fatigue or to ensure essential supplies such as breathing gases are not exhausted, the permit would state required starting and finishing times or maximum duration of the task.

## **A12 Waste Management**

### **The Environmental Protection Act**

### **The Environmental Protection (Duty of Care) Regulations**

The Contracts Manager and Supervisors will ensure that all waste is disposed of in line with the above legislation.

The Company shall fulfil its duties under the legislation by:

- *preventing anyone from dealing with its waste illegally*
- *preventing the escape of waste*

- *ensuring waste is only transferred to an authorised person*
- *ensuring that an accurate description of waste is provided when the waste is transferred, and a transfer note is completed.*

Suitable skips and disposal equipment shall be used to contain waste materials, and the waste shall be disposed of regularly.

In adverse weather conditions, arrangements shall be put in place to prevent waste from blowing around the workplace or contaminating the surrounding areas.

The Supervisors shall be responsible for the systems and arrangements for the safe disposal of waste.

### **A13    Noise**

The Company will assess all processes and operations carried out so as to ensure that the requirements of the Noise at Work Regulations are complied with.

Where the noise levels exceed the action levels specified in the regulations, appropriate arrangements will be put in place to ensure that no employees, or others affected by the work activity, are subjected to injurious conditions.

The Supervisors must ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc. and that all equipment and noise reducing facilities, etc. are used.

Supplies of ear defenders or other hearing protection will be made available on the site/workplace for any operations where it is not practicable to reduce the noise levels to a safe limit - in line with the action levels specified in the Noise at Work Regulations.

These will be issued to operatives and others in the immediate work area, as required and must be worn at all times when such persons are exposed to noise.

Hearing Protection will be made available to all employees working in areas where the average noise levels of **80dB (A) (First action level)**.

Hearing Protection will be made available and **must** be worn by employees when the average noise

levels exceed **85dB (A) (Second action level)**

Areas with high noise levels are to be clearly identified as hearing protection zones with mandatory hearing protection warning signs displayed.

All Operatives will ensure that all noise control items fitted to plant, or in premises are kept in good order and that any defects noted are reported to the Supervisors or hire company immediately.

Hesselberg Hydro (1991) Limited Health & Safety Policy expires end of August 2021

## **A14 Asbestos**

### **The Control of Asbestos at Work (Amendment) Regulations**

#### **Asbestos (Licensing) (Amendment) Regulations**

The Control of Asbestos at Work Regulations (CAWR) applies to any work in which asbestos is encountered, whether intentionally or not.

The Control of Asbestos at Work Regulations Approved Code of Practice applies to any work which involves asbestos insulation, asbestos coatings and asbestos insulating board.

Anyone undertaking this work requires a licence from the Health and Safety Executive.

It will be necessary to obtain written confirmation from clients, that no asbestos contamination exists in any part of the building or plant to be refurbished; or any plant or building to be demolished, which may be disturbed or released by normal construction/maintenance operations and which may release asbestos fibres in excess of permitted action levels.

Clients and CDM Coordinators must be questioned on the existence of current, up to date, surveys and assessments indicating the presence, or not, of asbestos, unless these details are clearly identified under the contract specification.

All known, and suspected, sources must be clearly identified and dealt with in the safety plan. Whenever asbestos is present, or suspected, the company will gather all relevant details with relation to the work, including surveys etc. and will ensure any such work is only carried out by a competent contractor, licensed in accordance with the regulations.

The company under no circumstances will reuse or pass on to third parties, asbestos cement sheets.

When working in or on structures the client must provide an Asbestos Plan for that particular structure.

The Asbestos Plan must identify the following:

#### ***Location - Type - Condition***

There should also be a schedule including records of inspections that have been carried out, and all future inspections.

If asbestos is accidentally disturbed the following actions must be taken:

- Stop work immediately
- Make the area safe i.e. if possible lock and secure the immediate area.
- Inform others who may be working in the area.
- Inform immediately the supervisor and the Principle contractor.
- Do not go back into the area for tools etc.
- Work is NOT to commence until the area has been ascertained 'safe'.

The Directors & Contracts Managers of the company are to ensure that the work force attend an Asbestos Awareness training session, sub-contractors are responsible for their work force to attend the same training session.

## A15 Hazardous Substances

### The Control of Substances Hazardous to Health Regulations

The Control of Substances Hazardous to Health Regulations (COSHH) requires assessments to be made wherever substances hazardous to health are used, processed, manufactured, given off or produced, introduce adequate control measures, training and PPE, and monitor the exposure and health of employees.

To order for the company to prevent or control the exposure of substances hazardous to health to employees and others, the following hierarchy of measures will be adopted:

- *Elimination of the use of the substance.*
- *Substitution of a hazardous substance to a less hazardous form.*
- *Segregation between persons and the hazardous substance via totally enclosing processes and/or guarding.*
- *Partial enclosure, with local exhaust ventilation.*
- *Providing local exhaust ventilation.*
- *Provision of suitable personal protective equipment - only as a last resort.*

The Company will carry out COSHH assessments of all hazardous materials used and record the findings accordingly.

Information on the nature of the materials will be compiled and any emergency procedures for spillage and storage established.

Any new substances being brought into the company will be assessed before being put into use. **(Form CO/001)**

All Operatives will be instructed in the requirements of the COSHH Regulations and the nature of the materials being used.

Assessments and data sheets for the materials will be retained by the Contracts Managers and

Supervisors, which will be made available to all staff, and information, instruction and training in the operation of the assessments, will be given.

It is the responsibility of the relevant operative to ensure that all work involving a hazardous product or process is carried out strictly in accordance with the assessment sheets and instructions.

## **A16 Risk Assessment**

### **The Management of Health and Safety At Work Regulations**

Under the current edition of the Management of Health and Safety at Work Regulations the Company is required to carry out risk assessments.

The purpose of risk assessments is to identify any significant hazard and to ensure that the risk is where possible eliminated or controlled to minimise the potential of injury.

This procedure details the Company strategy and arrangements for conducting and recording risk assessments in accordance with the legal requirements for employers to make suitable and sufficient assessment of risks to their employees and indeed all other people who may be affected by the business activities.

The Management of Health and Safety at Work Regulations requires employers to make suitable and sufficient assessment of risk to individuals as the result of the business activities.

Supervisors must ensure that Risk assessments are conducted and recorded by competent individuals before allowing an activity to commence.

The steps for conducting and recording Risk assessments are set out in the following sections.

#### **Identify and List all Work Activities**

The risk assessment (**Form RA/001**) can be used to compile the activity inventory and to identify the types of risk assessment that needs to be completed. If the risks associated with an activity are identified as trivial no further action need be taken.

#### **Identification of Hazards.**

Once the inventory has been drawn up the nominated Competent Person should identify the hazards associated with each activity and record these on the assessment form being used.

When identifying the hazards the Competent Person should discuss the activity with those undertaking and managing the work and consider everyone who may be at risk e.g. workers, clients, office, maintenance, security, cleaning staff, visitors, public, trespassers, young inexperienced and pregnant etc.

## Classification of Risks.

Hesselberg Hydro (1991) Limited has adopted a method for classifying risk to satisfy the requirements of the legislation.

### Quantitative Approach

The quantitative Approach to risk assessment results in a numerical rating being allocated to the hazard materialising ranging from 0 - 25 and the results recorded on the Quantitative Assessment. To calculate a numerical rating, use the follow the steps detailed below.

#### Step 1

Identify the Likelihood rating of the risk materialising, using the table below:

Numerical Rating	Probability	Description
5	Likely	Occurs repeatedly / event only to be expected
4	Probable	Not Surprised / will occur several times
3	Possible	Could occur sometimes
2	Remote	Unlikely, though conceivable
1	Improbable	So unlikely that probability is close to zero
0	Impossible	Will not occur

#### Step 2

Identify the Consequence rating if the risk should materialise, using the table below.

Numerical Rating	Consequence	Description
5	Fatality	Death of one or more persons
4	Specified Injury	Loss of Limb, eye serious injury
3	Reportable Lost Time Injury	Loss of production more than 7 days
2	Lost Time Injury	Loss of production less than 7 days
1	Minor Injury	Minor First Aid Injury
0	No Injury	No Injury

#### Step 3

Multiply the Likelihood and Consequence ratings together to give the risk rating. Using the risk rating and the action table detailed below determine what further action needs to be taken to reduce the risk to an acceptable level.

Risk Rating	Action to be Taken
16-25	Stop work until control measures reduce the risk rating to an acceptable level

6-15	Introduce control measures to reduce risk as low as reasonably practicable
0-5	No action required risk broadly acceptable

### Identifying Control Measures

For each risk identified, control measures should must be identified to reduce the risk to as low as reasonably practicable once implemented.

When developing the control measures the hierarchy of controls detailed below must be followed:

- *Eliminate risk at source.*
- *Reduce risk at source.*
- *Isolate people from risk.*
- *Contain risk by enclosure.*
- *Provide personal protective equipment.*
- *Training.*

Once a control measure has been identified it must be recorded in the appropriate section of the Risk Assessment Form.

### Brief Employees

Those persons undertaking the works must be advised of the outcome of the risk assessment so that they clearly understand the control measures they must implement to minimise the risks.

The assessment should also be discussed with them and their views used to modify the assessment if appropriate.

A record of this briefing should be recorded (e. g. Toolbox talk register and kept available for inspection.

### Assessment Reviews

Those named in responsibilities section above must ensure that the assessments covering the activities being managed by them are reviewed (and updated if necessary) at periods not greater than 12 months or when there is a change to one or more of the following: -

- *Change in legislation.*
- *Change in Company Procedures*

- *A change in control measures*
- *Significant change in work carried out. (Specific tasks).*
- *Transfer to new technology*
- *Following any other change, which makes the original assessment invalid?*

### **Method Statements.**

Whenever the risk assessment identifies a risk it needs to be controlled by a documented system it will be necessary to prepare a full and detailed written method statement or safe system of work, in addition to the risk assessment.

This should detail the activity stage by stage, setting out the safe systems required during each phase of the operation.

The method statement (safe system of work) should identify the scope of the works being covered and be specific to the particular workplace activity.

Although the format of method statements may vary they should generally:

- *be a single document and include diagrams where appropriate*
- *be capable of modification in the event of an enforced or agreed change in the work method*
- *nominate who will directly supervise the work*
- *clearly describe the works being undertaken, their location and duration*
- *detail the sequence of operations, hazards present and the control measures required*
- *set out the levels of staffing, competence, training, supervision required at each stage*
- *identify the monitoring activities required*
- *detail plant requirements and who will check the equipment before use*
- *detail any personal protective equipment to be used.*
- *refer to any environmental issues and the control measures required*
- *identify waste disposal controls*
- *be individually numbered, dated and contain a cross-reference to the risk assessment form*
- *include any requirements specified by the employer, designer or CDM Coordinators*
- *include emergency procedures*

The method statement should be discussed with those undertaking the works to obtain their views on best practice etc.

The completed method statement must be dated and bear the name and signature of the person preparing it.

Management must give approval before the document is issued for use, and the work commences.

## **Method Statements Briefing**

Once complete the method statement (safe system of work) must be communicated to those undertaking and supervising the works.

A record of this briefing shall be maintained (e.g. toolbox talk register) and be available for inspection.

Where the method statement requires the use of specialist PPE, equipment etc i.e. breathing apparatus, then the persons performing the task must be fully trained, competent and hold a relevant and current certificate(s) before being allowed to proceed.

## **Document Numbering and Filing**

Each Method Statement shall be uniquely numbered so that they can be easily retrieved and the current version identified.

## **Method Statement Monitoring and Reviewing**

The method statement must be monitored, and reviewed, to ensure that it does not become a 'desktop' exercise and cease to be of any practical value.

Monitoring and review may be achieved through:

- *Feedback from employee during consultation meetings.*
- *During the weekly workplace inspections*
- *Monitoring of employees by Line Managers*
- *Progress meetings*

Regulation 3 of The Management of Health and Safety at Work Regulations requires all employers to assess the risks to workers and any others who may be affected by their undertaking.

The risk assessment would normally involve identifying the hazards present in any operations and evaluate the extent of the risks involved, existing controls, precautions etc. being taken into account. Risk assessments are carried out for all Hesselberg Hydro (1991) Limited general activities, including manual handling.

Specific assessments for particular hazardous operations are to be drawn up as appropriate, before the operation begins.

All persons affected, or likely to be affected, by the risks detailed in the assessment, are to be made aware of its requirements together with any necessary control measures.

It is a condition of employment that control measures must be adhered to, including the wearing of all identified PPE.

Any contravention of these instructions will result in disciplinary procedures.

Subcontract activities of a hazardous nature will require the risk assessments, COSHH assessments and method statements are to be in the receipt of: Hesselberg Hydro (1991) Limited before the work commences.

Failure by subcontractors to produce assessments etc. will be raised at the pre start meeting and adequately dealt with to ensure all necessary information is provided before work starts.

## DEFINITIONS

**Hazard** - means anything that can cause harm e.g. acid, lifting operations, ladder work etc.

**Risk** - is the chance, great or small, that someone will be harmed by the hazard. It may be measured in terms of the likelihood or probability of the chance occurring and the consequences.

**Risk Assessment** - a careful examination of what the hazards are, leading to the implementation of enough control measures to prevent such harm.

**Control Measures** - are arrangements or precautions taken to reduce risks; in essence:

- *if possible, avoid a risk altogether by eliminating it*
- *tackle risks at source - avoid the quick temporary fix or putting up a warning sign where a better physical control could be used (e.g. quieten machines rather than provide ear defenders)*
- *adapt the work to the individual when designing work areas and selecting ways of working*
- *use the latest and best practice technology to reduce the risk*
- *give priority to the protection of the whole workplace rather than to individuals*
- *follow specific hierarchies of control detailed in HSE Guidelines*

**Competent Assessor** - a person with a good understanding and knowledge of the workplace, and the activities being carried out and ability, with suitable training and experience, to identify foreseeable risk and make sound judgements.

**Suitable & Sufficient Assessment** - is one which:-

- *identifies hazards and significant risks*
- *determines the likelihood of injury or harm*
- *quantifies the severity of consequence*
- *considers all those likely to be affected identifies any specific legal duty or requirement relating to the hazard*
- *remains valid for a reasonable period of time and reviewed as necessary*

- *provides sufficient information to enable appropriate control measures to be taken*
- *enables control measures to be prioritised*

Be alert to the introduction of new equipment and substances, changes in design, work programmes, workplace environments and workers' health, that may require changes to be made. Accidents, near misses, non-compliances may also signal the need for a revision.

#### **ADDITIONAL LEGAL REQUIREMENTS**

Some safety regulations require more specific risk assessments, which may exceed the general requirements. The more relevant of these include:

- *Control of Substances Hazardous to Health*
- *Personal Protective Equipment*
- *Display Screen Equipment and Work Stations*
- *Fire Prevention - fire plans for workplaces and offices*
- *Manual Handling*
- *Noise*
- *Vibration*

#### **A17 Health and Safety Surveillance**

In line with the requirements of Regulation 6 of the Management of Health and Safety Regulations, and further to any assessment findings under the Control of Substances Hazardous to Health Regulations (COSHH) employees shall be provided with appropriate health surveillance based on the outcome of the risk assessments associated with the work activities.

Employees will also be provided with toolbox talks and information on the hazards and health effects of the activities and materials they will face.

#### **A18 Safe Systems of Work**

The Directors, Contracts Managers & Supervisors provide the safe systems of work and to this end will ensure that detailed instructions and information is made available to operatives and sub-contractors and that adequate instruction and training is provided to ensure compliance with the system.

Some hazardous work activities may carry significant risks for the physical and mental health of the workforce.

Where these significant risks exist, the precise manner of eliminating or controlling the risks must be methodically set out and communicated via a written method statement.

Permits to work provide a formal safety control system against accidental injury to personnel, plant equipment, where foreseeable hazardous work is to be undertaken.

The Permit consists of a document detailing the works to be carried out and the precautions to be taken.

This procedure explains the requirements for producing, checking, communicating, monitoring and reviewing method statements.

It incorporates checklists indicating what might be included in method statements for certain activities of significant risk.

## DEFINITIONS

**Significant risks** - means those risks that are liable to arise because of, be compounded by or where there is evidence of significant relevance to, the particular work activities.

**Written method statement or documented safe system of work** - means a plan that sets out the sequence of working and the control measures necessary to reduce and manage the specified risks involved.

It should be concise, with simple sketches where appropriate and may identify the need for 'permits to work'.

## Producing a Method Statement

There is no standard format but the method statement should include where appropriate, details of:

- what is to be done? the precise scope of the work.
- where it is to be done? the precise location.
- when it is to be done either in relation to other activities/times where relevant.
- who is to do it and supervise it?
- the number and type of personnel including any specific skills, fitness levels, training or qualifications required
- how is it to be done safely?
- the plant, equipment and materials required, including the access equipment and materials storage and handling
- a safe means of access to the work
- a safe place of work e.g. where to stand
- the precise method and sequence of operations including any 'hold points
- specific limitations or constraints upon the job e.g. adverse weather, out of sequence working
- systems for prompt and appropriate removal of any waste generated
- emergency procedures

## CONSULTATION WITH WORKERS

- Consult with those who will be carrying out the work in time for their views to be taken into account.

- Do not rely on generic method statements supplied in advance because they are unlikely to include important specific issues relating to the task and location in hand.
- Even if a generic method statement is available it can only be used as a basis for a more detailed method statement covering that element of work,

#### **CHECKING**

- Duty holders, i.e. those responsible for and supervising the work must methodically check and sign off method statements as to suitability and sufficiency - before work starts.
- Ensure the risk assessment is also suitable and sufficient.

#### **COMMUNICATION**

- Agreed methods must be communicated to both Supervisors and those doing the work.
- The qualifications and competence of those involved should be checked.
- Suitable toolbox talks on both physical and health issues should be incorporated.
- Ensure everyone understands what is expected of them and that they agree.

#### **SUPERVISION, MONITORING AND REVIEW**

This should be achieved by:

- checking the work place before work starts
- physical inspection as the work proceeds
- debriefing and obtaining feedback from the workers
- endorsing method statements with any positive and negative observations for future reference.

#### **A19 Competent Persons**

##### **The Management of Health and Safety at Work Regulations 1999**

In line with Regulation 7 of the Management of Health and Safety Regulations 1999, the Company have appointed Wentworth Health & Safety Consultancy Limited to assist in undertaking the measures needed to be taken to ensure compliance with the requirements and prohibitions imposed under current, relevant statutory provisions. Sufficient time and resources will be allocated to the competent persons as and when required to allow them to properly undertake the measures necessary.

#### **A20 Manual Handling Operations**

##### **The Manual Handling Operations Regulations**

Further to the risk assessment requirements under the Management of Health and Safety Regulations, the Company shall ensure that all manual handling operations are identified and addressed according to the requirements of the Manual Handling Operations Regulations 1992.

All activities carried out by operatives and staff shall be examined and the requirements for manual handling operations established.

As far as is reasonably practicable, manual handling operations shall be avoided, but where this is not possible, the operations shall be assessed and the risk of injury reduced by the use of mechanical means or the provision of other suitable means. (Form MH/001)

Invariably the Company's activities ask for a number of tasks to involve manual handling, the Company recognises that it has a duty to provide all operatives with the best mechanical means and best working practices as is reasonably practical.

The tasks identified by the Company, as requiring additional means is the lifting of access equipment and the most suitable lifting aid will be used.

All aspects of manual handling involved in the Company's operations shall be examined, including any areas where pushing, pulling, lifting, carrying, supporting, etc, are part of the expected work.

Manual handling assessments shall be suitably documented.

The findings of all assessments and the control measures to be adopted shall be fully communicated to the respective employees via the information, instruction and training aspects of the business's operations.

Where the manual handling assessments identify any residual risk involving any unavoidable manual handling operations being conducted then as well as employees receiving information they will also receive additional and specific training in safe lifting techniques.

#### **A21 Display Screen Equipment**

##### **The Health and Safety (Display Screen Equipment) Regulations**

The Company shall comply with the requirements as laid down in The Health and Safety (Display Screen Equipment) Regulations 1992 amended 2002.

The Health and Safety (Display Screen Equipment) Regulations are designed to ensure that employers protect their employees from the problems associated with prolonged display screen work.

The regulations will govern:

- *the design of display hardware we install*
- *the design of furniture in our offices*
- *the working environment - heating, lighting, humidity and noise levels*
- *job design, working patterns and the provision of breaks*
- *the provision of appropriate and sufficient training*
- *the ease of use of software and the ease with which people can learn to use it*
- *the provision of eyesight tests and glasses for users*

- *the requirement to keep up to date with advances concerning workstation design and related issues*

This section is intended for the Supervisors will play a role in the implementation of the regulations.

The company will be required to carry out or to delegate the carrying out of an assessment of existing workstations, prior to the occupation of new or relocated workstations.

Checks and procedures detailed in this guide must be implemented and improvements made if necessary.

### **Step 1 - Information for Users**

The user is an important part of the assessment process and must be aware of the following points in order to help in carrying out an effective assessment of their workstation.

1. Users must receive Health and Safety training to ensure:
  - an understanding of the Regulations
  - an understanding of the potential risks of display screen work and how to minimise the risk of musculoskeletal disorders, fatigue and mental stress
  - an idea of what must be assessed and how to identify possible problems
2. Users must be made aware of, through the provision of information:
  - the risks associated with display screen work
  - risk assessments and measures to reduce risks
  - the need to intersperse screen display work with non-keyboard activities
  - their entitlement to eye and eyesight tests
  - our commitment to the provision of training and information on the action they should take to adjust their own workstations and working practices to ensure a comfortable and safe working environment

### **Step 2 - Information for Managers**

You must familiarise yourself with the publication **The Health and Safety (Display Screen Equipment) Regulations 1992 amended 2002**.

**Who is a user?** The regulations define a user as one who "habitually" uses a display screen as a "significant" part of normal duties.

The regulations cover employees at their own employer's workstation, at a workstation at home and at another employer's workstation.

Also included are those employees working at a shared workstation and temporary or self-employed staff.

Assessors must decide which employees are to be categorised as "display screen users" and the regulations provide a rough guide to criteria to help in classification e.g. an employee can be said to be a user if (s)he "depends on the use of display screen equipment to do the job, as alternative means are not available to achieve the same results".

### **Step 3 - Assessment of the Workstation**

The Assessment Checklist should be copied and distributed to every manager who will be responsible for assessing each individual workstation in conjunction with the user. **(Form VDU/001)**

The need for action required to make any improvements should be noted.

The final assessment must be signed by both the user and manager and once improvements have been made, it must be signed again by both.

It is necessary to retain a copy of the checklist with any improvements noted, for both the Environmental Health Inspectors and for reference for future claims.

### **Step 4 - Making Improvements**

Following the assessment, the points checked which require action are to be improved without delay. The assessment process cannot be considered complete until the workstation is assessed as satisfactory.

All other unsatisfactory aspects should be actioned immediately and in many cases most problems can be rectified by altering the physical environment e.g. shading natural light sources, looking at the provision of work breaks and task rotation and so on.

### **Step 5 - Maintaining the Assessments**

An assessment must be undertaken when a new member of staff is appointed and allocated a workstation or if a workstation is modified or relocated

## **HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS**

### **Screen Display**

Each display screen should offer the user the ability to adjust the brightness and contrast of display in order to meet local lighting conditions.

The screen should be flicker-free.

### **Screen Positioning**

The screen unit should offer the ability to swivel and tilt, allowing the user to avoid glare or reflections and to adopt a natural posture whilst reading the screen.

It must be possible to use a separate base for the screen or an adjustable table.

### **The Keyboard**

The keyboard must be tiltable and separate from the display unit, and positioned so that the user has sufficient space in front of the keyboard to support hands and arms.

The surface of the keyboard must be matt to prevent reflective glare, and it must be easy to use and key symbols legible.

### **The Chair**

The work chair should allow the user to find a comfortable position.

The seat must be adjustable for height and the seat back should be adjustable both for height and backward and forward tilt.

When seated, the user's feet should touch the floor or a suitable footrest.

### **The Work Desk**

The height of the work surface should allow a comfortable position for the arms and wrists when using a keyboard and must have a low-reflectance surface.

It should be sufficiently large for the full range of tasks performed and the keyboard position to be altered for comfort.

There must be sufficient room for source documents, or if required, a document holder to be suitably positioned.

### **The Working Space**

Prolonged sitting in a static position can be harmful. There should be sufficient space under the work surface and between furniture components for postural changes to be achieved.

### **Lighting**

Lighting levels should be sufficient for all tasks performed at the workstation. This will require a balance between the low levels required for display screen work and the higher levels for other tasks.

### **Reflections and Glare**

Both reflections of light sources on the display and glare from bright sources or areas within the user's field of vision can both cause visual fatigue.

Every effort should be made to reduce reflections and glare to the minimum.

The screen plane can be adjusted to reduce reflections but workstations may need to be repositioned to relieve a glare source problem.

Where this is not possible, every effort must be made to shade the source.

Where reflected light is difficult to avoid, screen filters can be provided as a last resort and fitted only to those screens affected.

Workstations should be designed to prevent reflections and glare and windows must be fitted with some type of shading.

### **Heat and Humidity**

Electric equipment can be a source of dry heat.

Ventilation and humidity should be maintained at levels which prevent discomfort and problems of sore eyes.

### **Noise**

Noise from equipment such as printers, should be kept to levels which will not affect concentration, although the problem has been largely removed with the introduction of laser printers.

### **Job Design and Daily Work Routine**

Poor job design and lack of variety can be among the causes of stress at work and can increase job dissatisfaction and keying discomfort and affect productivity.

Whenever possible, jobs at display screens should be designed to consist of a mix of screen based and non-screen based work to prevent fatigue and vary visual and mental demands.

Spells of intensive display work should be broken up by periods of non-display work.

Informal breaks consisting of work on other tasks appear from study evidence to be more effective in relieving visual fatigue than formal rest breaks.

We are required to plan the activities of users effectively and to encourage changes of activity.

### **Eye & Eyesight Tests**

Users and those new or about to become users (including newly recruited employees) are entitled, but not obliged to have an appropriate eye and eyesight test by a registered ophthalmic optician or equivalent.

A report should be forwarded to the employer and to the user stating whether corrective appliances are necessary and when re-examination is necessary.

Vision screening facilities may be offered but it is worth noting that employees are entitled to opt for a full sight test from the outset.

We are required to pay for the provision of basic corrective appliances needed for display screen work.

You are required to provide each employee attending an optician as a patient with an eyesight test report form.

There is a standard cost for the eyesight test and any spectacles which may be prescribed.

### **Software**

In-house software should be user-friendly and appropriate to the task. Users should be able to feel that they can master the system and use it effectively.

Systems must provide feedback to users on the performance of those systems.

### **Training and Information**

The information we need to give our employees is covered in the leaflet "Information for Users" - the risks associated with display screen equipment and how to avoid them, assessments, breaks, eye and eyesight tests and training.

In accordance with the Regulations, Health and Safety training must be provided to outline the user's role in recognising risks and their causes and to increase the user's competence to use workstation equipment safely.

Also important, is the explanation of how to minimise the risks through correct posture, adjustment of equipment, regular cleaning and maintenance and the provision of rest time.

### **Information for Users : Guidance for Employees**

The company is required to carry out assessments of your workstation and must meet the required standard so that your working environment is as safe and comfortable as possible.

The regulations have set out the minimum standards for workstations covering the following:

- Display Screen
- Keyboard
- Work desk or surface
- Work chair
- Spare requirements
- Lighting
- Reflections and glare
- Noise
- Heat and humidity
- Radiation
- Software

Each display screen equipment user's workstation will be assessed by either the office manager or a nominee where any problems will be identified and eventually rectified.

In addition the company will provide comprehensive information as to the risks associated with display screen equipment and how you can avoid them together with office health and safety training to ensure a safe working environment.

The regulations provide you with an entitlement for an appropriate eye and eyesight test and if necessary to pay for corrective appliances prescribed specifically for display screen work.

You may already be aware of the potential hazards associated with VDUs and it is our aim to outline the health hazards addressed in the new Regulations and how you can minimise them.

### **WHAT ARE THE POSSIBLE RISKS FROM USING VISUAL DISPLAY EQUIPMENT?**

Although there are very few possible health risks associated with screen display equipment work, it is possible to experience visual or physical fatigue, as in any other type of work.

However, possible effects on health fall into three categories:

### **Upper limb pains and discomfort (Musculo-skeletal disorders)**

You may be familiar with the term "repetitive strain injury" (RSI) which is used to cover a number of disorders affecting the wrist and lower arm.

Sitting in fixed positions for long periods or repetitive arm, body or head movements can cause discomfort in the neck, shoulders or arms.

Symptoms can include swollen soft tissue and restricted joint movement.

### **Eye and Eyesight Effects**

There is now medical evidence that the use of display screen equipment is not associated with damage to eyes or eyesight, nor makes existing defects worse, but users may experience temporary visual fatigue which may result in red or sore eyes or headaches.

Users with pre-existing vision defects may be more aware of them as a result of VDU work.

### **Fatigue and Stress**

Most symptoms relating to fatigue and stress are related to poor work organisation or job design and although they can be linked with stress in display screen work they are clearly not unique in it.

These risks can be minimised by the careful selection of equipment and training, consultation and involvement of the user.

Other possible effects include epilepsy, facial dermatitis and radiation effects.

These effects and effects on pregnant women have led to media interest but there is no proven links between these complaints and the use of display screens.

For these reasons it is particularly important that you are aware of the simple adjustments you can make to your workstation to ensure comfort and a clear display.

### **The Screen**

The screen should be regularly cleaned and free of reflected light.

The effect of reflected light can be reduced or eliminated by either turning the screen away from the source slightly or tilting downwards.

If blinds are available, these can be closed or adjusted to direct any sunlight away from the screen.

As a last resort a screen filter should be used.

The display should be adjusted using the brightness and contrast controls so that the print is clear against the background but not causing glare.

The screen should be about an arm's length away from the face and it is best to look slightly downwards towards it.

By making these adjustments, you will prevent the possibility of suffering from the effects of visual fatigue.

### **Working Practice**

You should be allowed and encouraged to intersperse your keyboard activity with other tasks.

Regular breaks from your keyboard can be a part of your overall job, the point being to give yourself a break from the monotony of solid input as well as relaxing your arms and wrists and helping in the prevention of RSI related disorders.

The solution is not necessarily to increase the number of rest breaks since studies suggest that they are in fact less helpful than a change to other short duties.

### **Working Position**

The working position is of primary importance.

In all keyboard work situations, the surface on which the keyboard is placed must be at such a level that it is possible for you, with the chair correctly adjusted, to "key" with the forearms horizontal, just above the level of the desk top.

Your hands should be in a natural comfortable position and the wrist or heel of the hand able to rest if preferred.

The chair used should be adjustable for both seat and back, height rest and the back rest able to rake forward sufficiently to offer posture support.

The chair should be of a wheel or glide type, depending on the floor surface.

The chair must be adjusted to a suitable height to enable the user to adopt a comfortable keyboard position and the seat back adjusted to give support in the small of the back.

The chair design must be such as to enable its position to be adjusted close enough to the desk to allow the upper arms to hang naturally rather than requiring reach.

The feet should be on the floor or footrest if preferred.

### **Posture Instruction**

A member of the company will instruct you in posture and workstation adjustment as part of your ongoing Health and Safety training.

This will help in you not adopting a poor working posture which in the long term can cause strain.

### **REMEMBER!**

1. ***Is your seat height well adjusted?***

2. *Are you sitting well back in the seat?*
3. *Is the lumbar region of your back supported?*
4. *There should be no pressure on the underside of your thighs.*
5. *Use a footrest if necessary.*

In compliance with the Display Screen Equipment Regulations, the company will be carrying out assessments of your workstations, if you are regarded as an "habitual" user, in order to identify and rectify problem areas.

The company will also provide you with information and training as to how you can look after your own health by being aware of the hazards and how to minimise them.

In addition, all users are entitled to an eye test to be carried out by a qualified ophthalmic optician.

## **A22 Confined Spaces**

### **The Confined Spaces Regulations**

Suitable arrangements shall be put in place to ensure that all work to be carried out in confined spaces is done so in line with the requirements of the Confined Spaces Regulations e.g., sewers, voids, risers, ducting, and silos, etc.

No person shall be allowed to enter a confined space unless an adequate assessment of the conditions has been made, suitable control measures introduced and training undertaken.

Air sampling and monitoring shall be carried out and suitable rescue and escape arrangements put in place.

Before ANY work is carried out in a confined space, a proper assessment must be carried out by a competent person to establish whether there is an alternative method of work other than entering the confined space.

Where it is necessary to enter the confined space however, a detailed assessment will be required to determine the risks to health, or other significant risks.

This assessment will cover work in basements, tanks, ducts, bore-holes, manholes, inspection pits, sewers, pipelines, etc. where the person needing to enter the confined space will be working below the level of the surface, and can include work on drums which may contain an explosive substance.

The hazards may be: limited access/egress, lack of oxygen, presence of toxic or flammable gases, flash floods or possible injury to persons involved.

The risks involved in carrying out work in confined spaces are serious and can include:-

#### **(1) PHYSICAL INJURY -**

Generally caused by tools or other articles being dropped onto men working below or men tripping or falling in the workplaces. To reduce these possibilities it may be necessary for

lifelines and harnesses to be worn. Care must be taken so that lines do not become entangled with machinery.

(2) **DANGEROUS ATMOSPHERES.-**

These can arise from lack of oxygen or when flammable or toxic gases are present, due to the decomposition of sludge, leaks from gas mains, etc. Lack of oxygen will cause unconsciousness and toxic gases will cause dizziness and a feeling of sickness. Flammable gases are explosive and gas detection meters **MUST** be used continuously when it is suspected that the atmosphere is lacking in oxygen or that gas is present.

(3) **SEWERS -**

Sudden rise in water level or a sudden breeze can result in a hazardous situation arising, which will require immediate action to minimise any danger. The safe system of work may have to include for the sudden inrush of storm water, emergency escape, or toxic gas.

(4) **BACTERIAL INFECTION -**

Weil's Disease is a type of jaundice and is always a possibility in situations where rats may inhabit sewers, etc. The infection is caused by bacteria from rats' urine entering through the skin. Any feeling of influenza with a severe headache should receive attention from a doctor, who should be informed of the type of work being carried out by the operative (see also Leptospirosis & Bacterial Infection above)

Where entry into deep chambers and sewers is planned, the health and Safety Directors in conjunction with the safety consultant should be contacted as soon as possible to assist in the preparation of the safe system of work.

System of work to be adopted whenever any work is carried out in a confined space:-

- (1) A supervisor will be on site at all times to direct the activity, and no operative will be left to work alone.
- (2) The atmosphere in the confined space must be tested to assess whether there is an oxygen deficiency or enrichment, or whether toxic or flammable gases are present. A suitable gas monitor must be readily available for lowering into or otherwise placing in the work area.
- (3) The work area must be constantly tested and be purged with compressed filtered air or fresh air, where necessary, to sustain a breathable atmosphere.
- (4) No smoking is to be permitted in the work area.

To provide for an emergency arising which will require evacuation, the following equipment must be readily available and used where necessary:-

- (1) A tripod with a winch capable of raising an operative.
- (2) Sufficient safety harnesses and rope.
- (3) Intrinsically safe hand torches or cap lamps.

- (4) At least one emergency escape set - breathing apparatus (Training required)
- (5) An audible alarm for summoning help, i.e. an aerosol alarm.
- (6) Adequate first aid facilities (trained first-aider and equipment)

Other matters which must be considered when work is to be undertaken in confined spaces are:-

- (1) The suitability of the persons who will undertake the work, with regard to claustrophobia, heart disease, bronchitis, deafness, lack of sense of smell, etc.
- (2) The degree of training necessary to cover atmospheric testing and rescue procedure, e.g. using breathing apparatus and gas detection equipment.
- (3) Precautions to cope with flash flood conditions.
- (4) Precautions to be taken to avoid infection from Weil's disease, from putrefying solids or from general discharges during epidemics of contagious diseases.

### **IF YOU NEED ASSISTANCE - ASK.**

#### **A23 Construction Design and Management Regulations**

The new Construction (Design and Management) Regulations 2015 (CDM Regulations) come into force on 6 April 2015 and apply to all building and construction projects, regardless of the size, duration and nature of the work.

The main changes, outlined in general by the Health & Safety Executive, are as follows:

**Principal designer.** The replacement of CDM Co ordinator (under CDM 2007) by principal designer. This means that the responsibility for coordination of the pre-construction phase - which is crucial to the management of any successful construction project - will rest with an existing member of the design team.

**Client.** The new Regulations recognise the influence and importance of the client as the head of the supply chain and as the party best placed to set standards throughout a project.

**Competence.** By splitting 'competence' into its component parts of skills, knowledge, training and experience, and - if they are an organisation - organisational capability, provides clarity for the industry to assess and demonstrate that construction project teams have the right attributes to deliver a healthy and safe project.

**The technical standards** set out in Part 4 remain essentially unchanged from CDM 2007 and HSE's targeting and enforcement policy, as a proportionate and modern regulator, also remains unchanged.

#### **Construction Companies**

All Construction companies will have to comply with the revised CDM Regulations from Monday 6 April 2015.

Employers will need to provide information, instruction, training and supervision, with workers having their training needs assessed against the needs of the job and employers to meet the gap in skills and knowledge through appropriate training.

Written construction phase plans will be required for all construction projects (including domestic client work) and a principal designer and principal contractor appointed when there is more than one contractor on a project.

The full responsibilities of each key duty-holder, as defined by the regulations, are explained in the Industry guidance documents.

*What does it mean for domestic clients - homeowners?*

*For the first time, the new CDM Regulations will apply to domestic client projects, although client duties will normally be transferred to the contractor or principal contractor, or if the client wishes to make a specific appointment, the designer.*

All building and renovation work shown in property development programmes will be covered by the revised CDM Regulations.

### **Regulation 6 Notification**

A project is notifiable if the construction work on a construction site is scheduled to:

- (a) last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
- (b) exceed 500 person days.

Therefore, as potential Contractors and Principle Contractors under the Construction Design and Management Regulations 2015, the company is aware of its responsibilities.

All tender prices submitted will include provision for compliance with the Construction Design and Management Regulations.

Therefore, the company Directors will endeavour to co-ordinate the activities of all operatives to ensure they comply with the contract Health and Safety requirements and current legislation, Directors and Supervisors shall check on the provisions of information and training of all employees, where appropriate, as well as subcontractor's health and safety, when appointed by the company.

The company must also make checks that the client is aware of duties and that a Principle Designer has been appointed, and that the Health & Safety Executive has been notified before starting work.

The company will also co-operate with the principal contractor in planning and managing work, including reasonable directions and site rules and:

- Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work.
- Provide any information needed for the health and safety file.
- Inform the principal contractor of any problems with the construction phase plan.
- Inform the principal contractor of any reportable accidents, diseases and dangerous occurrences

The company will also carry out the following:

- Plan, manage and monitor own work and that of workers.
- Check competence of all their appointees and workers.
- Train their own employees.
- Provide information to their workers.
- Comply with the specific requirements in Part 4 of the Regulations.
- Ensure that there are adequate welfare facilities for their workers.

#### **A24 Contractor control**

The Directors of Hesselberg Hydro (1991) Limited accept their responsibility for the safety of all contractors working in or visiting their premises.

In addition the Directors are aware of the dangers presented to their staff, as a result of contractor operations.

In line with their duties under the Health and Safety at Work Act 1974, the Directors of Hesselberg Hydro (1991) Limited shall put in place suitable measures to control the access of contractors to the premises and measures to control the operational activities of contractors. Measures are also to be put into place to protect contractors from hazards presented by the company's operations.

These measures shall take the form of contract/induction arrangements, specific training (where necessary), close liaison and supervision.

Contractors working for Hesselberg Hydro (1991) Limited on projects shall be assessed for their competence in order to ensure that their health and safety management and arrangements are in line with relevant legislation.

These assessments are to be reviewed on a regular basis.

New contractors shall be assessed before engagement on projects and will be closely monitored during the initial phase of the work.

### **1.0 SELECTION**

To ensure the company meets its obligations under the Construction (Design and Management) Regulations, the following assessment regime must be implemented.

Prior to any contractor being used the Subcontractor Safety Questionnaire must be completed,

reviewed by the Directors and following the review, the company concerned must be deemed to have adequate safety management systems in place. Form SC/001 must be completed by the subcontractor if they employ more than 5 persons, and that Form SC/002 must be completed when the subcontractor employs less than 5 persons.

#### **Note**

The questionnaire need not be sent out if the contractor concerned has worked for the company within the last twelve months and the completed questionnaire is less than five years old. (Form SC/001 ) (Form SC/002)

### **1.1 Supplementary Assessment**

The Directors & Contracts Managers should arrange for supplementary assessments to be conducted if the contractors have not worked for the company previously.

The format of the supplementary assessment will be determined by the Safety Directors but it may involve the following:

- obtaining references
- inspection of current work
- safety audit
- one to one interviews.

The office manager is to verify with the card providers on a regular basis (i.e. CSCS-CITB etc) the authenticity of the cards to ensure that they are not fraudulent.

## **2.0 CONTROL**

### **2.1 Supervision**

The Directors will ensure that subcontractors are competently supervised both in respect of their work and safety duties which include:

- *complying with the Company safety policy and site rules*
- *promptly providing relevant information, risk assessments, method statements, plans, accident data etc.*
- *contributing to safety consultation meetings*
- *ensuring that their own staff are competent, booked in, inducted and given appropriate tool box talks etc*
- *providing information on all accidents, near miss incidents etc.*
- *maintaining a tidy workplace*

## 2.2 Monitoring

The Contracts Managers must ensure that the safety performance of subcontractors is monitored whilst working for the company and the results of this monitoring recorded on inspection reports and records of consultation and progress meetings as appropriate.

If the monitoring activity identifies any deficiency, corrective action must be taken to remedy the deficiency immediately.

Repeated breaches of safety legislation and safe systems of work will require further action to be taken including:

- *raising the concern with the Companies Directors*
- *stopping the work*
- *changing personnel*
- *changing the subcontractor*

## 3.0 REVIEW

The overall safety performance of subcontractors, including the self-employed, must be recorded.

## 4.0 AGENCIES/AGENCY WORKERS

The procedures set out above apply equally to agencies in respect of their workers engaged by the company.

### A25 Working Hours

#### **Working Time Regulations 1998**

In line with the requirements of the Working Time Regulations, the company shall ensure that hours worked by all employees are monitored and recorded and that where employees are required to work longer hours than the stated maximum, it is with their agreement.

In addition, the required rest periods and breaks shall be arranged as well as the appropriate holiday entitlement.

## **A26 Young Persons**

### **The Management of Health and Safety at Work Regulations**

#### **Working Time Regulations**

In line with the requirements of Regulation 3 and 19 of The Management of Health and Safety at Work Regulations, the Directors of Hesselberg Hydro (1991) Limited shall ensure that young persons employed by the Company are protected at work from any risks to their health and safety, which are a consequence of their lack of experience, absence of awareness of existing or potential risks or the fact that the young person has not yet fully matured.

In order to deliver this policy, adequate assessment of the young person's activities shall be undertaken, suitable control measures put in place and close supervision maintained.

In addition, the Company shall ensure that the required weekly rest periods, rest breaks and supervision are provided for young persons.

A 'young person' is defined as - a person above compulsory school age who has not yet reached the age of 18.

## **A27 Drugs & Alcohol Policy**

The company absolutely prohibit the consumption of alcohol and the taking of drugs during the hours of employment.

The company also absolutely prohibit the bringing of, or attempting to bring, any alcohol or drug substances to work.

Employees who may have a problem related to drugs or alcohol are encouraged to seek professional help and the company will provide all necessary assistance

Employees or subcontractors employees under the influence, or suspected of being under the influence of alcohol or drugs will be escorted from site.

Such employees will be interviewed the next day and advised of any future occurrence, and depending on the outcome of the interview, may be referred for counselling or dismissed

## **A28 Compliance Monitoring**

This procedure enlarges on the responsibilities and arrangements for checking, and monitoring, of the health, safety and welfare provisions.

Compliance will undoubtedly lead to less injuries and illness and will contribute to the continual improvement and safety culture process.

### **Pre-use checks**

Supervisors are to carry out regular checks on work areas and equipment before work starts in accordance with regulatory guidelines and the manufacturers' /suppliers' instructions.

Where appropriate, details must be recorded on the relevant documents and registers, e.g. scaffold, plant, machinery, security, traffic segregation, PPE, permits etc.

### **Workplace Safety Inspections**

Directors, Contracts Managers and Supervisors will conduct regular safety inspections of sites/workshops/offices as required by the level of risk and demands of the project or work etc. Findings, both positive and negative should be discussed. Written reports will be distributed to both Site and Senior Management

### **A29 Visitors**

Hesselberg Hydro (1991) Limited recognises and accepts its obligations to safeguard visitors during work activities and to ensure the health and safety of the public who may be exposed to danger as a result of the work activity.

The company has developed the following arrangements to enable the company to effectively discharge its duties under the Health and Safety at Work etc. Act 1974, and has assigned senior management overall responsibility of implementation.

### **Information and Communication**

Any special arrangements required by visitors or public to be ascertained, where practicable, before arrival to the premises or site. This may include special access requirements, or language arrangements.

Safety signs may need to be in a language easily understood by those who are targeted. The Supervisors also consider special needs of the visually impaired.

### **Induction**

The visitor is to be given the appropriate safety induction to ensure the safety of the visitor while on the premises or site.

Where it is necessary for the visitor to enter the site, or other risk area, the induction must address the identified hazards and risks that the visitor is likely to be exposed too.

The supervisor of the site or premises is to ensure inductions are undertaken and recorded.

### **Supervision**

Adequate supervision must be maintained while visitors are on the premises or site.

This includes the safe handling, use and transportation of materials and substances that may present a danger to visitors.

Visitors must also be adequately supervised to ensure they can not stray into hazardous areas.

Physical barriers may be required to prevent unauthorised access to hazardous areas, or to prevent members of the public being exposed to hazards.

These barriers shall be provided as appropriate.

It should be recognised that the standard of protection required to exclude or to protect children is expected to be much higher than that required for adults, even if the children are trespassers.

The Supervisors will carry out suitable risk assessments with the input from the Directors of the precautions necessary to prevent the public or visitor being exposed to danger which must be identified.

The Supervisors in charge of the area or works must ensure the preventative and protective measures necessary to safeguard the public and visitor are implemented.

### **Personal protective equipment**

Visitors will be required to use any personal protective equipment that is necessary to safeguard their health and safety.

### **A30 Disabled Persons**

The Health and Safety at Work etc. Act 1974 requires employers to exercise a general duty of care towards all their employees (s.2).

Most disabled employees neither need nor seek safety systems beyond those in place for the work force generally.

The company will consult with the Employment Medical Advisory Service of the Health and Safety Executive for advice on health and safety concerns relating to individual employees where complex problems arise.

In practice, the company's duty of care extends to ensuring that disabled people are not exposed to workplace environments that are hazardous as a consequence of the particular disability (such as requiring a deaf person to work in a situation where reacting to sound is an important factor in personal safety).

Hesselberg Hydro (1991) Limited will therefore give special attention to the integration of a disabled employee within the overall work force.

Although employing disabled people never compromises health and safety standards, there may be a requirement to provide information or instigate training for other staff to ensure that both routine and emergency procedures work effectively.

Employees registered with the Employment Service as disabled are, where appropriate, entitled to personal equipment and/or workplace adaptations, which facilitate the work undertaken.

## **Record Keeping**

The company will keep records of disabled persons in the work force and records of any special equipment provided or workplace adaptations made for the benefit of disabled persons.

Any training provided to disabled persons will also be recorded.

## **A31 Mobile phones**

Hesselberg Hydro (1991) Limited has decided to publish a formal policy on the use of mobile phones in moving vehicles whilst on Company business.

This Policy applies with immediate effect and is as follows:

Employees shall not use mobile phones to either make or receive calls whilst driving any motor vehicle unless the vehicle is fitted with an appropriate hands free kit that holds the phone in a cradle and does not rely upon a clip on earpiece and/or microphone.

If it is necessary for a driver to make or receive a call in a vehicle that is not fitted with an appropriate hands free kit he must park safely and turn off the vehicle's engine before doing so.

In no circumstances should a call be made or received by a driver who is holding a phone whilst in a moving vehicle.

Even when the vehicle is fitted with an appropriate hands free kit employees should where possible restrict the use of the phone to receiving incoming calls and should neither make nor accept calls in circumstances where driving conditions are difficult and/or require their full concentration.

It is strongly recommended that even where an appropriate hands free kit is fitted the driver should park safely and turn off the vehicle's engine before making or receiving calls.

In any event, if the call is likely to be of a difficult nature and will require the full attention of the driver he must pull over and park safely before making, receiving or continuing with the call.

***Hesselberg Hydro (1991) Limited will under no circumstances reimburse any fines that may be levied in relation to an offence under these regulations.***

Even where an appropriate hands free kit is fitted the Police can still prosecute a driver if they feel that he is not in full control of the vehicle.

It there is an incident the use of a mobile phone or similar device may justify more serious charges, for example careless or dangerous driving.

## **A32 Abrasive Wheels**

No person must operate these machines, or mount an abrasive wheel, unless they have been trained in accordance with the Provision and Use of Work Equipment Regulations 1998 and has been duly appointed by the company to undertake that duty. **(Form AWR/001)**

No abrasive wheel is to be fitted other than to the correct spindle.

Dressing a wheel by any means, other than with a dressing tool is strictly forbidden. (Bench and pedestal machines).

When using abrasive wheels, especially on portable equipment care must be taken not to damage or crack the wheel and make sure the guard is in position.

Always when using an abrasive wheel, wear suitable approved eye and hearing protection (respiratory protection will also be necessary when dust suppression measures are not utilised)

Use blotters (labels to both sides of the wheel or disc on portable machines) supplied with the wheels.

Make sure that the wheel hole threaded or plain fits the machine spindle properly and that flanges are clean, flat and of the proper type for the wheel you are mounting.

Do not use excessive pressure when mounting the wheel between flanges.

Tighten the nut only enough to hold the wheel firmly.

Do not mount more than one wheel on a single spindle unless the machine is designed specially to take more than one disc/wheel.

Do not use a grinding wheel that has a related speed less than the speed of the grinder.

### **A33 Working at Height**

The regulations apply to all work at height where there is a risk of a fall liable to cause personal injury.

The regulations place duties on employers, the self-employed, and any person that controls the work of others to the extent of their control (for example building owners or occupiers who may contract others to work at height).

Standards for work above two metres will not change; they are simply being extended to work at any height.

There are five major requirements.

The company will ensure that:

- all work at height is properly planned and organised;
- those involved in work at height are competent;
- the risks from work at height are assessed and appropriate equipment is selected and used;
- the risks from fragile surfaces are properly controlled;
- equipment for work at height is properly inspected and maintained.

The regulations set out a simple hierarchy for managing and selecting equipment for work at height:

- avoid work at height where you can;
- prevent falls where you cannot avoid working at height;
- minimise the distance and consequences of a fall where the risk of a fall cannot be eliminated.
- follow the risk assessments you have carried out for work at height activities and make sure all work at height is planned, organised and carried out by competent persons;

- follow the hierarchy for managing risks from work at height - take steps to avoid, prevent or reduce risks;
  - choose the right work equipment and select collective measures to prevent falls (such as guardrails and working platforms) before other measures which may only mitigate the distance and consequences of a fall (such as nets or airbags) or which may only provide personal protection from a fall.
- High safety standards are essential however long or short term the work is.

Risk assessment and method statements

The company will carry out a risk assessment for all work at heights.

### **Mobile Elevating Work Platforms (MEWP's)**

MEWP operators must hold a current CITB CTA Card, IPAF Operators Certificate or equivalent.

All employees using MEWP's at height shall be subject to the wearing and use of fall arrest equipment. All MEWP's shall have a clearly designated anchor point within the platform that is capable of sustaining the likely forces imposed.

### **MOBILE ELEVATING WORK PLATFORMS (MEWPS) PROCEDURE**

All types of boom (articulated and telescopic) mobile elevating work platforms (MEWPs), commonly known as 'cherry pickers', are covered by this procedure, including ones that are:

- vehicle-mounted;
- self-propelled;
- trailer-mounted.

#### **Assessing the risk**

Managers and others responsible for the use of MEWPs must assess the risks of people falling from or being thrown from the carrier, or the MEWP overturning, and take precautions to eliminate or control those risks.

The following points should be considered:

1. What other vehicles, mobile plant or work equipment (e.g. overhead cranes) could be close by?
2. Could parts protrude beyond the site boundary (e.g. buses have struck MEWPs)?
3. What are/will be the general ground conditions (e.g. softness, slopes)?
4. Are there any localised ground conditions that could be a hazard?
5. Has the MEWP been examined, inspected, maintained and daily checks carried out?
6. Could the carrier be caught on protruding features (e.g. steel work, tree branches)?

#### **Controlling the risk**

Firstly, assess whether risks can be eliminated, for example:

remove uneven ground or excavations (e.g. adjusting the phasing of the work); remove soft ground by compacting.

If elimination is not reasonably practicable then assess the measures that should be put in place to minimise the risk of falling from or with the carrier.

Examples of control measures are divided into three categories: safe plant; safe site; and safe operator.

### **Safe plant**

Select the right MEWP for the job (consider ground conditions, working height, the task including the range / sensitivity of movement, the anticipated load, e.g. people and tools).

A MEWP must not be used as a crane.

Ensure the MEWP has a thorough examination by a competent person at least once every six months. Inspections may be more frequent depending on the use and operating conditions.

Inspection intervals should be stated in the examination scheme.

Normally a MEWP has daily checks and a weekly inspection.

Ensure competent personnel undertake planned maintenance in accordance with the manufacturer's instructions.

These are complex pieces of work equipment that need to be maintained. In particular, inadequate lubrication and electrical repairs have caused problems (e.g. a fault from an electrical repair has caused outriggers to raise while in use).

After a hydraulic levelling system hose failure, establish whether the carrier tilt will lock when it is brought back to ground level. If it does, people are at risk of being tipped out.

### **Safe site**

Segregate other site traffic (delivery vehicles, dumpers, etc) from the work area.

Ensure parts of a MEWP cannot protrude into roads or other transport routes. If this is not possible, you need to use systems of work (e.g. temporary road closure at quiet times).

Check the work area for localised features, e.g. manholes, service ducts, potholes, etc (e.g. a hole 75 mm deep caused an overturn).

Check temporary covers are strong enough to withstand the applied pressure.

Check temporary covers are secured and monitor them. Take similar action for permanent covers.

Establish the load bearing capacity (general and point loading, e.g. outriggers) when working inside in a building or on a structure (e.g. a jetty).

Ensure there is supervision to ensure safe systems of work are appropriate and being used.

Check weather conditions have not altered ground conditions (e.g. heavy or prolonged rain). Establish limits for safe operation (e.g. maximum wind speed). Remember conditions can change internally (e.g. if roller doors are opened).

Comply with permit-to-work systems where sites have them.

Ensure you have a rescue plan agreed and in place for a fall.

Are trained people and rescue equipment on-site?

Do all operatives understand what to do?

Assess other alternative work methods or equipment before operating near a steep slope or edge.

If you must operate near an edge or steep slope, can barriers be provided that will retain the MEWP?

If this is not possible, where should a barrier be positioned (you need to know the braking performance)?

If this is not possible, how will the work be sequenced so that the MEWP can operate in a safe manner (e.g. in line with the edge rather than towards it)?

### **Safe operator**

Ensure you have procedures for loading/unloading during delivery/removal from site. Does this procedure apply to all your MEWPs (e.g. some do not have braking on all wheels)?

Ensure operators are trained and familiar with the performance and controls of the MEWP they going to use (e.g. do they know the types of ground/slope it can operate on or when outriggers will require packing?).

Ensure daily checks are done (in accordance with the manufacturer's instructions).

Ensure operators know when further operation would be unsafe. Do they know how to position the MEWP for optimum use?

Ensure there is a system for recording faults, repairs and maintenance. What types of fault would prevent further use of machine (e.g. controls not responding correctly)?

Check if a different make or model of MEWP is delivered to the site. Check that it is suitable for the task. This is important with poor ground bearing capacities. Control systems can vary, leading to operator errors.

### **Use of fall protection**

If there is still a residual risk of impact or persons falling after you have assessed the risks and put the control measures in place, then the use of fall protection equipment should be considered, for example:

when working next to or in a live highway where there is a risk of a vehicle hitting the MEWP;

when travelling with the carrier in a raised position where it may strike fixed objects in its path (e.g. branches, steel work); when travelling with the carrier in a raised position over uneven ground; steel erection where the carrier has to move in and around the steelwork.

The MEWP must be suitable for travelling with the carrier in a raised position.

### **Types of fall protection equipment**

There are two types of fall protection that a person can use in the carrier: work restraint system (also known as fall restraint and incorrectly referred to as work positioning) - this stops a person falling from the carrier in the first place (unless it is a MEWP overturn). fall arrest system - this stops a person after they have fallen from the carrier (unless it is a MEWP overturn).

When deciding, as part of a risk assessment, which system should be used, the following points should be considered.

Check with the manufacturer that the MEWP can be used as part of a fall arrest system. Does the carrier have suitable anchor points? The majority of anchor points are currently rated for work restraint and not fall arrest.

The testing of anchor points is covered in BS EN 795: 1997.

Anchor points in the carrier should be marked for work restraint or fall arrest and the number of persons for which they are rated (arresting a fall could also generate enough force to cause an overturn - check the MEWP can absorb this shock load).

After a fall the MEWP will flex, causing more severe swinging movements than normal (this could lead to a higher risk of striking the MEWP or other nearby structures).

Could the dynamic impact of a fall arrest cause other occupants, loose materials or tools to be ejected from the carrier?

The user needs to establish the height the carrier will be working at and select fall arrest equipment that will work within that height. A typical fall arrest system with a full body harness, 2.0 m lanyard and shock-absorbing device requires over 5 m clearance height to deploy and arrest a fall.

Contact the fall arrest equipment supplier to establish the minimum clearance height for the proposed equipment.

Check that there are no projections (balconies, canopies) that a person could strike during a fall.

After a person's fall has been arrested, how are you going to rescue them?

There should be a rescue plan and people should be practised in this.

### **Work restraint system**

A work restraint system for use on a MEWP should normally be a combination of a full body harness and a lanyard. It does not normally have shock-absorbing capability.

It is becoming a common practice to use retractable lanyards to provide the occupants with maximum freedom of movement, together with immediate restraint in the event of impact or levelling system failure.

The use of retractable lanyards for this purpose should only be considered after detailed consultation with the manufacturer as to their suitability and the parameters under which they have been designed and, more importantly, tested.

Do not use retractable equipment unless it has been specifically tested in the proposed manner of use. Lanyard length (of both fixed length and retractable systems) should be carefully selected and matched to the carrier of the specific MEWP that is going to be used.

They must be set short enough to prevent a person reaching a position where they could fall.

### **Working near water**

When working next to water, a harness should not be worn due to the risk of drowning if the MEWP falls into the water.

Life jackets should be worn.

Instruction in use of fall protection equipment

Operators will need instruction in the use of the harness, lanyard, rescue equipment and the procedures for periodic inspection, maintenance and storage of fall protection PPE (especially textile equipment).

### **Risk assessment and method statements**

The company will carryout a risk assessment for all work at heights.

The company's management will carryout a risk assessment for all work at heights. **(WAH/001)**

### **A34 Lifting Equipment**

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) apply to all types of lifting equipment and accessories (lifting gear) Lifting equipment is also work equipment and therefore must comply with the requirements of the Provision and Use of Work Equipment Regulations (PUWER).

The weight of the material to be lifted must be ascertained and this must be within the safe working loads (SWL) marked on the chain.

All lifting equipment used for lifting must be tested and inspected and recorded into the register.

**(Form LO/001)**

Thorough examinations and inspections are to be carried as laid out in the regulations.

The company will ensure that defected equipment is taken out of use immediately and placed into quarantined areas until either retested or the item is destroyed.

### **A35 Scaffolding**

Supervisors are responsible for ensuring that all scaffolding units, ladders and working places are complete and are in compliance with the regulations governing their use.

Hand over certificates must be requested from scaffolding subcontractors after completion of a pre-hand over inspection.

The scaffold and certificate should only be accepted when the Supervisors are satisfied the scaffolding is completed to the order requirements and complies with the Construction (Health, Safety and Welfare) Regulations 1996.

This certificate will be retained on site with other relevant documentation.

Formal statutory inspections must be carried out weekly, following alterations, or after inclement weather which may affect the scaffold.

The results of all such inspections must be entered onto the inspection report form. Where the scaffold has been substantially added to or altered, the competent person, Directors, Managers, Supervisors should re-inspect the scaffold prior to reuse, to confirm it's suitability.

Again the results of the re-inspection should be entered onto the inspection report form. **(Form SI/001)**

The actual information that must be entered onto the report form can be found in schedule 8 of the above regulations.

Supervisors should take note of any remedial action required, highlighted by the Directors and act immediately to bring the working place back up to minimum standards.

In some cases this may mean that the scaffolding contractor is contacted and requested to visit site to undertake remedial work in order to bring the scaffolding up to standard.

Supervisors should not view this monitoring by the Directors as a reason for not carrying out his or her own inspections and appropriate corrective action.

The company will provide any training considered necessary which would enable the Supervisors, or deputy, to competently inspect scaffolds and working places.

The company may use Scaffold Towers to carryout certain operations.

When Scaffold Towers are used then they must only be erected by a competent person who holds a PASMA certification.

Under no circumstance must a Scaffold Tower be erected by a person who is not competent.

All Scaffold Towers are to be erected to the manufactures instructions and are to be inspected on a regular basis and recorded in the appropriate register.

## A36 Vibration

### HAND ARM VIBRATION SYNDROME

#### The Disease

Hand-arm vibration syndrome (HAVS) is a general term embracing various kinds of damage, including;

- **vascular** disorders generally known as 'vibration-induced white finger' (VWF) causing impaired blood circulation and blanching of affected fingers and parts of the hand;
- **neurological** and muscular damage leading to numbness and tingling in the fingers and hands, reduced grip strength and dexterity, and reduced sensitivity both of touch and to temperature;
- **other** possible kinds of damage leading to pain and stiffness in the hands and joints of the wrists, elbows and shoulders. These forms of damage and the factors contributing to them are less well understood than the vascular and neurological effects.

#### Risk Assessment

As required by the Management of Health and Safety at Work and Provision of Work Equipment Regulations, the risks to individuals from vibrating hand tools must be assessed and controlled using the following hierarchy of control measures.

Where the use of vibrating hand tools can not be eliminated the weighted acceleration level generated by the tool during the execution of the work must be assessed to determine if the use of the tool will expose the individual to an average weighted acceleration above the HSE action level of above  $2.8\text{ms}^{-2}$ .

#### Control Measures

Employees including subcontractor's staff and the self-employed using vibrating hand tools which expose them to a weighted acceleration above the HSE action level of  $2.8\text{ms}^{-2}$  shall be identified by the Supervisors.

The Supervisors shall ensure that the individual is provided with information, instruction and training and implement control measures identified via the risk assessment.

These must include the following minimum arrangements:

- the rotation of workers so that individuals do not operate vibrating hand tools for periods greater than the recommended level per day. If this exposure time is greater than one hour, the individual shall also be given a break of 15 minutes every hour.
- provision of protective clothing to enable the individual to maintain body temperature.
- the regular maintenance of the tool.

## Information, Instruction and Training

Employees using vibrating hand tools shall be provided with copies of the following publications and the contents explained by the Supervisors.

Hand - Arm Vibration Syndrome Pocket Card (HSE Books INDG296P)

Health Risks from Hand - Arm vibration Advice for employees and the self employed leaflet (HSE Books INDG126)

In addition to the general information above on Vibration and HAVS, the supervisor shall ensure that each operator of a vibrating tool is provided with training covering:

- *the correct use of the tool (including not gripping handles too hard)*
- *what to look for during pre use checks on vibrating hand tools (vibration mounts and handles etc).*
- *the Administrative controls on site such as job rotation and breaks.*
- *the importance of maintaining body temperature.*
- *the Risk Assessment*

On completion of the training the Supervisors shall advise the administration personnel so that an entry can be made on the database and the record kept for forty years.

## A37 Dust

Supervisors must ensure that all activities creating a dust problem, particularly in sensitive areas, or dust, which is likely to affect the work force or others, are suspended until adequate dust suppression measures can be taken.

Regular monitoring of dust emissions will be undertaken by the company.

- Complete risk assessments for at risk work areas.
- Take steps to eliminate or at least minimise the risks by designing out the use of respiratory sensitisers wherever possible.
- Ensure efficient and rigorous control methods for removing dusts in the workplace.
- Inform Supervisors and workers about any substances they work with that can potentially irritate the lungs
- Train Supervisors and workers in control measures
- Train Supervisors and workers to recognise and report the early signs and symptoms of occupational-related asthma (sensitisation).
- Risk assessments should then be reviewed, as well as dust removal systems
- Set up a workable system for open reporting of work-related asthma, i.e. via suitable trained first aider or occupational health nurse
- Refer at-risk workers to occupational health professionals for health surveillance and accurate diagnosis of occupational asthma
- Ensure washing facilities for workers and cleaning procedures for protective clothing (unless disposable are readily available)
- Face fit tests are also to be undertaken in which the workforce are issued with Face masks (respiratory equipment)

## **A 38 Ladders & Step ladders**

Many fatal and specified injury accidents within the construction industry occur as a result of falls from height, a large proportion of them occurring when persons are climbing or descending ladders.

Ladders are best employed as a method of reaching a workplace and for short duration and light work only.

The measures that can be taken to prevent such accidents are basic and should not present a problem to company employees.

The first question, does a ladder have to be used, can the work be carried out in a safer way! (I.e. Mobile Elevated Working Platforms etc)

If ladders are to be used ensure:

- *A Risk Assessment MUST be carried out. (Stating the reasons why a ladder is to be used instead of other means)*
- *Can the work be reached without stretching?*
- *Can the ladder be fixed to prevent slipping?*
- *Is there a good handhold available - must be a minimum of three point contact.*

Before use, ladders and step ladders must be inspected for defects such as:-

- *Missing, loose or defective rungs or treads.*
- *Rungs or treads relying for support solely on nails, spikes or similar fixings.*
- *An insecure tie rod.*
- *A defective stile or tie rod.*
- *A defective rope or fitting.*
- *Loose or missing bolts, fixings etc. securing back plate.*
- *Loose, cracked or defective back plate.*
- *Any sign of warping.*
- *Ladders and step ladders must not be painted in such a way that defects may be concealed.*
- *For protection, only clear varnish or wood preserve should be used.*

Ladders and Stepladders must be to a Class 1, EN 131 specification.

Scaffold access ladders must be long enough, and in many cases, project at least one metre above the landing place or stepping off point, however, it must not be too long as to cause tripping at the upper end when the ladder is climbed.

When in use, ladders must be adequately secured by tying around either stiles or proprietary devices used with the top of the ladder resting on a solid surface.

Ladders must be adequately footed during climbing and descending until such a time as the ladder is adequately secured or released when stripping.

All ladders must be sited on good, level ground, capable of with standing the expected load.

Where access ladders are used in a run measuring a vertical distance in excess of 9m, a suitable intermediate landing platform must be provided.

Ensure the ladder is correctly angled to minimize the risk of slipping outwards (rule of thumb - one out for every four up).

Only one person at a time should be on the ladder and climbing the ladder whilst carrying tools and/or equipment is prohibited under company policy unless proprietary pouches or belts are utilised.

The top step of a step ladder must not be worked from, unless it has been specifically designed for that purpose.

### **A39 Excavations.**

No excavation work will commence until a risk assessment has been developed and a safe system of work has been agreed. Throughout the excavation work, site foreman will need to monitor the operation to ensure method statements and risk assessment controls are being followed.

All excavations must be examined daily and the results of the formal weekly inspection entered on the inspection report form. **(Form EIR/001)**

It is important that excavations are properly planned, with adequate support, or battered systems developed, to prevent collapse. All traditional, or proprietary support systems, must be adequately planned and designed.

#### **Before Work Commences:**

Ensure that the site is secure to prevent unauthorised access, particularly by children.

Have an adequate supply of suitable support material before the work starts (if support system is to be used).

Locate all public services, water, gas, electricity, telephone etc., and mark with notices (use cable avoidance tools, CAT and Genny together to survey correctly).

Position spoil heaps, material etc. not less than 1.5 m from the edge of the excavation however, where the excavation depth exceeds 1.5m this distance needs to equal the depth of the excavation, to prevent surcharging.

Ensure adequate temporary support where buildings and other structures may create surcharging and adequate precautions are taken to avoid undermining services or foundations of buildings and other structures.

Provide access ladders of suitable length to gain entry into an excavation.

The sides of all excavations must be adequately supported or battered back to afford safe working. Almost any excavated ground will collapse under certain conditions, unless it is temporarily supported, or is safely battered back or is of stable rock.

If the sides of an excavation collapse there may be no escape. Death by crushing or suffocation may result.

Follow these basic guidelines:-

Do not enter an excavation unless it has been inspected and is considered safe to do so by your supervisor, or yourself if competent.

Make sure there is a safe access into/out of the excavation.

Always wear the correct PPE such as safety helmets, safety boots, gloves, hi viz clothing and any other site requirements.

Never interfere with any of the support systems.

Do not stand on bracing struts.

If dumper trucks or lorries are used to tip back-filling materials into trenches, make sure "stop blocks" are placed and secured. Stand well clear while the material is being tipped into the trench.

Keep spoil heaps and material at least 1.5 m from excavation edge.

Boulders etc. should be pushed into spoil heaps with excavator buckets.

Traffic routes should be planned to maintain a safe distance from the excavation edge, with suitable barriers erected as necessary.

Ensure additional temporary support for sloping ground to protect against surcharging from the uphill side of the excavation.

### **Battering and Stepping**

Battered excavations need regular monitoring and great care must be exercised when deciding on the angle of safe slope.

Guidance on Safe Slope Angles:

Material	Dry Ground	Wet Ground
Gravel	30 - 40 degrees	10 - 30 degrees
Sand	30 - 35 degrees	10 - 30 degrees
Silt	20 - 40 degrees	5 - 20 degrees
Clay	20 - 45 degrees	10 - 35 degrees
Peat	10 - 45 degrees	5 - 35 degrees

Stepping the excavation sides is an alternative to battering, with the depth and width of the steps determined using the same safe slope guidance above however, the vertical distance should not exceed 1.2 m.

#### **A40 Underground Services.**

Before commencing work, either excavation or erection, the exact position of all underground services must be found and marked on the ground, and on all relevant site drawings.

Some services may be out of position from where they are shown on existing drawings and therefore all service locations will need to be determined by the aid of locating devices and hand digging of trial holes to expose the services.

Ensure that before any excavation work commences a safe system of work is developed and put into effect and rigidly adhered to, part of which may consist of contacting the area Utilities Authority and requesting them to either:

- a) Re-route the services.
- b) Make the services dead, if and when work is done in the immediate vicinity (this would mean a permit to work system).

Check that all mechanical diggers, excavators, dozers etc., stop excavating at a safe distance from all underground services. This distance is usually 0.5m, but could be much further if instructed by the utility company.

Points to be brought to the attention of Plant Operators/Drivers.

- a) Every cable must be regarded as being electrically charged.
- b) No machine to be operated in the vicinity of known buried cables. Detailed use of cable avoidance tools (CAT and GENNY) should have reduced the risk of making contact with services.
- c) If a machine exposes a cable but does not remain in contact with it the machine will be withdrawn from the area so that proper safeguards can be introduced.
- d) Some older cable and gas services do not resemble modern services. Old lead pipe" could turn out to be electrical cable conduit. So treat all services as high risk.

Points to be brought to the attention of all personnel on site whether Drivers, Plant Operators or Operatives

- a) Every cable must be regarded as being electrically charged.
- b) Cables must not be used as stepping stones.
- c) Personnel must never prod with pointed implements near known cable routes while searching for other services.
- d) Older services may not resemble modern services. Treat all services as potentially dangerous until made safe.

#### **A41 Violence at work**

In accordance with their responsibilities for the Health & Safety for employees, management will take all reasonable practicable steps to prevent violence at work.

These will include the provision of safe systems of work, suitable protective equipment and appropriate training. Where incidents of violent behaviour from other employees or members of the public take place, the company will provide appropriate support and help to the victim.

All employees are reminded of their duty not to endanger themselves or their colleagues. In particular, they are warned against using provocative language or gestures towards members of the public.

While attempting to prevent an act of violence, no employee should risk his or her life or the lives of others.

The manager or supervisor on site is authorised to take whatever immediate action he or she believes necessary in order to deal with a violent incident, and if necessary should contact the police.

All staff subject to a violent incident (including verbal abuse, threats and actual physical assault) must complete an incident report form at the earliest possible opportunity and return it the Heal & Safety Directors.

The Directors will, after appropriate consultation, prepare a report on the incident and make recommendations for immediate action to be taken.

The incident report forms will be analysed by the Health & Safety Directorss and incidents classified in order to build up a picture of violent occurrences from which lessons can be learnt.

#### **A42 New and Expectant mothers**

Many women work while they are pregnant and many return back to work while they are still breast feeding.

The company recognise there are many possible hazards in the workplace for expectant mothers which might also be transmitted to their unborn or new children.

These range from general, everyday matters such as handling heavy objects or shocks and vibrations, to specific risks associated with particular substances or a feature of the working environment (e.g. noise, extremes of heat and cold)

It is the company's policy to identify and counter all such hazards as required by the Management of Health & Safety at work regulations, to ensure that women who are pregnant, breastfeeding or new expectant mother do not have their health jeopardised by indifferent working conditions.

#### **A43 Cartridge Operated Tools**

These tools are work equipment and therefore, the requirements of the Provision and Use of Work Equipment Regulations 1998 must be observed.

**Company rules applicable to the use of cartridge operated fixing tools:**

Cartridge tools must only be operated by persons trained in the use of the particular tool to be used.

Cartridge tools must be dismantled and examined for defects once in every seven days of use.  
The tool should not be used unless it is fitted with a guard or shield suitable for the work

All unused cartridges must be returned to the site supervisor, who is responsible for establishing a procedure for issue and return.

**ALWAYS** when operating a cartridge tool wear suitable eye and hearing protection.

A loaded tool must not be left unattended.

Remember - Risks in the use of cartridge tools are primarily to your work mates.  
Tools and the number and type of cartridge, should always be signed for when issued to you.

On issue always immediately check the tool is not loaded.

When loading a cartridge or strip, point the barrel in a safe direction - pointing away from yourself and any other person.

**NEVER** place your hand over the end of the barrel.

**NEVER** walk around the workplace with a loaded tool - it should only be loaded at the work site.

Hold the tool at right angles to the job when firing.

When fixing through pre-drilled holes, ensure the adapter is used to make sure the nail or fixing is guided safely to its point of contact.

Always be aware of the possibility of the nail being fired through the material. Carry out tests to determine the correct power setting or correct cartridge strength.

During testing ensure no persons are allowed behind the material into which the tool is being fired.

Tools must not be fired where concentrations of flammable dust or vapour could give rise to an explosion.

In the event of a misfire, wait one minute before unloading. Extract the cartridge only in accordance with the manufacturer's instructions; under no circumstances must a screwdriver, nail or knife be used.

Misfired cartridges must be immersed in water to render them harmless.

After use ensure the tool is cleaned and oiled according to the manufacturer's instructions  
Only routine maintenance and the replacement of interchangeable parts are permitted, all major repairs must be carried out by the manufacturer.

Stocks of cartridges must be stored in damp-proof and flameproof boxes or cupboards, which can be securely locked.

Remember - cartridge tools can be dangerous if misused.

Always ensure that they are never used in a careless manner

**A44 Health & Safety Documentation to be displayed and available in the site office.**

- Company Health, Safety and Welfare Policy.
- Health and Safety Law Poster (revised).
- Employers Liability Insurance Certificate.
- Accident Report Book.
- Hospital Route to local Accident & Emergency Department
- Emergency Telephone contact list
- Accident, Emergency Flow chart
- COSHH Poster
- Fire Poster
- First Aid Poster
- SIDME Accident flow chart
- F10 ( It is the Principle Contractors duty to have the F10 displayed on site)

**A45 Overhead Electric Cables**

Overhead electric line conductors are normally uninsulated and if contact, or near contact, is made with them by a crane jib, scaffold pole, excavator bucket, or similar metal object, an electric current will discharge through the crane or pole with the risk of fatal or severe shock and burns to any person in the immediate vicinity.

During the contract preparation stage, senior contract staff must carefully note the position of all overhead lines in working areas, and regard every overhead conductor as being electrically charged. They should also:-

Check with the Electricity Authority to see whether they can:

- Re-route the lines.
- Put the lines underground.
- Have the lines made dead.

Prior to commencement of construction work, the Directors and site supervisor/foreman must ensure that the following actions are implemented:-

Erect adequate and suitably placed barriers to prevent plant from passing beneath overhead lines except at pre-selected points, where wooden "goal posts" should be erected, and that all barriers and goal posts should be positioned at least one and a quarter jib lengths from the lines.

Fix large notices on the barriers and goal posts reading "**DANGER HIGH VOLTAGE OVERHEAD POWER LINES**".

**DO NOT** tip soil or stack material underneath overhead lines.

Ensure that scaffold poles, metal-bound ladders and materials which are wet or damp are kept at a safe distance from all overhead lines. In no circumstances should such materials be stored below overhead lines.

As a guide goal posts must be at least 6.0 metres from the overhead line when the line is carried on wood poles, and 15.0 metres when the line is on pylons. However, always check with the electrical distribution group before carrying out any work.

#### **A46 Actions Constituting Gross Misconduct**

The following are actions constituting Gross Misconduct and will render the employee liable to instant dismissal.

If the action is by the employee of a contractor it will render the employee liable to instant removal from the place of work and constitute grounds for the immediate termination of their Contract.

- Non compliance with Company Health and Safety Policy or any Company Safety Procedures.
- Unauthorised removal or interference with any guard or protective device.
- Unauthorised operation of any item of machinery, plant or equipment.
- Non compliance with requirement to wear personal protective equipment.
- Damage, misuse or interference with any item of fire fighting equipment.
- Unauthorised removal or defacing of any label, sign or warning device.
- Misuse of chemicals, inflammable or hazardous substances or toxic materials.
- No Smoking permitted on Client's premises.
- Dangerous horseplay or playing practical jokes which could cause accidents.
- Making false statements or in anyway deliberately interfering with evidence following an accident or dangerous occurrence.
- Any event resulting in criminal action whilst on client's premises.
- Falsification of any required documentation.
- Being under the influence of alcohol or illegal substances whilst at work.

#### **A47 Company Forms & Registers**

<b>Form No.</b>	<b>Description</b>
HH/HSMS/01/01	CP Health & Safety Plan
HH/HSMS/01/02	Health & Safety Information
HH/HSMS/02/01	Induction Records
HH/HSMS/02/02	Tool Box Talk Records
HH/HSMS/02/03	Training Records
HH/HSMS/02/04	Daily Briefing Record
HH/HSMS/02/05	Permit to Work
HH/HSMS/03/01	Risk Assessment Overview
HH/HSMS/03/02	Detailed Risk Assessment
HH/HSMS/04/01	Method Statement Index
HH/HSMS/05/01	COSHH Assessment
HH/HSMS/05/02	COSHH Assessment Register
HH/HSMS/06/01	PPE Assessment
HH/HSMS/06/02	PPE Issue Register
HH/HSMS/07/01	Lifting Equipment Inspection Register
HH/HSMS/08/01	Work Equipment Inspection Register
HH/HSMS/09/01	Waste Assessment
HH/HSMS/10/01	Manual Handling Assessment
HH/HSMS/11/01	Record of Noise Measurements
HH/HSMS/11/02	Record of Noise Dose Measurements
HH/HSMS/12/01	HAVS Assessment
HH/HSMS/12/02	HAVS Dose Assessment
HH/HSMS/13/01	Health Surveillance Questionnaire
HH/HSMS/14/01	Site Safety Inspection Report
HH/HSMS/14/02	Site Accident Statistics
HH/HSMS/14/03	Company Accident Statistics
HH/HSMS/15/01	RIDDOR Accident Reporting
HH/HSMS/15/02	Near Miss Reporting

#### **A48 Bribery, Fraud & Malpractice**

##### **Background**

1. Hesselberg Hydro (1991) Limited has a commitment to high legal, ethical and moral standards. All members of staff are expected to share this commitment. This policy is established to facilitate the development of procedures, which will aid in the investigation of fraud and related offences.
2. The Company already has procedures in place that reduce the likelihood of fraud occurring. These include documented procedures and systems of internal control and risk assessment management. In addition, the Company tries to ensure that a risk (and fraud) awareness culture exists in this organisation.

3. This document, together with the Fraud & Malpractice Response Plan (see Appendix 'A') is intended to provide direction and help to those staff and directors who find themselves having to deal with suspected cases of theft, fraud or corruption. These documents give a framework for a response and advice and information on various aspects and implications of an investigation. These documents are not intended to provide direction on prevention of fraud.

### **Fraud Policy**

4. This policy applies to any irregularity, or suspected irregularity, involving employees as well as consultants, vendors, contractors, and/or any other parties with a business relationship with this organisation. Any investigative activity required will be conducted without regard to any person's relationship to this organisation, position or length of service.
5. Fraud & malpractice comprises both the use of deception to obtain an unjust or illegal financial advantage and intentional misrepresentations affecting any aspect of company activity by one or more individuals among management, staff or third parties.
6. All Managers and staff have a duty to familiarise themselves with the types of improprieties that might be expected to occur within their areas of responsibility and to be alert for any indications or irregularity.

### **The Company's Policy**

7. The Company is absolutely committed to maintaining an honest, open and well-intentioned atmosphere within the organisation. It is therefore also committed to the elimination of any fraud and/or malpractice.
8. The Company wishes to encourage anyone having reasonable suspicions of fraud or malpractice to report them. Therefore it is also the Company's policy, which will be rigorously enforced, that no employee will suffer in any way as a result of reporting reasonably held suspicions.
9. All members of staff can therefore be confident that they will not suffer in any way as a result of reporting reasonably held suspicions of fraud or malpractice. For these purposes reasonably held 'suspicions' shall mean any suspicions other than those, which are raised maliciously and found to be groundless. The organisation will deal with all occurrences in accordance with the Public Interest Disclosure Act.

### **Appendix 'A'**

#### **Fraud & Malpractice Response Plan**

**The following paragraphs summarises the actions to be taken following the discovery of fraud & malpractice or suspected fraud/malpractice**

#### **1. PURPOSE OF THE FRAUD & MALPRACTICE PLAN**

The purpose of this plan is to ensure that timely and effective action is taken in the event of fraud/malpractice. The plan acts and increases the chances of a successful investigation.

The plan defines authority levels, responsibilities for action, and reporting to Seniors in the event of a suspected fraud or malpractice. The plan acts as a checklist of actions and a guide to

follow in the event of fraud/malpractice being suspected. The plan is designed to enable Hesselberg Hydro (1991) Limited to:

- a. prevent further loss
- b. establish and secure evidence necessary for criminal and/or disciplinary action
- c. notify the Companies Directors immediately
- d. determine when and how to contact the police and establish Seniors of communication
- e. assign responsibility for investigating the incident
- f. minimise and recover losses
- g. review the reasons for the incident, the measures taken to prevent a recurrence, and determine any action needed to strengthen future responses to fraud or malpractice
- h. keep all personnel with a need to know suitably informed about the incident as the investigation develops
- i. help promote an anti-fraud culture by making it clear to employees and others that Hesselberg Hydro (1991) Limited will pursue all cases of fraud or malpractice vigorously taking appropriate legal and or disciplinary action in all cases where that is justified.

## 2. ACTION FOLLOWING DETECTION

When any member of staff suspects that a fraud has occurred, he/she must notify his/her Senior Manager immediately. Speed is of the essence and this initial report should be verbal and must be followed up within 24 hours by a written report addressed to the Senior Manager which should cover:

- a. The amount/value if established.
- b. The position regarding recovery or company exposure.
- c. The period over which the irregularity occurred, if known.
- d. The date of discovery and how the suspected fraud/malpractice was discovered.
- e. The type of irregularity and what led to it i.e.:
  - was there a breakdown in the systems of internal control, or
  - Is there any inherent weakness in the system of internal control which allowed it to occur?
- f. Whether the person responsible has been identified.
- g. Whether any collusion with others is suspected.
- h. Details of any actions taken to date.
- i. Any other information or comments which might be useful

## 3. CONSULTATION

On verbal notification of a possible fraud the Senior Manager immediately contacts his/her Main Company Director. It is a matter for the Senior Manager in consultation with the Main Company of Directors to decide whether there is prima facie evidence of fraud in which case the police should be notified immediately, normally by the Senior Manager. On receipt of the follow up written report, the Senior Manager should forward this to his/her Responsible Main Company Director

The rapid discovery and proper reporting of fraud can also be an indicator of the strength of control within the company.

#### 4. INITIAL ENQUIRIES

Before completing the report above it may be necessary for Senior management to undertake an initial enquiry to ascertain the facts. This enquiry should be carried out as speedily as possible after suspicion has been aroused: **prompt action is essential**. The purpose of the initial enquiry is to confirm or repudiate, as far possible, the suspicions that have arisen so that, if necessary, disciplinary action including further and more detailed investigation (under internal disciplinary procedures and/or the police) may be instigated. Our external auditor, via the Company of Directors is available to offer advice on any specific course of action which may be necessary.

#### 5. MANAGERS' DUTY OF CARE

Managers conducting initial enquiries must be conscious that internal disciplinary action and/or criminal prosecution may result. If such action is later taken then under proper procedure the member of staff concerned has a right to representation and may have the right to remain silent. Utmost care is therefore required from the outset in conducting enquiries and interviews.

In addition, in order to protect The Company from further loss and destruction of evidence, it may be necessary to suspend the member of staff concerned immediately the allegation has been made or following the submission of the manager's initial verbal report. .

#### 6. PROTECTION OF EVIDENCE

If the initial examination confirms the suspicion that a fraud or malpractice has been perpetrated, then to prevent the loss of evidence which may subsequently prove essential for disciplinary action or prosecution, management should:

- a. take steps to ensure that all original evidence is secured as soon as possible;
- b. be able to account for the security of the evidence at all times after it has been secured, including keeping a record of its movement and signatures of all persons to whom the evidence has been transferred. For this purpose all items of evidence should be individually numbered and descriptively labeled;
- c. not alter or amend the evidence in any way;
- d. keep a note of when they came into possession of the evidence. This will be useful later if proceedings take place;
- e. remember that all memoranda relating to the investigation must be disclosed to the defence in the event of formal proceedings and so it is important to carefully consider what information needs to be recorded. Particular care must be taken with phrases such as "discrepancy" and "irregularity" when what is really meant is fraud or theft.

#### 7. APPOINTMENT OF CASE MANAGER

Should the initial investigation indicate that there is prima facie evidence of fraud it is critical that the Senior Manager requests the External Auditor (via The Companies Directors) to oversee and control the subsequent investigation. The request should be in writing and Terms of Reference should also be agreed.

The External Auditor should arrange for an action plan to be put in place with, as far as is possible, a set timeframe and regular reviews.

The External Auditor has full responsibility for progressing the case whilst he/she can, and should, call on the assistance of various sources of help at all stages (technical assistance, personnel, solicitors etc.) ultimate responsibility and accountability in progressing the case should remain with that officer.

The External Auditor should therefore have the necessary authority to enable him/her to properly discharge these duties. The External Auditor should also be independent from the matter in question. It is the responsibility of the External Auditor to keep the Company of Directors abreast of developments. In particular the External Auditor should report all material developments promptly to the Company of Directors.

## **8. POLICE INVOLVEMENT**

If the Senior Manager, in consultation with the Company of Directors is satisfied that there is prima facie evidence of fraud, then they must report the matter to the police. Consultation with the police at an early stage is beneficial allowing the police to examine the evidence available at that time and make decisions on whether there is sufficient evidence to support a criminal prosecution or if a police investigation is appropriate. Alternatively the police may recommend that The Company conducts further investigations and, generally, they will provide useful advice and guidance on how the case should be taken forward.

If the police decide to investigate then it may be necessary for the External Auditor to postpone further internal action and make suitable adjustments to the action plan. However, the External Auditor should continue to liaise with the police at regular intervals and report on progress made.

## **9. FRAUD REGISTER**

The External Auditor should ensure that the Fraud Register, which is held by The Director responsible, is updated with all the appropriate details including the value of any loss to the Company as a result of the fraud.

## **10. LEARNING FROM EXPERIENCE**

Following completion of the case, the External Auditor should prepare a summary report on the outcome and lessons learned circulating it to all other interested parties who must take the appropriate action to improve controls to mitigate the scope for future recurrence of the fraud/malpractice.

### **A49 Whistle Blowing**

#### **WHISTLE BLOWING POLICY AND PROCEDURE**

##### **Introduction**

The word whistleblowing in this Policy refers to the disclosure internally or externally by workers of malpractice, as well as illegal acts or omissions at work.

## Policy statement

Hesselberg Hydro (1991) Limited is committed to achieving the highest possible standards of service and the highest possible ethical standards in public life and in all of its practices. To achieve these ends, it encourages freedom of speech. It also encourages staff to use internal mechanisms for reporting any malpractice or illegal acts or omissions by its employees or ex-employees.

## Other policies and procedures

Hesselberg Hydro (1991) Limited has a range of policies and procedures, which deal with standards of behaviour at work; they cover Discipline, Grievance, Harassment and Recruitment and Selection. Employees are encouraged to use the provisions of these procedures when appropriate.

There may be times, however, when the matter is not about your personal employment position and needs to be handled in a different way.

Examples may be:

- *Malpractice or ill treatment of a patient/client/customer by a senior member of staff*
- *Repeated ill treatment of a patient/client/customer, despite a complaint being made*
- *A criminal offence has been committed, is being committed or is likely to be committed*
- *Suspected fraud*
- *Disregard for legislation, particularly in relation to health and safety at work*
- *The environment has been, or is likely to be, damaged*
- *Breach of standing financial instructions*
- *Showing undue favour over a contractual matter or to a job applicant*
- *A breach of a code of conduct*
- *Information on any of the above has been, is being, or is likely to be concealed*

*This list is not exhaustive.*

Hesselberg Hydro (1991) Limited will not tolerate any harassment or victimisation of a whistleblower (including informal pressures), and will treat this as a serious disciplinary offence, which will be dealt with under the Disciplinary Rules and Procedure.

## Role of Trade Unions

Hesselberg Hydro (1991) Limited recognises employees may wish to seek advice and be represented by their trade union(s) persons when using the provisions of this policy, and acknowledges and endorses the role trade union persons play in this area.

## Designated persons

The following people have been nominated and agreed by Hesselberg Hydro (1991) Limited as designated persons for concerns under this procedure.

They will have direct access to the most senior person in the organisation.

### **Role of designated person**

Where concerns are not raised with the line manager, the designated person will be the point of contact for employees who wish to raise concerns under the provisions of this policy.

Where concerns are raised with him/her, he/she will arrange an initial interview, which will if requested be confidential, to ascertain the area of concern.

At this stage, the whistleblower will be asked whether he/she wishes his/her identity to be disclosed and will be reassured about protection from possible reprisals or victimisation.

He/she will also be asked whether or not he/she wishes to make a written or verbal statement. In either case, the designated person will write a brief summary of the interview, which will be agreed by both parties.

### **Role of the most senior person in the organisation**

The designated person will report to the most senior person in the organisation, who will be responsible for the commission of any further investigation.

### **Complaints about the most senior person in the organisation**

If exceptionally the concern is about the most senior person within Hesselberg Hydro (1991) Limited this should be made to the chair of the board/governing body, who will decide on how the investigation will proceed. This may include an external investigation.

### **The investigation**

The investigation may need to be carried out under the terms of strict confidentiality i.e. by not informing the subject of the complaint until (or if) it becomes necessary to do so.

This may be appropriate in cases of suspected fraud. In certain cases, however, such as allegations of ill treatment of patients/clients/ customers, suspension from work may have to be considered immediately. Protection of patients/clients/customers is paramount in all cases.

The designated person will offer to keep the whistleblower informed about the investigation and its outcome.

If the result of the investigation is that there is a case to be answered by any individual, the Disciplinary Rules and Procedure will be used.

Where there is no case to answer, but the employee held a genuine concern and was not acting maliciously, the designated person should ensure that the employee suffers no reprisals.

Only where false allegations are made maliciously, will it be considered appropriate to act against the whistleblower under the terms of the Disciplinary Rules and Procedure.

### **Inquiries**

If the concern raised is very serious or complex, an inquiry may be held.

Hesselberg Hydro (1991) Limited recognises the contribution the trade union(s) can make to an inquiry, and agrees to consult with the trade union(s) about the scope and details of the inquiry, including the implementation of the recommendations of the inquiry.

Hesselberg Hydro (1991) Limited recognises that in many cases it will be desirable that a trade union(s) representative will be appointed to the panel of the inquiry.

### **Following the investigation**

The most senior person in the organisation will brief the designated person as to the outcome of the investigation. The designated person will then arrange a meeting with the whistleblower to give feedback on any action taken. (This will not include details of any disciplinary action, which will remain confidential to the individual concerned).

The feedback will be provided within the time limits (to be specified).

If the whistleblower is not satisfied with the outcome of the investigation, Hesselberg Hydro (1991) Limited recognizes the lawful rights of employees and ex-employees to make disclosures to prescribed persons (such as the Health and Safety Executive, the Audit Commission, or the utility regulators, or, where justified, elsewhere).

### **The Law**

This policy and procedure has been written to take account of the Public Interest Disclosure Act 1998, which protects workers making disclosures about certain matters of concern, where those disclosures are made in accordance with the Act's provisions.

The Act is incorporated into the Employment Rights Act 1996, which also already protects employees who take action over, or raise concerns about, health and safety at work.

### **A50 -Corporate Manslaughter and Corporate Homicide**

The Corporate Manslaughter and Corporate Homicide Act 2007 came into force on 6 April 2008, across the UK. The Act sets out a new offence for convicting an organisation where a gross failure in the way activities were managed or organised results in a person's death.

This will apply to a wide range of organisations across the public and private sectors.

In England and Wales and Northern Ireland, the new offence will be called corporate manslaughter. Under a new approach, courts will look at management systems and practices across the organisation, providing a more effective means for prosecuting the worst corporate failures to manage health and safety properly.

### **Managing risks - not risk aversion**

This is an opportunity for employers to think again about how risks are managed. The offence does not require organisations to comply with new regulatory standards. But organisations should ensure they are taking proper steps to meet current legal duties.

The Act will mean that those who disregard the safety of others at work, with fatal consequences, are more vulnerable to very serious criminal charges.

An organisation will be guilty of the new offence if the way in which its activities are managed or organised causes a death and amounts to a gross breach of a duty of care to the deceased.

## **A51 -Working Over Water**

### **Introduction**

When working over or near deep/fast flowing water, wherever possible provide collective protection measure e.g. hand rails which protect all those working in the area.

Always plan the work and ensure the necessary equipment, materials and PPE are in place and available to carry out the work safely.

Anyone carrying out work over or near deep/fast flowing water must be trained on the use of any PPE that they wear and instructed about the risks associated with type of work and the measures needed to control the risks.

Working near or over water is a high risk activity for several reasons.

People can very easily fall in and drown

Exposure to very cold water i.e. heart attack and hypothermia

Exposure to biological hazards, e.g. blue green algal blooms and sewage

Growth of plants and the formation of crusts

In most cases physical protection measures are required and the use of PPE must be properly planned and personnel trained and supervised.

### **Planning**

Any areas where work needs to be carried out and, which are near to or over water, must be identified prior to work commencing and the necessary precautions taken e.g. normally protected by fixed guardrail and toeboards.

Arrangements must be in place to ensure persons can be rescued if they fall in. Personnel also need to be briefed on the arrangements.

### **Undertaking Work Over or Near Water**

Appropriate precautions should be taken to prevent people and materials from falling into the water / effluent. This commonly consists of edge protection which meets the following requirements:

- o Guard rails with a minimum height of 950mm
- o Intermediate guard rails or other rigid barriers such that there is no unprotected gap of more than 470mm
- o Toe boards with a minimum height of 150mm to prevent persons from slipping under the intermediate rail and materials from falling.

If fencing or guarding is not reasonably practicable, PPE must be properly planned and personnel trained and supervised.

If safety harness is not appropriate due to the nature of the work for example, a reservoir inspection, then appropriate life jackets must be worn at all times when working next to deep or fast flowing water. Life jackets must be self inflating with a minimum buoyancy of 150 newtons.

Note that buoyancy aids are not sufficient protection. They are not designed to turn an unconscious person so that the mouth and nose are above the water line.

When working near to aerated water, the aeration process reduces water density and therefore extra buoyancy lifejackets (275 Newtons) are required

Where water is flowing sufficiently fast to carry a person away, only physical protection should be used. If working in an area where there is an identified possibility of a sudden rush of water, a robust chain or bar, downstream of the work location, should be used.

Grills should be provided at points where persons can be sucked or swept into pipes/conduits.

Adequate PPE should be provided i.e. gloves overalls and boots. The need for good hygiene practices should be emphasised. All personnel should be reminded of the need to wash hand and forearms before eating smoking or drinking. Any minor cuts and abrasions should be protected from contamination with water proof plasters.

### **Rescue**

Sufficient rescue equipment must be provided immediately next to the work location e.g. life rings with hauling lines / or throwing lines.

Means of communication must be provided so that emergency services can be contacted if an incident occurs e.g. a fully charged mobile phone or radio.

### **Maintenance and Inspection**

All PPE including life jackets, harnesses etc must be checked every time they are used i.e. they should be checked to see that the pill is in place and the gas cylinder has not been breached.

PPE should also be regularly checked. Checks should include the general condition and automatic inflation devices. A record of these checks should be maintained.

Life jackets should be maintained in accordance with the manufacturer's instructions.

Every month life rings and throwing lines should be checked for deterioration.

### **Training and Competence**

All persons required to use PPE including life jackets and or safety harness must shall be instructed in their correct use, pre use checks (pill in place, gas cylinder not ruptured) and storage. All personnel should be briefed on the rescue arrangements.

## **A52 - Covid 19**

### **Policy brief & purpose**

The company's Covid-19 policy includes the measures that we are actively taking to mitigate the spread of coronavirus. As an employee of the company or a contractor working on our behalf, you are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment.

It's important that we all respond responsibly and transparently to these health precautions.

As a company we can assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

## **Scope**

This coronavirus policy applies to all of our employees who physically work in our office(s) and on site. As a company we strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

## **Policy elements:**

Here, we outline the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

### **Sick leave arrangements:**

If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home. If you have a positive COVID-19 diagnosis, you can return to the office only after you've fully recovered, with a doctor's note confirming your recovery.

### **Work from home requests:**

If you are feeling ill, but you are able to work, you can request to work from home.

If you have recently returned from areas with a high number of COVID-19 cases (based on CDC announcements), we'll ask you to work from home for 14 calendar days, and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.

If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.

If you're a parent and you have to stay at home with your children, request work from home.

Follow up with your manager or departmental leader to make arrangements and set expectations.

If you need to provide care to a family member infected by COVID-19, request work from home.

You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

### **Traveling/commuting measures:**

Where an occupational health (OH) service provider has been appointed, please seek additional advice or concerns through this service.

All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible.

Wherever possible workers should travel to site alone using their own transport.

### **If workers have no option but to share transport:**

Journeys should be shared with the same individuals and with the minimum number of people at any one time.

Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.

The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

**General hygiene rules:**

Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you'll find around the office. Cough/sneeze into your sleeve, preferably into your elbow.

If you use a tissue, discard it properly and clean/sanitize your hands immediately.

Open the windows regularly to ensure open ventilation.

Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.

If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures (such as requesting sick leave).

Hesselberg Hydro (1991) Limited Health & Safety Policy expires end of August 2021