

M.G MITCHELL LTD

Building & General Maintenance

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Health & Safety Policy

(In accordance with the Health & Safety at Work etc Act 1974)

Issue Numbers	Amendment Date	Amendment Details	Authorised By
0	September 2015	Initial Development	M. Mitchell
1	September 2016	Annual Review	M. Mitchell
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3	September 2018	Annual review including addition of: <ul style="list-style-type: none"> - Drugs & Alcohol - Young Persons at Work - Weils Disease & Psittacosis - Temporary Works - Lead at Work 	M. Mitchell
4	November 2020	Periodic review and addition of COVID procedures	M. Mitchell

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SECTION 1 STATEMENT OF GENERAL POLICY

This is the health and safety policy for MG Mitchell Ltd and shall be implemented in all our undertakings.

In all our activities and operations, we will work with our staff, its representatives, our contractors and suppliers to:

- Comply fully with all legal requirements and meet or exceed our health and safety expectations;
- Provide a secure working environment by protecting ourselves, our assets and our operations against risk of injury, loss or damage and thereby protecting our business;
- Ensure that all our employees, contractors and others are well informed, well trained, engaged and committed to the health and safety improvement process. We recognise that safe operations depend not only on technically sound plant and equipment but on competent people and an active health and safety culture, and that no activity is so important that it cannot be done safely;
- Regularly provide assurance that the processes in place are working effectively. While all employees and contractors are responsible for health and safety performance, line management is accountable for understanding and managing health and safety risks;
- Fully participate in hazard identification, risk assessment and reporting of health and safety results;
- Maintain public confidence in the integrity of our operations. We will openly report our performance and consult with people outside MG Mitchell Ltd to improve our understanding of external and internal health and safety issues associated with our operations;
- Expect that all parties working on MG Mitchell Ltd behalf recognise that they can impact our operations and reputation, and must operate to our standards. We will assure ourselves that our contractors' and others' management systems are compatible with our commitment to health and safety performance.



Mr. Martin Mitchell
Managing Director
MG Mitchell Ltd

16th November 2020

SECTION 2 ORGANISATION

2.1. Responsibility for Safety

Whilst the overall policy responsibility for health and safety rests at the highest level, individuals at every level shall need to accept degrees of responsibility in order to effectively implement this policy. This section details the responsibility at each level within MG Mitchell Ltd in support of implementation of the policy.

2.2. Managing Director

As the Managing Director, Mr. Martin Mitchell has overall and final responsibility for health and safety within the Company. He shall be responsible for the overall effectiveness of this Health and Safety Policy and will be supported by his staff to maintain safety throughout the Company. Each Manager, Supervisor and Employee is responsible to him for safety and for complying with legal requirements on their own jobs. In particular he:

- 2.2.1 Shall ensure that the Company complies with the requirements of:
 - a) the Health and Safety at Work etc. Act 1974 and the relevant statutory provisions;
 - b) all relevant fire safety legislation;
 - c) this health and safety policy.
- 2.2.2 Shall appoint sufficient competent persons to implement this health and safety policy.
- 2.2.3 Has appointed South Downs Safety Ltd as the Company's health and safety advisers.
- 2.2.4 Shall manage and monitor compliance with this policy.
- 2.2.5 Shall ensure that all employees are provided with such information, instruction and training as is required to comply with the requirements of the Health and Safety at Work etc. Act 1974 and the relevant statutory provisions.
- 2.2.6 Shall ensure that all employees are consulted on a matters required by statute.
- 2.2.7 Shall ensure that the necessary resources are made available to implement this policy and comply with the above stated requirements.
- 2.2.8 Shall ensure that:
 - a) the effectiveness of this policy is reviewed annually and in the light of any failure of the system and/or changes in statutory legislation; and
 - b) any changes that are deemed necessary are recorded and carried out.
- 2.2.9 Shall ensure that adequate resources are made available to implement this policy and to take any necessary remedial action or make any required amendments to the procedures that comprise this policy.
- 2.2.10 Shall ensure that all risk assessments required by statute are carried out and control measures implemented.
- 2.2.11 Shall ensure that adequate supervision is available at all times, particularly where young and inexperienced workers are concerned.
- 2.2.12 Shall ensure that all accidents reported to the office or involving office staff are recorded in the accident book, are investigated and shall where necessary implement corrective action.
- 2.2.13 Shall deal with all insurance and legal matters arising from industrial injury.
- 2.2.14 Shall maintain records of:
 - a) all accidents reported to the Company in accordance with the procedures set out in this policy;
 - b) health and safety training received by employees;
 - c) all tests and inspections carried out on work equipment including portable electrical equipment, access equipment and lifting equipment.
- 2.2.15 Shall ensure that all risk assessments required by statute are carried out and control measures implemented.
- 2.2.16 Shall ensure that there are adequate first aid facilities made available in the office and all employees know the whereabouts of such facilities.

- 2.2.17 Shall ensure the office is maintained in a safe and tidy condition.
- 2.2.18 Shall carry out regular safety inspections of the office and shall implement any necessary remedial action.
- 2.2.19 Shall ensure that a fire risk assessment is carried out of that all areas under the Company's control every 12 to 14 months and following any building works or office moves.
- 2.2.20 Shall ensure that a fire and emergency plan is produced for the office, which takes into consideration the needs of persons who work at the location and have restricted mobility, hearing, vision or other special needs.
- 2.2.21 Shall ensure that all employees receive adequate fire safety training to allow them to act up the requirements of the Company's fire safety plan for the building where they work.
- 2.2.22 Shall ensure that duty holders appointed to implement the Company's fire safety plan all employees receive adequate fire safety training to allow them to comply with their duties.
- 2.2.23 Shall ensure that a first aid plan is produced for the office that identifies:
 - a) what equipment, facilities and personnel are required to enable first-aid to be rendered to all employees who become injured or become ill at work;
 - b) the means by which help can be summoned when a person becomes injured or ill at work;
 - c) how employees shall be informed about the arrangements that have been made in connection with the provision of first-aid, including the location of equipment, facilities and personnel.
- 2.2.24 The Health and Safety Officer shall ensure that records are maintained of the dates of Company first aiders and appointed person's training and their qualifications.

2.3. Contracts Managers

- 2.3.1 Shall manage and monitor compliance with this policy as it relates to construction work under their control undertaken by the company.
- 2.3.2 Shall when required by statute:
 - a) produce suitable method statements and risk assessments in consultation with operatives carrying out the work for construction projects undertaken by the company.
 - b) ensure that any method statements and risk assessments produced for any construction project undertaken by the company are implemented, implementation is monitored and where necessary the documentation is updated.
- 2.3.3 Shall ensure that all employees working under their control are made aware of the arrangements set out in this policy and comply with them at all times whilst at work.
- 2.3.4 Shall ensure that all contractors working under their control are made aware of, and comply with, any relevant arrangements and risk control measures set out in:
 - a) this health and safety policy;
 - b) any method statements in place for construction work they are involved in;
 - c) any risk assessments undertaken by the company for construction work they are involved in.
- 2.3.5 Shall implement and communicate to employee(s), contractor(s), or anybody else who may be affected by MG Mitchell Ltd undertaking, the control measures and safe systems of work identified in this policy and any risk assessment(s) for hazardous work or the use of a hazardous substance.
- 2.3.6 Shall ensure that any necessary remedial action identified by the company's Health and Safety Advisor during a formal safety inspection is implemented.
- 2.3.7 Shall undertake regular informal safety inspections of all construction projects undertaken by the company and shall ensure that any necessary remedial action is implemented.

- 2.3.8 Shall ensure on all construction projects under their control that:
- a) all risk assessments required by statute are carried out and control measures implemented;
 - b) adequate supervision is available at all times, particularly where young and inexperienced workers are concerned;
 - c) adequate welfare facilities are provided and maintained in a satisfactory condition;
 - d) such equipment, facilities and personnel as is required to enable first-aid to be rendered to all employees and contractor who become injured or become ill at work are provided and maintained;
 - e) there is a suitable means by which help can be summoned when a person becomes injured or ill at work; and
 - f) work areas are maintained in a safe and tidy condition.
- 2.3.9 Shall ensure that personal protective equipment is available and used by both Company employees and contractors working for the company wherever it is required by law, this policy or its use indicated in statutory assessments.

2.4. Site Managers

- 2.4.1 Shall assist the Contracts Manager in the production of method statements and risk assessments for any project they are managing.
- 2.4.2 Shall ensure that the method statements and risk assessments for any project they are managing is implemented and where changes are required to the documentation shall notify the Contracts Manager.
- 2.4.3 Shall ensure on their site(s) that:
- a) all risk assessments required by statute are carried out and control measures implemented;
 - b) adequate supervision is provided at all times, particularly where young and inexperienced workers are concerned;
 - c) adequate welfare facilities are provided, maintained in a satisfactory condition and employees and contractors are informed of it's whereabouts;
 - d) such equipment, facilities and personnel as is required to enable first-aid to be rendered to all employees and contractor who become injured or become ill at work are provided and maintained and employees and contractors are informed of it's whereabouts;
 - e) there is a suitable means by which help can be summoned when a person becomes injured or ill at work and employees and contractors are informed; and
 - f) work areas are maintained in a safe and tidy condition.
 - g) only competent people are allowed to hazardous work equipment.
- 2.4.4 Shall provided to all personnel who work on or visit their site such information instruction and training as is necessary to make them aware of any significant hazards, risk control measures , safe systems of work and site health and safety rules.
- 2.4.5 Shall implement and communicate to employee(s), contractor(s), or anybody else who may be affected by the company's undertaking, the control measures and safe systems of work identified in this policy, method statements and any risk assessment(s) for hazardous work or the use of a hazardous substance.
- 2.4.6 Shall ensure that all accidents that occur on their site(s) are recorded in the accident book and reported immediately to the Contracts Manager.
- 2.4.7 Shall ensure that suitable Head Protection to BS5240 is worn at all times during the construction work unless there is no risk of injury to the head from falling objects or hitting the head against something. In addition to the above guidelines MG Mitchell Ltd shall insist that safety helmets be worn at the following times, regardless of whether or not there is a risk to individual personnel on site:
- a) helmets shall be worn by all personnel, at all times on new buildings until the scaffolding is removed;
 - b) all personnel shall wear helmets, at all times when mobile plant or excavators are being used on site;
 - c) all personnel shall wear helmets, at all times when there is demolition work in progress on the site;
 - d) helmets used when climbing and absailing will be fitted with suitable chin straps;

- 2.4.8 Shall carry out regular visual inspections of sites under their control and where remedial action cannot be implemented immediately, shall notify the Contracts Manager.
- 2.4.9 Shall ensure that any necessary remedial action identified by the company's Health and Safety Advisor during a formal safety inspection is implemented.

2.5. Site Supervisors

- 2.5.1 Shall assist the Site Manager and Contracts Manager in the production of method statements and risk assessments for any project they are managing.
- 2.5.2 Shall ensure that the method statements and risk assessments for any project they are managing is implemented and where changes are required to the documentation shall notify the Site Manager and Contracts Manager.
- 2.5.3 Shall ensure on their site(s) that:
 - a) all risk assessments required by statute are carried out and control measures implemented;
 - b) adequate supervision is provided at all times, particularly where young and inexperienced workers are concerned;
 - c) adequate welfare facilities are provided, maintained in a satisfactory condition and employees and contractors are informed of it's whereabouts;
 - d) such equipment, facilities and personnel as is required to enable first-aid to be rendered to all employees and contractor who become injured or become ill at work are provided and maintained and employees and contractors are informed of it's whereabouts;
 - e) there is a suitable means by which help can be summoned when a person becomes injured or ill at work and employees and contractors are informed; and
 - f) work areas are maintained in a safe and tidy condition.
 - g) only competent people are allowed to hazardous work equipment.
- 2.5.4 Shall provided to all personnel who work on or visit their site such information instruction and training as is necessary to make them aware of any significant hazards, risk control measures , safe systems of work and site health and safety rules.
- 2.5.5 Shall implement and communicate to employee(s), contractor(s), or anybody else who may be affected by the company's undertaking, the control measures and safe systems of work identified in this policy, method statements and any risk assessment(s) for hazardous work or the use of a hazardous substance.
- 2.5.6 Shall ensure that all accidents that occur on their site(s) are recorded in the accident book and reported immediately to the Site Manager and Contracts Manager.
- 2.5.7 Shall ensure that suitable Head Protection to BS5240 is worn at all times during the construction work unless there is no risk of injury to the head from falling objects or hitting the head against something. In addition to the above guidelines MG Mitchell Ltd shall insist that safety helmets be worn at the following times, regardless of whether or not there is a risk to individual personnel on site:
 - a) helmets shall be worn by all personnel, at all times on new buildings until the scaffolding is removed;
 - b) all personnel shall wear helmets, at all times when mobile plant or excavators are being used on site;
 - c) all personnel shall wear helmets, at all times when there is demolition work in progress on the site;
 - d) helmets used when climbing and absailing will be fitted with suitable chin straps;
- 2.5.8 Shall carry out regular visual inspections of sites under their control and where remedial action cannot be implemented immediately, shall notify the Contracts Manager.
- 2.5.9 Shall ensure that any necessary remedial action identified by the company's Health and Safety Advisor during a formal safety inspection is implemented.

2.6. The Company Employees

- 2.6.1 Shall comply with the requirements of this policy.
- 2.6.2 Shall take reasonable care of their own health and safety whilst at work.
- 2.6.3 Shall work in such a manner so as not to put at risk any person who is likely to be affected by their works.
- 2.6.4 Shall not interfere or misuse anything provided in the interest of health, safety and welfare.
- 2.6.5 Shall not attempt to operate hazardous work equipment unless trained and authorised to do so.
- 2.6.6 Shall observe all safety rules, and act on all reasonable instructions given by members of management on matters of health and safety. Refusal to comply with a reasonable instruction is a serious disciplinary offence.
- 2.6.7 Shall read all site safety documentation and sign to confirm acceptance and understanding.
- 2.6.8 Shall as soon as it is safe to do so report all accidents and damage to members of management

whether persons are injured or not.

- 2.6.9 Shall immediately report any defects in protective equipment issued to members of management.
- 2.6.10 May make suggestions to improve health and safety in the Company to members of management.

2.7. The Health & Safety Advisor

- 2.7.1 Shall complete regular formal safety audits when requested, the results of which will be forwarded to the Managing Director and relevant Contracts Manager immediately after the inspection.
- 2.7.2 Shall advise the Managing Director on suitable remedial actions following the identification of any non-conformances on site.
- 2.7.3 Shall develop the Company Health & Safety Policy and Procedures and review them at regular intervals.
- 2.7.4 Shall highlight any shortfalls in training requirements.
- 2.7.5 Shall advise the Managing Director on the legal requirements for training courses including their suitability and relevance to the Company's undertakings.
- 2.7.6 Shall provide advice and guidance, both verbally and in written form as required.
- 2.7.7 Shall provide statistics on health and safety performance on a monthly basis.
- 2.7.8 Shall attend safety committee meetings and input as required.
- 2.7.9 Shall provide major incident support following accidents or incidents, including guidance on the requirement for reporting the accident to the Health & Safety Executive.
- 2.7.10 Shall complete formal investigations following any accident on site or at the Company offices.

2.8. Contractors

All Contractors working for the Company:-

- 2.8.1 Shall comply with the requirements of this policy.
- 2.8.2 Shall before commencing work for the Company:
 - a) provide the Company with a copy of their safety policy if they employ 5 People or more.
 - b) provide the Company with a copy of their liability and indemnity insurance policies.
 - c) provide the Company with a written risk assessment for the works.
 - d) establish and agree with the Company safe systems of work for the tasks they will undertake.
- 2.8.3 Shall comply with all control measures set out in any risk or other assessments for their works.
- 2.8.4 Shall comply with all control measures set out in any risk or other assessments, for works carried out by others, but which may affect them.
- 2.8.5 Shall ensure that personal protective equipment is available at all times and used by themselves and their employees where ever it is required by law or its use indicated in any statutory assessments for their work or work that may affect them.
- 2.8.6 Shall ensure that their employees are adequately trained and fully aware of any hazards on the site.
- 2.8.7 Shall ensure that adequate supervision is available at all times, particularly where young and inexperienced workers are concerned.
- 2.8.8 Shall carry out their works in such a way that does not create for themselves or any other person, risk to health and safety so far as is reasonably practical.

SECTION 3 THE MANAGEMENT OF HEALTH AND SAFETY AT WORK

3.1. Risk Assessments

- 3.1.1 The company shall ensure that suitable and sufficient assessment shall be made of:
- a) the risks to the health and safety of employees whilst they are at work,
 - b) the risks to health and safety of persons not in his employment but arising out of or in connection with work being carried out.
- 3.1.2 These assessments shall be reviewed if they are no longer valid or there have been significant changes to the safe system of work outlined in the assessment.
- 3.1.3 The purpose of a risk assessment is to identify and document safe systems of work that shall, in order of importance:
- a) avoid risks altogether;
 - b) deal with problems at source;
 - c) reduce risk by adapting work to suit the individual;
 - d) make use of available technology to provide a safe system of work;
 - e) provide a protected workplace;
 - f) as a last resort and only if other methods are not reasonably practical use PPE;
- 3.1.4 The Risk Assessment shall:
- a) identify all hazards or risks;
 - b) identify and prioritise measures to be taken to comply with HASAWA '74;
 - c) propose methods of avoiding or minimising the risk;
 - d) set out a formal and clear management system that sets out responsibility for the management functions of planning, organisation, control and monitoring;
 - e) set out the safe system of work;
 - f) outline procedures for dealing with reasonably foreseeable emergencies which may arise;
 - g) detail any training required;
 - h) provide information for personnel carrying out the task on risks, preventive measures and emergency procedures. Employees should be given tasks in accordance with their capabilities;
 - i) detail procedures and precautions to be taken to protect other workers who may be affected by the work. Identify any need for health surveillance, and set out the procedures for carrying it out if required;
 - j) be communicated to the personnel involved and be reviewed and revised as necessary.
- 3.1.5 At the commencement of any contract, the manager responsible shall complete the company's general risk assessment form to identify the risks to which anybody who is involved in, or may be affected by the company's work may be exposed.
- 3.1.6 Detailed risk assessment shall then be carried out of all significant hazards identified on the general risk assessment form or subsequently identified during the course of any work.
- 3.1.7 Site Managers and Supervisors shall ensure that control measures or safe systems of work identified in risk assessments are implemented, communicated to all personnel involved, and monitored.

3.2. Fire and Emergency

- 3.2.1 The Managing Director as the responsible person shall in accordance with the Regulatory Reform (Fire Safety) Order 2005:
- a) take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of all employees; and
 - b) 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.
 - c) must make a suitable and sufficient assessment of the 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 this Order.
- 3.2.2 Fire risk assessments shall be reviewed by the responsible person and where necessary revised if:
- a) there is reason to suspect that it is no longer valid; or;
 - b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions;
 - c) and where changes to an assessment are required as a result of any such review, the responsible person must make them
- 3.2.3 Fire risk assessments shall:
- a) be carried out by a competent person;
 - b) include an assessment of the risks to persons with restricted mobility, hearing, vision or other special needs; and
 - c) be recorded.
- 3.2.4 The Managing Director shall ensure that a fire and emergency plan is produced for the office which takes into consideration the needs of persons who work at the location and have restricted mobility, hearing, vision or other special needs.
- 3.2.5 The fire and emergency plan shall be communicated to all staff and displayed in a prominent position.
- 3.2.6 The Managing Director shall ensure that the following information is displayed in an approved format, in a prominent position in the office occupied by the company:
- a) the fire action notice;
 - b) the location of the evacuation assembly point;
 - c) names of those responsible for controlling any evacuation or emergency response.
- 3.2.7 The responsible person shall provide all employees with comprehensible and relevant information on:
- a) the risks to them identified by the risk assessment;
 - b) the preventive and protective measures taken to control the risks;
 - c) the procedures for serious and imminent danger and where appropriate for danger areas;
 - d) the identities of those persons nominated to implement those procedures to enable safe evacuation of relevant persons from the premises; and
 - e) any fire safety risks notified by any other employer sharing the workplace.
- 3.2.8 The Managing Director shall implement suitable procedures to ensure compliance with all fire safety procedures, including:
- a) Ensuring regular checks are completed on all office fire escape routes;
 - b) Ensuring regular checks are completed on all fire safety equipment;
 - c) Ensuring regular fire evacuation drills are completed and the results of escape/ assembly times are recorded.
- 3.2.9 The responsible person shall ensure that all employees are provided with adequate safety training:
- a) at the time when they are first employed; and
 - b) on their being exposed to new or increased risks because of their being transferred to another company workplace or given a change of responsibilities;

3.2.10 Fire safety training shall:

- a) include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard himself and other relevant persons on the premises;
- b) be repeated periodically where appropriate;
- c) be adapted to take account of any new or changed risks to the safety of the employees concerned;
- d) be provided in a manner appropriate to the risk identified by the risk assessment; and
- e) take place during working hours.

3.3. First Aid

3.3.1 The company shall:

- a) ensure that equipment and facilities as are adequate and appropriate for enabling first-aid to be rendered to his employees if they are injured or become ill at work or provided; and
- b) provide, or ensure that there is provided, such number of suitable persons as is adequate and appropriate for rendering first-aid to his employees if they are injured or become ill at work; and
- c) appoint a competent person to make an assessment of first-aid needs appropriate to the circumstances of each workplace; and
- d) inform all employees of the arrangements that have been made in connection with the provision of first-aid, including the location of equipment, facilities and personnel.

3.3.2 Persons appointed to provide first aid must have received HSE approved training and have received appropriate qualifications.

3.4. Accident Reporting

3.4.1 All accidents involving employees shall be reported as soon as it is safe to do so to the Managing Director and relevant Contracts Manager.

3.4.2 The Company Secretary shall ensure that the following details are recorded in an accident book (BI 510) as soon as practicable.

- a) the full name and address of the injured person;
- b) the occupation of the injured person;
- c) the date of entry;
- d) date and time of accident;
- e) accident details - the location and circumstances, work, process;
- f) injury details and treatment given;
- g) signature of the person making entry.

3.4.3 Having recorded the accident details, the Managing Director or his appointed person, shall detach the completed accident records from the accident book, give or post a copy to the injured person and file the second copy in the individuals personnel file or if it involved a contractor it will be held by the PA to the Directors, in a secure location within the Head Office, once the accident has been reviewed with the Manager and any necessary remedial action has been taken.

3.4.4 The company shall maintain an anonimised record of all accidents that have been reported to assist in future risk management.

3.4.5 All accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) [<http://www.hse.gov.uk/pubns/priced/l73.pdf>] involving company employees or personnel under the company's control shall be reported to a Director as soon as it is safe to do so.

3.4.6 Any accidents which are considered a major injury, in accordance with Schedule 1 of RIDDOR or that result in a worker being incapacitated for seven consecutive days (not counting the day of the accident but including weekends or rest days) or more will be reported to the HSE within fifteen days of the incident (incapacitation means that the worker is absent or unable to do tasks that they would reasonably be expected to so as part of their normal work).

- 3.4.7 Accidents reportable under RIDDOR shall be reported by the Managing Director or if not available, then by a Contracts Manager:
- a) online at <http://www.hse.gov.uk/riddor/online.htm>; or
 - b) by telephone to the Incident Contact Centre [0845 300 99 23] (Monday to Friday 8:30am to 5:00pm);
 - c) the enforcing authority by the quickest practicable means within 10 days of the accident or incident happening.
- 3.4.8 Subject to regulation 10, where an employee, as a result of an accident at work, has suffered an reportable injury which is a cause of his death within one year of the date of that accident, the employer shall inform the relevant enforcing authority in writing of the death as soon as it comes to his knowledge, whether or not the accident has been reported by telephone.
- 3.4.9 Where a person at work suffers from any of the occupational diseases specified in column 1 of Part I of RIDDOR Schedule 3 and his work involves one of the activities specified in the corresponding entry in column 2 of that Part Office Administrator shall report the disease online at <http://www.hse.gov.uk/riddor/online.htm>.
- 3.4.10 The company shall keep a record of:
- a) any event which is required to be reported under RIDDOR regulation 3, which shall contain the particulars specified in Part I of Schedule 4;
 - b) any case of disease required to be reported under regulation 5(1), which shall contain the particulars specified in Part II of Schedule 4; and
- 3.4.11 Any record of deaths, injuries at work or disease which is keep for any other purpose shall, if it covers the injuries recordable under RIDDOR and includes the particulars specified in Schedule 4 be suitable.
- 3.4.12 The record shall be kept in the in individuals personnel file or if it involved a contractor the health and safety cabinet within reception.

3.5. Accident Investigation

- 3.5.1 Accident investigation shall follow the principals set out in 'HSG245 - Investigating accidents and incidents - a workbook for employers, unions, safety representatives and safety professionals'
- 3.5.2 The Managing Director shall instructed the Health & Safety Advisor to investigate all accidents, whether injury producing or otherwise where the **potential consequences could have been significant, there is a likelihood of the adverse event recurring or the accident would appear to be part of a trend.**
- 3.5.3 Where the accident investigation identifies the need for remedial action this will be adequately funded and implemented quickly.

3.6. Hazardous Substance Assessment

3.6.1 The Company shall ensure that:

- a) assessment shall be made of all hazardous substances to be used by the company;
- b) sufficient competent persons are appointed to carry out any necessary assessments;
- c) any employee who is required to undertake a risk assessment or implement any control measures identified by a risk assessment are provided with sufficient information, instruction, and training to enable them to undertake their duties.

3.6.2 "Substance hazardous to health" means a substance (including a preparation):

- a) which is listed in Part I of the approved supply list as dangerous for supply within the meaning of the CHIP Regulations and for which an indication of danger specified for the substance is



toxic



irritant



corrosive



risk to human health

- b) for which the Health and Safety Commission has approved a workplace exposure limit;
- c) which is a biological agent;
- d) which is dust of any kind, except dust which is a substance within paragraph (i) or (ii) above, when present at a concentration in air equal to or greater than 10 mg/m³, as a time-weighted average over an 8-hour period, of inhalable dust, or 4 mg/m³, as a time-weighted average over an 8-hour period, of respirable dust;
- e) which, not being a substance falling within sub-paragraphs (i) to (iv), because of its chemical or toxicological properties and the way it is used or is present at the workplace creates a risk to health.

3.6.3 Assessments of hazardous substances must:

- a) Assess the hazards and risks to health
- b) Set out the control program
 - Avoid use of substance
 - Substitute safer materials for hazardous ones
 - Provide Engineering controls (Exhaust ventilation, dust extraction)
 - Select work practices to reduce risk (Use brush rather than spray)
 - The use of Personal Protection Equipment where long term solutions are impractical

3.6.4 If there is a recognisable health risk, the company shall inform, instruct and train persons likely to be affected, about risks and control measures and the reasons for them.

3.6.5 Safe systems of work identified in the risk assessments will be implemented, communicated to the personnel involved and monitored.

3.6.6 Assessments shall be reviewed regularly so as to keep them up to date particularly if:

- a) there is reason to suspect that the risk assessment is no longer valid; or
- b) there has been a significant change in the matters to which the risk assessment relates including when the workplace, work processes, or
- c) organisation of the work undergoes significant changes, extensions or conversions;
- d) and where, as a result of the review, changes to the risk assessment are required, those changes shall be made.

3.7. Dangerous Substances and Explosive Atmospheres

3.7.1 The Company shall ensure:

- a) that suitable and sufficient assessment is made where a dangerous substance is or is liable to be present in a workplace occupied by of the risks to company employees which arise from that substance;
- b) that sufficient competent persons are appointed to carry out any necessary assessments;
- c) that any employee who is required to undertake a risk assessment or implement any control measures identified by a risk assessment are provided with sufficient information, instruction, and training to enable them to undertake their duties.

3.7.2 Dangerous substances are classified as:

- a) a substance or preparation which meets the criteria in the approved classification and labelling guide for classification as a substance or preparation which is:



explosive



oxidising



Flammable



Gas bottles under pressure



risk to the environment

- b) whether or not that substance or preparation is classified under the CHIP Regulations;
- c) a substance or preparation which because of its physico-chemical or chemical properties and the way it is used or is present at the workplace creates a risk, not being a substance or preparation falling within subparagraph (a) above; or
- d) any dust, whether in the form of solid particles or fibrous materials or otherwise, which can form an explosive mixture with air or an explosive atmosphere, not being a substance or preparation falling within subparagraphs (a) or (b) above;

3.7.3 Dangerous Substance assessment shall *include consideration of*:

- a) the hazardous properties of the substance;
- b) information on safety provided by the supplier, including information contained in any relevant safety data sheet;
- c) the circumstances of the work including:
 - the work processes and substances used and their possible interactions;
 - the amount of the substance involved;
 - where the work will involve more than one dangerous substance, the risk presented by such substances in combination; and
 - the arrangements for the safe handling, storage and transport of dangerous substances and of waste containing dangerous substances;
- d) activities, such as maintenance, where there is the potential for a high level of risk;
- e) the effect of measures which have been or will be taken pursuant to the Dangerous Substances and Explosive Atmospheres Regulations;
- f) the likelihood that an explosive atmosphere will occur and its persistence;
- g) the likelihood that ignition sources, including electrostatic discharges, will be present and become active and effective;
- h) the scale of the anticipated effects of a fire or an explosion;

- i) any places which are or can be connected via openings **to places** in which explosive atmospheres may occur; and
 - j) such additional safety information as the employer may need in order to complete the risk assessment.
- 3.7.4 Where a risk is identified the company shall ensure that it is either eliminated or reduced so far as is reasonably practicable by replacing it with a substance or process which either eliminates or reduces the risk.
- 3.7.5 Where it is not reasonably practicable to eliminate risk the company shall, so far as is reasonably practicable, apply measures, consistent with the risk assessment and appropriate to the nature of the activity or operation:
- a) to control risks by
 - the reduction of the quantity of dangerous substances to a minimum;
 - the avoidance or minimising of the release of a dangerous substance;
 - the control of the release of a dangerous substance at source;
 - the prevention of the formation of an explosive atmosphere, including the application of appropriate ventilation;
 - ensuring that any release of a dangerous substance which may give rise to risk is suitably collected, safely contained, removed to a safe place, or otherwise rendered safe, as appropriate;
 - the avoidance of ignition sources including electrostatic discharges; and adverse conditions which could cause dangerous substances to give rise to harmful physical effects; and
 - the segregation of incompatible dangerous substances; and
 - b) to mitigate the detrimental effects of a fire or explosion or the other harmful physical effects arising from dangerous substances.
- 3.7.6 Control measures or safe systems of work identified in risk assessments shall be implemented and communicated to all employees and other people who may be affected by the risk.
- 3.7.7 All assessments shall be recorded and a copy maintained.
- 3.7.8 Assessments shall be reviewed regularly so as to keep them up to date particularly if:
- a) there is reason to suspect that the risk assessment is no longer valid; or
 - b) there has been a significant change in the matters to which the risk assessment relates including when the workplace, work processes, or
 - c) organisation of the work undergoes significant changes, extensions or conversions;
- 3.7.9 and where, as a result of the review, changes to the risk assessment are required, those changes shall be made.

3.8. Manual Handling Assessments

- 3.8.1 The company shall, so far as is reasonably practical, ensure that any manual handling operation which involves a risk of injury to employees is avoided by:
- a) removing the need for the operation to be carried out;
 - b) automating or mechanising the operation.
- 3.8.2 Where it is not reasonably practical to avoid such an operation the company shall ensure that:
- a) a suitable and sufficient assessment is made of the operation;
 - b) appropriate steps are taken to reduce the risk of injury to the lowest level reasonably practicable;
 - c) appropriate steps are taken to provide any employees who undertake any such operations with, so far as is reasonably practicable, information on the load to be handled.
 - d) risk assessments are reviewed if they are no longer valid or there have been significant changes to the safe system of work outlined in the assessment;
 - e) sufficient competent persons are appointed to carry out any necessary assessments;
 - f) any company employee who is required to undertake a risk assessment or implement any control measures identified by a risk assessment is provided with sufficient information, instruction, and training to enable them to undertake their duties.
- 3.8.3 All assessments shall have regard to the factors specified in column 1 of Schedule 2 to the Manual Handling Operations Regulations 1992. and consider the questions specified in the corresponding entry in column 2 of the schedule.
- 3.8.4 The company shall ensure that all employees who are required to undertake a manual-handling operation are physically capable and competent to carry out the work and where relevant have received appropriate manual-handling training.
- 3.8.5 Assessed operations shall not be undertaken until the safe system of work and all relevant information on the load has been communicated to all those who will be involved in the operation.
- 3.8.6 If any employee carrying out a manual-handling operation for, or on behalf of MG Mitchell Ltd, is injured or becomes ill as a direct result of the operation they shall:
- a) advise their Line Manager;
 - b) report the matter to the Health & Safety Director;
 - c) ensure that it is reported in accordance with MG Mitchell Ltd's accident reporting procedures.
- 3.8.7 Manual handling training where provided shall be undertaken by a person competent to give such training, and shall include:
- a) how to recognise a hazardous load;
 - b) how to deal with an unfamiliar load;
 - c) the proper use of handling aids and personal protective equipment;
 - d) features of the working environment that contributes to safety;
 - e) the importance of good housekeeping;
 - f) factors affecting individual capacity;
 - g) good handling techniques.

3.9. Display Screen Equipment

- 3.9.1 The Company Secretary shall so far as is reasonably practicable:
- a) ensure that suitable and sufficient analysis is carried out of all work stations which are used by display screen equipment users (user means an employee who habitually uses display screen equipment as a significant part of his normal work) or operators, for the purpose of assessing the health and safety risks to which those persons are exposed in consequence of that use;
 - b) take all necessary steps to reduce the risk identified to the lowest level reasonably practicable;
 - c) ensure that all work stations on the firm's premises used by display screen equipment users or operators, comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.
- 3.9.2 The Company Secretary shall provide, if requested, all employees who habitually use display screen equipment as a significant part of their normal work with an appropriate eyesight test, prior to their employment and at regular intervals after they have become a user.
- 3.9.3 Where display screen users experience visual difficulties which may reasonably be considered to be caused by work on display screen equipment the company shall:
- a) meet the cost of a basic pair of spectacles where these are required specifically for working with display screen equipment. (Any additional cost to be contributed by the work station user);
 - b) take steps to incorporate changes of task for display screen users, to prevent intensive periods of on-screen activity;
- 3.9.4 The Company Secretary shall provide sufficient information, instruction, and training necessary to ensure the health and safety of all employees who are users display screen equipment.
- 3.9.5 The Company Secretary shall ensure that all DSE users are provided with:
- a) a chair that is stable, adjustable in height and back and has wheels;
 - b) a foot rest if required;
 - c) a screen that is free from flicker and glare.
- 3.9.6 Users when using DSE shall:
- a) Keep sufficient space in front of the keyboard to provide support for hands and arms
 - b) Take regular breaks from the screen

3.10. Training

- 3.10.1 Contracts Managers and Site Managers shall be trained to a standard whether they are fully conversant with this health and safety policy, able to recognise safety hazards, assess the risk and implements appropriate controls.
- 3.10.2 Health and safety training for Managers and Supervisors shall include:
 - a) the health and safety policy, organisation and arrangement;
 - b) legal framework and duties within the Company, its management and the workforce;
 - c) specific rules applicable to their work;
 - d) safety inspection techniques and requirements;
 - e) causation and consequences of accidents;
 - f) basic accident prevention techniques;
 - g) disciplinary procedures and their application;
 - h) risk assessment;
 - i) statutory forms;
 - j) health risks, signs and symptoms;
 - k) motivational techniques to achieve health and safety goals.
- 3.10.3 Contract Managers and Site Managers shall receive refresher training in health and safety at suitable intervals.
- 3.10.4 Contract Managers and Site Managers shall receive regular update training in health and safety with a view to all Contract Managers and Site Managers having CITB SMSTS or SSSTS Training Certificates.
- 3.10.5 The company shall endeavour to ensure that Contract Managers and Site Managers receive where appropriate sufficient training to enable them:
 - a) to identify general hazards on site;
 - b) to be appointed as a First Aider;
 - c) to undertake risk assessments;
 - d) to carry out site health and safety induction
- 3.10.6 Training shall be updated on a regular basis and particularly in the light of new legislation.
- 3.10.7 A written record shall be maintained of all health and safety training provided to company employees.

3.11. Personal Protective Equipment (PPE)

- 3.11.1 Directors and managers shall ensure that all employees involved in undertaking construction work or visiting construction sites are issued with as a minimum:
- safety shoes or boots with toe protection; and
 - suitable head protection to BS5240; and
 - a high visibility vest or jacket.
- 3.11.2 Directors and managers shall ensure that employees involved in undertaking construction work or visiting construction sites are issued where appropriate with:
- hand protection;
 - eye protection;
 - respiratory protection; and hearing protection
 - appropriate to the tasks they will be required to undertake; and
- 3.11.3 Employees shall inspect their personal protective equipment before each use. Equipment found to be defective shall not be used and arrangements made to replace the equipment.
- 3.11.4 Personal protective equipment shall, so far as is reasonably practicable, be subject to a periodic inspection (normally every three months) by an officer of the company. The purpose of the inspection is to verify that all employees are in possession of the PPE that they require and that it is in serviceable condition. The name of the employee, details of equipment required and inspected, date of inspection and name of the inspector shall be communicated to the Company Secretary who shall keep a record of the details on the employees personnel file. Where equipment is missing or defective arrangement shall be made to replace the equipment.
- 3.11.5 Employees shall, where any PPE issued to them is lost or damaged so that it no longer provides the necessary protection or creates another hazard either make arrangements for a replacement to be sourced or notify an officer of the company so that they may make arrangements for the replacement.
- 3.11.6 Employees shall not be permitted to carry out hazardous work without all necessary PPE
- 3.11.7 The use of PPE shall be enforced by officers of the company where its use is required by law, this policy or its use is necessary to control a risk.
- 3.11.8 Suitable Head Protection to BS5240 shall be worn at all times during the construction work **unless there is no risk of injury to the head** from falling objects or hitting the head against something. In addition to the above guidelines The company shall insist that safety helmets be worn at the following times, regardless of whether there is a risk to individual personnel on site. Helmet shall be worn by all personnel at all times:
- on new buildings until the scaffolding is removed;
 - when they are working in the vicinity of mobile plant or excavators that are operating;
 - when there is demolition work in progress on the site;
 - helmets used when climbing and abseiling will be fitted with suitable chin straps;
- 3.11.9 All contractors working under the company's control shall provide and use personal protective equipment wherever it is required by law, The company, this policy or its use indicated in statutory assessments.

3.12. Health surveillance

- 3.12.1 The Company shall appoint a competent person undertake a risk assessment in consultation with all employees who may be affected to identify any significant hazards to health that employees may be exposed that require a health surveillance programme.
- 3.12.2 Health Surveillance may be required when employees are exposed to the following:
- a) Hazardous substances such as chemicals, solvents, fumes, dusts, gases and vapours;
 - b) Asbestos;
 - c) Lead;
 - d) Noise;
 - e) Vibration;
 - f) Manual handling.
- 3.12.3 Health surveillance shall be required:
- a) if the work is known to damage health in some particular way; and
 - b) there are valid ways to detect the disease or condition; and
 - c) it is reasonably likely that damage to health may occur under the particular conditions at work; and
 - d) surveillance likely to benefit the employee.
- 3.12.4 The Company shall before employing any person make reasonable enquiries to determine their prior exposure to health hazards and in particular:
- a) Hazardous substances;
 - b) Asbestos;
 - c) Lead;
 - d) Noise;
 - e) Vibration;
 - f) Manual handling.
- 3.12.5 Where there is any indication that a person has been exposed to a significant level of risk in any previous employment, advice shall be obtained from an occupational health professional and where necessary tests undertaken.
- 3.12.6 Where any work the person is employed to do may make any previous condition worse all necessary steps shall be taken to reduce the risk and where indicated in a health risk assessment health surveillance shall be undertaken.
- 3.12.7 The Company shall undertake a formal health review with all employees annually. Where any employee reports or shows any signs or symptoms of ill health that may have resulted from exposure whilst at work to a health risk they shall be referred to an appropriate occupational health professional for further Health surveillance or tests.
- 3.12.8 Managers and employees shall receive appropriate information, instruction and training to enable them to identify straightforward signs and symptoms caused by working with any substances or processes they are likely to encounter in their work.
- 3.12.9 Employees shall be encouraged to undertake self-checks to look for and report any signs of work-related ill health.
- 3.12.10 Managers and employees shall, as soon as they become aware of any sign or symptom that could have resulted from exposure to a health risk at work, report the matter to the Managing Director .

3.13. Blood Borne Viruses

- 3.13.1 The Company, prior to commencing on site, shall assess the risk of employees coming into contact with Blood Borne Viruses (BBV) such as hepatitis and Human Immunodeficiency Virus (HIV) through contact with infected blood or saliva, clinical dressings or through needlestick injuries/ contact with sharps including hyperdermic needles, and introduce suitable control measures to reduce the risk.
- 3.13.2 A risk assessment shall be completed to identify the potential for contact with BBVs. This includes First Aid Contact and accidental contact with bodily fluids.
- 3.13.3 Where any spillages occur, the responsible person shall ensure they are isolated and then cleared by a trained person using suitable personal protective clothing to prevent any direct skin contact or splashes, etc.
- 3.13.4 The Company shall provide First aiders with information about dealing with spillages and discarded needles.
- 3.13.5 The Company shall provide first aid kits containing disposable gloves to protect against possible contamination when handling an injured person.
- 3.13.6 The Site Manager shall ensure that all persons are informed of the potential presence of sharps and of the procedure for informing the Local Authority on discovering any sharps.
- 3.13.7 Where informed that any employee is diagnosed with a BBV, suitable measures shall be put into place to prevent colleagues or third parties being affected by the infection.
- 3.13.8 The Company shall treat any information that has been given by an employee in respect of a BBV condition in complete confidence.
- 3.13.9 All employees shall immediately report any spillage of bodily fluids and arrange for suitable isolation and cleaning in line with their level of training.
- 3.13.10 All employees shall report to management in confidence, if they become aware that they are a carrier of a BBV, if it is relevant to their employment.

3.14. Consultation with Employees

- 3.14.1 The Company shall ensure that employees are consulted in good time on matters relating to their health and safety at work and, in particular, with regard to:
 - a) the introduction of any measure at the workplace which may substantially affect the health and safety of those employees;
 - b) the arrangements for appointing or, as the case may be, nominating persons to:
 - assist the company in undertaking the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions; and
 - implement procedures to be followed in the event of serious and imminent danger to persons at work
 - c) any health and safety information the Company is required to provide to those employees by or under the relevant statutory provisions;
 - d) the planning and organisation of any health and safety training that the Company is required to provide to those employees by or under the relevant statutory provisions; and
 - e) the health and safety consequences for those employees of the introduction of new technologies into the workplace.

3.15. Non-English Speakers

- 3.15.1 Because of the influx of migrant workers and the recent free movement of workers from the EU, it is vital that provisions are made to ensure information is available to workers for whom English is not their first language particularly when working in hazardous environments such as construction sites.
- 3.15.2 MG Mitchell Ltd understands its duties outlined in Regulation 13.4 of the CDM Regs as the following; "Every contractor shall provide every worker carrying out the construction work under his control with any information and training which he needs for the particular work to be carried out safely and without risk to health".
- 3.15.3 All site inductions must be communicated to those who do not speak any/ very good English either verbally via a nominated translator or preferably written in the operatives native language who must sign stating they've understood it fully.
- 3.15.4 At no time will non-English speaking groups of operatives be allowed to work un-supervised. There must be a minimum of one person who speaks good English out of every group of four operatives for whom English is not their first language.
- 3.15.5 All work activities must be agreed with the Site Manager prior to commencement.
- 3.15.6 All operatives must understand and agree to the content of risk assessments and method statements prior to commencement of that work package.

3.16. Maintenance

- 3.16.1 The company shall ensure that all company workplaces, plant and equipment are maintained so that they are, so far as is reasonably practicable, safe and without risks to health.
- 3.16.2 Defects in the building or equipment shall be reported as soon as practicable to the Managing Director who shall arrange for the necessary repairs to be undertaken.
- 3.16.3 Only registered electricians are allowed to work on any electrical equipment or supplies.
- 3.16.4 Only Gas Safe registered fitters are allowed to work on any gas fittings.

3.17. New and Expectant Mothers

- 3.17.1 The Health & Safety Director, when notified that one of their female staff is pregnant, shall:
 - a) ensure that a risk assessments is conducted for that staff member, to determine whether the work the employee is expected to do is of a kind which could involve risk, by reason of her condition, to the health and safety of the expectant or new mother or to that of her baby, from any substances, processes or working conditions;
 - b) take steps to avoid or minimise the risks;
 - c) monitoring the implementation of measures taken to protect the staff member concerned;
 - d) ensure records are kept of such risk assessments.
- 3.17.2 It is recognised that the circumstances of any pregnancy is personal to that staff member and that they may not immediately wish it to be known that they are pregnant. The company would therefore encourage its female staff to report their pregnancy at the earliest opportunity they feel able to do so a risk assessment can be carried out and so exposure to possible hazards controlled.
- 3.17.3 Where the risks to the new or expectant mother cannot be adequately controlled the company shall, if it is reasonable to do so, and would avoid such risks, alter her working conditions or hours of work.
- 3.17.4 If it is not reasonable to alter the working conditions or hours of work, or if it would not avoid such risk, the company shall, subject suspend the employee from work for so long as is necessary to avoid such risk.

3.18. Annual Inspection and Testing

- 3.18.1 The company shall ensure that:
 - a) all electrical equipment is tested periodically by a competent person and marked clearly to indicate it has passed the test. The frequency of testing shall be appropriate to the level of risk. Any defective equipment shall be rectified, or taken out of use and clearly labelled;
 - b) electricity installations in company owned or controlled buildings will be tested every five years. Any defects shall be rectified;

3.19. Health and Safety Information

- 3.19.1 A health and safety notice board shall be maintained:
 - a) at a place which is reasonably accessible to the employee while he is at work, and
 - b) in such a position in that place as to be easily seen and read by that employee.
- 3.19.2 The following information shall be displayed on the health and safety notice board:
 - a) the approved poster in a readable condition;

- b) the names of all duty holders and in particular:
 - the director responsible for health and safety;
 - the company's competent source of health and safety advice;
 - all first aiders;
 - those responsible for controlling any evacuation or emergency response.
 - c) The fire and emergency plan for the building
- 3.19.3 Permanent signs are to be displayed in appropriate locations to warn both employees and others who may be affected by the company's undertakings of any dangers that may affect their safety.
- 3.19.4 Site boards will be displayed at all construction sites, detailing the personal protective equipment required and the emergency contact number for the site as a minimum.

3.20. Procurement of Contractors

- 3.20.1 The company shall ensure that designers, contractors and other team members that they appoint are competent (or work under the supervision of a competent person), are adequately resourced and appointed early enough for the work they have to do.
- 3.20.2 Designer and Contractors shall not be appointed by the company to work on company construction projects unless they have the skills, knowledge, experience, and, where they are an organisation, the organisational capability to carry out the work in a way that secures health and safety. Reasonable steps will depend on the complexity of the project and the range and nature of the risks involved. Standard health and safety questions in PAS 91:2013 (*Publicly Available Specification*) Construction Related Procurement (<https://www.pas91construction.co.uk/>) may be used to help assess a Company's organisational capability.
- 3.20.3 Where contractors employ less than five persons, they must complete a Company Sub-Contractor Assessment Form and sign to confirm that they will abide by the procedures set out in the MG Mitchell Ltd Health & Safety Policy.

3.21. Management Review

- 3.21.1 The Company's Health and Safety Management system as recorded in this health and safety policy and the organisation and arrangement set out for implementing the policy shall be reviewed by the Director in consultation with their competent source of health and safety advice:
- a) annually;
 - b) in the light of accidents, incidents, or failures of systems described in the policy.
 - c) following the introduction of new legislation, codes of practice, guidance and standards.
- 3.21.2 The views of employees and any comments made clients and contractors shall be taken into account when undertaking a review.
- 3.21.3 Where necessary the safety management system and any document that comprises the system shall be revised to address any issues identified within a review.

3.22. Audit

- 3.22.1 Compliance with the procedures set out in this policy shall be audited periodically by the company's competent source of health and safety advice who shall report in writing to the Managing Director .
- 3.22.2 The Managing Director shall ensure that any remedial action identified in the report is implemented within an appropriate timetable.

3.23. Driving at Work

- 3.23.1 In accordance with the Health & Safety at Work etc. Act 1974 Companies must "...ensure so far as is reasonably practicable, the health and safety of all employees while at work". MG Mitchell Ltd understand that due to the nature of their undertakings, vehicles qualify as a place of work when travelling on Company business or delivering materials to clients.
- 3.23.2 Under the Management of Health & Safety at Work Regulations 1999 employers are responsible to manage health and safety effectively by carrying out an assessment of the risks posed by work activities to their employees. The Regulations also require employers to periodically review the risk assessment to ensure it remains relevant.
- 3.23.3 It has been estimated that up to a third of all road traffic accidents involve somebody who is at work at the time which accounts for over 20 fatalities and 250 serious injuries every week.
- 3.23.4 Case studies have shown that benefits from managing work related road safety include:
 - a) Fewer days lost to injury
 - b) Reduced stress and improved morale
 - c) Less time spent on investigations and reports
 - d) Fewer vehicles off the road for repair
 - e) Reduced running costs through better driving standards
- 3.23.5 Only drivers with the relevant licences will be employed to drive on behalf of the Company.
- 3.23.6 Vehicles will be checked for defects and damage prior to being used on behalf of the Company and any damage will be reported to the Director who will decide if the defect is serious enough to prevent the vehicle being used.
- 3.23.7 Vehicles will be properly maintained with suitable service intervals and valid MOT's and will hold sufficient spare parts for every journey including spare bulbs, fuses and tyres.
- 3.23.8 All employees will be instructed to only use mobile phones with the aid of a "hands free" system. Where the driver does not possess or vehicle is not fitted with a "hands free" system, the driver will be instructed that under no circumstances should the phone be used unless the vehicle is stationary in a suitable lay-by or car park.
- 3.23.9 All employees will be instructed that under no circumstances should they eat or drink whilst driving on behalf of the Company and that failure to do so will result in disciplinary action.
- 3.23.10 Employees are reminded that as of 1st July 2007 it became illegal to smoke in a place of work, including Company vehicles, and as such any employees caught doing so will be subject to disciplinary action.
- 3.23.11 The Company will ensure they do not set unrealistic delivery schedules which may place additional stress or pressure on employees causing them to break speed limits or the Road Traffic Act.
- 3.23.12 Employees will be instructed not to drive tired and that regardless of their schedule, if they feel that they are starting to lose concentration they should pull into a rest area at the earliest opportunity.

3.24. Smoking at Work

- 3.24.1 Second-hand or passive smoking has now been shown to cause lung cancer and heart disease in non-smokers. In addition, tobacco smoke is a cause of discomfort and irritation to many people, particularly those suffering from respiratory illnesses such as asthma.
- 3.24.2 MG Mitchell Limited will comply with statutory duties in respect of smoking in the workplace and in particular, fulfil obligations to assess the risk associated with smoking in the workplace. Effective measures to prevent or control any ill health effects or accidents arising from such activity will be applied.
- 3.24.3 MG Mitchell Limited will take all reasonable steps to ensure that employees and visitors are aware that all premises and company vehicles are legally required to be smoke free. To do this we will:-
 - a) Display 'no-smoking' signs at entrances to the premises and in vehicles.
 - b) Ensure that nobody smokes in our smoke free premises or vehicles.
 - c) Communicate information and instruction to employees and visitors.
 - d) Monitor and review effectiveness to ensure compliance.

3.25. Stress

- 3.25.1 It is MG Mitchell Limited's policy to address all work-related illnesses and in particular stress, to control, reduce or eliminate so far as is reasonably practicable.
- 3.25.2 The Health and Safety Executive has defined health and safety as both the physical and mental wellbeing of all persons employed by the company. We recognise that our personnel are the organisations most valuable assets and that any problem associated with work-related stress is a management duty.

- 3.25.3 A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that the company aim to address.
- 3.25.4 Through the risk assessment process, MG Mitchell Limited will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.
- 3.25.5 Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish and/or with the desired outcome. However, there may be one single event or set of circumstances that combine to provide the additional stress overload. Some examples are: -
- 3.25.6 Possible environmental stressors include noise, temperature, overcrowding and humidity.
- 3.25.7 Possible work-related stressors include working to tight deadlines, overwork and change to organisation. Other issues that may have an impact include: -
- a) Under challenged.
 - b) Promotion prospects.
 - c) Racial or sexist remarks.
 - d) Personal relationships with other employees.
 - e) Travelling.
 - f) Job satisfaction.
 - g) Harassment and confrontation.
- 3.25.8 Stress counselling can often have a stigma that it is only for the 'weak' or 'mentally ill', however the reverse is actually true.
- 3.25.9 It may be difficult to talk to a colleague about the problem face to face, as it might be this relationship that is the cause. It is our policy that all employees can approach management to raise concerns relating to stress. All conversations will be addressed in the strictest confidence and we will try and assist any individuals suffering from stress.

3.26. Drugs & Alcohol

- 3.26.1 The Company understands that the Misuses of Drugs Act 1971 makes it illegal for them to allow the production or supply of controlled drugs on its premises and will press for criminal charges in the event of an employee being found breaking this law on its premises.
- 3.26.2 The Directors understand that drug and alcohol misuse has the potential to affect the safety and health employees while at work, as well as posing significant risks to third parties including members of the public.
- 3.26.3 The Company reserves the right to conduct drug or alcohol screening at any time, with the employees consent. However, any person who refuses to provide a sample may be subject to disciplinary procedures.
- 3.26.4 The use, possession, distribution, purchase or sale of drugs or alcohol whilst at work is prohibited and any persons found doing so may be subject to disciplinary procedures.
- 3.26.5 Employees must inform their line Manager when using prescription drugs which could affect their work.
- 3.26.6 Where appropriate, the Company will provide support internally or through external agencies to any employee who seeks help with a drug or alcohol problem.

- 3.26.7 Employees are responsible for notifying the Company of any issues they may be having with drug or alcohol misuse or dependency.
- 3.26.8 The Company will ensure there are procedures in place whereby employees can confidentially speak about or seek assistance with any drug or alcohol problems they may be facing.

3.27. Young Persons at Work

- 3.27.1 The Company understands its obligations under the Management of Health & Safety at Work Regulations 1999 to conduct a specific risk assessment where a person under the age of 18 is completing work on behalf of HPM Developments (London) Ltd, and in particular shall:
- Assess the risks to young persons before they start work.
 - Within the assessment, take into account their lack of experience, lack of awareness and perception of risk.
 - Address site specific factors in the assessment.
 - Provide, where appropriate, information to the parents or guardians of young persons about the risks posed to them.
 - Clearly explain the control measures to be implemented and the procedures to be followed to ensure the safety of the young person.
 - Following the assessment, where appropriate, exclude the young person from certain activities where the risk is considered too great.
 - Ensure there is suitable Supervision to provide guidance to young persons at work.
- 3.27.2 Where Young persons are employed by Seacon Ltd, the relevant Manager dealing with a young person shall liaise with the Company's Health & Safety Advisors to ensure the suitable assessment is undertaken.

3.28. Weil's Disease & Psittacosis

- 3.28.1 The Company shall ensure where there is a risk posed by the presence of rats urine and pigeon guano, such as working in derelict properties or close to standing water, streams and rivers the following measures will be implemented:
- A specific risk assessment will be completed.
 - Information, instruction and training will be provided to all staff.
 - Suitable welfare facilities will be provided and good hygiene promoted.
 - Suitable personal protective equipment (PPE) will be issued and monitored to ensure it's used correctly.
 - Persons with open wounds will not be allowed to work.
- 3.28.2 The Company shall, where notified of any persons suffering from the symptoms of weil's disease or psittacosis, ensure that suitable medical treatment is received.

3.29. COVID-19/ Coronavirus

- 3.29.1 The current outbreak of the COVID-19 illness, also known as Coronavirus is an infection that can affect your lungs and airways and is particularly dangerous for persons with poor immune systems or that have immune deficiencies, such as Asthma or other respiratory issues.
- 3.29.2 The procedures included here are based on the CLC Guidance Version 6m and all future updates will be communicated to the Company by South Downs Safety as our retained H&S Advisor, which will be displayed on site and office notice boards.
- 3.29.3 The symptoms of coronavirus are:
- A new or persistent cough
 - A high temperature
 - Shortness of breath
 - Loss of sense of taste or smell
- 3.29.4 These symptoms do not necessarily mean you have the illness. The symptoms are similar to other illnesses which are more common such as colds and Until such time as there is clear clarity surrounding the opening of construction sites the recommendation is to enforce social distancing on sites. The Construction Leadership Council have made recommendations for site during these unprecedented times.
- 3.29.5 General Principles:
- Non-essential physical work that requires close contact between workers should not be carried out. Where work is considered "essential" but requires close contact, it should be completed in line with the guidance detailed in the "Hierarchy of Controls – Reduce" section of this document.

- Work requiring skin to skin contact should not be carried out
 - Plan all other work to minimise contact between workers
 - Re-usable PPE should be thoroughly cleaned after use and not shared between workers
 - Single use PPE should be disposed of so that it cannot be reused
 - Stairs should be used in preference to lifts or hoists
 - Only absolutely necessary meeting participants should attend
 - Attendees should be two metres apart from each other
 - Rooms should be well ventilated / windows opened to allow fresh air circulation
 - Consider holding meetings in open areas where possible.
- 3.29.6 Self-Isolation. Anyone who meets one of the following criteria should not come to site:
- Has a high temperature, a new continuous cough, or a loss of, or change in, their normal sense of taste or smell;
 - Is within 10 days of receiving a positive Coronavirus (Covid-19) test result;
 - Is within 14 days of the day when the first member of their household or support bubble showed symptoms of Coronavirus (Covid-19) or received a positive test result;
 - Has returned from a country that is not on the travel corridors list and is required to quarantine for 14 days; or
 - Has been contacted by the NHS Test & Trace Service; must follow the guidance on self-isolation and should not come to site.
- 3.29.7 Travel to Work: Using Private Vehicle. Wherever possible workers should try not to share a vehicle with those outside their household or support bubble.
- If workers have no option but to share transport, they should try to:
 - Share with the same individuals and with the minimum number of people (up to a maximum of 6) at any one time
 - Keep the windows open
 - Travel side by side or behind other people, rather than facing them, where seating arrangements allow
 - Maximise the distance between people
 - Wear a face covering
 - The vehicle should be cleaned between journeys, especially touch points, using gloves and standard cleaning products.
- 3.29.8 Travel to Work: Using Public Transport. Where public transport is the only option for workers, they:
- Should try to avoid travelling during peak times (05:45 - 8:15 and 16:00 - 17:30); and
 - Must wear a face covering.
- 3.29.9 Hierarchy of Controls. If you are not able to work whilst maintaining a two metre distance, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector-specific guidance.
- 3.29.10 Eliminate:
- Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace
 - Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2m)
 - Avoid skin to skin and face to face contact
 - Stairs should be used in preference to lifts or hoists and consider one ways systems
 - Consider alternative or additional mechanical aids to reduce worker interface Site Meetings
 - Only hold absolutely necessary meetings and attendees should be at least two metres apart from each other
 - Rooms should be well ventilated / windows opened to allow fresh air circulation, or where possible, hold meetings in open areas.

- 3.29.11 Reduce. Where the social distancing measures (2 metres) cannot be applied:
- Minimise the frequency and time workers are within 2 metres of each other
 - Minimise the number of workers involved in these tasks
 - Workers should work side by side, or facing away from each other, rather than face to face
 - Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times
 - Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
 - Increase ventilation in enclosed spaces
 - Workers should wash their hands before and after using any equipment
- 3.29.12 Isolate. Keep groups of workers that have to work within 2 metres:
- Together in teams e.g. do not change members within the team(s)
 - As small as possible
 - Away from other workers where possible
- 3.29.13 Control. Where face to face working is essential to carry out a task when working within 2 metres:
- Keep this to 15 minutes or less where possible
 - Consider introducing an enhanced authorisation process for these activities
 - Provide additional supervision to monitor and manage compliance
- 3.29.14 PPE (Personal Protective Equipment). Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.
- Where it is not possible to maintain a two metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy
 - Re-usable PPE should be thoroughly cleaned after use and not shared between workers
 - Single use PPE should be disposed of so that it cannot be reused
 - Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (Covid-19) cases may be present e.g. healthcare or in a home environment) additional PPE should be considered specific to the Coronavirus (Covid-19) risk
- 3.29.15 Behaviours:
- The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.
 - Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.
- 3.29.16 Cleaning. Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:
- Taps and washing facilities
 - Toilet flush and seats
 - Door handles and push plates
 - Hand rails on staircases and corridors
 - Lift and hoist controls
 - Machinery and equipment controls
 - All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
 - Telephone equipment
 - Key boards, photocopiers and other office equipment
 - Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.
- 3.29.17 Procedure if Someone Falls Ill. If a worker develops a high temperature or a persistent cough while at work, they should:
- Return home immediately
 - Avoid touching anything
 - Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
 - They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

3.29.18 Welfare Facilities. The following facilities must be in place and procedures followed:

- Rest areas where no food is served but which have facilities to prepare and eat food and a means of boiling water are not required to display an NHS QR code.
- Consider increasing the number or size of facilities available on site if possible
- The capacity should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures
- Break times should be staggered to reduce congestion and contact at all times
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves
- Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area
- Seating and tables should be reconfigured to reduce face to face interactions
- All rubbish should be put straight in the bin and not left for someone else to clear up
- Tables and chairs should be cleaned between each use
- Crockery, eating utensils, cups etc. should be disposable or washed and dried between use
- Payments should be taken by contactless card wherever possible
- Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food
- Canteen staff and workers may use the same rest areas if they apply the same social distancing measures
- Consider arrangements for monitoring compliance.

3.29.19 Covid-19 shut down procedure. Please carry out the following checks to your work areas and plant and equipment before leaving site every evening.

- Ensure all working platforms are safe and secure (to be chained together to prevent use or dismantled).
- Walkways and access and egress routes to be clear and secure
- Un-plug all temporary lights, unless they are the only means of lighting.
- All plant should be immobilised.
- Remove keys and starting handles and store them in a secure place.
- Ensure all gas bottles are removed from site.
- Ensure all COSHH materials are correctly stored.
- Remove cartridge guns and cartridges from site where possible.
- Remove ladders or cover to prevent unauthorised access onto scaffold.
- Check that stored materials are secure and protected. Ensuring materials stored in individual rooms/ areas, have a clear access (600mm) to the walls
- Pallets should be stored on level ground. Remember the contents of pallets become less stable once the packaging is broken. Ensure all material is restrained or banded.
- Ensure installed works are protected as required
- Site Boundary to be checked and made secure.
- Excavations are to be excluded with fixed barriers.

SECTION 4 CONSTRUCTION ACTIVITIES

4.1. Construction (Design and Management) Regulations 2015

- 4.1.1 The provisions of the Construction (Design and Management) Regulations 2015 apply to all construction work in Great Britain and apply to both employers and the self-employed without distinction.
- 4.1.2 The Regulations are divided into five parts.
- a) **Part 1** of the Regulations deals with matters of interpretation and application.
 - b) **Part 2** sets out the client's duty to make suitable arrangements for managing a project and maintaining and reviewing them for its duration so that it is carried out in a way that manages the health and safety risks involved. For projects involving more than one contractor, these regulations require the client to appoint a principal designer and principal contractor and to make sure that they carry out their duties.
 - c) **Part 3** sets out a number of requirements on anyone working on a project with certain responsibilities. These relate to the appointment of designers and contractors, the need for cooperation between dutyholders, reporting anything that is likely to endanger health and safety and ensuring information and instruction provided is understandable.
 - d) **Part 4** of the Regulations applies to all construction work carried out on construction sites, and covers physical safeguards which need to be provided to prevent danger. Duties to achieve these standards are held by contractors who actually carry out the work, irrespective of whether they are employers or are self-employed. Duties are also held by those who do not do construction work themselves, but control the way in which the work is done. In each case, the extent of the duty is in proportion to the degree of control which the individual or organisation has over the work in question.
 - e) **Part 5** sets out the requirements in respect of fire along with transitional and saving provisions
- 4.1.3 "construction work" means the carrying out of any building, civil engineering or engineering construction work and includes
- a) the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;
 - b) the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation, and the clearance or preparation of the site or structure for use or occupation at its conclusion;
 - c) the assembly on site of prefabricated elements to form a structure or the disassembly on site of prefabricated elements which, immediately before such disassembly, formed a structure;
 - d) the removal of a structure or of any product or waste resulting from demolition or dismantling of a structure or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure; and
 - e) the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure,
- but does not include the exploration for or extraction of mineral resources or activities preparatory thereto carried out at a place where such exploration or extraction is carried out;

4.2. Project Planning

4.2.1 For all projects the company shall:

- a) satisfy themselves that they and anyone they employ or engage are competent and adequately resourced;
- b) plan, manage and monitor their own work to make sure that workers under their control are safe from the start of their work on site;
- c) draw up a construction phase plan which sets out the health and safety arrangements and site rules taking account, where necessary, of the industrial activities taking place on the construction site and, where applicable, must include specific measures concerning work which falls within one or more of the categories set out in Schedule 3.
- d) ensure that any contractor who they appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site;
- e) provide workers under their control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors' work, and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency;
- f) ensure that any design work they do complies with regulation 11;
- g) comply with any requirements listed in Schedule 2 (welfare) and Part 4 (covers physical safeguards which need to be provided to prevent danger) of these Regulations that apply to their work;
- h) co-operate with others and co-ordinate their work with others working on the project;
- i) ensure the workforce is properly consulted on matters affecting their health and safety; and
- j) obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work – for example alterations that could result in structural collapse or work on contaminated land.

4.2.2 On notifiable projects the company shall in addition satisfy themselves:

- a) that a Principal Designer has been appointed and the HSE notified before they start work;
- b) that a Principal Contractor has been appointed.

4.3. Acting as a contractor

4.3.1 The Company shall when acting as a contractor on a construction project:

- a) Plan, manage and monitor the work;
- b) Check competence of all their appointees and workers;
- c) Train the companies own employees to the relevant standards;
- d) Provide information to all workers;
- e) Comply with the specific requirements in Part 4 of the the Construction (Design and Management) Regulations 2015;
- f) Ensure there are adequate welfare facilities for their workers

4.3.2 The pre-construction information provided should be sufficient to ensure that significant risks during the work can be anticipated and planned for. It should concentrate on those issues that designers and contractors could not reasonably be expected to anticipate or identify, and not on obvious hazards such as the likelihood that the project would involve work at height. Appendix 2 of the Approved Code of Practice to CDM2015 (<http://www.hse.gov.uk/pubns/priced/I153.pdf>) lists topics that should be considered when drawing up the pre-construction information.

4.4. Welfare on Construction Sites

- 4.4.1 The Company shall when undertaking construction work shall ensure that the Principal Contractor has provided or made available site welfare facilities such that everyone who works on any site shall have access to:
- a) adequate toilet and washing facilities;
 - b) a place for preparing and consuming refreshments; and
 - c) somewhere for storing and drying clothing and personal protective equipment.
- 4.4.2 The welfare facilities shall be:
- a) kept clean, warm and properly ventilated and lit.
 - b) easily available to people working on the site.
- 4.4.3 Toilets need to be easily accessible from where the work is being done.
- 4.4.4 Washing facilities should be as close as possible to the toilets.
- 4.4.5 Washing facilities with water, soap and towels shall be close to canteens and rest rooms so that people can wash before eating.
- 4.4.6 Wash basins shall be large enough to allow people to wash their faces, hands and forearms. All basins should have a supply of clean hot and cold, or warm, running water.
- 4.4.7 If mains water is not available, water supplied from a tank may be used. Facilities shall be available for taking breaks and meal breaks.
- 4.4.8 The facilities should provide shelter from the wind and rain and be heated as necessary.
- 4.4.9 The rest facilities should have tables and chairs, a kettle or urn for boiling water and a means of heating food.
- 4.4.10 There shall be proper arrangements for storing clothing not worn on site, protective clothing needed for site work and personally issued equipment. A drying area should be provided to dry wet site clothing. This area should be separated from the eating area. If electrical heaters are used, ensure that they are either fitted with a high-temperature cut-out device or are properly ventilated.
- 4.4.11 There shall be a supply of drinking water ideally direct from the mains if available, otherwise bottles or tanks of water may be used for storage. If water is stored, it should be protected from possible contamination and changed often enough to prevent it from becoming stale or contaminated. The drinking water tap should be clearly marked if it is possible to confuse the drinking water supply with other water supplies. Cups or other drinking vessels should be available at the water tap, unless the water is supplied as an upward jet that can be drunk from easily (e.g. a drinking fountain).

4.5. Fire precautions and risk assessment on construction projects

- 4.5.1 The Regulatory Reform (Fire Safety) Order 2005 (FSO) sets out the on construction site general fire safety. The FSO requires that a 'responsible person' must carry out, and keep up to date, a risk assessment and implement appropriate measures to minimise the risk to life and property from fire.
- 4.5.2 The Company shall on all construction projects make a suitable and sufficient assessment of the 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 Fire Safety Order and in particular shall identify sources of fuel and ignition and establish general fire precautions including, means of escape, warning and fighting fire, based on a fire risk assessment.
- 4.5.3 The Company shall take all reasonable precautions to avoid the outbreak of fire during construction work. The principals set out in Fire Prevention on Construction Site – The Joint Code of Practice on the Protection from Fire of Construction Sites and Building Undergoing Renovation Seventh edition: May 2009 published by the Construction Confederation and the Fire Protection Association will be the minimum acceptable .
- 4.5.4 The Company shall ensure that the work does not interfere with existing escape routes from the building, or any fire separation, alarms, dry risers, or sprinkler systems.
- 4.5.5 The Company shall provide all necessary first aid fire fighting equipment.
- 4.5.6 Managers shall ensure that the fire and emergency procedure for any premises in which they are working is communicated to all personnel under their control.

4.6. First Aid Arrangements on Construction Sites

- 4.6.1 The Company shall ensure, on all contracts, that:
- a) there is always immediate access to a First Aider or Appointed Person;
 - b) there is always a fully stocked first aid box of appropriate size.
- 4.6.2 Any First Aiders or Appointed Persons appointed by the Company shall be responsible for:
- a) taking charge in an emergency.
 - b) looking after the first aid equipment and facilities.

- c) calling the emergency services in case of fire or emergency
 - d) securing the victim if trained to do so.
 - e) fire & Emergency evacuation procedures, including liaison with the emergency services.
 - f) entering accident details in the accident book.
 - g) notifying the Managing Director immediately of any accidents.
- 4.6.3 The Company shall be provided with a first aid box and shall be responsible for ensuring that they are kept fully stocked.
- 4.6.4 All company vehicles shall be fitted with a first aid box. The driver shall be responsible for ensuring that they are kept fully stocked
- 4.6.5 The Company shall ensure that there is always a first aid box of an appropriate size on all construction sites under the Company's control. The location of the first aid box shall be communicated to all site personnel. Supervisors are responsible for ensuring that the box is maintained and kept fully stocked.
- 4.6.6 The Company shall ensure that adequate signs and notices are displayed on all construction sites under the Company's control to ensure that all personnel are to be familiar with the location of the nearest First Aid box and where to find the First Aider or the appointed persons, in case of an emergency.
- 4.6.7 The Company shall ensure that records are maintained of the dates of company first aiders and appointed person's training and their qualifications.

4.7. Site Housekeeping

- 4.7.1 The Company shall ensure that all work areas are kept clean and tidy at all times and hazardous working conditions are not allowed to develop.
- 4.7.2 The Company shall ensure that all welfare facilities are kept clean and tidy. Toilets and canteen facilities shall be cleaned each day.
- 4.7.3 Traffic routes are not to be used for storing materials. If work restricts access along a traffic route, barriers and signs shall be used to direct both pedestrians and vehicles.
- 4.7.4 Hoses and electrical leads are to be laid to minimise road and walkway crossings. Where necessary, these shall be run overhead, or be provided with protective covering if run at ground level.

4.8. Site Electricity Supply and Power Distribution

- 4.8.1 The Company shall ensure, where necessary, that a transformer of suitable capacity to safely cater for the company's needs is provided. They shall also ensure that an adequate distribution system is put in place and that all cables are inspected before use.
- 4.8.2 The Company shall ensure that all electrical distribution equipment used by the company has been tested within the last three months, in accordance with the guidance given in HSG141 – Electrical Safety on Construction Sites.

4.9. Work Equipment

- 4.9.1 Employees shall inspect all work equipment each day before use. Equipment found to be defective shall not be used and shall be reported to their Manager or the office who shall ensure that the equipment in question is taken out of service and all necessary tests and repairs carried out.
- 4.9.2 Only battery or 110V power tools shall be allowed when working on construction sites.
- 4.9.3 240V tools may be used in domestic dwellings and other dry environments where there is no risk of cables being severed as long as an RCD is used at the source of power.
- 4.9.4 All electrical tools and equipment shall carry a current test certificate. Tools without test certificates shall not be used.
- 4.9.5 The Company shall ensure that all electrical equipment and tools used by the company have been tested within the last three months, in accordance with the guidance given in HSG141 – Electrical Safety on Construction Sites.
- 4.9.6 The Company shall ensure that all work equipment is inspected at least annually and a record maintained of the inspection, any defects identified and action taken to remedy the defects
- 4.9.7 The Company shall ensure that a record is maintained of all work equipment owned by the company along with details of any tests, inspections and repairs carried out on the equipment.

4.10. Compressed Air

- 4.10.1 The Provision and Use of Work Equipment Regulations 1998 applies to all work equipment, including mobile and lifting equipment and all workplaces and work situations where the Health & Safety at Work Act applies. Regulations 4 to 10 relate to the "Management Duties" covering selection of suitable equipment, maintenance, inspection, specific risks, information, instructions and training.
- 4.10.2 The Pressure Systems Safety Regulations 2000 came into force on 21 February 2000. Users and owners of pressure systems are required to demonstrate that they know the safe operating limits, principally pressure and temperature, of their pressure systems, and that the systems are safe under those conditions.
- 4.10.3 At no time should compressed air be used for blowing dust or swarf from clothing, skin or for ventilation purposes. It may only be used to clean down machinery if there is a safe working procedure in place and no other more suitable method is practical.
- 4.10.4 It is particularly dangerous to direct a jet of compressed air at the body as this may introduce air into the bloodstream, produce serious eye injury, or cause a burst eardrum. Pipe connections must be appropriate for high-pressure work, standard worm driven hose clips are not acceptable for this purpose.
- 4.10.5 Where compressed air is used, a suitable risk assessment must be completed to identify all hazards and implement controls from those activities requiring the use of compressed air.
- 4.10.6 The responsible person must inform and instruct all employees of the hazards and controls measures in place.
- 4.10.7 All employees must be trained in the pre start inspection of air tools to check that the hose connections are in good condition and that the lines are free from dirt.
- 4.10.8 Ensure that all compressors have statutory inspections and testing conducted along with regular maintenance and servicing in line with the manufacturers' recommendations.

4.11. Compressed Gases

- 4.11.1 In order to reduce the risks posed during the handling, storage and use of compressed gas cylinders, MG Mitchell Limited will carry out a risk assessment in respect of how compressed gas cylinders are used in the workplace
- 4.11.2 Physical control measures shall be implemented to remove or reduce risk and ensure cylinders are sited correctly.
- 4.11.3 The responsible person shall undertake and record regular visual inspections of gas cylinders and their associated holders/clamps, couplers, regulators and hoses.
- 4.11.4 Ensure all gas cylinders are treated with care as any gas under pressure can explode if the cylinder is improperly stored, handled or modified.
- 4.11.5 Compressed gas cylinders must be stored at ground level and easily accessible, in case of emergencies.
- 4.11.6 Wherever possible, the storage is to be in the open air, protected by a fence or lockable cage, at least 2m high with sufficient shelter to protect the cylinders from the sun.
- 4.11.7 The area is to be kept clear of flammable materials and there should be no adjacent drains, cellars, etc. Notices stating "HIGHLY FLAMMABLE" and "NO SMOKING" are to be displayed.
- 4.11.8 Cylinders are not to be stored within:

- a) 3m of cylinders containing oxygen or materials which are toxic or corrosive;
- b) 3m of highly flammable liquids;
- c) 7.5m of a fixed LPG installation of more than 5000 litres.

4.11.9 Cylinders, full or empty, are to be stored with their valves uppermost.

4.12. Access Equipment

- 4.12.1 Employees shall inspect all work equipment each day before use. Equipment found to be defective shall not be used and shall be reported to their Manager or the office who shall ensure that the equipment in question is taken out of service and all necessary tests and repairs carried out.
- 4.12.2 Employees shall ensure that all ladders; steps, stagings, and trestles used are suitable for their purpose, properly maintained and of sound construction. Defective equipment shall not be used.
- 4.12.3 Ladders shall only be used as a work platform for works of short duration and when it is impossible or impractical to use podium steps, mobile towers or scaffolding and when used, shall be evenly supported on both styles, and secured to prevent slipping.
- 4.12.4 Scaffold boards and stagings shall be of an appropriate standard width and thickness, strong enough for their purpose and free from defects. They shall not overhang more than 4 x the thickness of the board unless they are secured.
- 4.12.5 The Company shall ensure that all tower scaffolds delivered to site, are supplied with a current inspection and maintenance certificate, and have no parts missing.
- 4.12.6 Tower scaffolds shall:
 - a) only be erected by persons competent to do so;
 - b) only be used if they are fully assembled with all necessary bracing, platforms, hand rails and toe boards in place and where required stabilisers are fully extended;
 - c) never be moved whilst in use.
- 4.12.7 All mobile tower scaffolds owned by the company shall be tested annually by a competent person.
- 4.12.8 The Company shall ensure that access equipment owned by the company is inspected annually by a competent person.
- 4.12.9 The Company shall ensure that a record is maintained of all access equipment owned by the company along with details of any tests, inspections and repairs carried out on the equipment.

4.13. Materials Handling

- 4.13.1 Materials shall be stored so as to provide safe access for employees and equipment when handling or moving. Material is to be stored on level ground, off the ground on pallets, chocks or dunnage.
- 4.13.2 Flammable or combustible materials are to be stored separately and potential hazards identified. Suitable fire protection equipment is to be provided at storage areas where there is a potential source of ignition. All relevant notices shall be displayed.
- 4.13.3 All materials carried on vehicles are to be secured for its journey prior to the vehicle moving.
- 4.13.4 Only the correct plant or equipment is to be used for the handling of materials.
- 4.13.5 Correct manual lifting techniques require the use of the legs, not the back. If it is too heavy for one person use two, do not struggle on your own.
- 4.13.6 Care shall be taken when removing banding or straps by using correct tools and equipment. Ensure materials are stacked on level ground and are stable before the removal of packing or banding.
- 4.13.7 When dismantling wooden crates, nails shall be bent over and wood neatly stacked.

4.14. Abrasive Wheels

- 4.14.1 Abrasive wheels shall not be used without goggles, dust masks and gloves.
- 4.14.2 Abrasive wheels shall only be changed by a competent person who has undertaken a suitable abrasive wheels course.
- 4.14.3 Damaged abrasive wheels shall not be used. They shall be replaced immediately if discovered on a machine.
- 4.14.4 Where cutting concrete, brick or blockwork, dust suppression shall be implemented through wet cutting to eliminate or reduce dust production.

4.15. New plant, equipment or substances

- 4.15.1 Training and Instruction shall be given on the use of all new plant before it is used on site. Only personnel having received instruction shall be permitted to use plant, tools or equipment.

4.16. Confined Spaces

- 4.16.1 Before entering a confined space, a full and detailed risk assessment shall be carried out and approved by a competent person appointed by the Managing Director .
- 4.16.2 No work shall be carried out in a confined space without first obtaining the approval of the Managing Director . A permit to work system shall be used in all cases.
- 4.16.3 Before entering a confined space, the Managing Director shall ensure that an air test is carried out. If it is determined that the environment is hazardous, the work shall only be carried out by competent and trained personnel wearing appropriate personal protective equipment.
- 4.16.4 A harness shall be worn at all times by persons working in confined spaces. Appropriate rescue equipment sufficient to implement an emergency evacuation from the confined space shall always be immediately available.
- 4.16.5 Emergency arrangements shall be planned, recorded, communicated and implemented before any person enters a confined space.

4.17. Safety Inspections

- 4.17.1 All reasonable action shall be taken to ensure a safe and healthy working environment. This shall be achieved by proper inspections carried out on a regular basis in addition to normal health and safety activities.
- 4.17.2 Weekly visual inspections of all current sites shall be carried out by the relevant Site Manager.
- 4.17.3 Formal health and safety inspections will be undertaken at fortnightly by the Health & Safety Advisor.
- 4.17.4 The results of all inspections shall be recorded and remedial measures actioned within the shortest practical time.
- 4.17.5 The Managing Director shall be informed of any difficulties that arise or of potential accident situations, highlighted in inspections.

4.18. Dust

- 4.18.1 Dust of any kind, when present in substantial quantities in air becomes a hazardous substance. Where ever-possible methods of work will be employed that will minimise the production of dust. This may involved work methods that will not produce dust, the use of local extraction units, or wetting down of work areas to minimise the production of dust. Wetting down shall only be carried out where it is safe to do so and shall not be done if there is any risk of contact with live electricity. As an additional measure, operative working within dusty areas shall be issued with personal protective equipment.
- 4.18.2 Dust extraction units will be used on all chasing machines or abrasive wheels used for operations that

will produce dust.

4.19. Asbestos

- 4.19.1 Before commencing work on any contract in a building or structure where materials containing asbestos may be present (a building constructed before 2000) the Contract Manager shall ensure that they either obtain a copy of the asbestos register for the building or structure. Where:
- a) there is no available information; or
 - b) the register is based upon a Management survey (see HSG264);
- the contract manager shall request that a Demolition and Refurbishment asbestos survey (see HSG264) is carried out by a competent person of all areas that will be affected by the work.
- 4.19.2 In all circumstances the Contract Manager shall not permit work to start until a demolition and refurbishment survey has been undertaken and they are satisfied that all asbestos containing materials that may be disturbed by the work have either removed or protected so as not to expose anyone to danger.
- 4.19.3 The company accepts that no survey can be considered completely reliable. When working in buildings where asbestos may be present the Contract Manager shall ensure that all personnel working under the companies control receive appropriate information, instruction and training so that are aware of the risk and in what form an asbestos that may be present is likely to be found e.g. fire breaks above doors, pipe lagging etc.
- 4.19.4 Should during the course of the works any person identify any material that may contain asbestos that is not specifically detailed in the asbestos survey report for the building they must stop any work that may present a risk of exposure to asbestos and notify the work supervisor immediately
- 4.19.5 Where materials are uncovered during the works that may contain asbestos, supervisors shall:
- a) ensure that work is stopped immediately and the area evacuated;
 - b) if it is safe to do so, secure the area to prevent unauthorised access and prevent the escape of asbestos particles;
 - c) contact the Contract Manager to request a survey by competent person.
- 4.19.6 Work shall not recommence until the suspect material has either been:
- a) tested and confirmed not to contain asbestos;
 - b) removed and disposed of in accordance with all relevant statutes;
 - c) protected so as not to expose anyone to danger.

4.20. Work at Height

- 4.20.1 The company shall ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely otherwise than at height.
- 4.20.2 Before the company undertake any work at height the company shall ensure that a risk assessment is undertaken by a competent person to identify what measures are required to control the risks in accordance with current legislative requirements.
- 4.20.3 The company shall ensure that work at height is properly planned, appropriately supervised and carried out in a manner which is so far as is reasonably practicable safe. In particular they shall ensure that:
 - a) all work at height takes account of weather conditions that could endanger health and safety;
 - b) those involved in work at height are trained and competent;
 - c) the place where work at height is done is safe;
 - d) equipment for work at height is appropriately inspected;
 - e) the risks from fragile surfaces are properly controlled; and
 - f) the risks from falling objects are properly controlled.
- 4.20.4 The company shall ensure that no person engages in any activity for the company, including organisation, planning and supervision, in relation to work at height or work equipment for use in such work unless he is competent to do so.
- 4.20.5 Where work is carried out at height, the company shall do all that is reasonably practicable to prevent anyone falling and shall ensure that the company:
 - a) uses work equipment or other measures to prevent falls where work at height cannot be avoided; and
 - b) where the the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- 4.20.6 The company shall ensure (as far as it is reasonably practicable to do so) that each individual place at which work is to be done at height is checked on every occasion before that place is used and by providing the necessary instruction and training to employees.
- 4.20.7 The company shall ensure that scaffolding, mobile towers and other similar work equipment are inspected by a competent person:
 - a) after they have been assembled or installed (or after it has been assembled and installed if both are required), if its safety depends on how it is assembled or installed;
 - b) as often as is necessary to ensure safety, and in particular to make sure that any deterioration can be detected and remedied in good time.
- 4.20.8 The company shall ensure that any platform used for (or for access to) construction work and from which a person could fall is inspected in place by a competent person before use (and not more than seven days before use). Where it is a mobile platform, inspection at the site is sufficient without re-inspection every time it is moved.
- 4.20.9 The company shall ensure that where work platforms, in the form of fixed scaffolding or mobile tower scaffolds, are erected by a MG Mitchell Ltd employee, they have been suitably trained and that they are inspected every seven days in accordance with Regulation 12 of the Work at Height Regulations 2005. Reports of a platform inspection shall be kept on site by the work supervisors until the work is completed and then returned to the office and kept safe from loss and unauthorised interference for another three months. All other records of inspection shall be maintained on site by the work supervisors until the next inspection has been carried out.

4.21. Working Platforms

- 4.21.1 Any surface upon which any supporting structure rests shall be stable, of sufficient strength and of suitable composition safely to support the supporting structure, the working platform and any loading intended to be placed on the working platform.
- 4.21.2 Any structure supporting a working platform shall:
- a) be suitable and of sufficient strength and rigidity for the purpose for which it is being used;
 - b) in the case of a scaffold tower or other wheeled structure, be prevented by appropriate devices from moving inadvertently during work at height;
 - c) in other cases, be prevented from slipping by secure attachment to the bearing surface or to another structure, provision of an effective anti-slip device or by other means of equivalent effectiveness;
 - d) be stable while being erected, used and dismantled; and
 - e) when altered or modified, be so altered or modified as to ensure that it remains stable.
- 4.21.3 A working platform shall:
- a) be suitable and of sufficient strength and rigidity for the purpose or purposes for which it is intended to be used or is being used;
 - b) be so erected and used as to ensure that its components do not become accidentally displaced so as to endanger any person;
 - c) when altered or modified, be so altered or modified as to ensure that it remains stable; and
 - d) be dismantled in such a way as to prevent accidental displacement.
- 4.21.4 A working platform shall:
- a) be of sufficient dimensions to permit the safe passage of persons and the safe use of any plant or materials required to be used and to provide a safe working area having regard to the work being carried out there;
 - b) possess a suitable surface and, in particular, be so constructed that the surface of the working platform has no gap:
 - through which a person could fall;
 - through which any material or object could fall and injure a person; or
 - giving rise to other risk of injury to any person, unless measures have been taken to protect persons against such risk; and
 - c) be so erected and used, and maintained in such condition, as to prevent, so far as is reasonably practicable:
 - the risk of slipping or tripping; or
 - any person being caught between the working platform and any adjacent structure.
- 4.21.5 A working platform and any supporting structure shall not be loaded so as to give rise to a risk of collapse or to any deformation which could affect its safe use.

4.22. Guard Rails, Toe Boards and Barriers

- 4.22.1 In relation to work at height involved in construction work:
- a) the top guard-rail or other similar means of protection shall be at least 950 millimetres above the edge from which any person is liable to fall;
 - b) toe-boards shall be suitable and sufficient to prevent the fall of any person, or any material or object, from any place of work; and
 - c) any intermediate guard-rail or similar means of protection shall be positioned so that any gap between it and other means of protection does not exceed 470 millimetres.

4.23. Fragile Surfaces

- 4.23.1 Site Managers shall ensure that no one working under the company's control goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely, having regard to the demands of the task, equipment, or working environment.
- 4.23.2 If anyone does work on or near a fragile surface the company shall:
 - a) Ensure, so far as it is reasonably practicable, that suitable platforms, coverings, guard rails, and the like are provided and used to minimise the risk;
 - b) do all that is reasonably practicable, if any risk of a fall remains, to minimise the distance and effect of a fall.
- 4.23.3 If anyone working under the company's control may go onto or near a fragile surface, the company shall do all that is reasonably practicable to make them aware of the danger.

4.24. Ladders and Steps

- 4.24.1 Site Managers shall ensure that a ladder is used for work at height only if a risk assessment has demonstrated that the use of more suitable work equipment is not justified because of the low risk and:
 - a) the short duration of use; or
 - b) existing features on site which cannot be altered.
- 4.24.2 Any surface upon which a ladder rests shall be stable, firm, of sufficient strength and of suitable composition safely to support the ladder so that its rungs or steps remain horizontal, and any loading intended to be placed on it.
- 4.24.3 All ladder shall be so positioned as to ensure its stability during use.
- 4.24.4 All portable ladder shall be prevented from slipping during use by:
 - a) securing the stiles at or near their upper or lower ends;
 - b) an effective anti-slip or other effective stability device; or
 - c) any other arrangement of equivalent effectiveness.
- 4.24.5 All ladder used for access shall be long enough to protrude sufficiently above the place of landing to which it provides access, unless other measures have been taken to ensure a firm handhold.
- 4.24.6 No interlocking or extension ladder shall be used unless its sections are prevented from moving relative to each other while in use.
- 4.24.7 All mobile ladder shall be prevented from moving before it is stepped on.
- 4.24.8 Every ladder shall be used in such a way that:
 - a) a secure handhold and secure support are always available to the user; and
 - b) the user can maintain a safe handhold when carrying a load unless, in the case of a step ladder, the maintenance of a handhold is not practicable when a load is carried, and a risk assessment has demonstrated that the use of a stepladder is justified because of the low risk; and the short duration of use.

4.25. Tower Scaffolds

- 4.25.1 Site Managers shall ensure that all tower scaffolds delivered to site, are supplied with a current inspection and maintenance certificate, and have no parts missing.
- 4.25.2 Tower scaffolds shall only be erected by persons competent to do so; only be used if they are fully assembled with all necessary bracing, platforms, hand rails and toe boards in place and where required stabilisers are fully extended; and never be moved whilst in use.
- 4.25.3 All mobile tower scaffolds owned by the company shall be inspected annually by a competent person.
- 4.25.4 Managing Director shall ensure that access equipment owned by the company is inspected annually by a competent person.
- 4.25.5 Managing Director shall ensure that a record is maintained of all access equipment owned by the company along with details of any tests, inspections and repairs carried out on the equipment.

4.26. Public Safety

- 4.26.1 When working in areas where the public have access all necessary steps must be taken to ensure the safety of the public. Close liaison with the controller of the premises is essential.
- 4.26.2 Where ever practical the work area shall be segregated from other areas by appropriate hoardings, barriers or the area closed to the public. Adequate signage shall always be displayed to warn the public of the hazards.
- 4.26.3 Adequate notice should be given to the controller of the premises if the work presents such a risk that it cannot be carried out without closing all or part of the work area.
- 4.26.4 Never carry out work in an area where the public have access unless the work area is segregate or the work will not expose the public to danger.
- 4.26.5 Where third parties or visitors are allowed into segregated work areas they shall be made aware of Tecncool Services Ltd's safety standards and any special hazards that are present in the work area. They must be accompanied by a responsible person and provided with protective clothing/equipment where appropriate.
- 4.26.6 When planning work in public areas consideration shall always be given to the protection of disabled persons by ensuring that traffic routes remain safe to use by amongst others wheelchair users, persons with limited mobility and those with limited vision. This will include ensuring that traffic routes used by the public remain free from obstructions, trip hazards, work hazards and are adequately lit.
- 4.26.7 When planning work in public areas consideration shall also be given to the protection of children. Children will not necessarily be aware of the hazards or understand the meaning of barriers. Where children may be present and the work is particularly hazardous steps barriers will appropriate if the prevent access to the work area by children.

4.27. Vibration

- 4.27.1 Regular and frequent exposure to high levels of vibration can lead to permanent injury. This is most likely when contact with a vibrating tool or process is a regular part of a person's job.
- 4.27.2 Before undertaking any operation that may expose those involved to high levels of vibration the company shall ensure that an assessment of the risks is undertaken with a view, where practicable, to identify alternative ways of working which eliminate the vibrating equipment.
- 4.27.3 Where vibration equipment must be used the company shall ensure that:
 - a) exposure times are restricted;
 - b) that manufacturers vibration levels for all equipment used are as low as practicable; and
 - c) the equipment is adequately maintained.
- 4.27.4 The company undertake to comply with the standards set out in the Health and Safety Executive guidance INDG175 (rev1) – Health Risks From Hand-Arm Vibration - Advice For Employers.

4.28. Noise on Construction Sites

- 4.28.1 The company shall in accordance with the Noise at Work Regulations 2005:
- a) assess the risks to employees from noise at work;
 - b) take action to reduce the noise exposure that produces those risks;
 - c) provide employees with hearing protection where noise exposure cannot be reduced enough by using other methods;
 - d) ensure the legal limits on noise exposure are not exceeded;
 - e) provide employees with information, instruction and training;
 - f) carry out health surveillance where there is a risk to health.
- 4.28.2 When assessing the risk attention shall also be paid to the protection of other contractors and members of the public who may also be affected by the noise.
- 4.28.3 If planning an operation which is liable to expose any employees to noise at or above a lower exposure action value the company shall ensure a suitable and sufficient assessment of the risks is undertaken by a competent person to determine the measures which need to be taken to meet the requirements of the Regulations.
- 4.28.4 The lower exposure action values are a daily or weekly exposure (the levels of exposure to noise of your employees averaged over a working day or week) of 80 dB and/or a peak sound pressure (the maximum noise to which employees are exposed in a working day) of 135 dB and includes noise:
- a) that is intrusive for most of the working day;
 - b) where an employee has to raise their voices to carry out a normal conversation when about 2 m apart for at least part of the day;
 - c) where employees use noisy powered tools or machinery for more than half an hour each day;
 - d) where there are noises due to impacts (such as hammering, pneumatic impact tools etc), explosive sources such as cartridge operated tools.
- 4.28.5 The company shall ensure that risk from the exposure of employees to noise is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable.
- 4.28.6 Where any employee is likely to be exposed to noise at or above an upper exposure action value, the employer shall reduce exposure to as low a level as is reasonably practicable by establishing and implementing a programme of organisational and technical measures, excluding the provision of personal hearing protectors, which is appropriate to the activity.
- 4.28.7 The actions taken to reduce the risk from noise shall be based on the general principles of prevention set out in Schedule 1 to the Management of Health and Safety Regulations 1999 (as amended) and shall include consideration of:
- a) other working methods which reduce exposure to noise;
 - b) choice of appropriate work equipment emitting the least possible noise, taking account of the work to be done;
 - c) the design and layout of workplaces, work stations and rest facilities;
 - d) suitable and sufficient information and training for employees, such that work equipment may be used correctly, in order to minimise their exposure to noise;
 - e) reduction of noise by technical means;
 - f) appropriate maintenance programmes for work equipment, the workplace and workplace systems;
 - g) limitation of the duration and intensity of exposure to noise; and
 - h) appropriate work schedules with adequate rest periods.
- 4.28.8 Where any work is likely to expose employees to noise at or above a lower exposure action value the company shall make personal hearing protectors available upon request to any employee who is so exposed.
- 4.28.9 Where the company is unable by other means to reduce the levels of noise to which an employee is likely to be exposed to below an upper exposure action value, he shall provide personal hearing protectors to any employee who is so exposed.

- 4.28.10 If in any area of the workplace under the company's control an employee is likely to be exposed to noise at or above an upper exposure action value for any reason the employer shall ensure that:
- a) the area is designated a Hearing Protection Zone;
 - b) the area is demarcated and identified by means of the sign specified for the purpose of indicating that ear protection must be worn ; and
 - c) access to the area is restricted where this is practicable and the risk from exposure justifies it,
- 4.28.11 The company shall ensure so far as is reasonably practicable that no employee enters a Hearing Protection Zone unless that employee is wearing personal hearing protectors.
- 4.28.12 The company shall ensure that employees are not exposed to noise levels at or above the exposure limit values of a daily or weekly exposure of 87 dB and / or a peak sound pressure of 140 dB.

4.29. Ground Works

- 4.29.1 Drawings and surveys will be obtained, where possible, prior to any excavating to determine ground conditions and the location of existing services and the exact location of buried services will be determined using a cable avoidance tool (CAT) and will be clearly marked to identify the route of the buried services.
- 4.29.2 Manholes and inspection chamber lids in the immediate vicinity will be lifted to help determine the depth of existing buried services.
- 4.29.3 Prior to any excavation, a soil survey must be completed to determine the presence of any contaminants in the ground.
- 4.29.4 On discovery of contaminated land, Cosmur Construction shall carry out a suitable and sufficient assessment of the risks to health and to the environment from and implement suitable control measures, avoiding direct contact with the contamination, where possible.
- 4.29.5 The Company shall seek expert advice for hazardous materials for which they have no competence to deal with.
- 4.29.6 The Company shall ensure that all employees involved or affected receive information, instruction, training and supervision in dealing with contaminated land and ensure that equipment, plant and vehicles used are suitable for the conditions that they will be exposed to.
- 4.29.7 Workers shall be issued with suitable personal protective equipment as required by the risk assessment and ensure that workers use the equipment properly.
- 4.29.8 Excavators will never dig using a bucket with teeth and must not excavate deeper than 150mm with each stroke unless it is known that services are definitely not present. Where services are known or suspected, hand digging must take place to identify these services with additional CAT scanning every 300mm.
- 4.29.9 If within 500mm of any services, only hand digging will be allowed and must be carried out with extreme caution in accordance with HSG47: Avoiding of Danger from Underground Services.
- 4.29.10 Edge protection will be provided where a person is liable to fall and sustain an injury and will be installed a minimum of 1m from the edge or at an angle of 45° from the bottom of the excavation.
- 4.29.11 Suitable signs and lighting will be provided around excavations as necessary.
- 4.29.12 Once the excavation is more than 1.2m deep suitable shoring will be installed in the form of timber battering, steel sheets or steel boxes, designed by a competent person.
- 4.29.13 Where shoring is installed, a Temporary Works Co-ordinator shall be appointed to oversee the works, including ensuring any temporary works are installed as per the approved design.
- 4.29.14 All excavations over 2m in depth must be visually inspected on a daily basis by a competent person and formally inspected every seven days, the results of which will be recorded and kept on site.

4.30. Lifting Operations

- 4.30.1 This procedure describes the methods for reducing the risks to person's safety during lifting operations and from lifting equipment and also outlines the methods used to ensure compliance with the 'Lifting Operations and Lifting Equipment Regulations 1998.
- 4.30.2 All lifting operations undertaken by the company and all lifting equipment owner or hired is covered by the requirements of this procedure.
- 4.30.3 Responsibilities:
- a) The Managing Director is responsible for ensuring adequate resources are available at all times to achieve compliance with the requirements of this procedure.
 - b) Slingers/ Signallers acting as the Appointed or Competent Person for ensuring full compliance with the requirements of this procedure for all work under their control.
 - c) Employees and contractors for ensuring they apply with the appropriate requirements of this procedure for all lifting operations undertaken, including the lifting equipment used.
- 4.30.4 Definitions:
- a) LOLER – 'Lifting Operations and Lifting Equipment Regulations 1998.
 - b) Lifting Equipment – Any equipment used for lifting or lowering loads including attachments used for anchoring, fixing or supporting it.
 - c) Lifting Accessories – Includes chains, slings, eyebolts, ropes etc.
 - d) Load – Includes a person or materials
- 4.30.5 This procedure covers all lifting operations undertaken by the Company or by subcontractors undertaking work on behalf of the company. The procedure also covers the lifting equipment used during lifting operations.
- 4.30.6 Lifting equipment includes cranes; lift trucks, goods lifts, construction site hoists, mobile elevated work platforms, vehicle inspection hoists, gin wheels, ropes, chains, eye bolts etc.
- 4.30.7 No person under the age of 18 years will be permitted to operate lifting equipment or undertake lifting operations on behalf of the Company.
- 4.30.8 Risk Assessment:
- a) Before undertaking any lifting operation a risk assessment will be undertaken and recorded on a Company template. The risk assessment covers the selection and use of the lifting equipment including the lifting accessories. The assessment must also cover the planning, supervision and performance of the lifting operation to be undertaken.
 - b) The risk assessment will include as appropriate: -
 - Selection of lifting equipment made from materials suitable for the conditions under which it will be used.
 - Selection of lifting equipment of suitable strength and stability.
 - How often the lifting equipment will be used and the risk of it failing or falling over.
 - Where the lifting equipment will be used and the risk of it striking persons or objects.
 - The type of load to be lifted including its weight, shape and what its made of.
 - Limitations on use of lifting equipment specified by manufacturers.
 - Means of access to and egress from lifting equipment.
 - Protection against slips trips and falls, including the risk of the load falling or striking a person or object.
 - Protection of the operators of lifting equipment.
 - Effects of high winds.
 - Provision and use of Personal Protective Equipment.
 - When undertaking the risk assessment reference to the Approved Code of Practice and guidance Documents issued by the HSE will be consulted as appropriate.
 - Where appropriate risk assessments will be supported by method statements.

4.30.9 Thorough Examination and Inspection of Lifting Equipment:

- a) All work equipment will be thoroughly examined by a competent person for defects before being put into service for the first time.
- b) All work equipment will be thoroughly examined by a competent person at regular intervals as detailed below (or at intervals described in a written scheme of examination) : -
- c) Lifting equipment and lifting accessories used for lifting persons at least every six months.
- d) All other lifting equipment and lifting accessories at least once in every twelve months.
- e) A current certificate for the thorough examination and inspection of lifting equipment and lifting accessories must accompany the equipment or accessory at all times.
- f) Where a defect is found as a result of the thorough examination and inspection a report must be issued by the competent person. All defects must be rectified within the timescale stated on the defect report.
- g) Defects reports highlighting matters which may result in a risk of serious personal injury will be forwarded by the competent person to the HSE.
- h) All lifting equipment including lifting accessories must be clearly marked to indicate the safe working load (SWL).
- i) Records of thorough examination and inspection and certificates of conformity must be kept available for inspection by the HSE if requested.

4.30.10 Hire of Lifting Equipment.

- a) Where an item of lifting equipment including lifting accessories is on hire from a Hire Company but operated by MG Mitchell Ltd the following responsibilities will apply: -
- b) The Hire Company will be responsible for the thorough examination and inspection of the lifting equipment including the lifting accessories and providing up to date records.
- c) Where the Hire Company is contracted to provide the lifting equipment and operators and contracted to undertake the lifting operation the following responsibilities will apply: -
 - The Hire Company has the responsibility for the proper maintenance; examination and inspection of the lifting equipment and to ensure the lifting operations are carried out safely.
 - MG Mitchell Ltd has the responsibility to ensure the Hire Company are competent to undertake the required work and certificates of thorough examination and inspection are obtained from the Hire Company.

4.31. Temporary Works

4.31.1 The Company understands the requirement for Temporary Works, as detailed by Regulation 19 of the Construction (Design & Management) Regulations 2015 which states:

(1) All practicable steps must be taken, where necessary to prevent danger to any person, to ensure that any new or existing structure does not collapse if, due to the carrying out of construction work, it—

(a) may become unstable; or

(b) is in a temporary state of weakness or instability.

(2) Any buttress, temporary support or temporary structure must—

(a) be of such design and installed and maintained so as to withstand any foreseeable loads which may be imposed on it; and

(b) only be used for the purposes for which it was designed, and installed and is maintained.

(3) A structure must not be so loaded as to render it unsafe to any person.

4.31.2 All Temporary Works completed by, or on behalf of HPM Developments (London) Ltd shall be designed and installed in accordance with BS 5975:2008 – Code of Practice for Temporary Works Procedures.

4.31.3 The Company shall provide suitable training to ensure staff are competent to act as Temporary Works Co-ordinators and Temporary Works Supervisors where appropriate.

4.31.4 The Company shall ensure that suitable engineers are engaged to design any temporary works being installed.

4.31.5 The Company shall ensure that a Temporary Works Coordinator is formally appointed prior to any temporary works being installed.

4.31.6 The Temporary Works Coordinator (TWC) is responsible for ensuring that all temporary works are identified, classified and their risk assessed and managed in accordance with this process.

4.31.7 The TWC has full authority to stop work if requirements of this process are not being followed and not allow work to continue until they have been complied with.

4.31.8 The Temporary Works Designer is responsible for assessing the risks of the TW and identifying, designing and producing suitable and sufficient information for the TWC to enable the works to be carried out safely.

- 4.31.9 The Temporary Works Supervisors (TWS) are responsible for assisting the TWC inspect TW as detailed in this process.
- 4.31.10 The TWC must ensure that after installation of temporary works, the TW Designer issues a permit-to-load, allowing work to commence.
- 4.31.11 The TWC must ensure that after the permanent works have been installed, the TW Designer issues a permit-to-strike, allowing the temporary works to be removed.

4.32. Lead at Work

- 4.32.1 The Company recognises the risks posed to staff when working with lead and will comply with the Control of Lead Regulations 2002 by implementing control measures to remove or reduce those risks.
- 4.32.2 Lead is defined as any material including lead, lead alkyls, lead alloys and any product containing lead as a constituent part and the following work is considered to result in a significant exposure to lead:
- High temperature lead work above 500°C e.g. lead welding, melting, burning and welding or burning and heating of lead containing paint surfaces.
 - Work with lead compounds which give rise to lead dust in the air, such as rubbing down painted surfaces contain lead.
 - Abrasion of lead creating dust in the air e.g. dry sanding, grinding or cutting with power tools, blast removal of lead containing surfaces.
- 4.32.3 The Company will ensure a specific assessment is completed on the risks posed by exposure to lead prior to commencing work on any lead or lead containing products.
- 4.32.4 Where possible, lead or lead containing products will be substituted with non or less hazardous alternatives.
- 4.32.5 Operatives shall not eat, drink or smoke in areas which are contaminated or likely to be contaminated by lead and shall be instructed on the importance of good personal hygiene.
- 4.32.6 The Company will complete health surveillance on any persons regularly working with lead, keep records and regularly review them to determine if any symptoms have appeared or conditions deteriorated as a result of exposure.
- 4.32.7 Where deemed necessary, blood sampling may be completed to determine the lead levels in operatives blood, and where the action level of 50 micrograms of lead per one decilitre of blood (50 µg/dl) is identified, the Company will reduce that level by:
- Reviewing all existing control measures.
 - Ensuring hygiene standards are being maintained;
 - Consulting a Doctor about any additional protective measures to be implemented.

SECTION 5 ELECTRICAL WORK

5.1. Definitions

- 5.1.1 **Electrical Equipment** - Electrical equipment is defined as anything used, intended to be used or installed for use, to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use electrical energy.
- 5.1.2 **Live** - Live means that the equipment in question is at a voltage by being connected to a source of electricity as, for example, in normal use. This implies that, unless otherwise stated, the live parts are exposed so that they can be touched either directly or indirectly by means of some conducting object and that they are either live at a dangerous potential of up to 1000 volts in dry conditions; or at a dangerous energy level.
- 5.1.3 **Charged** - Charged means that the item has acquired a charge either because it is live or because it has become charged by other means such as by static or induction charging, or has retained or regained a charge due to capacitance effects even though it may be disconnected from the rest of the system.
- 5.1.4 **Live work** - Live work is defined as work on or near conductors which are accessible and which are 'live' or 'charged';
- 5.1.5 **Dead** - Dead means not electrically 'live' or 'charged'.
- 5.1.6 **Disconnected** - Disconnected is used to describe equipment, or a part of an electrical system, which is not connected to any source of electrical energy.
- 5.1.7 **Isolated** - Isolated is used to indicate equipment, or part of an electrical system, which is disconnected and separated by a safe distance (the isolating gap) from all sources of electrical energy in such a way that the disconnection is secure, and cannot be re-energised accidentally or inadvertently.
- 5.1.8 **Low voltage** - Low voltage is regarded as a voltage exceeding 50v AC or 120v DC between conductors and earth, but not exceeding 1000v AC or 1500v AC between conductors or 600v AC or 900v DC between any conductor and earth.
- 5.1.9 **High voltage** - High voltage is regarded internationally as being in excess of 1000 volts. However certain precautions have been applied in the UK to systems energised at over 650 volts. To maintain the same degree of safety this guidance uses the term 'high voltage' where the voltage exceeds 650 volts.

5.2. Planning Work on Electrical Equipment

- 5.2.1 All work on electrical equipment shall be planned both in advance and while the work progresses. When planning work the following factors shall be considered:
- a) the work to be done;
 - b) the hazards of the system or equipment to be worked on;
 - c) the competency and experience of the staff who will be carrying out the work and the level of supervision required;
 - d) the precautions to be taken; and
 - e) the system and method of work to be employed;
 - f) the impact of the work on the business and departments affected;
 - g) the requirement for out of hours working;
 - h) the impact of the work on the working environment (e.g. dust, fumes, noise, vibration etc).

5.3. Procedure for Working on Dead Electrical Equipment

- 5.3.1 Site Managers shall ensure before any work is carried out on electrical equipment that may give rise to danger that there is, at the electrical equipment on which or near which work is being done, the following:
- a) adequate working space;
 - b) adequate means of access;
 - c) adequate lighting.
- 5.3.2 All necessary steps shall be taken to protect against inadvertent contact with other live parts nearby. This shall be done wherever practicable by the erection of physical barriers and/or the use of temporary insulation.
- 5.3.3 Before disconnecting or isolating any electrical equipment, the circuit to be worked on, or near, shall be identified. Electrical equipment shall wherever practicable be physically identified. Wherever possible this process should be aided by the use of appropriate drawings, diagrams and other written information. Labelling on circuits and equipment may be used to assist in the identification process, it must however never be assumed that labelling is correct.
- 5.3.4 Once the circuit or equipment to be worked on or near has been identified it shall be disconnected from every source of electrical energy.
- 5.3.5 Adequate precautions shall be taken to prevent electrical equipment, which has been made dead, from becoming electrically charged during that work. Wherever practicable this should be carried out by locking off all isolators. Where such facilities are not available, the removal of fuses or links is permissible.
- 5.3.6 Fuses or links shall be in safe keeping away from the isolator by the competent person supervising the work. Under no circumstances must the fuses or links be left unattended by or near the isolator.
- 5.3.7 If a plug has been withdrawn, steps shall be taken to ensure that it cannot be reconnected to the electrical supply while work is taking place on the circuits or apparatus.
- 5.3.8 Once isolated, a notice or label shall be put at the place of disconnection. This should be supplemented by 'danger' notices adjacent to the place of work indicating nearby apparatus that is still energised.
- 5.3.9 Having isolated the circuit or equipment all parts to be worked on, or near, shall be tested to ensure that they are dead, even if the isolation has been achieved automatically through an interlocking system. If it is a three-phase system or equipment with more than one supply, prove that all supply conductors are dead. The device used for proving dead shall itself be proved immediately before and after testing.
- 5.3.10 To ensure that the risk to personnel is minimised, even if the above precautions fail, all conductors should be earthed using properly designed earthing devices or earthing leads, usually applied to all points where the circuit or equipment is isolated from the supply. Additional earths at the point of work may also be necessary if this is remote from the point of isolation, but these should be applied only after proving dead at the point of work. These procedures are essential for high voltage apparatus and stored energy equipment.
- 5.3.11 The earthing conductors and their connections should be suitable for the energy that may flow in the event of a failure of the above precautions. Earthing low voltage equipment is particularly desirable if there is a risk of re-energisation. In other low voltage equipment, however, it may be physically impractical to apply earths, or the risk of short circuit from introducing an earth near adjacent live parts may outweigh the benefit of earthing the apparatus being worked on.

5.4. Safety Locks, Caution Notices and Danger Notices

- 5.4.1 Caution notices shall be fixed on all switchgear controlling the apparatus on which work is to proceed by the competent person supervising the work.
- 5.4.2 Safety locks shall:
 - a) be painted red,
 - b) be uniquely numbered;
 - c) have only one key held by the competent person supervising the work;
 - d) be different from any standard locks of the system.
- 5.4.3 Safety locks shall be used to lock-off switches at points where the circuit on which work is to be carried out can be energised.
- 5.4.4 Danger notices shall also be fixed either on or adjacent to live apparatus.
- 5.4.5 Safety tags are to be attached to each caution and danger notice to prevent their unauthorised removal.
- 5.4.6 Locks and notices fixed to low voltage apparatus or switchgear controlling low voltage apparatus shall be fixed and removed by the competent person supervising the work.
- 5.4.7 When only fuses or links control the circuit, the competent person supervising the work shall remove these before commencing the work and secure them in a safe place to prevent their unauthorised replacement.

5.5. Remote and Automatically Controlled Switchgear

- 5.5.1 Before work is carried out on remote or automatically controlled low voltage switchgear:
 - a) all remote control and automatic features must be rendered inoperative;
 - b) the equipment must have been isolated.

5.6. Live Working

- 5.6.1 Work on or near live conductors shall only be permitted in exceptional circumstances.
- 5.6.2 Live working shall not be permitted unless:
 - a) it is unreasonable for the work to be carried out by dead working;
 - b) suitable precautions can be taken to prevent injury;
 - c) it is judged to be reasonable in all circumstances to work live.
- 5.6.3 The decision to work live shall only be made by a person who has extensive knowledge and experience of the factors to consider and of the competence of the people who will be carrying out the work and their ability to avoid danger. The decision to work live shall not be taken lightly and must be approved by a Director of MG Mitchell Ltd. All economic and operational factors shall be evaluated against the risks involved before making a decision.
- 5.6.4 Where live working cannot be avoided the following guidelines apply:
 - a) temporary insulation or protective barriers shall be installed to prevent anyone touching parts at dangerously different potentials at the same time;
 - b) when work is carried out 'near' rather than 'on' live equipment, appropriate and adequate safety clearances shall be established and maintained;
 - c) all personnel involved in the work shall be adequately trained and experienced in the type of live work being undertaken. They shall understand the task and be able to recognise any deterioration in the state of equipment or departures from agreed procedures. They shall have the self-discipline to recognise their own limitations and should be encouraged to seek assistance with work which may be outside their area of competence;
 - d) there shall be adequate working space and adequate lighting. There should be adequate headroom, no tripping hazards and no obstructions that could restrict a person's movements. At least 915mm clear working space is recommended from parts live at 415 volts. The space should be at least 1375mm if there are parts live on both sides, although this situation should be avoided whenever possible by screening;

- e) only properly insulated tools that have insulation that is robust enough to be proof against mechanical damage shall be used. A competent person shall inspect all tools before use. Test instruments shall have insulated probes and fused leads;
 - f) protective clothing and equipment shall be provided and used where its use would reduce the risk of contact with live parts or earth. Safety glasses must always be worn and protective rubber gloves used where necessary. All clothing and equipment shall be inspected before use by a person who is competent to assess its condition;
 - g) horizontal surfaces and projections inside control cabinets etc shall not be used for temporary storage of tools and other equipment;
 - h) a person working on live parts shall always be accompanied by a competent person:
 - who is in a safe position;
 - who has the necessary competence to avoid injury;
 - who can assist by disconnection of the supply;
 - who can render first aid or obtain assistance in the event of an emergency.
- 5.6.5 Routine testing and adjustment of control circuits is excluded from the requirements previously specified, if a risk assessment proves that minimal hazards exist and are acceptable. The following requirements still apply:
- a) no working alone;
 - b) only trained, qualified and skilled persons are used to carry this out;
 - c) evaluation of potential area hazards must take place to ensure safe working conditions;
 - d) a suitable communication device is available to summon help in an emergency.

5.7. Radio Masts

- 5.7.1 Working on or near radio masts poses a risk to health caused by R.F. and microwave radiation.
- 5.7.2 R.F. transmissions are electro-magnetic waves emitted by a power source, usually an antenna which concentrates the energy into a beam or radiation pattern. RF Transmissions are non-ionising, which means that they are incapable of causing changes to the molecular structure of living tissue. The human body absorbs R.F. energy at different rates dependant on the frequency and at very high levels of exposure can result in heat exhaustion, leading to headaches, nausea and vomiting, eye damage in the form of cataracts and for men a reduction in sperm count.
- 5.7.3 Safety distances are normally set at 2m as the transmission obeys the inverse square law, so effectively when the distance is doubled, the power is quartered.
- 5.7.4 Radiation is an invisible energy that is transmitted through the air; its frequency is measured in Hertz (Hz) and wavelength in cycles. 1Hz = 1 cycle (wavelength) per second.
- a) 6 cycles per second = 6Hz
 - b) 1 thousand cycles per second = 1KHz
 - c) 1 million cycles per second = 1MHz
 - d) 1,000 million cycles per second 1 GHz
- 5.7.5 The Managing Director is responsible for ensuring this procedure is communicated to all members of staff and for ensuring it is reviewed periodically and amended where necessary.
- 5.7.6 Managers and Supervisors are responsible for ensuring that this procedure is followed on site where operatives and contractors are at risk of exposure to R.F. energy.
- 5.7.7 Employees are responsible for following the requirements of this procedure.
- 5.7.8 Where they exist, Site Managers must obtain details of any R.F. surveys from the client/ site owner prior to starting work.

- 5.7.9 At no time must any person enter the specified exclusion zone while completing work for or on behalf of MG Mitchell Ltd.
- 5.7.10 Operatives must not start work on any Radio Masts unless they have been isolated and confirmed as safe by their Manager.
- a) Site Managers and Supervisors must identify any exclusion zones and identify them to all operatives and contractors prior to starting on site
 - b) There are no exceptions to the exclusion zones. Site Managers and Supervisors are reminded that just because exclusion zones are not identified/ highlighted, this does not mean it is safe to approach an antenna.
 - c) Where it is likely that a member of staff could be routinely exposed to RF and Microwaves, they will have an annual medical examination completed to determine if they have any conditions that would prevent them from working near Radio Masts and to monitor their health as a result of RF exposure.