



HEALTH AND SAFETY POLICY

(2007)

SAFE WORKING POLICY - CONSTRUCTION

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1: REPORTING ACCIDENTS

If someone we employ, or who is working on our site, has an accident we:

- 1.1. Notify the Contact Centre (see below) immediately if the accident is fatal or involves a major injury, such as a fracture, amputation or loss of sight.
- 1.2. Report any work-related accident that results in more than three days off work.
- 1.3. If a member of the public is killed or sent to hospital as a result of an accident on your site, then you should notify that too.

We can notify the Contact Centre:

- 1.4 In writing, using the form is HSE31 (rev1), and then either facing it on 0845 300 9924, or posting to: Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG or by telephone on 0845 300 9923.
- 1.5 Over the internet on <http://www.ridor.gov.uk>

2: EMPLOYING

When we employ or control people doing work for us, we make sure that, where applicable:

- 2.1 They are trained and competent to do the job safely and without putting their health at risk
- 2.2 They are properly supervised and given clear instructions.
- 2.3 They have access to washing and toilet facilities.
- 2.4 They have the right tools, equipment, plant and protective clothing.
- 2.5 We discuss health and safety issues with them (or their representatives). *Note: If a person working under your control and direction is treated as self-employed for tax and national insurance purposes, they may nevertheless be your employees for health and safety purposes.

3: SUBCONTRACTING

Where applicable, when we subcontract work to others, we:

- 3.1 Check the health and safety performance of the people we plan to use
- 3.2 Give them the health and safety information they need for the work
- 3.3 Discuss the work with them before they start
- 3.4 Make sure that we have provided everything we agreed (e.g. scaffolds, the right plant, access to welfare, etc).
- 3.5 Check their performance and remedy shortcomings

4: ACCESS ON SITE

Where applicable:

- 4.1 Everyone can get to their place of work safely - and work there safely
- 4.2 Access routes are in good condition and clearly signposted
- 4.3 Edges, which people could fall from, are provided with double guard rails or other suitable edge protection
- 4.4 Holes are protected with clearly marked and fixed covers to prevent falls
- 4.5 The site is tidy, and materials are stored safely
- 4.6 Lighting is adequate

5: WELFARE

Where applicable:

- 5.1 Toilets are readily available and they are kept clean and properly lit
- 5.2 There are washbasins, hot and cold (or warm) running water, soap and towels
- 5.3 The washbasins are large enough to wash up to the elbow and are kept clean
- 5.4 There is somewhere to change, dry and store clothing
- 5.5 Drinking water and cups are provided
- 5.6 There is a place where workers can sit, make hot drinks and prepare food
- 5.7 Everyone who needs to use them can get to the welfare facilities easily and safely.

6. LADDERS/STEP

- 6.1 Are ladders the right way to do the job?
- 6.2 They are kept in good condition
- 6.3 Ladders should rest against a solid surface and not on fragile or insecure materials
- 6.4 Ladders should be secured to prevent them slipping sideways outwards
- 6.5 Ladders should be raised a sufficient height above their landing place. If not there should be other hand holds available.
- 6.6 The ladders should be positioned so that users don't have to over-stretch.

7. MANUAL HANDLING

- 7.1 Are there any heavy materials, which could cause problems if they have to be moved by hand?
- 7.2 Choose light materials
- 7.3 Use wheelbarrows, hoists, and other plant or equipment so that manual lifting of heavy objects is kept to a minimum
- 7.4 Use people who have been instructed and trained how to lift safely

8. TOOLS AND WOODWORKING MACHINERY

- 8.1 The right tools or machinery are being used for the job
- 8.2 All dangerous parts are guarded.
- 8.3 Guards are secured and in good repair
- 8.4 Tools and machinery are maintained in good repair and all safety devices are operating correctly
- 8.5 All operators are trained and competent

9. MANLIFT

Where applicable:

- 9.1 The equipment should be operated by a competent person
- 9.2 The operators should be trained and competent with an I-Pac licence
- 9.3 The lift should have a current report of thorough examination and a record of inspection
- 9.4 There should be a suitable base enclosure to prevent people from being struck by any moving part of the lift

10. EMERGENCIES

Where applicable:

- 10.1 There are emergency procedures available, e.g. for evacuating in case of fire
- 10.2 People on site know what the procedures are
- 10.3 There should be a means of raising the alarm: alarm should be effective
- 10.4 There should be a way to contract the emergency services from site
- 10.5 There should be adequate escapes routes left clear
- 10.6 There should be first-aid provision

11. FIRE

- 11.1 The quantity of flammable materials, liquids and gases should be kept to a minimum
- 11.2 These materials should be properly stored
- 11.3 Smoking and other ignition sources should be banned in areas where flammable materials are stored or used
- 11.4 Flammable and combustible waste should be removed regularly and stored in bins or skips
- 11.5 Suitable fire extinguishers should be provided

12. HAZARDOUS SUBSTANCES

Where applicable

- 12.1 We would identify all harmful substances and materials, such as asbestos, lead, solvents, paints, cement and dust.
- 12.2 We would check whether a licensed contractor is needed to deal with asbestos on site? (Most work with asbestos requires a licence, although you can do some very limited work with materials that contain asbestos without one.
- 12.3 We would identify and put into place precautions to prevent or control exposure to hazardous substances by:
 - i. Doing the work in a different way, to remove the risk entirely
 - ii. Using a less hazardous material
 - iii. Using tools fitted with dust extraction
- 12.4 Workers should have appropriate information and training, so they know what the risks are from the hazardous substances used and produced on site, and what they need to do to avoid those risks
- 12.5 There should be arrangements for health surveillance for people using certain hazardous substances (e.g. lead)

13. NOISE

Where applicable

- 13.1 Workers have information and training so that they know what the risks are from noise on site, and what they need to do to avoid those risks
- 13.2 We would identify and assess workers exposure to noise
- 13.3 Noise should be reduced by using different working methods or selecting quieter plant, e.g. by fitting breakers and other plant or machinery with silencers
- 13.4 People not involved in the work should be kept away from the source of the noise
- 13.5 Suitable hearing protection should be provided and worn in noisy areas
- 13.6 Hearing protection zones should be marked
- 13.7 Arrangements should be made for health surveillance for people exposed to high levels of noise

14. HAND-ARM VIBRATION

Where applicable

- 14.1 Workers should have information and training so they know what the risks are from hand-arm vibration (HAV) on site, and what they need to do to avoid those risks
- 14.2 We would identify and assess risks to workers from prolonged use of vibrating tools such as angle grinders or hammer drills.
- 14.3 Exposure to HAV should be reduced as much as possible by selecting suitable work methods and plant
- 14.4 Reduced-vibration tools should be used wherever possible
- 14.5 Vibrating tools should be properly maintained
- 14.6 Arrangements should be made for health surveillance for people exposed to high levels of hand-arm vibration especially when exposed for long periods

15. ELECTRICITY AND OTHER SERVICES

See Subcontracting (3)

16. PROTECTING THE PUBLIC

Where applicable

- 16.1 The work should be fenced/taped off from the public
- 16.2 The public should be protected from falling material
- 16.3 When work has stopped for the day:
 - i. The boundary should be secure
 - ii. All ladders should be removed or their rungs boarded so that they cannot be used
 - iii. All plant should be immobilised to prevent unauthorised use
 - iv. Flammable or dangerous substances should be locked away in secure storage places