



**JOHN KELLY CONSTRUCTION
SERVICES LTD**

Health and Safety Policy and Procedures

Supported by



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Contents

General Policy

A declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of our employees in achieving these goals.

Organisation and Responsibilities

This section sets out the health and safety responsibilities of key personnel within the organisation.

Safety Arrangements

This section explains the systems and procedures that will be used to form the basis of our health and safety regime.

Safety Records (this section may be in a separate folder)

This section contains;

- An Annual Review of our Health and Safety System and Procedures.
- Periodic Checklists created specifically for individual roles and responsibilities.
- A comprehensive source of records relating to statutory examination periodic inspection and testing of the work equipment and installations used by our organisation. Records relating to Fire Safety Management will be found in your Safety Management System.
- A system for keeping health and safety training records.
- A section for accident and incident reporting, and investigation.

Health and Safety Policy

General Policy

This Health and Safety Policy contains a plan detailing how we manage our health and safety issues. The policy sets out our commitment to manage risks and provide good standards of health and safety and also to meet our legal duties. Health and safety is an integral part of how we do business as a responsible employer and we have put in place the necessary organisation and arrangements to achieve this. This policy has been initiated after carrying out a full appraisal of our health, safety and welfare requirements and will be reviewed periodically (at least annually).

Health and Safety General Policy Statement

This is a declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these goals. The General Policy statement is brought to the attention of all employees by publication in the main policy manual and in the Employee Safety Handbook. It may also be included on notice boards in our premises.

Organisation

This part of the Policy details the health and safety responsibilities of key personnel within our organisation. These responsibilities are fulfilled by completion of various Safety Records, pro-formas and records in relation to on-going maintenance activities, training, accident reporting, and investigation, and actions that have taken place.

Relevant legislation

This page sets out details of the main statutes and regulations affecting health and safety at work that are currently in force.

Safety Arrangements

This part of the Policy explains the systems and procedures in place for managing individual topics or subjects for which our business is responsible.

To assist us with our duty we have retained Peninsula Business Services Limited to provide information and guidance on how these provisions should be managed and recorded.

We accept that we cannot discharge our responsibility for managing health, safety and welfare within the workplace to others outside our employ. Use of the above documents will aid our success in fulfilling these responsibilities.

Health and Safety General Policy Statement

John Kelly Construction Services Ltd recognises that it has responsibilities for the health and safety of our workforce whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our managers and supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business.

This business intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by;

- providing leadership and adequate control of identified health and safety risks;
- consulting with our employees on matters affecting their health and safety;
- providing and maintaining safe plant and equipment;
- ensuring the safe handling and use of substances;
- providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- ensuring that all workers are competent to do their work, and giving them appropriate training;
- preventing accidents and cases of work related ill health;
- actively managing and supervising health and safety at work;
- having access to competent advice;
- aiming for continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- the provision of the resource required to make this policy and our health and safety arrangements effective.

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each employee, which sets out their duties and includes our specific health and safety rules.

Signature  Date . 02/06/2025

Position Director

Record of Periodic Review of our Health and Safety Policy

Our Health and Safety General Policy Statement and Safety Arrangements are reviewed periodically. This is a record of these periodic reviews we have undertaken. Our Peninsula Health and Safety Consultant will also review our system and documentation during their routine visits to ensure that they meet current statutory requirements and good practice relevant to our business.

This record should be endorsed by all persons who carry out these periodic reviews (including Peninsula Health and Safety Consultants).

DATE	NAME OF REVIEWER(S)	OUTCOME (State – No change required or explain any required changes)	Where changes are required call the BusinessSafe Advice Service, 0844 892 2785, and record here the date of your call
1/6/23	Lisa Kelly-Roberts	No change	
3/6/24	Lisa Kelly-Roberts	H&S Management Structure from BM to Strategy Manager	
2/6/25	Lisa Kelly-Roberts	No change	

For Peninsula Consultant use

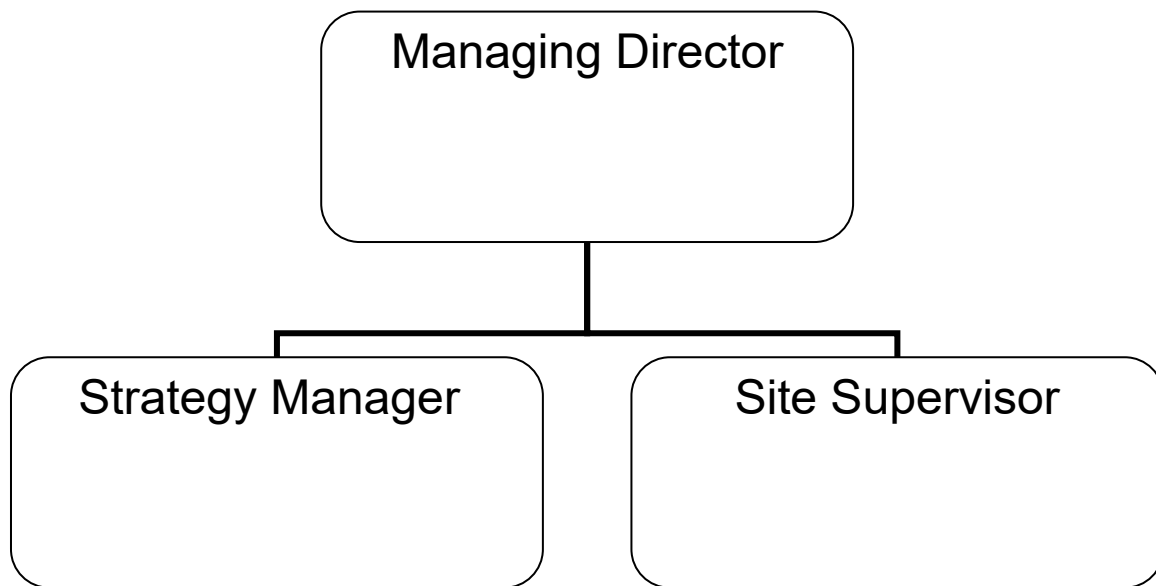
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Organisation

Health and Safety Management Structure

Although the Managing Director has overall responsibility for the implementation of this policy day to day responsibility for particular issues has been delegated to key personnel.

The management structure within our business is shown here and the allocation of day to day responsibility for particular health and safety issues is shown in the Responsibility Chart which appears later in this document.



Health and Safety Management Responsibilities

The Managing Director has recognised that they retain overall responsibility for health and safety matters. They also recognise that the business needs to take action in respect of the key points listed here. In managing these matters emphasis is placed on recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

General

- Provide and resource an effective health and safety management system.
- Make arrangements to consult with employees on health and safety matters.
- Arrange and maintain appropriate Employers' Liability Insurance cover.
- Ensure that health and safety implications are considered when acquiring new equipment and machinery.
- Ensure that contractors (when used) are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees receive appropriate health and safety training.
- Provide measures to protect the health and safety of employees working alone.
- Monitor the health and safety performance of the organisation.

Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used.
- Implement measures to reduce stress within the workplace.

Accidents, Incidents and First Aid

- Record accidents and incidents.
- Complete accident and incident investigations, identify causes and measures for prevention.
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.
- Ensure that adequate first aid arrangements are in place.

Fire and Emergency Arrangements

Ensure that;

- Adequate arrangements are in place to deal with fire safety at our premises or at our member's premises.
- Employees are aware of the fire and evacuation arrangements and other emergency procedures.
- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are completed.

Risk Assessment

Ensure that;

- Risk assessments are complete and Safe Systems of Work are produced for all activities that pose a significant risk of harm.
- Risk assessments are documented.
- The outcomes of risk assessments are carefully explained to the workforce.

Premises

- Provide a suitable and safe working environment for employees with adequate welfare facilities.
- Ensure that the fixed electrical installation is adequately installed and maintained.
- Introduce and maintain measures to control and manage the risks from asbestos.
- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace.

Equipment

Ensure that;

- All equipment provided by the organisation is suitable and properly used.
- All work equipment is adequately maintained and safe.
- Portable electrical appliances are adequately maintained, inspected and tested.
- Appropriate hand tools are provided and maintained.
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

Substances

Ensure that;

- All substances are used safely.
- All substances are appropriately stored.

The Responsibility Table on the next page identifies the specific health and safety responsibilities and identifies the individuals they are allocated to. Employees with allocated responsibilities should refer to the associated Safety Arrangements set out later in this policy document.

Monitoring

The operation of this policy and arrangements is actively monitored through the periodic review of our completed Safety Record Forms and also by using Periodic Workplace Checklists. The Managing Director has overall responsibility for this, but some of the routine tasks may be delegated. We also use an Annual Health and Safety Review form to determine whether our existing health and safety procedures and arrangements are adequate.

People who have delegated responsibilities under this policy will also complete Periodic Checklists of compliance with the policy and procedures arranging for remedial actions to be taken where necessary. The outcomes of these periodic reviews will also be taken into account during the annual review.

Monitoring and review help us to check the effectiveness of our Safety Management System.

Responsibility Table

*This Responsibility Table shows the allocation of responsibility for particular
to named person management positions*

health and safety issues

Key

MD - Managing Director

SM - Strategy Manager

SS - Site Supervisor

Safety arrangements	MD	SM	SS
Managing Safety & Health at Work	✓	✓	✓
Accident, Incident, Ill Health Reporting and Investigation	✓		✓
Workplace H&S Consultation - One-to-one		✓	✓
Risk Assessment and Hazard Reporting	✓	✓	
Occupational Health and Health Surveillance		✓	
Substance & Alcohol Abuse	✓	✓	✓
Purchasing	✓	✓	✓
Employing Children & Young Persons	✓	✓	✓
Health & Safety Training			✓
Health & Safety of Visitors			✓
Personal Protective Equipment			✓
Employing Agency and Temporary Staff	✓		✓
Safe Systems of Work	✓	✓	✓
Action on Enforcing Authority Reports	✓		✓
Equality and Disability Discrimination Compliance	✓	✓	✓
H&S Information for Employees	✓	✓	✓
Fire Safety - Arrangements and Procedures	✓	✓	✓
First Aid			✓
Welfare, Staff Amenities, Rest Rooms & the Working Environment			✓
Housekeeping and Cleaning			✓
The Control of Hazardous & Non Hazardous Waste	✓	✓	
Access, Egress, Stairs & Floors	✓		✓
Workplace Signs	✓	✓	✓
Working in the Open Air	✓	✓	✓
Site Work	✓	✓	✓
Working in the Sun	✓	✓	✓
Electrical Safety	✓	✓	✓
The Provision, Use & Maintenance of Work Equipment	✓	✓	✓
Hand Tools	✓	✓	✓

Safety arrangements	MD	SM	SS
Office Equipment		✓	
Storage of Chemical Substances & Agents			✓
Control of Flammable Liquids			✓
Slips, Trips & Falls			✓
The Provision & Use of Machinery	✓		✓
The Safe Use of Machinery	✓		✓
Abrasive Wheels			✓
Compressed Air Equipment			✓
Lifting Equipment & Lifting Operations	✓		✓
Work at Height	✓	✓	✓
Access Equipment	✓	✓	✓
Permits to Work			✓
Hot Work			✓
Work in Confined Spaces	✓	✓	✓
Live Electrical Work			✓
Workplace Transport & Pedestrian Control	✓		✓
Fork Lift Trucks			✓
Telehandlers			✓
The Prevention of Sharps and Needlestick Injuries			✓
Water Hazards			✓
Hand Arm Vibration	✓	✓	✓
Whole Body Vibration	✓	✓	✓
Zoonoses			✓
Manual Handling	✓	✓	✓
Display Screen Equipment & DSE User Eye Tests & Spectacles		✓	
Legionella Control			✓
Use of Chemical Agents & Substances			✓
Asbestos at Work - No Premises & Off-Site Risk	✓		✓
Asbestos at Work	✓		✓
Control of Noise at Work			✓
Stress in the Workplace	✓	✓	✓
Aggression & Violence in the Workplace	✓	✓	✓
Occupational Asthma	✓	✓	✓
Dermatitis	✓	✓	✓
Contractor Control & Management	✓	✓	
CDM- Principal Contractor	✓	✓	
CDM- Contractor or Subcontractor	✓	✓	
Basic Scaffolding	✓		✓
Excavation	✓		✓

Safety arrangements	MD	SM	SS
Demolition	✓		✓
Temporary Works	✓		✓
Mobile Plant	✓		✓
Site Traffic Management	✓		✓
Street Works and Road Works	✓		✓
Mobile Workforce	✓		✓
Underground Services	✓		✓
Overhead Services	✓		✓
Protection of Public	✓		✓
Site Security and Visitors	✓		✓
Statutory Nuisances	✓		✓
Sewage	✓		✓
Discharges to Water and land	✓		✓
Contaminated Land	✓		✓
Site Waste Management	✓		✓
Ecology	✓		✓
Archaeology and Heritage	✓		✓
Caissons and Cofferdams	✓		✓

Note:

People with delegated responsibilities for health and safety issues should ensure that the required risk assessments and safety records are completed, either by them or by others and that the required control measures are implemented when work activities take place.

Where more than one person has been assigned responsibility to a particular subject, each should ensure that they have fulfilled their responsibilities in the areas under their control and completed the relevant records. Together they need to check that collectively the organisation has covered all aspects of safety management for the subject.

Relevant Legislation

In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work. Our Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of our Health and Safety Management System are adopted compliance with the legal requirements will be achieved.

This page sets out, for the record, details of the main statutes and regulations affecting health and safety at work that were in force when this policy was prepared. The BusinessSafe Online Reference Library contains a similar list which will always be up to date. The document is titled 'Health and Safety Legislation (UK)'.

Not every piece of the legislation will apply to our operation on a day to day basis, but we need to be aware of them should circumstances change.

Further detail and access to the specific wording of each of these legal requirements is available from the BusinessSafe 24 Hour Advice Service on 0844 892 2785.

- Building Regulations 2010 (as amended)
- European Regulation (EC) No 2016/425/2016 on Personal Protective Equipment
- European Regulation (EC) No 2008/1272 on classification, labelling and packaging of substances and mixtures
- European Regulation (EC) No 2003/2003 concerning the export and import of dangerous chemicals, as amended
- Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015
- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Artificial Optical Radiation at Work Regulations 2010
- Control of Asbestos Regulations 2012
- Control of Electromagnetic Fields at Work Regulations 2016
- Control of Lead at Work Regulations 2002
- Control of Major Accident Hazard Regulations 2015
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Homicide Act 2007
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989
- Employers Liability (Compulsory Insurance) Regulations 1998 (as amended)
- Employment of Women, Young Persons and Children Act 1920.
- Equality Act 2010
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)

- Gas Appliances (Safety) Regulations 1995 (as amended)
- Gas Safety (Installation and Use) Regulations 1998 (as amended)
- Gas Safety (Management) Regulations 1996
- Hazardous Waste Regulations 2005 (as amended)
- Health and Safety Offences Act 2008
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015
- Ionising Radiations Regulations 2017
- Lifting Operations and Lifting Equipment Regulations 1998
- Lifts Regulations 2016
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)
- Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Personal Protective Equipment Regulations 2002
- Regulation (EU) 2016/425 on Personal Protection Equipment
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- Radiation (Emergency Preparedness and Public Information) Regulations 2001
- The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007 (REACH)
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 (as amended)

Safety Arrangements Table

Ref. Number	Title	Publication Date
SA1-1	Managing Safety & Health at Work	v1
SA1-3	Accident, Incident, Ill Health Reporting and Investigation	v2
SA1-5	Workplace H&S Consultation - One-to-one	v1
SA1-6	Risk Assessment and Hazard Reporting	v2
SA1-7	Occupational Health and Health Surveillance	v2
SA1-8	Substance & Alcohol Abuse	v1
SA1-9	Purchasing	v1
SA1-12	Employing Children & Young Persons	v1
SA1-14	Health & Safety Training	v1
SA1-15	Health & Safety of Visitors	v1
SA1-17	Personal Protective Equipment	v1
SA1-19	Employing Agency and Temporary Staff	v1
SA1-20	Safe Systems of Work	v1
SA1-21	Action on Enforcing Authority Reports	v1
SA1-22	Equality and Disability Discrimination Compliance	v2
SA1-23	H&S Information for Employees	v1
SA 2-1	Fire Safety - Arrangements and Procedures	v2
SA3-1	First Aid	v2
SA3-2		v2
SA3-3	Housekeeping and Cleaning	v2
SA3-6	The Control of Hazardous & Non Hazardous Waste	v2
SA3-9	Access, Egress, Stairs & Floors	v2
SA3-11	Workplace Signs	v1
SA3-13	Working in the Open Air	v1
SA3-13a	Site Work	v2
SA4-1	Electrical Safety	v1
SA4-2	The Provision, Use & Maintenance of Work Equipment	v1
SA4-3	Hand Tools	v1
SA4-4	Office Equipment	v1
SA4-5	Storage of Chemical Substances & Agents	v1
SA4-6	Control of Flammable Liquids	v1
SA4-8	Slips, Trips & Falls	v1
SA4-10	The Provision & Use of Machinery	v1
SA4-11	The Safe Use of Machinery	v1
SA4-13	Abrasive Wheels	v1
SA4-15	Compressed Air Equipment	v1
SA4-17	Lifting Equipment & Lifting Operations	v1
SA4-20	Work at Height	v2
SA4-21	Access Equipment	v2
SA4-22	Permits to Work	v1
SA4-23	Hot Work	v1
SA4-24	Work in Confined Spaces	v1
SA4-25	Live Electrical Work	v1
SA4-28	Workplace Transport & Pedestrian Control	v3
SA4-29	Fork Lift Trucks	v1
sa4-29a	Telehandlers	v1
SA4-32	The Prevention of Sharps and Needlestick Injuries	v3
SA4-33	Water Hazards	v2
SA5-1	Hand Arm Vibration	v1
SA5-2	Whole Body Vibration	v1
SA5-3	Zoonoses	v1
SA5-9	Manual Handling	v3
SA5-11	Display Screen Equipment & DSE User Eye Tests & Spectacles	v2
SA5-12	Legionella Control	v1
SA5-14	Use of Chemical Agents & Substances	v2
SA5-16J	Asbestos at Work - No Premises & Off-Site Risk	v1
SA 5-16sp	Asbestos at Work	v1rp

Ref. Number	Title	Publication Date
SA5-17	Control of Noise at Work	v1
SA5-18	Stress in the Workplace	v1
SA5-19	Aggression & Violence in the Workplace	v1
SA7-2	Contractor Control & Management	v1
SA7-4c	CDM- Principal Contractor	v2
SA7-4e	CDM- Contractor or Subcontractor	v2
SA7-6	Excavation	v2
SA7-7	Demolition	v1
SA7-8	Temporary Works	v1
SA7-9	Mobile Plant	v1
SA7-10	Site Traffic Management	v1
SA7-11	Street Works and Road Works	v1
SA7-12	Mobile Workforce	v1
SA7-13	Underground Services	v1
SA7-14	Overhead Services	v1
SA7-15	Protection of Public	v1
SA7-16	Site Security and Visitors	v1
SA7-18	Statutory Nuisances	v1
SA7-19	Sewage	v1
SA7-20	Discharges to Water and land	v1
SA7-21	Contaminated Land	v1
SA7-22	Site Waste Management	v1
SA7-23	Ecology	v1
SA7-24	Archaeology and Heritage	v1
SA7-25	Caissons and Cofferdams	v1

MANAGING SAFETY AND HEALTH AT WORK

We recognise the business benefits that can accrue from the effective management of safety and health at work. To obtain these benefits for our company we have recognised the need for an effective management system and have taken steps to put such a system in place.

We have done this by;

- Nominating an individual member of the senior management to take responsibility for managing safety and health at work.
- Providing adequate resources
- Providing such health and safety information, instruction and training for all workers as is necessary for them to be able to work without risk to their health or safety so far as is reasonably practicable.
- Recording and analysing all reportable accidents, minor accidents, near-miss incidents and dangerous occurrences.
- Reporting reportable accidents within the statutory timescales (information is in our Guidance Notes).
- Providing and recording relevant training.
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

The person nominated with responsibility for overseeing this organisation's arrangements for managing safety and health at work is identified within the Responsibility Table of our Health and Safety Policy.

MANAGING SAFETY AND HEALTH AT WORK

Action Plan

In order to meet our legal obligations to manage safety and health at work we need to;

1. Identify a person to take responsibility for managing health and safety in our business activities.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority required and the resource necessary for them to fulfil their role.
5. Plan our management of health and safety at work, set up and maintain systems that will deliver a satisfactory health and safety performance.
6. Explain to our workers, Supervisors and Managers the nature of our arrangements for managing health and safety at work.
7. Ensure that all our workers are aware of the need to make concerns about health and safety at work known and report accidents, incidents and cases of work-related ill health to their Managers.
8. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Advice and guidance on the reporting requirements and reporting system can be found in our Guidance Note 1-1 – Managing Safety and Health at Work.

ACCIDENT, INCIDENT, ILL-HEALTH REPORTING AND INVESTIGATION

We encourage our employees to report all personal injury accidents, near miss incidents (dangerous occurrences) and ill-health that happen in the course of their work so that we can investigate the causes, learn from experience and improve our management of health and safety. We also use the information to help us meet our obligations under the legislation requiring accidents to be reported to the Enforcing Authority.

We do this by;

- Nominating an individual member of staff to be responsible for investigating, recording and reporting accidents, incidents and cases of work related ill-health.
- Having accident, incident and work related ill-health reporting procedures.
- Recording and analysing all reportable accidents, minor accidents, near-miss incidents (dangerous occurrences) and work related ill-health.
- Reporting reportable accidents, dangerous occurrences and work related ill-health within the statutory timescales (information is in our Guidance Notes).
- Developing and implementing investigation protocols and policies.
- Providing and recording relevant training.
- Ensuring that those carrying out investigations are competent.
- Routinely reviewing the outcome of investigations and the operation of our reporting system.

The personnel responsible for reporting accidents, dangerous occurrences and work related ill-health are identified within the Responsibility Table of our Health and Safety Policy.

ACCIDENT, INCIDENT, ILL-HEALTH REPORTING AND INVESTIGATION

Action Plan

In order to meet our legal obligations to manage effectively the health and safety of our workforce and report accidents, incidents and cases of work related ill health to the Enforcing Authority we need to;

1. Identify people to be responsible for investigating the cause of injuries, incidents and ill-health and to manage our reporting arrangements.
2. Ensure that the people nominated with responsibility for these arrangements have the knowledge and experience to carry out investigations and operate the system effectively.
3. Provide suitable training for those who don't.
4. Create the systems and make sure all members of our workforce, including managers and supervisors are aware of and understand them.
5. Provide an accident book, implement the procedures, and ensure that they are followed in practice.
6. When investigating consider;
 - a. the time and date of the event, the prevailing weather conditions and local lighting.
 - b. what was happening or what the injured person and any witnesses were doing.
 - c. risk assessments or safe systems of work for the task being carried out and details of relevant training given to the injured party and others involved.
 - d. obtaining witness statements, where possible.
 - e. making a sketch of the accident area, include accurate measurements, if appropriate.
 - f. taking photographs of the site; record any unusual or causal features present.
 - g. making observational notes on the potential causation, noting features, equipment defects or work practice that may have contributed to the eventual outcome.
 - h. the underlying, as well as the immediate, causes of the event.
7. Keep a written record of investigations.
8. Review the causes of the events that have occurred to consider whether similar events could be prevented by the introduction of reasonably practicable control measures.
9. Monitor and review the operation of this procedure from time to time to check that the investigation and reporting procedures are understood, are being followed in practice and that lessons learned are being put into practice.

For information and advice see;

Guidance Note 1-3 – Accident, Incident and Ill-Health Reporting.

Guidance Note 1-4 – Accident Investigation.

WORKPLACE HEALTH AND SAFETY CONSULTATION

We have a duty to consult with our workforce on matters affecting their health, safety and welfare whilst at work. To meet this obligation we have established a process for Managers to consult with employees and elected safety representatives about work-related health, safety and welfare issues. We also use this system to deliver simple safety messages and rules through short tool-box talks.

We do this by:

- Nominating Supervisors and Managers to organise and hold consultation meetings and tool box talks.
- Arranging scheduled formal consultation meetings or tool box talks between Managers, elected representatives and employees (see also Guidance Note – Workplace Health and Safety Consultation).
- Developing and implementing consultation procedures.
- Implementing and undertaking where necessary a ‘one to one’ consultation process with individual employees. Details of such sessions will be recorded.
- Taking and keeping minutes of consultation meetings, making them available to all staff.
- Being seen to listen and act on issues and concerns raised during ‘one to one’ consultation meetings.

The management and supervisory personnel responsible for implementing and operating this consultation process are identified within the Responsibility Table of our Health and Safety Policy.

WORKPLACE HEALTH AND SAFETY CONSULTATION

Action Plan

To set up a system for consulting with our workforce on health and safety at work matters we need to;

1. Ensure that the people nominated with responsibility for these arrangements have the knowledge and experience to operate the system effectively.
2. Provide suitable training for those who don't.
3. Create the system and make sure it is known to all members of our workforce.
4. Consider as part of the system;
 - a. recognising and involving representatives of the workforce from all levels.
 - b. permitting employee representatives to have time off to attend relevant health and safety training.
 - c. provide training for employee representatives if necessary or beneficial to the process.
 - d. scheduling health and safety as an agenda item for Consultation meetings.
 - e. implementing and undertaking 'one to one' consultation sessions with individual employees.
 - f. formally recording the outcomes of all consultation meetings and retaining these records.
 - g. making the outcomes of consultation meetings available to all those employees affected by them.
5. Explain these arrangements to our workforce. Ensure they are understood.
6. Implement the procedure and ensure that it is followed in practice.
7. Monitor and review the operation of this procedure from time to time to check that our workforce is consulted about health and safety matters that affect them whilst at work.

Advice and guidance on consultation arrangements and procedures can be found in our Guidance Note 1-5 – Workplace Health and Safety Consultation.

RISK ASSESSMENT AND HAZARD REPORTING

We have a duty to assess the significant risks arising out of our business activities and for specific areas of concern. We have a duty to implement the findings of these risk assessments to ensure the safety, health and welfare of our employees and others who may be affected by our work activity.

To support this process and our management of health and safety we encourage our employees to report all hazards observed in the course of their work, so that potential risks can be identified and the appropriate action taken.

We do this by:

- Nominating senior staff members to oversee our risk assessment process and hazard reporting procedure.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Developing risk assessments procedures, Safe Systems of Work and measures to effectively control the work activities within our work premises.
- Explaining the results of risk assessments to our workforce.
- Implementing the findings of the risk assessments, procedures, strategies, Safe Systems of Work and control measures.
- Implementing hazard reporting procedures and explaining them to our workforce.
- Recording and analysing hazards when they occur and investigating corrective and preventive measures.
- Employees and others following our procedures, control measures and Safe Systems of Work.
- Regular review of existing risk assessments and identifying the need for additional assessments.
- Providing and recording relevant training.
- Routinely reviewing the operation of our systems.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

We use the experience from operating these arrangements to make improvements to our safety, health and welfare management system.

RISK ASSESSMENT AND HAZARD REPORTING

Action Plan

For our risk assessment process to be sufficiently robust to protect the health, safety and welfare of our employees and those affected by our work activity we need to;

1. Nominate a senior manager to take responsibility for identifying hazards and managing and co-ordinating risk assessment.
2. Appoint and train sufficient numbers of staff in the process of risk assessment.
3. Systematically identify the hazards to which our workforce and others are exposed.
4. Provide a means for the workforce to identify and report hazards or potential hazards to their managers.
5. Consider the risks from those hazards, however recognised, identifying people at risk.
6. Evaluate the risks and decide if further precautions are required.
7. In significant cases, record our findings.
8. Implement those findings.
9. Involve Managers and workers in identifying hazards and carrying out risk assessments.
10. Explain the results of risk assessments to any affected staff and detail any new precautions or systems of work they need to follow.
11. Review risk assessments on a regular basis, commensurate to the risk.
12. Review our arrangements from time to time to ensure that they are fully understood and operating correctly.

For information and advice see;

Guidance Note 1-6 – Hazard Reporting.

Guidance Note 1-10 – Risk Assessment.

OCCUPATIONAL HEALTH and HEALTH SURVEILLANCE

We have a duty to ensure the health and wellbeing of our employees who may be affected by the incidence of ill health arising from their work activities. We shall implement systematic, regular and appropriate procedures to detect early signs of work-related ill health among employees exposed to certain health risks; and acting on the results.

We do this by;

- Nominating senior staff members to coordinate and manage health surveillance screening programmes.
- Developing and implementing strategies, procedures etc.
- Ensuring that the development of the strategies and procedures relating to health surveillance are undertaken by competent, trained personnel.
- Ensuring that Managers, employees and others follow our procedures and rules.
- Providing and recording relevant training.
- Recording Health Surveillance.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we coordinate health surveillance.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

OCCUPATIONAL HEALTH and HEALTH SURVEILLANCE

Action Plan

To set up a health surveillance system we need to;

1. Consider our activities and identify where and when workers may be exposed to health risks.
2. Risk assess that work, identifying if any exposure is above the limit value or the action value set by law.
3. Where exposure is above the exposure limit take immediate steps to reduce exposure to below the limit value.
4. Consider issues including:
 - a. Are any groups or individual workers at particular risk?
 - b. Health Surveillance is normally required for exposure to
 - i. Chemical hazards - dusts, fumes, solvents, liquids or gases.
 - ii. Biological hazards - bacteria, viruses, animals, plants and food stuffs.
 - iii. Physical hazards - musculoskeletal injuries, noise, vibration, extreme heat and cold.
 - iv. Stress - excessive workloads and tasks which affect their emotions.
 - v. Asbestos, lead, work in compressed air.
 - c. What is the level of surveillance required?
 - i. A 'responsible person' looking for a clear reaction where someone is working with something that could harm their health, e.g. for dermatitis, checking for skin damage on hands where solvents are being used.
 - ii. A 'qualified' person asking employees about symptoms of ill health or inspecting or examining individuals for signs of ill health, e.g. conducting a hearing test, or a lung function test.
 - iii. Medical surveillance by a doctor, which can include clinical examinations to look for a reaction from exposure to some chemicals.
 - d. Keeping confidential individual health records where required
 - e. Are baseline health assessments required when a person takes up or changes job?
5. Explain these arrangements to our workforce. Ensure they are understood.
6. Provide training where required and information for staff nominated with responsibility.
7. Implement the procedure and ensure that it is followed in practice.
8. Report cases of whole body vibration which result in a worker being unfit for work and which are confirmed by a medical practitioner to the Enforcing Authority.
9. Monitor and review the operation of this procedure from time to time making changes identified as necessary.

Information and advice on health surveillance can be found in Guidance Note 1-7. See also Guidance Notes in the series 5-xx for advice on specific occupational health and health surveillance issues.

SUBSTANCE and ALCOHOL ABUSE

We have a duty to protect the safety, health and welfare of our employees and others from the hazards that may arise as a result of workers abusing alcohol and other substances.

We do this by:

- Nominating senior staff members to coordinate and manage our substance and alcohol abuse policies and provision.
- Developing and implementing strategies, policies and procedures.
- Providing competent accredited trained personnel to provide support and counselling services.
- Employees and others adhering to the contents of our procedures and policies.
- Providing and recording relevant training
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from substance abuse.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

SUBSTANCE and ALCOHOL ABUSE

Action Plan

To protect workers and others from the risks of working with people who abuse substances and alcohol we need to;

1. Develop a policy for dealing with workers whose abuse of substances and alcohol put other people at work at risk.
2. Consider;
 - a. The problem should be treated as an illness.
 - b. The problem can be successfully treated.
 - c. Disciplinary action is a last resort.
 - d. Sufferers may find it difficult to admit to a problem.
 - e. It is easier to take action in the early stages of the condition.
 - f. Staff should be able to identify early signs of problems.
 - g. Advice is available from many organisations including local Health Authorities.
3. Develop a policy and procedure based on these considerations.
4. Explain these arrangements to our workforce. Ensure they are understood.
5. Provide training and information, where required, for staff nominated with responsibility so that they are able to identify workers with substance abuse problems.
6. Implement the procedure, identify who is to provide support and counselling services and ensure that it is followed in practice.
7. Ensure that staff, particularly Managers and Supervisors, remains aware of our procedure although we hope and expect it will not be required in practice.
8. Monitor and review the operation of this procedure whenever it has been used, making changes identified as necessary or beneficial.

Information and advice on this subject can be found in our Guidance Note 1-8 - Substance and Alcohol Abuse.

PURCHASING

We have a duty to ensure the safety, health and welfare of our employees and others who enter our premises and we have systems in place to protect these groups from any adverse effects of all plant, equipment, supplies and substances that we purchase to support our work activities.

Our systems consist of:

- Nominating senior staff members to identify and manage the organisation's safe purchasing requirements.
- Developing and implementing a purchasing policy, identifying the safest available options.
- Ensuring that this policy is implemented by trained and competent staff.
- Ensuring that the equipment purchased is safe, adequate and suitable for its purpose, and that safety devices and other control measures are fitted.
- Providing adequate and sufficient personal protective equipment to employees.
- Providing relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to our purchasing policy.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

PURCHASING

Action Plan

To ensure that we purchase work equipment and substances that are safe, so far as is reasonably practicable, when used by our workers and others we need to;

1. Identify who in our company is authorised to purchase equipment, supplies and substances. Consider whether they need specific training for certain health and safety conditions.
2. Consider where we buy equipment and substances.
3. Obtain Manufacturer's Safety Data Sheets for the substances we purchase and consider the hazard and risk data provided.
4. When buying equipment specify in purchase orders that it complies with relevant European or National Standards.
5. On receipt of new equipment check that where relevant it bears compliance markings.
6. Involve workers in developing a procedure based on these considerations.
7. Explain these arrangements to our workforce. Ensure they are understood.
8. Provide training where required and information for staff nominated with responsibility.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time, making changes identified as necessary or beneficial.

Information and advice about health and safety on this subject can be found in our Guidance Note 1-9 – Purchasing.

EMPLOYING CHILDREN AND YOUNG PERSONS

When we employ children and young persons or give them work experience we have particular duties to protect their safety, health and welfare whilst at work.

We do this by:

- Nominating senior staff members to be responsible for the young people and to identify the hazards which pose risk to young persons.
- Developing and implementing young person risk assessments, procedures, Safe Systems of Work and control measures.
- Ensuring that any young person assessments are particularly thorough and undertaken by competent, trained personnel.
- Explaining these assessments to the young people and their Supervisors.
- Ensuring that young persons are closely managed and supervised.
- Regularly inspecting the premises to identify any new processes, personnel or changes to the building's structure which would trigger the need for re-assessment.
- Employees and others adhering to the contents of procedures, control measures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks to young people whilst they are working for us.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

EMPLOYING CHILDREN AND YOUNG PERSONS

Action Plan

To protect children and young people who work for us or with us on work experience schemes we need to;

1. Appoint a Manager to oversee the employment of children and young persons.
2. Assess the risks to children and young persons from our activities and the work we give them to do.
3. Consider;
 - a. The jobs they do.
 - b. The substances that they might come into contact with.
 - c. Machinery and equipment they might be asked to use.
 - d. Their lack of experience.
 - e. Their lack of appreciation of industrial risks.
 - f. Their attention span.
 - g. Their immaturity.
 - h. Exposure to toxic, carcinogenic, mutagenic and tetragenic substances.
 - i. Physical and environmental hazards.
 - j. Close supervision is required.
 - k. Are their hours of work within the legal limits?
 - l. Is health surveillance required? If yes at what level?
4. Develop arrangements and procedures based on these considerations – involve the workforce.
5. Explain these arrangements and procedures to the young workers and their parents.
6. Explain the arrangements to our workforce. Ensure they are understood, especially by those who will be working alongside the young workers and provide further training where necessary.
7. Keep a written record of the risk assessment, the control measures and systems of work adopted. Record details of training given.
8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Implement the arrangements and procedures and ensure they are followed in practice.
10. Monitor and review the operation of this procedure from time to time and after any incident causing injury or with the potential to cause injury to a young worker.
11. Make any changes to our procedures and arrangements identified as necessary.

Guidance on the employment of children and young workers, including a template for young worker risk assessments, can be found in Guidance Note 1-12.

HEALTH AND SAFETY TRAINING

We have a duty to protect the health, safety and welfare of our employees whilst they are at work and others who might be affected by our work activities. Among other specific arrangements we need to be sure that our workforce is trained to recognise hazards and risks and what they need to do to eliminate, reduce and avoid risk.

We do this by:

- Nominating senior staff members to manage Health and Safety training.
- Making an assessment of the risks to our workforce and others from an inadequately trained workforce.
- Developing and implementing training policies, programmes and arrangements.
- Ensuring that the management of the policy, programmes and arrangements are undertaken by competent, trained personnel.
- Managing our activities to ensure that employees are adequately trained for the variety of tasks which they may be required to do.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage our Health and Safety training programmes.

The personnel responsible for above measures are identified within the Responsibility Table of our Health and Safety Policy.

HEALTH AND SAFETY TRAINING

Action Check List

In developing and implementing training policies, programmes and arrangements we need to:

1. Assess our work activity to identify where and when workers or the public may be exposed to hazards and risks.
2. Where we identify hazards we need to consider the associated risks and the ability of staff to control them and then to identify whether their knowledge of and training about control measures is adequate.
3. Identify any jobs that require workers to have received specific health and safety training.
4. Identify the systems already in place to provide training and any additional measures that may be required.
5. Consider procedures and practices including ;
 - a. Plant and machinery.
 - b. Chemical and chemical processes.
 - c. Works transport.
 - d. Working at height.
 - e. Lifting machines and equipment.
 - f. Electrical safety.
 - g. Mundane work.
 - h. Occasional work activities.
 - i. Training needs analyses for individuals.
6. Involve the workforce in making these assessments of our needs.
7. Develop procedures, programmes and practices tailored to our workplace.
8. Explain these arrangements to the workforce, their Supervisors and Managers. Ensure they are understood and provide further training where necessary.
9. Implement the procedures and ensure that they are followed in practice.
10. Monitor and review the operation of the procedures from time to time making changes identified as necessary or beneficial.

Advice and guidance on the control of Health and Safety Training can be found in Guidance Note 1-14.

HEALTH AND SAFETY OF VISITORS

We have a duty to ensure the health and safety of members of the public who come into our workplace.

We do this by:

- Nominating senior staff members to identify and risk assess the workplace hazards which pose risk to visitors.
- Making an assessment of the risks to visitors.
- Providing a visitors' book to track visitors present in our premises.
- Developing visitor procedures and control measures.
- Implementing visitor procedures and control measures.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Regularly inspecting the premises to identify any new processes, personnel or changes to the building's structure that could pose new risk to visitors.
- Ensuring employees and others adhere to the contents of procedures, control measures and Safe Systems of Work.
- Providing relevant information and training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks to visitors.

HEALTH AND SAFETY OF VISITORS

Action Plan

To protect visitors to our workplace we need to:

1. Assess our work activity to identify where and when the public may be exposed to hazard and risk.
2. Identify risks that visitors might face when at our workplace.
3. Where risks to the health and safety of visitors is identified or reported, assess those risks to identify where control measures are required.
4. Identify any control measures already in place and any additional measures that may be required.
5. Consider among other issues;
 - a. Where visitors go, when they go there, why they go there and what they do when they get there.
 - b. Floor coverings
 - c. Slippery floors
 - d. Chemical hazards
 - e. Electrical hazards
 - f. Condition of stairs etc
 - g. Machinery hazards.
 - h. Workplace transport.
6. Involve the workforce in making these assessments; use their experience.
7. Develop procedures, programmes and practices for ensuring visitor safety that are tailored to our workplace.
8. Explain these arrangements to the workforce, their Supervisors and Managers. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and whenever a visitor suffers a work related injury, making changes to the procedure identified as necessary or beneficial.

Further advice and guidance on the Health and Safety of visitors can be found in Guidance Note 1-15.

PERSONAL PROTECTIVE EQUIPMENT

Where the protection of the health, safety and welfare of our workforce and others who may be affected by our work activity can only be achieved by the issue of personal protective equipment we have a duty to provide such equipment as is necessary.

We do this by:

- Nominating senior staff members to coordinate the management of work related health and safety issues.
- Reviewing our arrangements and procedures for the management of hazards and risk to identify where existing controls are not sufficient to protect workers or others from the risk of ill health.
- Identifying where personal protective equipment (PPE) are required to reduce risk to an acceptable level or provide further protection.
- Assessing the suitability and adequacy of the PPE supplied for use.
- Explaining the need for and the correct use of PPE to the workforce.
- Making sure that Managers and Supervisors know why and when PPE is required.
- Managers and Supervisors ensuring employees and others wear PPE in designated areas.
- Providing facilities for storage, cleaning, maintenance and replacement of PPE.
- Providing and recording relevant training.
- Monitoring and reviewing the policy and procedures; using our experience of operating these arrangements we aim to continuously improve and reduce the incidence of work related ill health.

The personnel responsible for monitoring and implementing the use and issue of personal protective equipment are identified within the Responsibility Table of our Health and Safety Policy.

PERSONAL PROTECTIVE EQUIPMENT

Action Plan

To protect the health, safety and welfare of our workforce and others who may be affected by our work activity by the issue of personal protective equipment we need to;

1. Assess our work activities to identify where and when workers or others may be exposed to risks to health that are not adequately controlled at source.
2. Where risks are identified - carry out an assessment of the risks to our workers and others.
3. Involve the workforce in these assessments.
4. Identify the control measures already in place and any additional measures that may be required before the use of PPE is adopted. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.
5. Remember that the issue of PPE should only be considered when we are unable to control the hazard and risk by other reasonably practicable means.
6. Consider among other issues;
 - a. Elimination of the hazard.
 - b. Control of the hazard, extraction, dilution, dampening etc.
 - c. Adequacy of PPE.
 - d. Fitting of PPE to the individual user.
 - e. Storage facilities.
 - f. Arrangements for cleaning, repair and replacement.
 - g. Training for correct use, cleaning etc. Supervisors and users.
 - h. Supervising use.
 - i. Signs for area where the use of PPE is required.
 - j. Records of training, issue and replacement.
7. Develop procedures, programmes and practices tailored to our workplace.
8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and following any incident, injury or case of ill health caused by inadequate or failure to use PPE, making changes to the procedure identified as necessary or beneficial.

Information and advice on the issue and use of PPE can be found in Guidance Note 1-17.

EMPLOYING AGENCY AND TEMPORARY STAFF

We have a duty to ensure the health, safety and welfare of agency and temporary staff who are employed on our premises.

We do this by:

- Nominating senior staff members to liaise with recruitment agencies and coordinate the selection process of suitable, competent agency staff and temps.
- Identifying any specific risks to these temporary or agency staff whilst they are employed on our premises.
- Developing and implementing procedures and control measures necessary to protect the health and safety of temporary and agency to effectively control the risk posed.
- Assessing the abilities and health and safety of agency or temporary staff at work in the job for which we employ them.
- Ensuring that any assessment of these people is carried out by competent, trained personnel.
- Ensuring that all workers including the agency or temporary workers are aware of the procedures and measures in the event of an emergency.
- Ensuring that agency staff and temporary workers comply with our specific company rules.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks to agency and temporary workers.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

EMPLOYING AGENCY AND TEMPORARY STAFF

Action Plan

To protect the health, safety and welfare of agency and temporary staff which we employ we need to:

1. Liaise with the agency and set out our specific requirements including the nature of work for which agency workers are required and any specific training requirements or qualifications for agency workers.
2. Assess our work activity to identify where and when agency or temporary workers may be at risk.
3. Where risks are identified make an assessment of those risks identifying control measures that should be in place.
4. Identify the control measures already in place and the additional measures that may be required.
5. Consider among other issues;
 - a. detailed job descriptions for the employment agencies.
 - b. skill levels required.
 - c. language issues.
 - d. cultural differences.
 - e. training (job specific and induction)
 - f. supervision.
 - g. provision of personal protective equipment
6. Involve the workforce in making these assessments.
7. Develop procedures, programmes and practices tailored to our workplace.
8. Explain these arrangements to the workforce, their Supervisors and Managers. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and whenever an agency or temporary worker suffers injury or work related ill-health, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on the health and safety at work of agency and temporary staff can be found in Guidance Note 1-16.

SAFE SYSTEMS OF WORK

We have a duty to ensure our workforce are provided with clear instructions and training when undertaking potentially hazardous tasks that pose significant risks.

We do this by:

- Nominating senior staff members to oversee and implement Safe Systems of Work.
- Identifying where Safe Systems of Work are required.
- Developing Safe Systems of Work to effectively control the work activities within our work premises.
- Communicating the Safe Systems of Work to applicable employees.
- Ensuring that Safe Systems of Work are created by competent, trained personnel.
- Providing training on the Safe System to the workforce.
- Regular checks to ensure that the Systems are being followed.
- Reviewing our systems.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

We use the experience from operating these arrangements to make improvements to our safety, health and welfare management system.

SAFE SYSTEMS OF WORK

Action Plan

To ensure that adequate Safe Systems of Work are in place for employees to follow we need to;

1. Appoint and train sufficient numbers of staff in the creation of the Safe System of Work.
2. Systematically identify the areas where a Safe System of Work may be required.
3. Assess the task and identify the hazards.
4. Define the safe method of undertaking the task.
5. Document the Safe System of Work and ideally display it at the work site where the work takes place.
6. Implement the System and ensure employees understand it. Provide training where necessary.
7. When developing and implementing Safe Systems of Work we should involve Managers and workers in the task being assessed.
8. Review Safe Systems of Work on a regular basis or when situations change.

Advice and guidance on Safe Systems of Work can be found in our Guidance Note 1-20 – Safe Systems of Work.

ACTION ON ENFORCEMENT AUTHORITY REPORTS

We recognise the benefits that will accrue from early action following receipt of reports from the Enforcement Authority in regard to health safety and welfare issues. To obtain these benefits we have recognised the need for an effective management system and have taken steps to be able to action such reports.

We have done this by;

- Nominating an individual member of the senior management who will coordinate actions required to meet the requirements of Enforcement Authorities.
- Providing adequate resources either financial or human to be able to meet the requirements of the Enforcing Authority.
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

The person nominated with responsibility for overseeing this organisation's arrangements for compliance with Enforcing Authority requirements is identified within the Responsibility Table of our Health and Safety Policy.

ACTION ON ENFORCEMENT AUTHORITY REPORTS

Action Plan

In order to meet our legal obligations to provide adequate health and safety information to employees we need to;

1. Identify a person who will coordinate actions required to meet the requirements of Enforcement Authorities.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority required and the resource necessary for them to fulfil their role.
5. Ensure that our workers are aware of the need to make concerns about health and safety known and report accidents, incidents and cases of work-related ill health to their Managers.
6. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Advice and guidance on this subject can be found in our Guidance Note 1-21 Action On Enforcement Authority Reports.

EQUALITY, DISABILITY DISCRIMINATION AND COMPLIANCE

We recognise the benefits that will accrue from planned and carefully considered arrangements in regard to the equal treatment of all people and health, safety and welfare issues. To obtain these benefits we have recognised the need for an effective management system and have taken steps to be able to successfully manage disability in the workplace.

We have done this by;

- Nominating an individual member of the senior management who will coordinate actions required to meet the requirements of disadvantaged and vulnerable persons
- Providing adequate resources either financial or human to be able to reasonable adjustments to our workplace(s)
- Allowing employees to nominate safety representatives who will coordinate issues arising from their colleagues in respect of health, safety and welfare.
- Providing adequate resources
- Providing such health and safety information, instruction, and training for all workers as is necessary for them to be able to work without risk to their health or safety or welfare so far as is reasonably practicable.
- Recording and analysing all reportable accidents, minor accidents, near miss incidents and dangerous occurrences.
- Providing and recording relevant training
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

The person nominated with responsibility for overseeing this organisation's arrangements for compliance with statutory requirements in this respect is identified within the Responsibility Table of our Health and Safety Policy.

EQUALITY, DISABILITY DISCRIMINATION AND COMPLIANCE

Action Plan

In order to meet our legal obligations to avoid disability discrimination to employees we need to;

1. Identify a person who will coordinate actions required to meet the requirements of legislation that requires us to treat all people equally.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority required and the resource necessary for them to fulfil their role.
5. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Advice and guidance on this subject can be found in our Guidance Note 1–22, Equality, Disability Discrimination and Compliance

HEALTH AND SAFETY INFORMATION FOR EMPLOYEES

We recognise the benefits that will accrue from the provision of effective information regarding health safety and welfare activities to our employees. To obtain these benefits we have recognised the need for an effective management system and have taken steps to provide adequate information to employees and others.

We have done this by;

- Allowing employees to nominate safety representatives who will coordinate issues arising from their colleagues in respect of health, safety and welfare.
- Providing adequate resources
- Providing such health and safety information, instruction, and training for all workers as is necessary for them to be able to work without risk to their health or safety or welfare so far as is reasonably practicable.
- Recording and analysing all reportable accidents, minor accidents, near miss incidents and dangerous occurrences.
- Providing and recording relevant training
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

The person nominated with responsibility for overseeing this organisation's arrangements for provision of information to employees is identified within the Responsibility Table of our Health and Safety Policy.

HEALTH AND SAFETY INFORMATION FOR EMPLOYEES

Action Plan

In order to meet our legal obligations to provide adequate health and safety information to employees we need to;

1. Identify a person to take responsibility for ensuring that adequate information is provided to employees.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority required and the resource necessary for them to fulfil their role.
5. Identify the most effective methods by which information will be circulated to the employees.
6. Display the required health and safety 'What you should know' poster and complete the information on the poster.
7. Provide information to our employees in regard to their responsibilities and essential safety rules.
8. Explain to our workers, supervisors and managers the nature of our arrangements for managing health, safety and welfare.
9. Ensure that our workers are aware of the need to make concerns about health and safety known and report accidents, incidents and cases of work-related ill health to their Managers.
10. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Advice and guidance on this subject can be found in our Guidance Note 1-23 Health and Safety Information for Employees.

Safety Arrangement 2-1

FIRE SAFETY – ARRANGEMENTS AND PROCEDURES

We have a legal duty to implement and maintain a fire safety programme, for assessing and controlling the risks from an outbreak of fire and for the provision of fire warnings, fire fighting equipment, emergency lighting, emergency signs, adequate means of escape and evacuation procedures. We have put in place arrangements to meet these responsibilities and to identify and reduce the risks associated with fire and emergency situations.

Our arrangements consist of:

- Nominating a ‘responsible person’ to coordinate fire and emergency arrangements and take responsibility for the completion and regular review of a Fire Risk assessment.
- Identifying fire risks and potential emergency situations and who may be affected.
- Assessing the level of risk and recording the information in the Fire Risk Assessment and emergency plan
- Implementing procedures and control measures to mitigate the risks posed.
- Liaising with the emergency services, informing them of any workplace or process hazards that have the potential to create fire or emergency situations.
- Developing Safe Systems of Work to reduce the potential incidence of fire and emergency situations.
- Adequate provision of tested and inspected fire fighting and warning equipment.
- Practicing and recording fire evacuation procedures.
- Delivering training on the emergency plan, the Fire Risk Assessment and on the use of any fire fighting equipment provided.
- Reviewing our system.

The personnel responsible for fire and emergency arrangements are identified within the Responsibility Table of our Health and Safety Policy.

We use the experience of operating these systems to make improvements to our safety, health and welfare management system.

Safety Arrangement 2-1

FIRE SAFETY - ARRANGEMENTS AND PROCEDURES

Action Plan

To protect workers and others from the risk of fire we need to develop a comprehensive fire safety programme. We need to;

1. Nominate and train a person to be our competent and Responsible Person for fire safety matters.
2. Prepare and maintain an up to date fire risk assessment in respect of our premises and processes. If we have hazards which make our premises high fire risk we will need to get assistance from experts.
3. Provide and maintain (record details) sufficient and suitable fire alarm systems, means of escape, fire fighting equipment, emergency lighting and emergency signs.
4. Develop procedures for the safe and speedy evacuation to a place of relative safety of workers and others in the event of a fire or other emergency.
5. Where appropriate consult with the Fire Service in making these provisions and in developing our site specific arrangements and procedures.
6. Consider;
 - a. Fire prevention. Storage of flammables, waste disposal, open flames etc.
 - b. Potential sources of ignition including use of flammable substances and process related fire hazards.
 - c. Maintenance of fire alarms, smoke detectors, automatic door closers.
 - d. Maintenance of fire doors and escape routes.
 - e. Emergency procedures – fire wardens, fire and evacuation drills and safe assembly points.
 - i. Maintenance of fire extinguishers and fire fighting equipment.
 - f. Liaison with fire service and assisting the fire service in the event of a fire.
 - g. Providing and maintaining fire safety signs and notices.
 - i. Record keeping.
 - h. Safe means of shutting down electric, gas and fuel supplies.
7. Always purchase robust equipment suitable for our intended use.
8. Explain the Fire Safety Programme, Arrangements and Procedures to our Managers, Supervisors, workforce and any other people who need to know what they are; landlords, neighbours, visitors, residents etc. Ensure they are understood.
9. Provide training where required and information for staff nominated with responsibilities.
10. Implement the Programme and ensure that it is followed in practice.
11. Carry out fire alarm and evacuation drills to check that the Programme works in practice.
12. Monitor and review the operation of all aspects of the Fire Safety Programme at least twice a year and whenever a fire related incident happens, making changes to the fire risk assessment, arrangements and procedures identified as necessary or beneficial.

Advice and guidance on the development of a Fire Safety Programme can be found in the fire safety section of the health and safety management system.

FIRST AID

We have a duty to provide suitable first aid arrangements for our staff whilst at work and visitors who may be affected by our activities. We have taken steps to provide first aid arrangements that meet this requirement.

We do this by:

- Nominating a Senior Manager to identify our needs and ensure continuing arrangements for first aid provision.
- Assessing the reasonable level of first aid provision required for our business at our workplace and for travelling staff.
- Recruiting sufficient members of staff to undertake first aid training as a first aider or appointed person, as appropriate.
- Arranging approved training for those people and keeping records of their training.
- Providing adequate numbers of trained personnel to be available at all times during business hours.
- Providing and maintaining sufficient quantities of first aid equipment and consumables.
- Displaying names and locations of first aid trained personnel or appointed persons in prominent positions throughout the premises.
- Routinely reviewing our first aid arrangements for suitability and ensuring that where we have trained first aiders qualifications are up to date.

FIRST AID

Action Plan

To ensure that we meet our obligations to provide suitable first aid arrangements for our staff whilst at work and visitors who may be affected by our activities we need to take the following action;

1. Assess our business activity to identify the level of first aid provision that will be necessary.
2. Consider issues including;
 - a. The likely severity of foreseeable work-related accidents.
 - b. The number of people likely to be in the workplace.
 - c. The nature of health and safety risks at the workplace.
 - d. The location and accessibility of the workplace.
 - e. Whether the need is for trained first aiders or appointed persons.
3. Keep a written record of our assessment and conclusions.
4. Explain our assessment and conclusions to our workforce.
5. Identify workers to be trained and take responsibility for administering first aid.
6. Provide approved training for appointed first aiders.
7. Keep records of this training and ensure qualifications are kept up to date.
8. Make sure our arrangements are understood and the responsible people known to all workers, Supervisors and Managers.
9. Provide suitable facilities and consumables for delivering first aid at our workplace.
10. Monitor and review from time to time the operation of this procedure in the light of experience making changes to our system identified as necessary or beneficial.

Information and advice on First Aid provision can be found in our Guidance Note 3-1 – First Aid.

WELFARE, STAFF AMENITIES, REST ROOMS and the WORKING ENVIRONMENT

We are obliged to make and maintain arrangements for welfare and the provision of a safe and healthy working environment for our workforce whilst they are at work. This includes a duty to provide restrooms where work is arduous or conducted in a hostile environment and for the welfare of new and expectant mothers.

We do this by;

- Nominating senior staff members to oversee our provision and maintenance of welfare facilities and a safe working environment.
- Maintaining our workplace including buildings and fixtures in good order and according to required standards.
- Providing welfare facilities that are fit for purpose and include adequate hot, cold and drinking water, sanitary conveniences, hand washing facilities, facilities for meal breaks, sufficient light, heat and ventilation.
- Implementing housekeeping, cleaning and maintenance regimes.
- Providing and recording relevant instruction and training.
- Regular monitoring and review of our arrangements and facilities to ensure that they remain sufficient and are adequately maintained.

The personnel responsible for these measures are identified within the Responsibility Table of our Health and Safety Policy.

WELFARE, STAFF AMENITIES, REST ROOMS and the WORKING ENVIRONMENT

Action Plan

To ensure that we make the proper and necessary arrangements for welfare and to provide a safe working environment for our workforce we need to;

1. Consider the arrangements we have in place to provide for the welfare of our workforce whilst at work and to provide a safe working environment.
2. Assess the specific welfare arrangements, including rest rooms and catering areas that we have provided against both minimum legal requirements and what might reasonably be expected by law; particularly where work may be arduous or in a hostile environment.
3. Consider among other relevant issues;
 - a. our worksite, the condition of the buildings;
 - b. temperature, ventilation and lighting in the workplace;
 - c. the use of chemical, biological and radiological substances;
 - d. the condition of floors, walls and ceilings;
 - e. traffic routes;
 - f. sanitary and washing facilities;
 - g. clothing accommodation, changing rooms and rest rooms;
 - h. drinking water and the means for making hot drinks and heating food;
 - i. workers in isolated locations;
 - j. the needs of nursing and expectant mothers;
 - k. the heating and cleaning of rest rooms and welfare facilities.
4. Involve workers in these considerations and in the development and maintenance of facilities and arrangements based on these considerations.
5. Keep a written record of significant assessments, actions identified and taken.
6. Provide information and any necessary training to employees, Managers and any staff nominated with responsibility to ensure that our arrangements and provisions are understood.
7. Monitor welfare arrangements and facilities to ensure that they remain sufficient, are maintained in a good clean condition and are fit for purpose.

For information and advice, please see;

Guidance Note 3-2, Welfare and the Working Environment.

Guidance Note 3-8, Staff Amenities and Rest Rooms.

Guidance Note 1-11, New and Expectant Mothers.

HOUSEKEEPING and CLEANING

We have a duty to ensure the safety, health and welfare of our employees and others who enter our premises by keeping it in a clean, tidy and sanitary condition.

We do this by:

- Nominating senior staff members to oversee the provision and management of housekeeping facilities and arrangements. Where necessary, making a risk assessment of the risks posed to our workforce and others from housekeeping activities.
- Developing and implementing cleaning procedures and associated safe systems of work where required.
- Ensuring that competent, trained personnel undertake the management of the policy, cleaning regimes and control measures.
- Carrying out regular housekeeping audits.
- Providing and using personal protective equipment where necessary.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies and procedures.
- Providing instruction and where necessary training which is recorded.
- Regular monitoring and review of our arrangements; to ensure that the workplace is kept clean and that our cleaning arrangements are adequate.
- Employees and others adhering to the contents of the procedures and safe systems of work.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

HOUSEKEEPING and CLEANING

Action Check List

To ensure that we keep our workplace tidy and in a clean, sanitary condition we need to;

1. Assess all areas of the workplace and work activities to determine the cleaning requirements for each area.
2. Devise and implement cleaning plans and schedules for each area; specifying and recording them.
3. In devising these plans consider issues including;
 - a. Floors, stairs, toilets, rest and catering areas, outside paths, roadways and storage areas, etc.
 - b. The contaminant and the most appropriate method for cleaning; vacuum cleaning is better than sweeping
 - c. Dry cleaning or wet cleaning. Wet cleaning may leave slippery floors.
 - d. The source of the contaminant - can it be contained other than by cleaning?
 - e. The frequency of and best time of day for cleaning.
 - f. Waste handling and disposal – offensive, unhygienic, infected, chemical, process etc.
 - g. Warning signs.
 - h. Hazards associated with chemical cleaners.
 - i. Cleaning around potentially hazardous equipment.
 - j. Procedures for cleaning hazardous equipment.
4. Involve the workforce in making these assessments of our needs.
5. Explain these arrangements to the cleaning team, the workforce, their Supervisors and Managers. Ensure they are understood. Provide and record training where necessary.
6. Resource and implement the procedures ensuring that they are followed in practice.
7. Make sure Managers understand the requirements.
8. Monitor the implementation and continuing effectiveness of our procedures to ensure that our workplace is being cleaned properly and adequately.
9. Amend our systems and procedures as necessary in the light of operational experience.

Advice and information on Housekeeping can be found in Guidance Note 3-12.

CONTROL OF HAZARDOUS AND NON- HAZARDOUS WASTE

We have a duty to ensure that we effectively and safely dispose of waste materials and products and control the methods of disposal used so that our workforce and any others who might be affected are not at risk to their health, safety or welfare.

We do this by:

- Nominating senior staff members to control the disposal of waste, both hazardous and non-hazardous wastes, from our work premises to minimise the risk posed.
- Assessing the risks to our workers from the handling and disposal of waste.
- Developing and implementing policies, procedures, Safe Systems of Work and control measures relevant to the control of waste including measures necessary to ensure compliance with environmental legislation.
- Ensuring that waste disposal is undertaken by competent, approved personnel, using the correct personal protective equipment.
- Ensuring that the safest means of disposal is used to protect the environment.
- Employees and others adhering to procedures, control measures and Safe Systems of Work.
- Providing and recording relevant training.
- Regular monitoring and review of our arrangements and facilities to ensure that we continue to manage and dispose of waste, hazardous and non-hazardous, without risks to health or safety.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

CONTROL OF HAZARDOUS AND NON- HAZARDOUS WASTE

Action Plan

To ensure our workforce and any others who might be affected are not at risk to their health, safety or welfare from the way we dispose of hazardous and non-hazardous waste materials and products we need to:

1. Identify where we create waste and rubbish during the course of our business.
2. Assess the hazard that the waste materials may present to people at work and others and the risks they face from it.
3. Identify hazardous and controlled wastes.
4. Consider issues relevant to our workplace including;
 - a. Whether the waste is particularly hazardous because it is a classified chemical substance.
 - b. Whether the waste is hazardous because it is or contains biological agents.
 - c. Whether the waste is hazardous because it is sharp, heavy or flammable.
 - d. How is it stored in the workplace?
 - e. How is it moved about the workplace?
 - f. How is it stored outside the premises? Is it secure? Can the public gain access?
 - g. Is the way we store waste an invitation to an arsonist?
 - h. How can we make the process easier and safer for our workers?
5. Consider how environmental legislation and requirements might impact on health and safety procedures and how the waste is disposed of.
6. Involve workers in developing a procedure based on these considerations.
7. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time making changes to the procedure identified as necessary or beneficial.

Advice and guidance on the control of hazardous and non-hazardous waste can be found in Guidance Note 3-6.

ACCESS, EGRESS, STAIRS AND FLOORS

We have a duty to protect the health, safety and welfare of our workforce while at work and others who come onto our premises from the risk of injury due to badly maintained access and exit routes, stairs and floors.

We do this by:

- Nominating senior staff members to be responsible for monitoring and reducing incidents occurring as a result of incidents involving access and egress facilities, including stairs and floors etc.
- Making an assessment of the risks from incidents involving access and egress facilities, including stairs and floors etc.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to slips, trips and falls are undertaken by competent, trained personnel.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage these risks.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

ACCESS, EGRESS, STAIRS AND FLOORS

Action Plan

To protect the health, safety and welfare of our workforce while at work and others who come onto our premises from the risk of injury due to slips, trips and falls we need to;

1. Consider the nature of our premises and the way we work to identify areas where badly designed or maintained access and exit routes, stairs and floors could create access and egress problems or otherwise obstruct movement leading to employees and others slipping, tripping or falling.
2. Identify the control measures already in place and any additional measures that may be required.
3. Consider issues including;
 - a. Steep stairs, handrails.
 - b. Ramps
 - c. Changes in floor levels
 - d. Potholes in floors and yard areas.
 - e. Blind corners
 - f. Wet and slippery floors
 - g. Highly polished floors
 - h. Trailing cables.
 - i. Rubbish.
4. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
5. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
6. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
7. Implement the procedure and ensure that it is followed in practice.
8. Monitor and review the operation of this procedure from time to time and after any incident involving access, egress, stairs or floors, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on the control of access, egress, stairs and floors can be found in Guidance Note 3-9.

WORKPLACE SIGNS

Where it is appropriate we have a legal duty to display safety signs to warn our workers and others of hazards that may be present in our workplace.

We do this by:

- Nominating senior staff members to consider and identify where we need to use safety signs.
- Identifying and implementing procedures for the purchase and installation of signs.
- Ensuring that signage is adequate for its purpose and it is maintained and checked.
- Ensuring that assessments of our requirements are made by competent, trained personnel.
- Ensuring that workplace signs are adhered to.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the use of safety signs.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

WORKPLACE SIGNS

Action Check List

To protect the health, safety and welfare of our employees and others from the hazards and risks present in our workplace we need to use safety signs as a way of warning personnel that those hazards exist. We need to;

1. Identify where on our worksite hazards exist that need to be marked with warning signs.
2. Identify signs already in place and any additional signs that may be required.
3. Consider, as part of our assessment, issues such as;
 - a. Where prohibition signs should be used.
 - b. Where signs should be used as a caution.
 - c. Where signs should be used to require positive action.
 - d. Where signs are required to indicate a mandatory action.
 - e. Whether signs are made, coloured and displayed according to legal requirements.
 - f. Replacement of damaged signs – now and in the future.
4. Involve our workforce in developing these arrangements and systems.
5. Keep a written record of assessments and decisions made.
6. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain decisions to the workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Monitor and review the operation of this procedure and the provision of signs from time to time.

Advice on safety signs can be found in Guidance Note 3-11.

WORKING IN THE OPEN AIR

We have a duty to protect our employees from the risks posed from working in the open air.

We do this by:

- Nominating senior staff members to reduce the risks arising from working in the open air.
- Making an assessment of the risks to our workforce from working in the open air.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to open air working are undertaken by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from working in the open air.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

WORKING IN THE OPEN AIR

Action Check List

To protect workers from the risks posed from working in the open air we need to:

1. Assess our work activity to identify where and when workers may be exposed to harm from working in the open air.
2. Identify any workers with health issues that make them particularly susceptible to injury from external working.
3. Identify the control measures already in place and any additional measures that may be required.
4. Consider;
 - a. Excessive exposure to sunlight – provide sunscreen/sun block, water supply, regular breaks, covering exposed parts of the body.
 - b. Watercourse hazards – fall arrest equipment, inflatable life jackets, two-man working.
 - c. Lack of available light to work safely (e.g. during the winter months or at night) – provide appropriate artificial lighting and spare bulbs.
 - d. Exposure to dust and micro-organisms (resulting in sensitization or asthma) – is health surveillance or respiratory protective equipment required?
 - e. Life-threatening reactions from bites and stings - availability of antidotes, first aid provision, medical assistance, individual specific risk assessments.
 - f. Adverse weather conditions (hypothermia, heat exhaustion) - length of time of exposure, appropriate clothing, periodic rest breaks.
5. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
6. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Report any incidence of a reportable injury or disease to the Enforcing Authorities.
10. Monitor and review the operation of this procedure from time to time and whenever an employee is harmed as a result of working in the open air, making changes to the procedure identified as necessary or beneficial.

Information and advice on the control of external working can be found in our Guidance Note 3-13.

SITE WORK

We have a duty to protect our employees from the risks posed from working on site.

We do this by:

- Nominating senior staff members to reduce the risks arising from working on site.
- Making an assessment of the risks to our workforce from site works.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to open air working are undertaken by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from working on site.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

SITE WORK

Action Check List

To protect workers from the risks posed from working on site we need to:

1. Assess our work activity to identify where and when workers may be exposed to harm from working on site.
2. Identify any workers with health issues that make them particularly susceptible to injury from working on site.
3. Identify the control measures already in place and any additional measures that may be required.
4. Consider;
 - a. Excessive exposure to sunlight – provide sunscreen/sun block, water supply, regular breaks, covering exposed parts of the body.
 - b. Watercourse hazards – fall arrest equipment, inflatable life jackets, two-man working.
 - c. Lack of available light to work safely (e.g. during the winter months or at night) – provide appropriate artificial lighting and spare bulbs.
 - d. Exposure to dust and micro-organisms (resulting in sensitization or asthma) – is health surveillance or respiratory protective equipment required?
 - e. Life-threatening reactions from bites and stings - availability of antidotes, first aid provision, medical assistance, individual specific risk assessments.
 - f. Adverse weather conditions (hypothermia, heat exhaustion) - length of time of exposure, appropriate clothing, periodic rest breaks.
5. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
6. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Report any incidence of a reportable injury or disease to the Enforcing Authorities.
10. Monitor and review the operation of this procedure from time to time and whenever an employee is harmed as a result of working on site, making changes to the procedure identified as necessary or beneficial.

Information and advice on the control of site work can be found in our Guidance Notes 3-13 and 7-4.

ELECTRICAL SAFETY

We have a duty to protect our employees and other people who use our premises from the risk of electrical injury caused by our electrical installations, our use of fixed equipment and our use of portable electrical appliances.

We do this by:

- Nominating senior staff members to ensure the safety of our electrical installation equipment and portable appliances.
- Making an assessment of the risks from electrical installations, fixed equipment and portable appliances.
- Developing and implementing procedures, control measures, policies and Safe Systems of Work.
- Ensuring that any work carried out on our electrical installation, equipment and appliances is carried out by competent, accredited electrical engineers.
- Providing and using personal protective equipment where appropriate.
- Regular inspection by competent accredited electrical engineers.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage electrical safety.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

ELECTRICAL SAFETY

Action Check List

To protect workers and others from the risks from using fixed and portable electrical equipment we need to:

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety from fixed or portable electrical equipment.
2. Assess the risks from that exposure to fixed and portable electrical equipment, identifying control measures in place and any additional measure that may be required to avoid risk.
3. Consider relevant issues including:
 - a. The competence of employees or contractors who install or maintain electrical equipment.
 - b. Inspection of fixed electrical installations as prescribed by the IEE Wiring Regulations (17th edition) BS 7671.
 - c. The maintenance of electrical installations between inspections.
 - d. The maintenance and inspection of portable electrical equipment.
 - e. Using battery powered hand tools.
 - f. Whether hydraulic or pneumatic tools might be safer.
 - g. Reducing the operating voltage.
 - h. Residual current devices.
 - i. Use in flammable or explosive areas; use in wet and adverse conditions.
 - j. Equipment used by mobile workers.
 - k. Use of trailing cables.
4. Purchase robust equipment suitable for the environment in which it is to be used.
5. Arrange for the routine testing and inspection of portable electrical equipment.
6. Develop a procedure based on these considerations.
7. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain our procedures and arrangements to our workforce. Ensure they are understood and provide training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and after any electrical incident, making changes identified as beneficial or necessary.

Information and advice on the use of fixed and portable electrical equipment can be found in our Guidance Note 4-1 – Electrical Safety.

THE PROVISION, USE AND MAINTENANCE OF WORK EQUIPMENT

We have a duty to protect our employees and other people who use our premises from the health and safety risks associated with the provision and use of work equipment.

We do this by:

- Nominating senior staff members to consider the health and safety issues surrounding any new equipment that we obtain and the equipment that we use in the course of our business.
- Making an assessment of the risks from work equipment when in use and during its maintenance.
- Developing and implementing procedures, control measures, policies and Safe Systems of Work.
- Ensuring that any work carried out on work equipment is carried out by competent workers or competent contractors.
- Providing and using personal protective equipment where appropriate.
- Regular maintenance and servicing.
- Statutory inspections by competent accredited engineers and surveyors where required.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the provision and use of work equipment.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

THE PROVISION, USE AND MAINTENANCE OF WORK EQUIPMENT

Action Check List

To protect workers and others from the risks from work equipment we need to:

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety from our use of existing equipment.
2. Consider the implications for the health and safety of our workforce when purchasing or looking to purchase new equipment.
3. Assess the risks from any such exposure to work equipment, identifying control measures in place and any additional measure that may be required to avoid risk.
4. Consider relevant issues including:
 - a. What risks to health and safety might be created?
 - b. Do any parts look dangerous?
 - c. Do the guards adequately protect against the risk? Do they conform to the current BS, IS or EN standard?
 - d. Do fumes or dust escape from the equipment?
 - e. Is it used in flammable or explosive areas or in wet and adverse conditions? Is it designed and protected for such use?
 - f. Can you understand the controls? Are they in English?
 - g. Is it excessively noisy or is there excessive vibration?
 - h. Are there any special maintenance requirements?
 - i. Are parts that need maintenance easily accessible?
 - j. Does any part get very hot or cold?
 - k. Are there any live electrical parts exposed?
 - l. Are the supplied manufacturer's instructions clear and comprehensive?
5. Arrange for work equipment to be routinely serviced and maintained and for statutory inspections where required.
6. Keep a written record of significant risk assessments and the control measures and any systems of work or procedures adopted.
7. Implement the procedures and arrangements making sure that Managers and Supervisors understand them. Consider whether they need any training.
8. Explain our procedures and arrangements to our workforce. Ensure they are understood and followed in practice. Provide training where necessary.
9. Monitor and review the operation of this procedure from time to time and after any incident, making changes identified as beneficial or necessary.

Information and advice on the use of fixed and portable electrical equipment can be found in our Guidance Note 4-2 – The Provision, Use and Maintenance of Work Equipment.

HAND TOOLS

We have a duty to protect our employees and other people who use our premises from the risks associated with the use of hand tools.

We do this by:

- Nominating senior staff members to consider the safety implications of our use of hand tools.
- Making an assessment of the risks from our use of hand tools.
- Developing and implementing procedures, control measures, policies and Safe Systems of Work.
- Ensuring that hand tools are properly maintained.
- Providing and using personal protective equipment where appropriate.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the safety of hand tool use.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

HAND TOOLS

Action Check List

To protect workers and others from the risks of using hand tools we need to:

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety from the use of hand tools.
2. Assess the risks from that use of hand tools, identifying control measures already in place and any additional measure that may be required to avoid risk.
3. Consider relevant issues including:
 - a. The competence and training of workers who use hand tools.
 - b. The maintenance of hand tools particularly powered hand tools.
 - c. Use of hand tools in wet and adverse conditions.
4. Purchase robust equipment suitable for the work and environment in which we require it to be used.
5. Develop a procedure based on these considerations.
6. Keep a written record of any significant risk assessments and the control measures and systems of work adopted.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain our procedures and arrangements to our workforce. Ensure they are understood and provide training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and after any accident or incident, making changes identified as beneficial or necessary.

Information and advice on the use of fixed and portable electrical equipment can be found in our Guidance Note 4-3 – Hand Tools.

OFFICE EQUIPMENT

We have a duty to protect our employees and other people who use our premises from the risks associated with the use of office equipment.

We do this by:

- Nominating senior staff members to consider the safety implications of our use of office equipment.
- Making an assessment of the risks from our use of office equipment.
- Developing and implementing procedures, control measures, policies and Safe Systems of Work.
- Ensuring that office equipment is properly maintained.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the safety of office equipment.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

OFFICE EQUIPMENT

Action Check List

To protect workers and others from the risks of using office equipment we need to:

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety from the use of office equipment.
2. Assess the risks from that use of office equipment, identifying control measures already in place and any additional measure that may be required to avoid risk.
3. Consider relevant issues including:
 - a. The competence and training of workers who use office equipment.
 - b. Who does what when the equipment goes wrong?
 - c. Are any young workers likely to use office equipment? Are any special precautions needed?
 - d. Are manufacturers' instructions followed?
 - e. The maintenance of office equipment.
 - f. The location of office equipment.
4. Purchase robust equipment suitable for the work and environment in which we require it to be used.
5. Develop a procedure based on these considerations.
6. Keep a written record of any significant risk assessments and the control measures and systems of work adopted.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain our procedures and arrangements to our workforce. Ensure they are understood and provide training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and after any accident or incident, making changes identified as beneficial or necessary.

Information and advice on the use of fixed and portable office equipment can be found in our Guidance Note 4-4 – Office Equipment.

STORAGE OF CHEMICAL SUBSTANCES and AGENTS

We have a duty to protect our workers and others from the potential hazards and risks present as a result of the storage of chemical substances at our workplace.

We do this by:

- Nominating senior staff members to identify the chemical substances used and their storage requirements.
- Developing and implementing risk assessments, procedures, Safe Systems of Work and control measures to minimise risk within our work premises.
- Implementing the procedures, Safe Systems of Work and control measures.
- Ensuring that the storage, containment and exhaust ventilation arrangements are adequate for their purpose, as defined in prescribed legislation.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to chemical substances are undertaken by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from stored chemical substances.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

STORAGE OF CHEMICAL SUBSTANCES and AGENTS

Action Check List

To protect our workforce and others from the potential hazards and risks present as a result of the storage of chemical agents at our workplace we need to;

1. Make an inventory of every chemical substance, including its location and the maximum quantities expected, stored on our premises.
2. Assess the potential risks from the storage of each of those substances and identify those which are hazardous and those which are not.
3. Assess the hazardous chemical substances for the risks that they pose to health and safety because of the quantities that we store and or the way that they are stored.
4. Identify the control measures that we should adopt.
5. Consider matters including;
 - a. What hazardous chemical substances do we store?
 - b. In what quantity?
 - c. Where?
 - d. Are they stored in accordance with SDS recommendations and published guidance?
 - e. Are the storage arrangements suitable?
 - f. Have we identified and separated incompatible chemical agents? How can we improve our storage arrangements?
 - g. Is our workforce aware of hazards and risks?
6. Record details of our assessments, the results and any controls subsequently introduced.
7. Prepare a detailed statement of how we control the risks.
8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and whenever hazardous substances give rise to incident, injury or ill health, making changes to the procedure identified as necessary or beneficial.

Advice on the storage of chemical substances can be found in Guidance Note 4-5.

CONTROL OF FLAMMABLE LIQUIDS

We have a duty to ensure the safety, health and welfare of our employees and others who may be affected by our work activities from the harmful effects of flammable liquids used in the course of our business.

We do this by:

- Nominating senior staff members to identify flammable substances and the hazards posed by them.
- Developing and implementing risk assessments, procedures or Safe Systems of Work and control measures.
- Ensuring that any risk assessments are undertaken by competent, trained personnel.
- Employees and others adhering to the contents of the developed procedures, control measures and Safe Systems of Work.
- Providing safe equipment for use with flammable liquids.
- Providing sufficient personal protective equipment.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from flammable liquids.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

CONTROL OF FLAMMABLE LIQUIDS

Action Check List

To protect our employees and others who may be affected by our work activities from the harmful risks from flammable liquids used in the course of our business we need to;

1. Make an inventory of every flammable liquid used in the course of our business.
2. Assess the flammable liquids we use and the risks that they pose to health and safety because of the quantities that we use and or the way that we use them.
3. Assess who might be exposed, where and when?
4. Assess or measure the levels of flammable liquids to which our workforce is exposed.
5. Identify the control measures that we should adopt.
6. Consider relevant matters including;
 - a. Can we eliminate the risk entirely?
 - b. Can we reduce the amount stored on the premises?
 - c. Potential sources of ignition?
 - d. Issue employees with personal protective equipment such as eye protection, anti-static safety footwear, gloves and breathing apparatus.
 - e. Are there fire resistant enclosures and adequate ventilation for the storage of flammable substances?
 - f. Are spill kits required and readily accessible and are staff trained to use and dispose of these materials?
 - g. Are there procedures to ensure that all flammable substances and decanted materials are appropriately labelled?
7. Record details of our assessments, measurements, results and any controls subsequently introduced.
8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Inform, instruct and train workers about the flammable liquids we use, the risks, exposure levels in the workplace, emergency procedures and any control measures introduced.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and whenever flammable liquids give rise to incident, injury or ill-health, making changes to the procedure identified as necessary or beneficial.

Advice on controlling the risks from flammable liquids can be found in Guidance Note 4-6.

SLIPS, TRIPS AND FALLS

We have a duty to protect our workers and others visiting our premises from the risks of slipping, tripping and falling.

We meet this duty by:

- Nominating senior staff members to be responsible for monitoring and improving workplace pedestrian safety.
- Identifying all the potential causes of slips, trips and falls and assessing the risk.
- Developing and implementing procedures and control measures.
- Ensuring that pedestrian routes are fit for the purpose, that they are routinely maintained and checked.
- Ensuring that any risk assessments or safety inspections are carried out by competent and trained personnel.
- Adhering to our risk assessments, procedures and control measures.
- Providing wherever possible segregated traffic routes and adequate signage.
- Providing and recording relevant training.
- Regular monitoring and review of our arrangements to ensure that arrangements we have made remain sufficient to control the potential risk.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

SLIPS, TRIPS AND FALLS

Action Check List

To protect our workforce and others who visit our premises from the risk of accidents caused by slips, trips and falls we need to;

1. Identify where on our worksite there are potential areas for slips, trips or falls accidents.
2. Assess the hazards in each of those areas and the risks that people at work and others may face.
3. Identify existing controls and any additional measures that we should be taking.
4. Consider issues including;
 - a. Floor surfaces.
 - b. The environment.
 - c. Footwear.
 - d. Contamination.
 - e. Obstacles and obstructions.
 - f. Cleaning regimes.
 - g. People – human factors.
5. Involve workers in developing a procedure or arrangements based on these considerations.
6. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and after any report of a dangerous incident or of a person suffering injury or due to slipping or tripping and falling on our premises or while at work making changes identified as necessary or beneficial.

Advice and guidance on slips, trips and falls can be found in Guidance Note 4-8.

THE PROVISION AND USE OF MACHINERY

We have a duty to ensure that machinery used in the course of our business is safe and without risk to our workers and others when in use.

We do this by:

- Nominating senior staff members to manage the health and safety issues relating to our use of machinery.
- Making an assessment of the risks from the use of machinery to our workforce and others.
- Developing and implementing control measures, policies and Safe Systems of Work for machines currently in use and policies for the purchase of new machinery.
- Ensuring that the management of these policies, procedures, Safe Systems of Work and control measures is by competent, trained personnel.
- Providing and using personal protective equipment where it is necessary.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from machinery.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

THE PROVISION AND USE OF MACHINERY

Action Check List

To protect workers from the hazards and risks involved in the use of machinery we need to:

1. Assess our work activity to identify where and when workers or others may be exposed to machinery hazards and risks.
2. Where hazards and risks from the use of machinery are identified, risk assess the task(s) undertaken, to identify where control measures are required.
3. Involve the workforce in making these assessments of our needs
4. Identify the control measures already in place and any additional measures that may be required.
5. Consider among other issues;
 - a. Risks to users
 - b. Risks to tool setters, fitters and maintenance staff
 - c. Ease of setting
 - d. Ejection of work pieces
 - e. Fumes
 - f. Oil mist and bacterial contamination of oils
 - g. Pneumatic and hydraulic receivers
 - h. Handling work pieces
 - i. Training for setters
 - j. Training for operators
 - k. Newer safer machines
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and whenever anyone is injured or suffers ill health as a result of using a machine, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on the control of the provision and use of machinery can be found in Guidance Note 4-10.

THE SAFE USE OF MACHINERY

We have a duty to ensure the health, safety and welfare of employees during the use and maintenance of machinery.

We do this by:

- Nominating senior staff members to identify the hazards created by the use and maintenance of machinery.
- Assessing the risks to our workforce and others during the use and maintenance of machinery.
- Developing and implementing policies, procedures, Safe Systems of Work and control measures.
- Ensuring that any risk assessments are undertaken by competent, trained personnel.
- Ensuring that machinery is suitably safeguarded and regular, planned inspections are carried out on items of machinery in accordance with prescribed legislation, to identify their suitability for continued safe use.
- Ensuring employees and others adhere to procedures, control measures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from machine maintenance.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

THE SAFE USE OF MACHINERY

Action Check List

To protect the health and safety of workers during the use and maintenance of machinery we need to:

1. Assess our work activity to identify where and when workers or the public may be exposed to risk during the use, repair and maintenance of machinery.
2. Where risks from the use, repair and maintenance of machinery are identified, assess the risks from the task(s) undertaken, to identify the control measures required.
3. Identify the control measures already in place and any additional measures that may be required.
4. Involve the workforce in making these assessments of our needs.
5. Consider among all the issues;
 - a. Are dangerous parts of machinery suitably guarded or protected?
 - b. Is the integrity of the protection maintained when different jobs are done on the machine?
 - c. Which parts of the machine need the intervention of maintenance workers?
 - d. What is the nature of the intervention?
 - e. What do they do and how?
 - f. Isolation and lock off procedures.
 - g. Stored energy.
 - h. Lifting heavy parts.
 - i. Chemical, oil etc. contamination.
 - j. Entry to confined and restricted spaces.
 - k. Have they been formally trained for the jobs they do?
 - l. Is manufacturers' advice or instruction being followed?
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and whenever an employee suffers an injury or ill health as a result of maintaining machinery, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on the Safe Use of Machinery can be found in Guidance Note 4-11.

ABRASIVE WHEELS

We have a duty to ensure the health, safety and welfare of our employees and others from the hazards and risks associated with the use of abrasive wheels.

We do this by:

- Nominating senior staff members to identify the hazards posed by the use and maintenance of abrasive wheels.
- Assessing the risks to employees and others from the use of abrasive wheels.
- Developing and implementing control measures, procedures and Safe Systems of Work.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Ensuring that regular inspection and maintenance is carried out by competent persons in accordance with prescribed legislation, to identify the suitability of the work equipment.
- Ensuring employees and others adhere to procedures, control measures and Safe Systems of Work.
- Providing and recording training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from abrasive wheels.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

ABRASIVE WHEELS

Action Check List

To ensure the safety of our employees and others whilst working with or near abrasive wheels we need to;

1. Assess our work activity to identify where and when workers or others may be exposed to hazard and risk during the operation of abrasive wheels.
2. Where hazards and risks from the use of abrasive wheels are identified, risk assess the task(s) undertaken, to identify where control measures are required.
3. Involve the workforce in making these assessments of our needs.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.
5. Consider among other issues;
 - a. Risks to operators.
 - b. Eye protection.
 - c. Guards.
 - d. Storage of abrasive wheels.
 - e. Who sets or fits new abrasive wheels.
 - f. Risks to tool setters, fitters and maintenance staff.
 - g. Risks to others.
 - h. Stability of work pieces.
 - i. Training for operators and setters.
 - j. Dust, fume, oil mist and bacterial contamination of oils (also part of an assessment of exposure to hazardous substances).
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and whenever anyone is injured or suffers ill health as a result of using an abrasive wheel, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on the use of abrasive wheels can be found in Guidance Note 4-13.

COMPRESSED AIR SYSTEMS

We have a duty to ensure that our use of compressed air systems is safe and without risk to our workforce and others.

We do this by;

- Nominating senior staff members to identify the hazards posed by the use and maintenance of compressed air systems.
- Assessing the risks to employees and others from the use of compressed air systems.
- Developing and implementing control measures, procedures and Safe Systems of Work.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Ensuring that regular inspections and tests are carried out on compressed air systems in accordance with prescribed legislation, to identify their suitability for continued safe use.
- Ensuring employees and others adhere to procedures, control measures and Safe Systems of Work.
- Providing and recording training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from compressed air systems.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

COMPRESSED AIR SYSTEMS

Action Check List

To ensure the safety of our employees and others whilst working with or compressed air systems we need to;

1. Assess our work activity to identify where and when workers or others may be exposed to hazard and risk during the operation of compressed air systems.
2. Where hazards and risks from the use of compressed air systems are identified, risk assess the task(s) undertaken, to identify where control measures are required.
3. Involve the workforce in making these assessments of our needs.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.
5. Consider among other issues;
 - a. Maintenance of pressure vessels and pipelines.
 - b. Statutory inspections of pressurised plant.
 - c. Risks to operators.
 - d. Eye protection.
 - e. Lubrication.
 - f. Adaptations and alterations to compressed air systems.
 - g. Training.
 - h. Noise (also part of an assessment of exposure to hazardous substances).
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and whenever anyone is injured or suffers ill health as a result of our use of compressed air, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on compressed air systems can be found in Guidance Note 4-15.

LIFTING EQUIPMENT and LIFTING OPERATIONS

We have a duty to provide and maintain safe lifting equipment and to ensure that lifting operations are safely carried out. We also have a duty to ensure that others who might be affected by our work are not exposed to risk from lifting operations or our use of lifting equipment.

We do this by:

- Nominating senior staff members to manage and oversee lifting operations and the provision and use of lifting equipment.
- Assessing the risks to employees and others from lifting operations and the use of lifting equipment.
- Developing and implementing control measures, procedures and Safe Systems of Work.
- Arranging for the statutory examinations of this equipment at the appropriate intervals.
- Purchasing approved CE marked equipment made to applicable BS, IS or CEN standards.
- Ensuring that risk assessments are undertaken by competent, trained personnel
- Implementing the findings of risk assessments, procedures, Safe Systems of Work and control measures.
- Ensuring that employees and others are trained and competent to take part in lifting operations and to follow prescribed procedures, control measures and Safe Systems of Work.
- Providing and recording training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from lifting equipment and lifting operations

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

LIFTING EQUIPMENT and LIFTING OPERATIONS

Action Check List

To ensure the safety of our employees and others involved in lifting operations and working with lifting equipment we need to;

1. Assess our work activity to identify where and when workers or others may be involved in lifting operations and to hazard and risk during the use of lifting equipment.
2. Where hazards and risks from lifting operations and the use of lifting equipment are identified, risk assess the task(s) undertaken, to identify where control measures are required.
3. Involve the workforce in making these assessments of our needs.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.
5. Consider among other issues;
 - a. Loads to be lifted; size, type, weight.
 - b. Where the loads are lifted, the purpose of the lift.
 - c. Are loads lifted and transported.
 - d. Are people lifted?
 - e. Strength and integrity of new equipment.
 - f. Risks to operators.
 - g. Maintenance and statutory examinations and test.
 - h. Planning of lifting operations.
 - i. Weather and wind speed for work outdoors.
 - j. Training for operators, Supervisors, banksmen, maintenance workers etc.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedures and ensure that they are followed in practice.
10. Monitor and review the operation of this procedure from time to time and whenever anyone is injured or suffers ill health as a result of using lifting equipment, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety in the use of lifting equipment and lifting operations can be found in Guidance Note 4-17.

WORK AT HEIGHT

We have a duty to ensure the health, safety and welfare of our employees and others against the risks involved in working at height.

We do this by:

- Nominating senior staff members to be responsible for identifying and managing work at height.
- Assessing the risks to our workers and others from the risks involved in working at height. Wherever possible we avoid the need to work at height by complying with the hierarchy of controls specified in legislation.
- Where we cannot avoid work at height we develop and implement procedures, control measures and Safe Systems of Work.
- Ensuring that access and other equipment provided for work at height is fit for the purpose, correctly installed, used and maintained, and checked at the correct frequency.
- Ensuring that risk assessments and inspections are carried out by competent and trained personnel.
- Ensuring that control measures are installed and managed by competent trained personnel.
- Following our risk assessments, procedures, control measures and Safe Systems of Work in practice.
- Providing and recording training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from work at height.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

WORK AT HEIGHT

Action Check List

To ensure the safety of our employees and others whilst working in areas where they could be at risk because they are working at height we need to;

1. Assess our work activity to identify where and when workers or others may be exposed to hazard and risk due to work at height and wherever possible avoiding the need to work at height.
2. Where work at height cannot be avoided and a risk is identified complete a risk assessment for the task.
3. Involve the workforce in these assessments and in the identification of control measures to eliminate or reduce risk. Liaise with clients and others where necessary.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.
5. Consider among other issues;
 - a. All work above ground where there is a risk of falling.
 - b. Occasional job tasks as well as routine tasks.
 - c. Does the work have to be done at height?
 - d. Use of appropriate access equipment.
 - e. Weather conditions.
 - f. Competency of workers.
 - g. Condition of ladders and access equipment.
 - h. Unexpected tasks e.g. leaking roof, overflowing gutter.
 - i. Safety nets.
 - j. Personal protective systems.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and following any injury due to work at height, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety during work at height can be found in Guidance Note 4-20.

ACCESS EQUIPMENT

We need to ensure the safety of our workforce and others when using access equipment for tasks that involve work at height.

We do this by:

- Nominating senior staff members to manage work at height, our use of access equipment and to identify and manage the action we need to take.
- Assessing the risks to employees and others from access equipment and working at height.
- Developing and implementing control measures, procedures and Safe Systems of Work.
- Ensuring employees and others adopt the control measures provided and follow the developed procedures and Safe Systems of Work.
- Training employees to safely use access equipment and work at height.
- Using only trained employees to install or erect access equipment.
- Purchasing suitable access equipment and ensuring that adequate guardrails and outriggers are used when required.
- Regular inspection by competent engineers.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from access equipment and work at height.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

ACCESS EQUIPMENT

Action Check List

To ensure the safety of our employees and others whilst working at height using access equipment we need to;

1. Assess our work activity to identify where and when workers or others may be exposed to risk whilst working at height using access equipment.
2. Where risks are identified carry out an assessment of the risks to health and safety in those tasks and situations.
3. Involve the workforce in these assessments and in the identification of control measures.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.
5. Consider among other issues;
 - a. The nature of the work at height task.
 - b. The most appropriate means of access.
 - c. Suitability – ground conditions, slopes and access.
 - d. The length of the task.
 - e. If equipment is to be hired could the task in hand be combined with other work at height for efficiency?
 - f. Do staff have the skills and competence to use powered access equipment?
 - g. The need for adequate guardrails and outriggers (*whererequired*).
 - h. Training.
 - i. Supervision.
 - j. Personal Protective Equipment.
 - k. Maintenance of access equipment.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and whenever anyone is injured while using access equipment to work at height, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety in the use of access equipment can be found in Guidance Note 4-21.

PERMITS TO WORK

To protect our workforce and others from risks to their health and safety we have developed and implemented permit to work systems for all high risk work activities.

Our systems consist of:

- Nominating senior staff members to be responsible for the development and management of permit to work systems.
- Assessing work activities and identifying where permit to work systems should be used.
- Developing and implementing permit to work procedures and Safe Systems of Work.
- Implementing these permit to work procedures and Safe Systems of Work.
- Ensuring that permit to work systems are correctly issued, followed and completed.
- Ensuring that permit to work systems are developed and managed by competent and trained personnel.
- Following our permit to work procedures, control measures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage permit to work systems.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

PERMITS TO WORK

Action Check List

To ensure the safety of our employees and others whilst working in areas where they could be exposed to very high levels of risk to their health and safety we need to;

1. Assess our work activity to identify where and when workers or others may be exposed to particularly high levels of risk.
2. Where such risks are identified assess the particular risks to which they are exposed and identify the action that is required and develop permit to work systems.
3. Involve the workforce in these assessments and in the identification of control measures.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturer's guidance, trade guidance and British, European or Irish Standards etc.
5. Consider among other issues;
 - a. entry into closed vessels and confined spaces.
 - b. breaking into pipelines that contain flammable or hazardous substances.
 - c. hot work on plant that has contained flammable or hazardous substances.
 - d. work on electrical distribution systems and high voltage installations.
 - e. complex automated machinery where action or adjustment of one part of the machine may produce an action some distance away or where there may be stored hydraulic, pneumatic or mechanical energy.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and whenever anyone is injured in any relevant task, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety in the use of permit to work systems can be found in Guidance Note 4-22.

HOT WORK

Hot work, the application of heat or energy to plant or equipment that may contain or has contained flammable materials, is hazardous. We have a duty to protect our workforce and others who may be affected from this hazard and the associated risks to their health, safety and welfare.

We do this by:

- Nominating senior staff members to identify and be responsible for the management of hot work.
- Assessing the risks to our workforce and others from hot work.
- Developing and implementing control measures, hot working procedures and Safe Systems of Work.
- Using hot work permit systems where appropriate.
- Ensuring that permit to work and hot work systems are developed and managed by competent and trained personnel.
- Ensuring that 'hot work' permits are correctly completed and issued.
- Following hot or permit to work procedures, control measures and Safe Systems of Work in practice.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks associated with hot work.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

HOT WORK

Action Check List

To ensure the safety of our employees and others whilst working in areas where they could be affected by the hazards and risks of 'hot work' we need to;

1. Assess our work activity to identify where and when workers or others may be exposed to the hazards and risks of 'hot work'.
2. Where it is identified that we carry out 'hot work' assess the exposure of our workers and others to the risks.
3. Involve the workforce in these assessments and in the identification of appropriate control measures.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.
5. Consider among other issues;
 - a. Elimination of the work.
 - b. Does it have to be done 'hot'?
 - c. Draining tanks, vessels, pipes etc.
 - d. Purging tanks, vessels, pipes etc. of flammable vapours.
 - e. Permits to work.
 - f. Supervision.
 - g. Training of Supervisors and workers.
 - h. Maintenance of plant.
 - i. Longer term redesign of plant to avoid need for hot work.
 - j. Personal protective equipment.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and following any incident, injury or case of ill health, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety during hot work can be found in Guidance Note 4-23.

WORK IN CONFINED SPACES

We have a duty to ensure the health, safety and welfare of our employees and others whenever they are required to work in 'confined spaces'.

We do this by;

- Nominating senior staff members to be responsible for identifying and managing health and safety during work in confined spaces.
- Assessing the risks to our workforce and others from working in confined spaces.
- Developing and implementing control measures including confined space working procedures and Safe Systems of Work.
- Ensuring that where they are necessary 'permit to work' and confined spaces work systems are developed and explained to the workforce.
- Ensuring that the issue and completion of confined space 'work permit systems' is properly managed.
- Following permit to work procedures, control measures and Safe Systems of Work in practice.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks associated with work in confined spaces.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

WORK IN CONFINED SPACES

Action Check List

To ensure the safety of our employees and others whilst working in areas where they could be affected by the hazards and risks involved in working in confined spaces we need to;

1. Assess our work activity to identify where and when workers or others may at any time need to work in confined spaces.
2. Assess risks to our workers and others identified as having to work in confined spaces.
3. Involve the workforce in these assessments and in the identification of appropriate control measures.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.
5. Consider among other issues;
 - a. Elimination of the work.
 - b. Can the work be done from outside the confined space?
 - c. Draining tanks, vessels, pipes etc.
 - d. Purging tanks, vessels, pipes etc. of flammable vapours.
 - e. Permits to work, First aid.
 - f. Supervision.
 - g. Training of Supervisors and workers.
 - h. Maintenance of plant.
 - i. Longer term redesign of plant or process to avoid need for entry to a confined space.
 - j. Personal protective equipment.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and following any incident, injury or case of ill health, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on work in confined spaces can be found in Guidance Note 4-24.

LIVE ELECTRICAL WORK

We have a duty to ensure the health, safety and welfare of our workforce and others from electrical risks particularly when live electrical work takes place.

We do this by:

- Nominating senior staff members to be responsible for the identification and safe management of live electrical work.
- Assessing whether live electrical work is required and the risks from any such work that is identified as necessary.
- Developing and implementing control measures, procedures, and Safe Systems of Work.
- Ensuring that permit systems for live electrical work are issued and completed correctly.
- Ensuring that permit to work systems are developed and managed by competent and trained personnel.
- Ensuring only qualified and competent electrical engineers carry out live electrical work.
- In practice, following permit to work procedures, control measures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks associated with live electrical working.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

LIVE ELECTRICAL WORK

Action Check List

To ensure the safety of our employees and others whilst working in areas where they could be affected by the hazards and risks of 'live electrical work' we need to;

1. Assess our work activity to identify where and when workers or others may be exposed to the hazards and risks during live electrical work.
2. Where it has been identified that we carry out live electrical work we should assess the exposure of our workers and others to the risks.
3. Involve the workforce in these assessments and in the identification of appropriate control measures.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.
5. Consider among other issues;
 - a. Live electrical work is only ever permissible if there is no reasonable alternative.
 - b. Why does the task have to be done 'live'?
 - c. Who will do the task?
 - d. Are they competent?
 - e. Do they have the appropriate tools?
 - f. How will other people be protected from the risks?
 - g. Training and supervision - Supervisors and craftsmen.
 - h. Permits to work.
 - i. Supervision.
 - j. Longer term redesign of plant to avoid need for live working.
 - k. Personal protective equipment.
 - l. Emergency arrangements.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce, ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and following any incident or injury, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety in the use of electrical equipment can be found in Guidance Note 4-25.

WORKPLACE TRANSPORT MANAGEMENT AND PEDESTRIAN CONTROL

We have a duty to protect our workforce and others from the risks created by our use of workplace transport.

We do this by;

- Nominating senior staff members to identify hazards and risks and manage workplace transport safety.
- Assessing the risks created by workplace transport.
- Developing and implementing control measures, procedures and Safe Systems of Work.
- Ensuring that the vehicles are adequate for their purpose and that they are maintained and checked at the correct frequency.
- Providing warning signs and segregating pedestrians and transport where practicable.
- Ensuring that risk assessments are completed by competent, trained personnel.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks associated with workplace transport.

The personnel responsible for these measures are identified in the Responsibility Table of our Health and Safety Policy.

WORKPLACE TRANSPORT MANAGEMENT AND PEDESTRIAN CONTROL

Action Check List

To ensure the safety of our employees and others whilst working in areas where they could be affected by the hazards and risks from workplace transport we need to;

1. Assess our work activity to identify where and when workers or others may be exposed to the hazards of workplace transport.
2. Where workplace transport hazards are identified carry out an assessment of the risks to our workers and others.
3. Involve the workforce in these assessments and in the identification of appropriate control measures.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.
5. Consider among other issues;
 - a. Internal transport – fork-lift trucks, cars, vans, trucks etc.
 - b. External transport – delivery vans, trucks, visitors' cars etc.
 - c. The positioning and security of and loads being moved within the workplace whether on a road going vehicle or internal works transport
 - d. Doors opening onto roadways.
 - e. Vehicles and pedestrian segregation at doorways.
 - f. Vehicle and pedestrian segregation inside the workplace.
 - g. Excluding non-essential personnel from high risk areas.
 - h. Lighting.
 - i. Loading bays.
 - j. Reversing vehicles.
 - k. Use of high visibility clothing.
 - l. Supervision.
 - m. Training of Supervisors and workers.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and following any incident, or injury caused by workplace transport, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety relating to workplace transport and pedestrian control can be found in Guidance Note 4-28.

FORK-LIFT TRUCKS

We have a duty to protect our workforce and others from the risks created by our use of fork-lift trucks.

Our systems consist of:

- Nominating senior staff members to identify and manage the risks associated with the use of fork-lift trucks.
- Assess the risks to our workforce and others from the use of fork-lift trucks.
- Developing and implementing control measures, procedures and Safe Systems of Work.
- Ensuring that the fork-lift trucks are adequate for their purpose, maintained and in good working order.
- Ensuring that fork-lift trucks are inspected and tested at the prescribed statutory intervals.
- Ensuring that risk assessments are made by competent and trained personnel.
- Employees and others following our procedures and Safe Systems of Work, and using the control measures provided.
- Providing segregated traffic routes and appropriate warning signs.
- Authorising only formally trained fork-lift truck drivers.
- Providing and recording the appropriate training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks associated with fork-lift trucks.

The personnel responsible for the above measures are identified in the Responsibility Table of our Health and Safety Policy.

FORK-LIFT TRUCKS

Action Check List

To ensure the safety of our employees and others whilst working in areas where they could be affected by the hazards and risks of fork-lift trucks we need to;

1. Assess our work activity to identify where and when workers or others may be exposed to the hazards and risks of fork-lift trucks.
2. Assess the risks to our workforce and others from such exposure.
3. Involve the workforce in these assessments and in the identification of appropriate control measures.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance, published standards etc.
5. Consider among other issues;
 - a. Driver suitability and training.
 - b. Interaction with other transport.
 - c. Interactions with people.
 - d. Doors opening onto roadways.
 - e. Blind corners.
 - f. Separate fork truck and pedestrian routes.
 - g. Rough ground, slopes, ramps, potholes etc.
 - h. Fork truck matched to the job.
 - i. Lighting.
 - j. Loading bays.
 - k. Reversing.
 - l. Use of high visibility clothing.
 - m. Supervision.
 - n. Training of Supervisors and workers.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and following any incident, or injury related to the use of a fork-lift truck, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety in the use of fork-lift trucks can be found in Guidance Note 4-29.

SAFE USE OF TELEHANDLERS

Telehandlers are one of the most versatile pieces of site equipment, unfortunately this very versatility provides scope for unsafe use. We have a duty to protect our workforce and others from the risks created by our use of telehandlers.

We do this by:

- Nominating site management to identify and manage the risks to ensure they are carried safely and that all foreseeable risks have been taken into account.
- Assess the risks to our workforce and others from the use of telehandlers.
- Developing and implementing control measures, procedures and Safe Systems of Work.
- Additional planning is required for non-standard lifting operations such as unusual loads, loads with large wind areas, use of non integrated working platforms, use of special attachments and use in tight areas.
- Ensuring that the correct telehandler and compatible attachments have been selected for the type and size of load to be lifted together with the environment in which it is to be used so that they are adequate for their purpose.
- Ensuring that telehandlers are inspected and tested at the prescribed statutory intervals, maintained and in good working order and are checked prior to use.
- Ensuring that risk assessments are made by competent and trained personnel.
- Employees and others following our procedures and Safe Systems of Work, and using the control measures provided.
- Providing segregated traffic routes and appropriate warning signs.
- Authorising only telehandler drivers formally trained to recognised standards appropriate to our business; e.g. CPCS, NPORS, LANTRA, FETAC etc.
- Ensuring operators and supervisors receive familiarisation training on the type or model of telehandlers or attachments.
- Providing and recording the appropriate training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks associated with telehandlers used in the construction industry.

The personnel responsible for these measures are identified in the Responsibility Table of our Health and Safety Policy.

SAFE USE OF TELEHANDLERS

Action Check List

To ensure the safety of our employees and others whilst working in areas where they could be affected by the hazards and risks of telehandlers we need to;

1. Assess our work activity to identify where and when workers or others may be exposed to the hazards and risks of telehandlers.
2. Assess the risks to our workforce and others from such exposure.
3. Involve the workforce in these assessments and in the identification of appropriate control measures.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance, published standards etc.
5. Consider among other issues;
 - a. Driver suitability and training.
 - b. Interaction with other transport.
 - c. Interactions with people.
 - d. Doors opening onto roadways.
 - e. Blind corners.
 - f. Separate construction vehicles and pedestrian routes.
 - g. Rough ground, slopes, ramps, potholes etc.
 - h. Telehandler matched to the job.
 - i. Lighting.
 - j. Loading bays.
 - k. Reversing.
 - l. Use of high personal protective equipment PPE.
 - m. Supervision.
 - n. Training of Supervisors and workers.
6. Develop procedures, programmes and practices tailored to the construction area where the telehandlers are in use. .
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and following any incident, or injury related to the use of a telehandler, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety in the use of fork-lift trucks can be found in Guidance Note – 4-29 and for telehandlers in a free download from the Strategic Forum for Construction Plant Safety Group.

SHARPS AND NEEDLESTICK INJURIES

We have a duty to protect our employees and others from the hazards and risks posed by handling and disposing of sharps.

We do this by:

- Nominating senior staff members to reduce the risks associated with sharps.
- Assessing the risks of needlestick and other injuries from contact with sharps.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that policies, procedures, Safe Systems of Work and control measures relating to working with sharps are managed by competent, trained personnel.
- Providing and recording relevant training.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks posed from sharps.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

SHARPS AND NEEDLESTICK INJURIES

Action Check List

To protect workers and others from the risks associated with sharps we need to:

1. Assess the risks to our workforce and others from „sharps“ and the risk of needlestick injuries.
2. Involve our workforce in carrying out risk assessments.
3. Identify control measures already in place and any additional measures that may be required; referring to professional, Health Service, trade and official guidance published after the introduction of the “Sharps” Regulations 2013.
4. Develop clear procedures on safe work practices.
5. Consider:
 - a. Avoiding the unnecessary use of sharps.
 - b. The use of „safer“ sharps in place of „traditional“ designs.
 - c. Preventing the recapping of needles.
 - d. Procedures to ensure that sharps are always disposed of immediately at the point of use, by the person who carried out the procedure.
 - e. Providing puncture-proof sharps bins that conform to UN 3291 and BS 7320 standards.
 - f. Locating sharps bins in convenient suitable places, i.e. at bench-top height or held in a wall bracket.
 - g. Arrangements for the storage and disposal of full sharps bins.
 - h. Immediate action to be taken in the event of a stab wound caused by „sharps“ and subsequent follow-up action.
 - i. Staff training.
6. Keep a written record of our risk assessment and the control measures and systems of work adopted.
7. Implement our procedure and ensure that it is followed in practice.
8. Train staff in our procedures and management arrangements to our workforce; ensuring that they are understood.
9. Provide further training where necessary.
10. Monitor and review the operation of this procedure periodically and after any incidents, making changes identified as necessary.

Guidance Note 4-32 contains further information and advice on sharps and needlestick injuries.

WATER HAZARDS

We have a duty to protect our employees and others from the risks posed from water hazards.

We do this by:

- Nominating senior staff members to reduce the risks arising from the hazards associated with working near water.
- Making an assessment of the risks to our workforce from working near to water.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to water hazards are undertaken by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from working near water hazards.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

WATER HAZARDS

Action Check List

To protect workers from the risks posed from water hazards we should have:

1. Assessed our work activity to identify where and when workers may be exposed to harm from water hazards.
2. Identified the control measures already in place and any additional measures that may be required.
3. Considered among other issues;
 - a. Are warning signs required to alert employees, visitors and others of the presence of water hazards?
 - b. Would fencing or barriers around deep water areas help to prevent people from gaining access to these areas?
 - c. Does Legionella present a risk and require a statutory water treatment, testing and inspection regime at periodic intervals?
 - d. Is rescue equipment such as life belts or rings required and provided at suitable locations?
 - e. Are any other preventive measures required, such as inflatable life jackets, two-man working?
 - f. Are there suitable emergency procedures established and are staff trained on how to follow and apply them?
 - g. Is there a risk of infection from biological hazards associated with ponds etc. or waste materials and contamination?
4. Kept a written record of significant risk assessments and the control measures and systems of work adopted.
5. Records of the issue and receipt of any PPE.
6. Made sure that Managers and Supervisors understand the procedures and arrangements. Considered whether they needed any training.
7. Explained our system and arrangements to the workforce, ensured they are understood and provided further training where necessary.
8. Reported any incidence of a reportable injury or disease to the Enforcing Authorities.
9. Arranged to monitor and review the operation of this procedure from time to time and whenever an employee is harmed as a result of working near water hazards, making changes to the procedure identified as necessary or beneficial.

Information and advice on managing the risks from water hazards can be found in Guidance Note 4-33.

HAND ARM VIBRATION

We have a duty to protect our employees and others who might be affected from the ill health effects of hand arm vibration caused by the use of vibrating tools and equipment.

We do this by:

- Nominating senior staff members to manage and minimise the risk created by the use of vibrating tools and equipment.
- Making an assessment of the risks to our workforce from vibrating tools used in the course of their work.
- Developing and implementing strategies, procedures, Safe Systems of Work and control measures.
- Ensuring that the management of the strategy, procedures, Safe Systems of Work and control measures relating to hand arm vibration is undertaken by competent, trained personnel.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Undertaking Health Surveillance where this is necessary.
- Ensuring that all items of equipment are suitable for their task and subject to regular inspection by competent people.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from vibrating tools and equipment.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

HAND ARM VIBRATION

Action Check List

To protect workers and others from the risks to health from hand arm vibration we need to:

1. Consider our activities and identify where and when workers may be exposed to hand arm vibration.
2. Risk assess that work, identifying where exposure is above either the limit value or the action value set by law.
3. Where exposure is above the exposure limit take immediate steps to reduce exposure to below the limit value.
4. Identify control measures already in place and any additional measures that may be required to reduce exposure to below the limit value and so avoid risk.
5. Consider issues including;
 - a. Whether the job can be automated – eliminate exposure.
 - b. Whether the job can be done differently – reduce exposure.
 - c. Whether the job can be rotated between workers – reduce exposure.
 - d. Is the tool too powerful?
 - e. Are vibration levels high because tools are not well maintained?
 - f. Would a newer tool incorporate vibration reduction measures and reduce exposure?
6. Are any groups or individual workers at particular risk?
7. Is health surveillance required? If yes at what level?
8. Develop a procedure based on these considerations.
9. Explain these arrangements to our workforce. Ensure they are understood.
10. Provide training where required and information for staff nominated with responsibility.
11. Implement the procedure and ensure that it is followed in practice.
12. Report cases of HAV which result in a worker being unfit for work and which are confirmed by a medical practitioner to the Enforcing Authority.
13. Monitor and review the operation of this procedure from time to time and whenever a worker develops symptoms related to HAV exposure, making changes to the procedure identified as necessary or beneficial.

Information and advice on the control of Hand Arm Vibration can be found in Guidance Note - 5-1.

WHOLE BODY VIBRATION

We have a duty to protect our employees and others who might suffer from the effects of whole body vibration caused by the use of mobile and fixed work equipment.

We do this by;

- Nominating senior staff members to identify and minimise the risk from the use of vibrating work equipment.
- Making an assessment of the risks to our workforce from whole body vibration caused by the use of mobile and fixed work equipment in the course of their work.
- Developing and implementing strategies, procedures, Safe Systems of Work and control measures.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to whole body vibration is undertaken by competent, trained personnel.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Undertaking Health Surveillance where this is necessary.
- Ensuring that all items of equipment are suitable for their task and subject to regular inspection by competent people.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the vibration risks from mobile and fixed equipment.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

WHOLE BODY VIBRATION

Action Check List

To protect our workers from the ill health effects of whole body vibration we need to;

1. Consider our activities and identify where and when workers may be exposed to whole body vibration.
2. Risk assess that work, identifying where exposure is above either the limit value or the action value set by law.
3. Where exposure is above the exposure limit take immediate steps to reduce exposure to below the limit value.
4. Identify control measures already in place and any additional measures that may be required to reduce exposure below the action value and avoid risk.
5. Consider issues including:
 - a. Whether the job can be automated – eliminate exposure.
 - b. Whether the job can be done differently – reduce exposure.
 - c. Whether the job can be rotated between workers – reduce exposure.
 - d. Are vibration levels high because plant is not well maintained?
 - e. Would newer equipment have anti-vibration properties and reduce exposure?
6. Are any groups or individual workers at particular risk?
7. Is health surveillance required? If yes at what level?
8. Develop a procedure based on these considerations.
9. Explain these arrangements to our workforce. Ensure they are understood.
10. Provide training where required and information for staff nominated with responsibility.
11. Implement the procedure and ensure that it is followed in practice.
12. Report cases of whole body vibration which result in a worker being unfit for work and which are confirmed by a medical practitioner to the Enforcing Authority.
13. Monitor and review the operation of this procedure from time to time and after any identified case of whole body vibration syndrome, making changes identified as necessary.

Information and advice on the elimination and control of whole body vibration can be found in Guidance Note 5-2.

Safety Arrangement 5-3

ZOONOSSES

We have a duty to protect our employees and others from the risks of exposure to zoonoses as a result of our work activity.

We do this by:

- Nominating senior staff members to reduce the risks posed by zoonoses.
- Making a risk assessment of the risks from zoonoses to our workforce and others.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to zoonoses are undertaken by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from zoonoses.

The personnel responsible for above measures are identified within the Responsibility Table of our Health and Safety Policy.

ZOONOSSES

Action Check List

To protect workers from Zoonoses we need to:

1. Assess our work activity to identify where and when workers or the public may be exposed to zoonoses.
2. Where the incidence of a zoonose induced illness or disease is identified or reported, risk assess the task(s) undertaken, to identify where control measures are required.
3. Identify any workers with health issues that make them particularly susceptible to zoonoses.
4. Identify the control measures already in place and any additional measures that may be required.
5. Consider;
 - a. Animal husbandry – clean, well-tended livestock reduce the risk.
 - b. Working procedures – can direct contact with animals be eliminated or reduced?
 - c. Personal protective equipment.
 - d. Personal hygiene issues; washing and cleaning facilities – especially for mobile workers.
6. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Report any incidence of a reportable disease to the Enforcing Authorities.
11. Monitor and review the operation of this procedure from time to time and whenever an employee develops a zoonose related illness, make changes to the procedure identified as necessary or beneficial.

Information and advice on the control of Zoonoses can be found in our Guidance Note 5-3 - Zoonoses.

MANUAL HANDLING

We have a duty to ensure the safety, health and welfare of our employees and others who enter our premises from the risks present in manual handling activities.

We do this by:

- Nominating senior staff members to manage and identify load or lifting hazards.
- Making an assessment of the risks from manual handling to our workforce.
- Developing and implementing procedures and systems of work to reduce the risks from manual handling operations in the course of our business.
- Ensuring that any Manual Handling Risk Assessments are undertaken by competent, trained personnel.
- Eliminating the need for manual handling through the introduction of mechanical handling equipment or other alternatives where this is reasonably practicable.
- Regularly inspecting the premises to identify any new processes, personnel or changes to the building's structure which would trigger the need for re-assessment.
- Employees and others adhering to the contents of procedures, control measures and Safe Systems of Work.
- Providing and recording job-based training for employees with manual handling tasks.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from manual handling.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

MANUAL HANDLING

Action Check List

To protect our workforce and others from the risk of injury while manual handling loads we need to;

1. Assess the risks to our workforce from handling loads. This includes lifting and carrying as well as pushing and pulling loaded containers.
2. Have a nominated Manager to lead the process.
3. Consider;
 - a. What we have to move - its size and shape.
 - b. The weight.
 - c. The frequency.
 - d. Which of our workforce is involved? Do some handle loads more frequently than others?
 - e. Can we reduce the need for movement? Are there mechanical aids we could use? Can we use them?
 - f. Can we adapt our processes to reduce the risk?
 - g. Have our workforce been trained in manual handling techniques for the products and goods that they handle in the course of their work?
 - h. Where team lifting is employed have the workers been trained in the same system?
 - i. Are the floors suitable and maintained for the work that goes on?
 - j. Are there extremes of temperature?
 - k. Are any groups or individual workers at particular risk?
 - l. Is health surveillance required? If yes at what level?
4. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
5. Involve workers in developing a procedure based on these considerations.
6. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain these arrangements to our workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Monitor and review the operation of this procedure from time to time and after any ill health or back injury, making changes identified as necessary
10. Where employees are injured in an accident involving manual handling or are diagnosed with ill-health on account of manual handling at work report, to the enforcing authorities, those cases that fall into a reportable category. (Guidance Note 1-3 explains what is reportable).

Information and advice, including a template for Manual Handling Risk Assessments, can be found in our Guidance Note 5-9 – Manual Handling.

DISPLAY SCREEN EQUIPMENT

We have a duty to protect the safety, health and welfare of our workforce from the risk involved in the use of display screen equipment (DSE).

We do this by:

- Nominating senior staff members to identify and reduce risks from the use of display screen equipment.
- Assessing the risks from display screen equipment to each member of our workforce who uses them.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to the use of display screen equipment are undertaken by competent, trained personnel.
- Providing and using personal protective equipment where appropriate.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from display screen equipment.

The personnel responsible for the DSE assessment process and these measures are identified in the Responsibility Table of our Health and Safety Policy.

DISPLAY SCREEN EQUIPMENT

Action Check List

To protect workers from the risks from display screen equipment we need to:

1. Appoint a member or members of staff and train them to become a competent assessor for display screen equipment.
2. Assess our work activity to identify where and when workers use display screen equipment.
3. Ensure all display screen users complete a Self-Assessment Questionnaire which can be found in Guidance Note 5-11.
4. Identify any workers with health issues that make them particularly susceptible to problems in using display screen equipment.
5. Identify the control measures already in place and any additional measures that may be required.
6. Consider the issues, including;
 - a. Furniture
 - b. Screen size
 - c. Lighting; reflections and glare
 - d. Rest breaks; rotating work activity
 - e. Eye sight tests
 - f. Home and off-site users of display screen equipment
 - g. Self-assessments and follow-up.
7. Keep a written record of all risk assessments, whether self-assessments or assessments by trained assessors and the control measures and systems of work adopted.
8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Report any incidence of reportable ill health caused by the use of display screen equipment to the Enforcing Authorities.
12. Monitor and review the operation of this procedure from time to time and whenever an employee develops a display screen equipment related illness, make changes to the procedure identified as necessary or beneficial.

Advice and guidance on health, safety and welfare in the use of display screen equipment can be found in Guidance Note 5-11.

LEGIONELLA CONTROL

We have a duty to protect the health of our workforce and others affected by our activities from the risk of infection by Legionella Pneumophila from our hot water and cooling systems. We have to assess the risk of infection and attempt to eliminate that risk or implement suitable control measures.

We do this by:

- Nominating senior staff members to manage water sources within our premises and to reduce the risks posed by legionella.
- Making an assessment of the risks from legionella to our workforce and others.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to Legionella are undertaken by competent, trained personnel.
- Ensuring that the correct testing and treatment regimes are implemented and recorded in accordance with prescribed legislation.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from legionella.

The personnel responsible for the above measures are identified in the Responsibility Table of our Health and Safety Policy.

LEGIONELLA CONTROL

Action Check List

To protect the health of our workforce and others from the risks of Legionella Pneumophilia from our hot water and cooling systems we need to;

1. Appoint a responsible person to coordinate our approach and take day-to-day responsibility for the control and identification of risks from legionella.
2. Ensure that they have sufficient information, training and competence for the task.
3. Consider our activities and identify where and when workers and others may be exposed to the risk of legionella infection.
4. Assess our hot water and cooling systems for risks to health.
5. Consider if exposure can be eliminated; or how to control and manage the continuing risks.
6. Identify any control measures already in place and any additional measures that may be required to avoid or reduce risk.
7. Considerations should include;
 - a. Do we have any cooling towers; are they open or closed?
 - b. Do we have extensive hot water systems?
 - c. Do we store hot water above or below 60°C?
 - d. Does the hot water system have any 'dead legs' or rarely used outlets?
 - e. Have we tested for the presence of legionella? Who makes the tests, how often?
 - f. Are the testers competent and the results valid?
 - g. Do we treat the water systems to control legionella?
 - h. Can we eliminate the risks? How should we control the risks?
8. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
9. Develop a procedure based on these considerations.
10. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
11. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
12. Implement the procedure and ensure that it is followed in practice.
13. Report any incidence of legionella to the Enforcing Authorities.
14. Monitor and review the operation of this procedure from time to time and whenever an employee develops legionella, and make changes to the procedure identified as necessary or beneficial.

Advice and guidance on the control of legionella can be found in Guidance Note 5-12.

USE OF CHEMICAL AGENTS AND SUBSTANCES

We have a duty to ensure the safety, health and welfare of our employees and others who may be affected by our work activities from the harmful effects of exposure to hazardous substances in the course of our business.

We do this by:

- Nominating senior staff members to identify chemical agents or hazardous substances encountered in the course of our business and the hazards posed by them.
- Developing and implementing risk assessments, procedures or Safe Systems of Work and control measures.
- Ensuring that any risk assessments are undertaken by competent, trained personnel.
- Employees and others adhering to the contents of the developed procedures, control measures and Safe Systems of Work.
- Providing safe equipment for use with hazardous substances.
- Providing sufficient personal protective equipment.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from chemical substances.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

USE OF CHEMICAL AGENTS AND SUBSTANCES

Action Check List

To protect our employees and others who may be affected by our work activities from the harmful effects of exposure to chemical and hazardous substances in the course of our business we need to;

1. Make an inventory of every hazardous substance used in the course of our business and those that could be generated as a by-product of our business processes.
2. Assess the hazardous substances we use and encounter and the risks that they pose to health and safety because of the quantities to which people are exposed or the way that we use them.
3. Assess or measure the levels of hazardous substances to which our workforce is exposed.
4. Identify the control measures that we should adopt.
5. Consider relevant matters including;
 - a. What hazardous substances do we use?
 - b. Are any hazardous substances created by the work we do?
 - c. Who might be exposed?
 - d. Where and when?
 - e. What are the levels they are exposed to?
 - f. How does this compare with the Workplace Exposure Limits?
 - g. Can we eliminate the risk entirely?
 - h. How do we reduce exposure?
 - i. What control measures are appropriate?
6. Record details of our assessments, measurements, results and any controls subsequently introduced.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Inform, instruct and train workers about the hazardous substances we use, the risks, exposure levels in the workplace and any control measures introduced.
9. Implement the procedure and ensure that it is followed in practice.
10. Report any incidence of a reportable disease to the Enforcing Authorities.
11. From time to time check that the control measures are still working and that exposure levels are being controlled below the Workplace Exposure Limit.
12. Monitor and review the operation of this procedure from time to time and whenever hazardous substances give rise to incident, injury or ill-health, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on controlling exposure to chemical substances can be found in Guidance Note 5-14.

ASBESTOS AT WORK

Duty to Identify, Control and Manage

We have a duty to ensure that people working for us are not exposed to asbestos containing materials in the course of their work and that we do not expose other people to the risk of exposure to asbestos as a result of our work activity.

Because our business does not operate from commercial premises our workforce only faces the risk of exposure to asbestos containing materials when working at customer premises.

We need to control this potential hazard and we do this by;

- Seeking, as a matter of course, information from businesses on whose premises or on whose behalf we work about the potential presence of asbestos containing materials and their Asbestos Management Plan; carefully considering our action where none is available.
- Making information available to our workforce.
- Making sure that our workers are trained and able to assess and identify materials that might contain asbestos, and that they know what to do if they come across them.
- Nominating senior staff members to manage this process and to develop and implement procedures, Safe Systems of Work and control measures.
- Where we know that asbestos containing materials are present, making sure that our workforce is fully aware and that the work activity is arranged so as to avoid their disturbance.
- Employees and others adhering to the contents of procedures, control measures and Safe Systems of Work.
- Employing competent trained personnel.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from asbestos.

The personnel responsible for the asbestos register and all of the above measures are identified in the Responsibility Table of our Health and Safety Policy.

ASBESTOS AT WORK

Duty to Identify, Control and Manage

Action Check List

To protect our workforce from the risk of exposure to asbestos from asbestos containing materials when working at other people's premises we need to;

1. Ask to see a copy of an asbestos register and asbestos management plan at all business premises. If neither is produced, carefully consider whether we should continue with the work.
2. Identify whether the work we are engaged to do involves a risk of disturbing asbestos containing materials (ACMs).
3. Make sure this information is passed to the members of our workforce who are given the task.
4. Make sure our workforce has received asbestos awareness training and has the ability to identify potential ACMs, especially when working at domestic premises.
5. Give our workforce clear instruction about what to do in the event of disturbing materials that they suspect of containing asbestos.
6. Authorise our workers to stop work and call for advice when they discover materials that they suspect to contain asbestos.
7. Make sure that managers and supervisors have the knowledge and competence to respond properly to such situations.
8. Use licensed contractors for work involving the protection and removal of damaged ACMs.
9. Explain our arrangements to supervisors and workers. Ensure they are understood.
10. Implement this procedure and ensure that it is followed in practice.
11. Keep records of client premises where the presence of asbestos containing materials is likely.
12. Review the operation of this procedure at least annually.

Information and advice on the control and management of asbestos in buildings can be found in Guidance Note - 5-16.

ASBESTOS AT WORK

Duty to Identify, Control and Manage

We have a duty to ensure that the presence of asbestos containing materials in our buildings is identified and managed so that people using the buildings and contractors working on the buildings are not exposed to health risks associated with asbestos. We also need to be able to identify, manage and control exposure to asbestos containing materials when we work at customers' sites.

Because our premises were built after 1999 we can be certain that they do not contain asbestos or any asbestos containing materials.

However, in the course of our business, due to the nature of our work, our employees are at risk, of exposure to asbestos or asbestos containing materials at clients' premises. We need to control this potential hazard and we do this by;

- Carrying out a full survey of the premises to identify all asbestos containing materials.
- Seeking, as a matter of course, information from businesses on whose premises or on whose behalf we work about the potential presence of asbestos containing materials and their Asbestos Management Plan.
- Making this information available to our workforce.
- Making sure that our workers are trained and able to assess, identify and safely handle materials that contain asbestos.
- Nominating senior staff members to manage this process and to develop and implement procedures, Safe Systems of Work and control measures.
- Where asbestos containing materials are present, we make sure that our workforce is fully aware and that the work activity is carried out so as to prevent exposure.
- Ensuring that employees and others adhere to procedures, control measures and Safe Systems of Work.
- Ensuring that our employees are fully trained and competent to carry out the required works.
- Ensuring that asbestos containing materials are stored securely and disposed of via specialist licenced waste handling contractors.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from asbestos.

The personnel responsible for the asbestos register and all of the above measures are identified in the Responsibility Table of our Health and Safety Policy.

ASBESTOS AT WORK

Duty to Identify, Control and Manage

Action Check List

To protect our workforce from the risk of exposure to asbestos from asbestos containing materials when working at other people's premises we need to;

1. Ask to see a copy of an asbestos register and asbestos management plan at all business premises.
2. Carry out a survey of the site to ensure that all asbestos containing materials (ACMs) in the work area are identified.
3. Make sure this information is passed to the members of our workforce who are given the task.
4. Make sure our workforce has received asbestos awareness and has the ability to identify and handle ACMs.
5. Maintain a register of works and where necessary, provide medical screening.
6. Authorise our workers to stop work and call for advice if they are concerned that ACMs are not being handled, stored or disposed of in the correct manner.
7. Provide suitable and sufficient PPE and RPE, ensure that employees are trained in the correct use of the equipment and where necessary, carry out face fit testing.
8. Make sure that managers and supervisors have the knowledge and competence to properly respond to such situations.
9. Use licensed contractors for work involving the disposal of ACMs.
10. Explain our arrangements to supervisors and workers. Ensure they are understood.
11. Implement this procedure and ensure that it is followed in practice.
12. Ensuring that work areas are made secure so as to prevent unauthorised access by others during the removal process.
13. Ensure that all ACM removal works are carried out according to the requirements for Non-Licensed asbestos removal
14. Where necessary, notify the Health and Safety Executive, Local Authority or Office of Rail and Road of intended works.
15. Review the operation of this procedure at least annually.

Information and advice on the control and management of asbestos in buildings can be found in Guidance Note - 5-16.

CONTROL OF NOISE AT WORK

We have a duty to protect the hearing of our workforce and others who might be affected by exposure to excessive levels of noise from our work activities.

We do this by:

- Nominating senior staff members to identify where we need to take action and to manage the action we need to take.
- Assessing the risks to employees and others from work related noise.
- Taking measurements of exposure to noise to identify where statutory action levels apply.
- Developing and implementing control measures, strategies, procedures and Safe Systems of Work.
- Undertaking hearing surveillance if identified as appropriate.
- Ensuring that employees and others adhere to procedures and Safe Systems of Work
- Providing adequate personal protective equipment.
- Providing and recording relevant training for employees.
- Ensuring that all items of equipment are suitable for their task and subject to regular maintenance and noise inspections by competent engineers
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from noise.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

CONTROL OF NOISE AT WORK

Action Check List

To ensure the safety of our employees and others whilst working in areas where they could be exposed to excessive noise levels we need to;

1. Assess our work activity to identify where and when workers or others may be exposed to noise levels identified as harmful to hearing.
2. Arrange for measurements of actual noise levels to inform how the issue is managed.
3. Where a risk of hearing damage is identified assess workers' exposure to those noise levels and identify where action is required.
4. Involve the workforce in these assessments and in the identification of noise controls – noise reduction measures and or the use of hearing protection.
5. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.
6. Consider among other issues;
 - a. First Action Level, Second Action Level, Peak Exposure Value.
 - b. Regular maintenance of machinery can reduce noise emissions.
 - c. Reduction of noise at source.
 - d. Attach deadening to panels etc. that amplify or reflect sound.
 - e. Install sound absorbing materials.
 - f. Replace ageing noisy equipment with new silenced equipment.
 - g. Isolate noise sources.
 - h. Warning signs
 - i. Audiometry
 - j. Hearing protection.
7. Develop procedures, programmes and practices tailored to our workplace.
8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and whenever anyone reports hearing damage, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on the control of noise can be found in Guidance Note 5-17.

STRESS IN THE WORKPLACE

We recognise that we have a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress.

We do this by;

- Nominating senior staff members to consider and manage the issue of work related stress.
- Developing and implementing a policy for identifying and managing work related stress.
- Involving our workforce in the development of this policy and our procedures.
- Providing information about the policy to all workers.
- Training Managers and Supervisors to recognise symptoms of work related stress.
- Ensuring that the policy is adopted and followed.
- Ensuring employees know what to do if they suspect they, or a colleague, are suffering from stress.
- Providing counselling or occupational health services and support.
- Monitoring and reviewing the policy and procedures; using our experience of operating these arrangements we aim to make improvements to the way we manage ill health caused by work related stress.

The personnel responsible for monitoring and implementing the above policy are identified in the Responsibility Table of our Health and Safety Policy.

STRESS IN THE WORKPLACE

Action Check List

To protect our workforce from ill health caused by work related stress we need to;

1. Assess our work activities to identify where and when workers or others may experience unacceptable levels of work related stress.
2. Prepare a stress policy and plan of action when a worker is identified as suffering ill health on account of work related stress.
3. Involve the workforce in developing the policy and plan of action.
4. Identify any control measures already in place and the additional measures or actions that may be required. Refer to published trade guidance and advice.
5. Consider among other issues;
 - a. The outward signs of stress;
 - i. emotional. Fatigue, anxiety, poor motivation in general.
 - ii. cognitive. Making mistakes, having accidents.
 - iii. behavioural. Deteriorating relationships with colleagues, irritability, indecisiveness, absenteeism, excessive smoking or drinking, overeating etc.
 - iv. physiological, Increased complaints about health - headaches, dizziness etc.
 - b. Stress risks assessments.
 - c. Support to an employee who is experiencing stress whether work related or not e.g. following a bereavement or separation.
 - d. The effect of new or changed roles without adequate training.
 - e. The effect of poor communication during times of change
 - f. Excessive workloads, long working hours, unsocial hours.
 - g. Working alone
 - h. Employees having to cover for the poor performance or attendance of colleagues.
 - i. Do employees have developmental opportunities.
 - j. Bullying and harassment by Managers, Supervisors and colleagues.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that Managers and Supervisors understand the policy and procedure. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the policy and procedure and ensure that it is followed in practice.
10. Monitor and review the operation of the policy and procedure from time to time and following any case of ill health caused by work related stress, making changes to the procedure identified as necessary or beneficial.

Further advice and information on work related stress can be found in Guidance Note 5-18.

AGGRESSION AND VIOLENCE

We recognise that we have a duty to take action to reduce so far as is reasonably practicable the risk of aggression and violence to our workforce whilst at work which arise from clients and/or the nature of our work.

We do this by:

- Nominating senior staff members to consider and manage the issue of aggression and violence at work.
- Developing and implementing a policy for identifying and managing work where there are risks of aggression and violence.
- Involving our workforce in the development of this policy and our procedures.
- Providing information about the policy to all workers.
- Training Managers and Supervisors to recognise work activities and locations where there are higher than normal risks of work related violence and aggression.
- Ensuring that the policy is adopted and followed.
- Ensuring employees know what to do if they suspect they, or a colleague, are under threat of violence or aggression at work.
- Providing counselling or occupational health services and support.
- Monitoring and reviewing the policy and procedures; using our experience of operating these arrangements we aim to make improvements to the way we manage the risk of injury or ill health caused by work violence and aggression.

The personnel responsible for monitoring and implementing the above policy are identified within the Responsibility Table of our Health and Safety Policy.

AGGRESSION AND VIOLENCE

Action Check List

To protect our workforce from injury or ill health caused by violence and aggression at work we need to;

1. Assess our work activities to identify where workers may be subjected to violence or aggression from clients or other people as a result of their work activities.
2. Prepare a policy and plan of action to deal with aggression and violence at work.
3. Involve the workforce in developing the policy and plan of action.
4. Identify any control measures already in place and the additional measures or actions that may be required. Refer to published trade guidance and advice. Take advice from the Police.
5. Consider among other issues;
 - a. Recognising where and why workers may be at risk.
 - b. Systems to allow the reporting of aggression and threats of violence at work.
 - c. Handling incidents – calling the police.
 - d. Security screens and alarms.
 - e. Workplace layout – make it difficult for aggressors to reach workers.
 - f. Lone working and security for workers off site.
 - g. Training workers to identify the early signs of aggressive behaviours and conflict management techniques.
 - h. Counselling.
 - i. Special arrangements for dealing with clients and people known to be aggressive or a risk to staff.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Record details of our assessment, the controls in force and additional measures planned.
8. Make sure that Managers and Supervisors understand the policy and procedure. Consider whether they need any training.
9. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
10. Implement the policy and procedures and ensure that it is followed in practice.
11. Monitor and review the operation of the policy and procedure from time to time and following any case of injury or ill health caused by aggression or violence at work, making changes to the procedure identified as necessary or beneficial.

Further advice and information on work related aggression and violence can be found in Guidance Note 5-19.

CONTRACTOR CONTROL AND MANAGEMENT

To enhance the safety of our workforce and others, we implement effective methods to reduce the risks presented by the use of contractors and subcontractors.

We ascertain the competence of contractors and subcontractors and ensure our employees and others are adequately protected from the risks posed by situations where these groups are engaged and put systems into place to achieve this.

We do this by:

- Nominating senior staff members to coordinate and plan the selection of suitable, competent contractors or subcontractors.
- Requesting and reviewing the suitability and adequacy of the health and safety documentation submitted by the contractor or subcontractor.
- Checking the competence of contractors and subcontractors.
- Requesting a 'method statement' for the work.
- Ensuring that contractors and subcontractors adhere to their method statement and safety documentation.
- Ensuring that the contractors or subcontractors are aware of the procedures and risk assessments for any of our work processes that may affect them.
- Ensuring that contractors and subcontractors comply with our site specific company rules **(SafetyRecords)**.
- Ensuring that any equipment used is inspected and tested at frequencies defined within current legislation and evidence of this can be supplied **(SafetyRecords)**.
- Reviewing our own and contractors' systems.

The personnel responsible for the overseeing of contractors and subcontractors and the measures above are identified within the Responsibility Table of our Health and Safety Policy.

CONTRACTOR CONTROL AND MANAGEMENT

Action Check List

To ensure the safety of our employees and others when we have contractors working on our premises we need to be sure of their ability to control of health and safety from their work. We need to;

1. Assess the hazards and risks to our workforce that may be created by contractors working on our premises.
2. Assess the hazards and risks to the contractors from their presence on our premises.
3. Involve the workforce and the contractors in these assessments and in the identification of appropriate control measures.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance, published Standards, etc.
5. Consider among other issues;
 - a. What will the contractor be doing? Where will they be doing it and when?
 - b. Does this put any of our staff at risk? Will our processes put the contractor or their staff at risk?
 - c. Should the contractor work only when our workforce is not present?
 - d. What knowledge do we have of the contractor's ability to manage health and safety?
 - e. Do we need to ask them to complete a pre-contract questionnaire or a method statement for the work?
 - f. Will they provide their own equipment - do they expect to use any of ours?
 - g. Will any plant they bring on site present risk to our workforce?
 - h. Does the place where the contractors will be working need to be fenced off to protect them from our work activities or vice versa?
 - i. Are their workers trained and competent?
 - j. Will the contractor's workers understand our rules, instructions and signs?
 - k. How well the contractor manages staff working on our site.
6. Develop procedures, programmes and practices for the times when contractors are working on our premises.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and following any incident, injury or case of ill health, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety during contract work can be found in Guidance Note 7-2.

CONSTRUCTION DESIGN AND MANAGEMENT PRINCIPAL CONTRACTOR

We recognise that when we are appointed to act as principal contractor for construction work (including building maintenance, refurbishment and demolition) we have specific responsibilities under the Construction (Design and Management) Regulations 2015.

We have made arrangements to comply with our legal responsibilities by;

- Nominating an individual member of senior management to take responsibility for managing our input into each specific CDM project.
- Providing them with sufficient training and resources.
- Co-operating and working with our client and the principal designer.
- Taking on client responsibilities in domestic projects when required.
- Reviewing compliance with the regulations and health and safety standards on site both during and on completion of each project.
- Making an assessment of the risks to our workforce from construction work.
- Developing and implementing strategies, procedures, Safe Systems of Work and control measures.
- Ensuring that the management of the procedures, Safe Systems of Work and control measures is undertaken by competent, trained personnel.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Undertaking Health Surveillance where this is necessary.
- Ensuring that all items of equipment are suitable for their task and subject to regular inspection by competent people.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage construction activities.
- Contributing to or building a project health and safety file as necessary.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

CONSTRUCTION DESIGN AND MANAGEMENT PRINCIPAL CONTRACTOR

Action Check List

When our company is in the role of a CDM principal contractor the person we have designated to manage our input needs to ensure that;

- All relevant personnel are suitably trained and competent.
- We co-operate and coordinate information and work with our client, the principal designer and all other parties involved in the construction design and management process so as to ensure the health and safety of construction workers and others who may be affected by the work.
- All identifiable hazards and risks are reported accordingly.
- Unless the client has assigned the client's duties elsewhere on domestic projects we take on the duties of the client
- The general principles of prevention are taken into account and implemented for all aspects of the work.
- So far as is possible we eliminate hazards and reduce risks.
- A construction phase plan is developed and the construction phase is planned, managed and monitored in liaison with designers and contractors.
- We prepare, develop and implement detailed site rules.
- We disseminate relevant parts of the plan to contractors.
- All site workers and visitors receive a proportionate site induction.
- Suitable welfare facilities are provided from the start to the end of the project.
- All appointees are competent.
- The training needs of site workers are met.
- Workers are consulted on health and safety issues.
- We liaise with the principal designer regarding ongoing design developments and changes.
- Site security is adequate.
- All of our managers and supervisors understand what is required of them and that health and safety is actively managed.

Advice and guidance on the Construction (Design and Management) Regulations 2015 can be found in Guidance Note 7-4.

CONSTRUCTION DESIGN AND MANAGEMENT SUB-CONTRACTOR

We recognise that when we are appointed to act as a sub-contractor for construction work (including building maintenance, refurbishment and demolition) we have specific responsibilities under the Construction Design and Management Regulations.

We have made arrangements to comply with our legal responsibilities by;

- Nominating an individual member of senior management to take responsibility for managing our input into each specific CDM project.
- Providing them with sufficient training and resources.
- Reviewing compliance with the regulations and health and safety standards on site both during and on completion of each project
- Making an assessment of the risks to workers from construction work.
- Developing in conjunction with the Principal Designer, Principal Contractor and Client strategies, procedures, Safe Systems of Work and control measures.
- Ensuring that these procedures and strategies are adopted by all parties.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage construction activities.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

CONSTRUCTION DESIGN AND MANAGEMENT SUB-CONTRACTOR

Action Check List

When our company is in the role of a CDM sub-contractor the person we have designated to manage our input needs to ensure that;

- All relevant personnel are suitably trained and competent.
- We co-operate and coordinate information and work with the client, principal designer, principal contractor and other parties involved in the construction design and management process so as to ensure the health and safety of construction workers and others who may be affected by the work.
- We take full account of the construction phase plan.
- All identifiable hazards and risks are managed accordingly.
- The general principles of prevention are taken into account and implemented for all aspects of the work.
- All work duties are correctly planned, managed and monitored.
- All our workers are competent – including our sub-contractors.
- Our workers are trained to the required level.
- Information is provided to the workers.
- There are adequate welfare facilities for the workers.
- Our managers understand our rules and arrangements and manage competently.

When a project is notifiable we will need to take these additional measures;

- Check that the client is aware of duties imposed, that a principal designer and principal contractor have been appointed and that the HSE has been notified prior to work commencing.
- Co-operate with the principal designer and principal contractor in planning and managing work, including reasonable directions and site specific rules.
- Provide details of our sub-contractors to the principal designer and principal contractor.
- Provide any information needed for the health and safety file.
- Inform the principal contractor of problems with the construction phase plan.
- Inform the principal contractor of reportable accidents, diseases and dangerous occurrences.

Advice and guidance on the Construction Design and Management Regulations can be found in Guidance Note 7-4.

EXCAVATIONS

We have a duty to consider the factors that need to be considered when planning excavations, during the setting up of the work and when people need to work in or close to an excavation. We recognise that we have specific responsibilities under the Construction Design and Management Regulations to effectively manage excavations.

We have made arrangements to comply with our legal responsibilities by;

- Nominating an individual member of management to take responsibility for managing excavation operations.
- Providing them with sufficient training and resources.
- Employment of competent persons in relation to excavations.
- Reviewing compliance with the Construction (Design and Management) regulations on site.
- Completing a risk assessment for any works involving excavation which takes into consideration the potential for the sides to collapse and the need for a support structure.
- Implementing an inspection regime of excavations and support systems by a competent person with records retained on site and then kept at Head Office for three months.
- Co-operating with and explaining our arrangements and procedures to designers and other contractors working on the site.
- Ensuring that these procedures are adopted by all parties who may be affected by excavations or who may affect excavations through their activities.
- Monitoring and reviewing our systems with the aim of making improvements to the way we manage excavations.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

EXCAVATIONS

Action Check List

To protect the health, safety and welfare of our workers from the risk of excavations we need to:

- Conduct a risk assessment for any works to be undertaken. This is to be completed by a competent person and needs to consider the following hazards:
 - ☆ Collapse of the sides, potentially by surcharging the excavation.
 - ☆ Underground and overhead services.
 - ☆ Contaminated ground.
 - ☆ Fall of persons, materials, plant or equipment into the excavation.
 - ☆ Confined spaces.
 - ☆ Flooding.
 - ☆ Moving plant.
 - ☆ Lift operations.
 - ☆ Undermining adjacent structures.
- Use trenchless techniques where possible.
- Ensure the excavation is adequately supported, taking full account of the type of excavation, nature of the ground, groundwater conditions and the surcharge of sides of the excavation. Support systems are to be subject to inspection and maintenance.
- Provide adequate lighting and ventilation and safe access into and out of the excavation.
- Ensure suitable steps are taken to secure and guard the excavation to prevent any person, vehicle, plant or equipment, or any accumulation of earth and other materials from falling into the excavation.
- Ensure traffic routes are planned so no vehicles or plant go near excavations. Where this is unavoidable then stop blocks are to be used and support systems will account for this extra load and surcharge.
- If the excavation is also classified as a Confined Space then further controls as required by the Confined Spaces Regulations must be implemented.
- **Ensure that every supervisor and worker involved in excavation works has been trained in the hazards and risks associated with the work and are also inducted and given instruction on the specific arrangements applicable to each site on which they work.**
- Monitor working activities by workers within and near the excavation to ensure that specific site precautions and arrangements are observed.
- Implement an inspection regime by a competent person with records retained on site and then kept at Head Office for three months.

Advice and guidance on Excavations can be found in Guidance Note 7-6, Excavations. Where the excavation is also a confined space Guidance Note 4-24, Confined Spaces gives further information and advice.

DEMOLITION

We have a duty to understand the potential problems associated with demolition be it large scale or the removal of a single element or part removal of a structure. We recognise that under the Building Acts and the Construction Design and Management Regulations we have specific responsibilities to effectively manage demolition activities.

We have made arrangements to comply with these legal responsibilities by;

- Nominating an individual member of management to take responsibility for managing demolition activities and providing them with sufficient training and resources.
- Ensuring that an asbestos survey as defined in HSG264 has been carried out before beginning any work on site, whether demolition or refurbishment.
- Ensuring that a pre-demolition survey is completed to identify the implications of the demolition.
- The employment of a competent demolition contractor.
- Ensuring all statutory notifications are made at the appropriate times.
- Developing and following a suitable and sufficient demolition plan; ensuring it is current and up to date, taking account of site progress and any issues that arise.
- Making an assessment of the risks to workers from the demolition to determine methods and sequences of work.
- Ensuring that any demolition carried out is in compliance with BS 6187.
- The instruction and training of our workforce in both the general requirements for safe demolition and the specific requirements of the site on which they are working.
- Implementing a daily inspection regime to ensure that safe procedures are being followed.
- Co-operating with and explaining our arrangements and procedures to designers and other contractors working on the site.
- Monitoring and reviewing our systems with the aim of making improvements to the way we manage the demolition.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

DEMOLITION

Action Check List

To protect the health, safety and welfare of our workers from the risk of demolition operations we need to:

- Ensure that the appropriate surveys are completed to identify the implications of the demolition project and to feed information into the Demolition Plan.
- Ensure that any demolition works are planned and implemented using systems of work that consider safety, health and the environment.
- Ensure that statutory notifications are completed in conformance of the Building Act, Construction (Design and Management) Regulations, Control of Asbestos Regulations and Hazardous Waste Regulations.
- Ensure that a competent demolition contractor is appointed and demolition operatives are suitably trained and competent in demolition operations (CITB Card Scheme on behalf of the National Demolition Training Group).
- Ensure that every supervisor and worker involved in demolition has been trained in the hazards and risks associated with the work and are also inducted and given instruction on the specific arrangements applicable to each site on which they work.
- Ensure demolition is conducted in accordance with the Code of Practice (BS6187) to which all demolition contractors should be working.
- Ensure that appropriate risk assessments and method statements have been developed to identify the correct sequence of carrying out the work with the necessary tools, equipment and people required.
- Monitor safe working activities by implementing a daily inspection regime of those involved in the demolition and those who may be affected or who may affect the operation.

Advice and guidance on Demolition can be found in Guidance Note 7-7, BS 6187 Code of Practice for Full or Partial Demolition and guidance produced by the National Federation of Demolition Contractors.

TEMPORARY WORKS

We have a duty to ensure that any temporary works carried out by ourselves are properly thought out and managed to ensure the project is successful. We recognise that the main statutory requirements stem from the Construction Design and Management Regulations and that to effectively manage temporary works the work must be correctly planned, designed, constructed, supervised and managed site by site.

We have made arrangements to comply with our legal responsibilities by;

- Nominating a designated individual to establish and implement temporary works procedures and providing them with sufficient training and resources.
- Appointing a Temporary Works Co-ordinator (TWC) who is trained and familiar with their duties as specified in BS 5975 and providing them with sufficient training and resources.
- Appointing Temporary Works Supervisors (TWS) where appropriate who are similarly trained and competent in their duties.
- Employing competent designers or contractors for the type of temporary works to be conducted and ensuring that they are fully briefed.
- Making an assessment of the risks to workers from the temporary works to determine methods and sequences of work.
- Ensuring that any temporary works carried out are in compliance with BS 5975.
- Implementing a permit system to ensure that no temporary works are loaded or unloaded without the authorisation of the TWC.
- Implementing an inspection regime to ensure that safe procedures are being followed and that systems and equipment are fit for purpose. The use of checklists should consider site specific situations and be appropriate for the type of temporary works.
- Training our workforce to recognise the hazards and understand how we control the risks on site;
- Co-operating with and explaining our arrangements and procedures to designers and other contractors working on the site.
- Monitoring and reviewing our systems with the aim of making improvements to the way we manage temporary works.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

TEMPORARY WORKS

Action Check List

To protect the health, safety and welfare of our workers from the risk of temporary works we need to:

- Ensure that designated Temporary Work Co-ordinators and Temporary Work Supervisors (where appropriate) trained and familiar with their duties have been appointed.
- Be sure that site managers have also received sufficient and appropriate training so that they can maintain an overview of temporary works.
- Ensure that a temporary works register is held on site and maintained throughout the project. The register will contain a brief description, details of parties designing and executing the work and significant dates.
- Ensure competent designers and contractors are appointed and operatives are suitably trained and competent for the type of temporary works to be conducted.
- Ensure that every supervisor and worker involved in temporary works has been trained in the general hazards and risks associated with the work and are also inducted and given clear instruction on the specific arrangements applicable to each site on which they work.
- Ensure that appropriate risk assessments and method statements have been developed to identify the correct sequence of carrying out the work with the necessary tools, equipment and people required.
- Ensure temporary works is conducted in accordance with the Code of Practice (BS5975) which is the accepted core document for temporary works.
- Monitor safe working activities by implementing an inspection regime of those involved in temporary works and those who may be affected or who may affect the operation.

Advice and guidance on Demolition can be found in Guidance Note 7-8 and BS 5975 Code of Practice for temporary works procedures and the permissible stress design of falsework.

MOBILE PLANT AND VEHICLES

We have a duty to consider the factors that need to be considered by mobile plant and vehicles. To effectively manage mobile plant and vehicles we recognise that effective planning and control of mobile plant operations, adequate checking, inspection and maintenance of plant combined with thorough training, assessment and briefing of personnel will reduce the level of risk. We also recognise that we have specific responsibilities under the Construction (Design and Management) Regulations 2015 to effectively manage the movement of vehicles on sites.

We have made arrangements to comply with our legal responsibilities by;

- Nominating an individual member of management to take responsibility for managing mobile plant and providing them with sufficient training and resources.
- Employing trained and competent people to operate plant and briefing them on the tasks to be carried out. Training is provided or recognised through nationally recognised schemes such as the Construction Plant Competence Scheme (CPCS).
- Ensuring that the rated capacity and design limitations of mobile plant is never exceeded and that where a specific design of mobile plant is required for a specific task it is supplied and used.
- Completing risk assessments for all mobile plant operations and implementing practical measures to ensure the safe movement of pedestrians, mobile plant and vehicles on site.
- Implementing an inspection and maintenance regime and, where appropriate, thorough examination for mobile plant by a competent person with records retained on site.
- Co-operating with and explaining our arrangements and procedures to all parties on the site.
- Ensuring that these procedures are adopted by all parties who may be affected by mobile plant or vehicles.
- Monitoring and reviewing our systems with the aim of making improvements to the way we manage the movement of mobile plant and vehicles.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

MOBILE PLANT AND VEHICLES

Action Check List

To protect the health, safety and welfare of our workers from the risk of mobile plant and vehicles we need to:

- Conduct a risk assessment for the movement of mobile plant and vehicles. This is to be completed by a competent person and needs to consider the following:
 - ☆ Establishment of pedestrian routes that are segregated from mobile plant and vehicles, either by a safe distance or by physical barriers.
 - ☆ Traffic routes that minimise congestion and risk of collision.
 - ☆ Speed limits.
 - ☆ One way systems.
 - ☆ Parking areas.
 - ☆ Excavations and trenches.
 - ☆ Ground conditions and stability.
- Ensuring that all personnel involved in the planning, supervision and carrying out of mobile plant operations are adequately trained, medically fit and competent for their role.
- Ensuring that mobile plant operators are familiar with the specific machine they are operating including attachments such as quick hitches. This will include records of all familiarisation training.
- Ensure that the right machine is chosen and is capable for the task and considers the following:
 - ☆ Stability under all foreseeable operating conditions.
 - ☆ Access to and from the cab and other parts of the vehicle requiring routine access.
 - ☆ Braking systems.
 - ☆ Visibility for the driver.
 - ☆ Warning devices.
 - ☆ Physical guards to protect dangerous parts.
 - ☆ Driver protection from hazards and from the weather.
- Ensure adequate supervision is in place to reinforce the safe system of work and ensure daily checks have been completed.
- Ensure that every supervisor and worker involved in mobile plant operations has been trained in the hazards and risks associated with the work and are also inducted and given instruction on the specific arrangements applicable to each site on which they work.
- Implementing an inspection and maintenance regime as identified by an assessment of the risk of failure and guided by manufacturer's instructions.

Advice and guidance on Mobile Plant and Vehicles can be found in Guidance Note 7-9.

TRAFFIC MANAGEMENT (SITE)

We have a duty to protect our workforce and other parties from the risks created by the movement of vehicles. To effectively manage traffic we recognise that worksites should be organised so that vehicle movements will not put pedestrian at risk. We also recognise that we have specific responsibilities under the Construction Regulations to effectively manage the movement of vehicles on sites.

We have made arrangements to comply with our legal responsibilities by;

- Nominating an individual member of management to take responsibility for planning and managing traffic on site.
- Completing a risk assessment for traffic management and the implementation of practical measures to ensure safe movement of pedestrians, mobile plant and vehicles on each site where we work.
- Where on-site parking is possible providing a car park for private vehicles with controlled access to the construction area.
- Ensuring that traffic routes are suitable, separating vehicles and pedestrians and are maintained and extended as work progresses.
- Providing suitable warning, directional and instruction signs.
- Co-operating with and explaining our arrangements and procedures to all parties on the site.
- Ensuring that these procedures are adopted by all parties who may be affected by moving vehicles.
- Monitoring and reviewing our systems with the aim of making improvements to the way we manage the movement of pedestrians and vehicles.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

TRAFFIC MANAGEMENT (SITE)

Action Check List

To protect the health, safety and welfare of our workers from the risk of moving vehicles we need to:

- Conduct a risk assessment for the movement of vehicles that considers the following:
 - ☆ The establishment of pedestrian routes that segregate pedestrians and vehicles; either by physical barriers or by a safe distance.
 - ☆ Traffic routes that minimise congestion and risk of collision.
 - ☆ Speed limits.
 - ☆ One way systems and turning areas.
 - ☆ Parking areas.
 - ☆ Material storage and lay down areas.
 - ☆ Signage.
 - ☆ Use of hi-visibility clothing.
- Providing a car park for private vehicles, when possible, preferably accessed directly from a public road with access to office and welfare areas only.
- Prohibiting private vehicle access to the construction area.
- Ensuring that safe designated pedestrian routes are available to all work areas and extended as work progresses.
- Provide competent signallers wherever there is a need for reversing, particularly where site access is difficult and when pedestrians cannot be completely segregated.
- Providing a wheel wash or road sweeper if required to keep site and public roads clear of mud and other debris.
- Ensure adequate supervision is in place to ensure compliance.

Advice and guidance on Traffic Management (Site) can be found in Guidance Note 7-10.

STREET WORKS AND ROAD WORKS

We have a duty to protect our workforce from the risks of carrying out construction work in close proximity to live roads and vehicular traffic. We recognise that we have specific responsibilities under the new roads and street works legislation and construction design and management regulations.

We have made arrangements to comply with our legal responsibilities by;

- Nominating an individual member of management to take responsibility for managing street works.
- Completing specific risk assessments for all work involving street works or road works.
- Ensuring that any statutory street work notices are sent to the relevant authority.
- Ensuring the employment of trained, competent workers in relation to the type of work to be conducted and in particular those involved in laying out the site, signage or lighting and traffic control measures.
- Ensuring that work is carried out in accordance with the Safety at Street Works and Road Works Code of Practice.
- Ensuring that these procedures are adopted by all parties who may be affected by moving vehicles.
- Providing the appropriate equipment for the task.
- Providing suitable and appropriate personal protective equipment.
- Monitoring and reviewing our systems with the aim of making improvements to the way we manage street works and road works.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

STREET WORKS AND ROAD WORKS

Action Check List

To protect the health, safety and welfare of our workers from the risk of moving vehicles during street and road works we need to:

- Conduct a risk assessment for the movement of vehicles that considers the following:
 - ☆ Signage and lighting.
 - ☆ Working on different classes of roads.
 - ☆ Methods of traffic control.
 - ☆ Controlling the speed of passing traffic.
 - ☆ Works near to tramways and level crossings.
- Ensure that statutory notifications are completed in conformance of new roads and street works legislation and construction design and management regulations.
- Employ suitably qualified and competent persons in relation to the type of work to be conducted and in particular those involved in laying out the site, signage or lighting and traffic control measures.
- Ensure that every supervisor and worker involved has been trained in the hazards and risks associated with the work and are also inducted and given instruction on the specific arrangements applicable to each site on which they work.
- Ensuring that work is carried out in accordance with Safety at Street Works and Road Works Codes of Practice.
- Ensure adequate supervision is in place to monitor working activities by workers and ensure that specific site precautions and arrangements are observed.

Advice and guidance on Street works and Road works can be found in Guidance Note 7-11 and within the Code of Practice – Safety at Street Works and Road Works which is freely downloadable from the Department of Transport.

MOBILE WORKFORCE

We recognise we have a duty to protect member of our workforce who may carry out mobile, lone and out of hours work.

We have made arrangements to comply with our legal responsibilities by;

- Nominating a manager or supervisor to be responsible for such people whilst they are at work.
- Providing information such as pre-job briefing, competency levels and training to form a work safety package.
- Completing a site specific risk assessment prior to work commencing and where necessary ensuring that the individual worker has the ability and competence to complete a dynamic point of work risk assessment.
- Ensuring that supervisors and workers are competent to carry out a point of work assessment and provide adequate training.
- Ensuring the employment of competent persons in relation to the type of work to be conducted.
- Ensuring that these procedures are adopted by all parties.
- Monitoring and reviewing our systems with the aim of making improvements to the way we manage our mobile workforce.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

MOBILE WORKFORCE

Action Check List

To protect the health, safety and welfare of our mobile workers we need to:

- Conduct a risk assessment prior to work commencing that considers the following:
 - ★ Scheme of work is in place prior to work commencing.
 - ★ Providing a means of updating risk assessments on site (Point of Work assessments).
 - ★ Training and competency levels.
 - ★ Equipment required.
 - ★ Driving.
 - ★ Lone working.
 - ★ Out of hours working.
 - ★ Fire arrangements.
 - ★ Welfare arrangements.
 - ★ First aid arrangements.
- Conduct a point of work risk assessment when required such as:
 - ★ Updating a previously prepared risk assessment.
 - ★ Changes to the working environment.
 - ★ Changes to the work to be undertaken.
 - ★ Out of hours work requiring a specific assessment.
 - ★ Maintenance worker undertaking a number of calls in a given period.
- Ensure that statutory notifications are completed in conformance of the New Roads and Street Works Act if required.
- Employ competent persons in relation to the type of work to be conducted.
- Ensure that every supervisor and worker involved has been trained in the hazards and risks associated with the work and are also inducted and given instruction on the specific arrangements applicable to each site on which they work.
- Ensure adequate supervision is in place to monitor working activities by workers and ensure that specific site precautions and arrangements are observed.

Advice and guidance on Mobile Workforce can be found in Guidance Note 7-12. Where the task involves driving, Guidance Note 4-31, Occupational Road Safety gives further information and advice and Guidance Note 1-13 Lone Working.

UNDERGROUND SERVICES

We have a duty to consider the factors when preparing to work with, or near to, underground services.

We have made arrangements to comply with our legal responsibilities by;

- Nominating an individual member of management to take responsibility for managing operations near to underground services and provide them with sufficient training and resources.
- Liaising with public and private utilities and landowners for the existence of services and the use of service plans.
- Completing a risk assessment for any work near underground services.
- Use of cable and pipe locating devices by trained persons.
- Implementing a permit to work system.
- Employment of competent persons in relation to work near to underground services and compliance to official guidance on the avoidance of danger from underground services.
- Use of trial holes, hand digging and the prohibition of power tools or excavators within 500mm of services.
- Co-operating with and explaining our arrangements and procedures to other contractors working on the site.
- Monitoring and reviewing our systems with the aim of making improvements to the way we manage work in close proximity to underground services.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

UNDERGROUND SERVICES

Action Check List

To protect the health, safety and welfare of our workers from the risk of underground services we need to:

- Check with public and private utilities and landowners for the presence of services prior to work commencing, using plans only as a guide and being aware of their limitations.
- Use properly maintained and calibrated detection devices to look for signs of buried services.
- **Work on the assumption that a service is live until it is confirmed as otherwise.**
- Implement a permit to work system to ensure that all the conditions have been met before work commences.
- Conduct a risk assessment for any works to be undertaken. This is to be completed by a competent person and needs to consider the following:
 - ☆ PLAN the work.
 - ☆ LOCATE the buried services.
 - ☆ DIG using a safe method of work.
- Use of trial holes dug by hand to establish the exact location and depth of service.
- Power tools and excavators are NOT to be used within 500mm of services. Final exposure to be completed by hand or in a way that prevents damage such as the use of a compressed air lance.
- Follow the guidelines and advice issued by the electricity, gas, water and telecommunications industries.
- Ensure that every supervisor and worker involved in the works has been trained in the hazards and risks associated with the work and are also inducted and given instruction on the specific arrangements applicable to each site on which they work.
- Monitor working activities by workers to ensure that specific site precautions and arrangements are observed.

Advice and guidance on Underground Services can be found in Guidance Note 7-13, Underground Services and within official guidance on the avoidance of danger from underground services.

OVERHEAD SERVICES

We have a duty to consider the factors when preparing to near or underneath overhead services. We recognise that work may only be carried out in close proximity to live overhead lines when there is no alternative, and only when the risks are acceptable and can be properly controlled. We recognise that we have specific responsibilities under health and safety at work and electricity at work legislation.

We have made arrangements to comply with our legal responsibilities by;

- Nominating an individual member of management to take responsibility for managing operations near or underneath overhead services and providing them with sufficient training and resources.
- Liaising with the local electricity company, grid supplier, local authorities and others as appropriate before any work commences.
- Liaising with telephony suppliers in respect of work near or adjacent to overhead telecommunications lines and equipment.
- Completing a job specific risk assessment and implementing a safe system of work.
- Requesting power lines are dead. Where this is not possible identifying and implementing the practical steps required to prevent danger and contact.
- Employing competent trained workers in relation to work near or underneath overhead services who have the knowledge and ability to avoid danger from overhead power lines.
- Ensuring work is carried out under the direct supervision of a trained, competent and responsible supervisor.
- Co-operating with and explaining our arrangements and procedures to other contractors working on the site.
- Monitoring and reviewing our systems with the aim of making improvements to the way we manage work in close proximity to overhead services.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

OVERHEAD SERVICES

Action Check List

To protect the health, safety and welfare of our workers from the risk of overhead services we need to:

- Consult with the local electricity company grid supplier, local authorities and others as appropriate before any work within the published exclusion zone for the particular supply line and voltage is started.
- Request that power lines are made dead or implement suitable precautions before any work takes place.
- Liaising with telephony suppliers in respect of work near or adjacent to overhead telecommunications lines and equipment
- Conduct a risk assessment for any works to be undertaken within an exclusion zone and implement a safe system of work. This is to be completed by a competent person and needs to consider the following:
 - ★ Whether work is near but not underneath overhead services.
 - ★ Safe working when passing underneath overhead services.
 - ★ Working underneath overhead services.
- Isolate the area containing the overhead services with ground level barriers that can also be seen at night.
- Employ competent persons in relation to work near or underneath overhead services and compliance to published guidance on the avoidance of danger from overhead power lines.
- Follow the guidelines and advice issued by the electricity company when working near or passing underneath overhead services. All personnel are to be aware of the distances for the exclusion zones.
- Ensure that every supervisor and worker involved in the works has been trained in the hazards and risks associated with the work and are also inducted and given instruction on the specific arrangements applicable to each site on which they work.
- Monitor working activities by workers to ensure that specific site precautions and arrangements are observed.

Advice and guidance on Overhead Services can be found in Guidance Note 7-14, Overhead Services and official guidance on avoiding danger from overhead power lines.

PROTECTION of the PUBLIC

We have a duty when planning for and working on site to consider the protection of the public and especially children. We recognise that the construction design and management regulations gives us a specific responsibility to protect the public from hazardous activities.

We have made arrangements to comply with our legal responsibilities by;

- Nominating an individual member of management to take responsibility for protection of the public.
- Considering the protection of the public when preparing the Construction Phase Plan and site risk assessments.
- Following best practice guidance on protecting the public.
- Providing suitable signage at the site entrance(s).
- Preventing public access to the site both when work is taking place and out of hours by ensuring the site is left in a secure and safe condition and especially so when the site is in a public or residential area.
- Co-operating with and explaining our arrangements and procedures to all parties on the site.
- Ensuring that these procedures are adopted by all parties who may be affected.
- Monitoring and reviewing our systems with the aim of making improvements to the way we manage public protection such as additional security measures.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

PROTECTION OF PUBLIC

Action Check List

To protect the health and safety of the public from the risk of our activities we need to:

- Consider public protection issues when preparing the Construction Phase Plan and in subsequent risk assessments.
- Take account of official and professional guidance.
- Display signs at the site entrance(s) warning that unauthorised access is not permitted and that all visitors are to report to the site office.
- Ensure that the public is safe during work hours and that the site is left in a safe and secure condition out of hours and especially when the site is in public or residential areas.
- The following on site precautions should be considered:
 - ★ Whenever possible fence the entire site using 2 metre high de-mountable fencing or close hoarding to prevent children and others gaining access to the site.
 - ★ Removing or 'boarding over' ladders to prevent access onto scaffolds and towers.
 - ★ Where there is an obvious hazard of children gaining access to scaffolding the area must be secured with additional 2 metre high fencing or hoarding local to the working area and the ladder access physically removed.
 - ★ Excavations protected by rigid barriers of a type that will keep children away from this danger. Manhole covers should be secured down. If needed, use additional local fencing to protect the excavation.
 - ★ All plant should be secured in the compound or totally immobilised, so that it cannot move even if brakes are released.
 - ★ Materials should be stored at low level on firm, flat ground. Items such as manhole rings should be stored horizontally and damaged brick packs broken down and re stacked.
 - ★ Loose material such as sand or spoil heaps must have very gentle batters to their slopes.
- If there is evidence that uninvited members of the public, especially children, have or probably will come onto the site, additional measures such as the use of security staff should be considered.
- The site manager will regularly review and decide exactly what security measures are needed to ensure the safety of the public and children in particular.

Advice and guidance on protecting the public can be found in Guidance Note 7-15, Protecting the Public.

SITE SECURITY AND VISITORS

When planning for site works we have a duty to give consideration to the protection of site visitors. We recognise that we also have specific responsibilities under the Construction Regulations to protect the public from our activities.

We have made arrangements to comply with our legal responsibilities by;

- Nominating an individual member of management to take responsibility for site security and visitors.
- Ensuring site security on possession of a working site and securing the boundary preferably with lockable gates and suitable hoarding to prevent unauthorised access and fly-tipping. Where the whole site cannot be secured we always ensure that the particular parts of the site areas where we are working and there is potentially hazardous operations or particular equipment are appropriately secured.
- Providing suitable notices and warning signs at the site entrance(s).
- Providing a car park for private vehicles with controlled access to the construction area and clear access to site offices and facilities.
- Assessing the risks to visitors, implementing control measures and a visitor procedure for the reception of such people.
- Ensuring that these procedures are adopted by all parties who may be affected.
- Monitoring and reviewing our systems with the aim of making improvements to the way we manage site security and visitors.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

SITE SECURITY AND VISITORS

Action Check List

To protect the health, safety and welfare of visitors to our site from the risk of our activities we need to:

- Consider site security on possession and securing the boundary preferably with lockable gates and suitable hoarding to prevent unauthorised access or fly-tipping. Where the whole site cannot be secured ensuring that areas where we are working and with potentially hazardous operations or particular equipment are appropriately secured.
- Maintain site security throughout the duration of the project.
- Display signage at the site entrance(s) to inform everyone entering the site that unauthorised access is not permitted and the health and safety requirements of the site. These will include minimum standards of PPE and require that all visitors must report to the site office.
- Clearly identify and signpost the route to the site office, where that is not obvious.
- Provide a car park for privately owned contractor and visitor vehicles that can be accessed from a public road with controlled access to the construction area and clear access to the site offices and facilities.
- Complete a risk assessment of the potential hazards to visitors and implement a suitable procedure to control these hazards. One or more of the following on site precautions will be required:
 - ☆ A booking in procedure.
 - ☆ Induction of the visitor on potential hazards, first aid, fire and emergency arrangements, PPE and restricted areas.
 - ☆ Escorting of the visitor where appropriate.
 - ☆ Provision of PPE if required.
- Regularly review our security and visitor reception procedures modifying and improving our arrangements as is shown to be appropriate..

Advice and guidance on site security and visitors can be found in Guidance Note 7-16, Site Security and Visitors. Guidance Note 7-15 Protecting the Public gives further guidance on protecting the public.

STATUTORY NUISANCES

We understand that construction activities are inherently noisy and can generate dust, exhaust emissions and fumes and we have a duty to minimise and manage these issues on site. We recognise that we have specific responsibilities under the Environmental Protection Act 1990 to effectively manage statutory nuisance to people offsite.

We have made arrangements to comply with our legal responsibilities by;

- Nominating an individual member of management to take responsibility for managing operations that might create a statutory nuisance and provide them with sufficient training and resources.
- Managing dust and emissions by identifying sensitive receptors and liaising with the local authority and implementing controls to mitigate any negative dust.
- Making application for Section 61 Noise consent on sites where above average levels of noise or vibration may be created, and complying with any consent conditions.
- Implementing noise and vibration controls.
- Acting as a good neighbour and liaising with the local community to avoid complaints and damage to reputation.
- Monitoring the generation of light from our sites.
- Co-operating with and explaining our arrangements and procedures to other contractors working on the site.
- Ensuring that these procedures are adopted by all parties who might produce a statutory nuisance.
- Monitoring and reviewing our systems with the aim of making improvements to the way we manage statutory nuisance.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

STATUTORY NUISANCES

Action Check List

To minimise and manage statutory nuisance we need to:

- Understand that Section 79 of the Environmental Protection Act includes the following statutory nuisances:
 - ☆ Premises in such a state as to be prejudicial to health.
 - ☆ Smoke emissions that are prejudicial to health or a nuisance.
 - ☆ Fumes or gases emitted from premises so as to be prejudicial to health or a nuisance.
 - ☆ Any dust, steam, odour or other waste that is a nuisance or prejudicial to health.
 - ☆ Any accumulation or deposit that is prejudicial to health or a nuisance.
 - ☆ Any water covering land, or land covered with water, which is in such a state as to be prejudicial to health or a nuisance.
 - ☆ Artificial light emitted from premises so as to be prejudicial to health or a nuisance.
 - ☆ Noise emitted from premises, vehicles, machinery or equipment that may be prejudicial to health or a nuisance.
- Ensure that the best practical means have been used to prevent, or to counteract the effects of the nuisance.
 - ☆ Current technical knowledge.
 - ☆ The design, construction and maintenance of buildings and enclosures.
 - ☆ Design, installation, maintenance and periods of operation of plant.
 - ☆ Financial implications.
 - ☆ Local conditions.
- Manage dust and emissions by identifying sensitive receptors, liaison with the local authority and implementing dust and emission control measures including:
 - ☆ Dampening down of haul roads and use of water suppression for activities.
 - ☆ Road sweeping and wheel washing facilities.
 - ☆ Covering of materials that leave site.
 - ☆ Use of dust screens and silt fencing.
- Apply for Section 61 Noise consent and comply with the stipulated conditions.
- Ensure suitable steps are taken to control noise and vibration such as:
 - ☆ Selection of low noise, low vibration working methods and equipment.
 - ☆ Working hours.
 - ☆ Screening methods and Isolation.
- Checking the direction of lighting and reflection of surfaces generated such as from lighting towers and security lighting.
- Acting as a good neighbour through community liaison.
- Monitoring our measures and implementing improvements.

Advice and guidance on statutory nuisance can be found in Guidance Note 7-18, Statutory Nuisance.

SEWAGE

We recognise that in addition to the risks to health, such as gastro-enteritis, Weil's disease, hepatitis, occupational asthma and eye infection working with sewage will also have an environmental impact. We understand that in addition to duties under Health and Safety At Work legislation we have specific responsibilities under Environmental Protection and Water Supply and Resources regulations to effectively manage work with sewage.

We have made arrangements to comply with our legal responsibilities by;

- Nominating an individual member of management to take responsibility for managing works involving sewage and providing them with sufficient training and resources.
- Ensuring our workforce receive adequate training on the risks of working with sewage.
- Completing a risk assessment for any works involving sewage and in particular if it involves entry into a sewer or manhole.
- Provision of suitable personal protective equipment and inoculations.
- Provision of adequate welfare facilities.
- Co-operating with and explaining our arrangements and procedures to other contractors working on the site.
- Ensuring that these procedures are adopted by all parties who may be affected by work with sewage.
- Monitoring and reviewing our systems with the aim of making improvements to the way we manage sewage.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

SEWAGE

Action Check List

To protect the health, safety and welfare of our workforce and minimise environmental impact from sewage we need to:

- Train our workforce in the health risks associated with working with sewage.
- Provide our workforce with INDG 197 Working with Sewage, The Health Hazards – A Guide for Employees.
- Ensure that appropriate risk assessments and method statements have been developed for the activity with the necessary tools, equipment and people.
- Provide appropriate and maintained personal protective equipment that may include waterproof and abrasion resistant gloves, footwear, eye and respiratory protection.
- Inoculate our workforce against tetanus, poliomyelitis and hepatitis whilst they are at work.
- Provide adequate welfare facilities which includes clean water, soap, nailbrushes and disposable paper towels wherever the work takes place. Where heavy contamination is foreseeable showers should be provided.
- Oversee good standards of hygiene across the workforce.
- Provide segregated storage for clean and contaminated clothing and separate eating facilities.
- Provide adequate first aid arrangements.
- Make effective arrangements for occupational health surveillance and the monitoring of the health of our staff.

Advice and guidance on working with sewage and avoiding the risks to health and safety can be found in Guidance Note 7-19, Sewage.

ABSTRACTION and DISCHARGE TO WATER AND LAND

We understand our duty to ensure that water resources are protected and managed effectively. We recognise that we have specific responsibilities under the Environmental Protection and the Water Resources legislation to effectively manage discharges.

We have made arrangements to comply with our legal responsibilities by;

- Nominating an individual member of management to take responsibility for managing activities that may impact onto watercourses and provide them with sufficient training and resources.
- Identifying all existing site drainage and distinguish between surface and foul water systems and protect from accidental ingress.
- Making arrangements to identify when we need to apply and then to apply for consents, permits to abstract or discharge from the relevant authority.
- Adequately planning the site set up taking full account of the environmental aspects and impacts.
- Preparing a pollution incident response plan with sufficient containment equipment and trained staff.
- Managing and minimising the generation of silt and the storage of oil, fuel and chemicals on site.
- Co-operating with and explaining our arrangements and procedures to other contractors working on the site.
- Monitoring and reviewing our systems with the aim of making improvements to the way we manage abstraction and discharges.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

ABSTRACTION and DISCHARGE TO WATER AND LAND

Action Check List

To minimise environmental impact to watercourses from our activities we need to:

- Identify all existing site drainage and distinguish between surface and foul water systems and cover or protect to prevent accidental discharges.
- Apply for consent to abstract water from surface or piped mains from the relevant environmental protection agency or water authority as applicable.
- Apply for consent to discharge to foul water drainage systems from the local water authority and comply with the consent conditions.
- Apply for an environmental permit to discharge to surface water systems from the relevant environment agency and comply with the permit conditions.
- Consider the following when planning the site set up:
 - ☆ Is the site in a sensitive area and are their restrictions.
 - ☆ Potential drainage on site (land drains, foul sewers, surface drains, soakaways).
 - ☆ Location of plant and stockpiles from drains and watercourses.
 - ☆ Haul roads at least 10 metres away from a watercourse.
 - ☆ History of the site and the surrounding areas.
- Prepare a pollution incident response plan that includes:
 - ☆ Emergency contact numbers.
 - ☆ Responsibilities of site personnel.
 - ☆ Environmental awareness training.
 - ☆ Location of systems.
 - ☆ Use of containment equipment and spill kits.
- Practice the effectiveness of the pollution incident response plan.
- Provide suitable controls for the management of silt and the containment of oils, fuel and chemical storage.
- Make effective arrangements for the monitoring of our procedures.

Advice and guidance on abstraction and discharges to water and land can be found in Guidance Note 7-20, Abstraction and Discharges to Water and Land.

CONTAMINATED LAND

We understand that we need to identify the main occupational health hazards and risks when dealing with contaminated land and taking appropriate action to protect our workforce. We acknowledge that we have specific responsibilities under Environmental Protection and Contaminated Land Regulations when working on contaminated land.

We have made arrangements to comply with our legal responsibilities by;

- Nominating an individual member of management to take responsibility for sites where there is contaminated land and providing them with sufficient training and resources to meet these responsibilities.
- Identifying all known contamination through contract documentation and planning conditions, including requirements for controlling those hazards and risks within the construction environmental management plan.
- Arranging specific contaminated land assessments where necessary.
- Ensuring that contaminated land is tested by certified, competent staff in accordance with standard field testing and laboratory procedures approved by the regulators.
- Fencing off and clearly identifying (signs) contaminated areas to prevent unauthorised access and inadvertent spread of hazard and risk.
- Applying for relevant approvals and permits from the relevant regulatory body.
- Conducting an assessment of the risks from land contamination considering source, pathway and receptor and implementing an appropriate remediation strategy.
- Assessing occupational health considerations and implementing control measures such as health surveillance, PPE and hygiene facilities.
- Constantly monitoring control measures or precautions effectiveness.
- Co-operating with and explaining our arrangements and procedures to other contractors working on the site.
- Monitoring and reviewing our systems with the aim of making improvements to the way we manage contaminated land.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

CONTAMINATED LAND

Action Check List

To protect the health, safety and welfare of our workers from the risk of contaminated land we need to:

- Identify all known contamination of the site and the agreed methods for dealing with it. The requirements should be referred to within the construction environmental management plan.
- Undertake a contaminated land assessment where necessary to identify the most appropriate method for its treatment which should be approved by the regulators before work commences.
- Ensure testing of contaminated land is conducted by certified, competent staff in accordance with standard field testing and laboratory procedures approved by the regulators.
- Totally fence off all contaminated areas with adequate warning notices prominently displayed advising the site is dangerous to prevent unauthorised access and inadvertent spread across the site
- Apply for the relevant approval and environmental permits from the relevant regulatory bodies such as the local authority and the environmental protection agencies or the relevant water authority.
- Refer to the document *Model procedures for the management of land contamination* published by DEFRA and the Environment Agency and apply the process for dealing with contaminated sites as follows:
 - ☆ Stage 1: Assessment to establish any unacceptable risks, what further action.
 - ☆ Stage 2: Review remediation options.
 - ☆ Stage 3: Implement the remediation strategy.
- Conduct an assessment of the risks from land contamination considering source, pathway and receptor and implementing an appropriate remediation strategy.
- Assess occupational health considerations and implement appropriate control measures and precautions such as PPE and hygiene facilities.
- Monitor the effectiveness of our arrangements and take action where identified.

Advice and guidance on contaminated land can be found in Guidance Note 7-21, Contaminated Land.

SITE WASTE MANAGEMENT

We understand we have a duty to effectively manage waste generated from our activities to ensure its safe and environmentally sound disposal. We recognise that we have a legal duty of care to manage waste and specific responsibilities under a range of legislation for the effective management of waste be it inert, non-hazardous and hazardous.

We have made arrangements to comply with our legal responsibilities by;

- Nominating an individual member of management to take responsibility for the management of waste on sites and provide them with sufficient training and resources.
- Classifying the waste as hazardous or non-hazardous and ensuring it is passed onto an authorised person with the correct competence and holding an environmental permit or licence.
- Check involved parties hold the relevant licences, permits or exemptions.
- Apply the waste hierarchy.
- Using a Site Waste Management Plan (not mandatory) to aid our management of waste.
- Co-operating with and explaining our arrangements and procedures to other contractors working on the site.
- Monitoring and reviewing our systems with the aim of making improvements to the way we manage waste on site.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

SITE WASTE MANAGEMENT

Action Check List

To minimise environmental impact from our production of waste we need to:

- Classify the waste as hazardous or non-hazardous with reference to the European Waste Catalogue code.
- Ensure waste is passed on to an authorised person with the correct technical competence and holding a relevant environmental permit or licence.
- Ensure any contractors who carry or collect waste hold a waste carrier's licence and any waste transfers are supported by the correct document such as a controlled waste transfer note for non-hazardous and a consignment note for hazardous waste.
- Ensure waste treatment or disposal facilities have an environmental permit or waste management licence unless they have a registered exemption.
- Register with the appropriate environmental protection agency if the site produces more than 500kg of hazardous waste.
- Apply the waste hierarchy that consists of the following:
 - ☆ Prevent waste.
 - ☆ Reduce waste.
 - ☆ Reuse/recycle waste.
 - ☆ Energy recovery from waste.
 - ☆ Disposal of waste
- Prepare and update a Site Waste Management Plan (SWMP) to help manage waste on site and improve resource efficiency and reduce waste. We recognise this is no longer mandatory for sites.
- Communicate our arrangements to others on site.
- Monitor the effectiveness of our arrangements and take action where identified.

Advice and guidance on waste management can be found in Guidance Note 7-22, Site Waste Management.

ECOLOGY

We understand that we have a duty to protect wildlife and their habitats. We recognise that damaging, disturbing or removing protected species can result in prosecution under a range of environmental legislation and that wildlife is held in high regard by the public; failing to give it suitable consideration can result in local publicity and significant loss of reputation.

We have made arrangements to comply with our legal responsibilities by;

- Nominating an individual member of management to take responsibility for the management and protection of wildlife on sites and provide them with sufficient training and resources.
- Identifying at the planning stage the management requirements of wildlife needs and the impact.
- Liaise with the relevant statutory bodies for nature conservation or the local authority for work near protected trees and hedgerows.
- Obtain consents from the relevant regulatory body where required.
- Consider the yearly ecology planner to identify constraints and best times to conduct work.
- Co-operating with and explaining our arrangements and procedures to other contractors working on the site.
- Monitoring and reviewing our systems with the aim of making improvements to the way we manage ecology.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

ECOLOGY

Action Check List

To minimise ecological impact from our activities of waste we need to:

- Identify at the planning stage the management requirements of wildlife needs and the potential impact on plants and wildlife in the form of:
 - ☆ Disturbance of birds, bats, badgers and other protected species.
 - ☆ Removal and fragmentation of habitats.
 - ☆ Disturbance to aquatic wildlife and water quality.
 - ☆ Disturbance to wildlife from noise and vibration.
 - ☆ Damage to trees and hedgerows.
 - ☆ Changes on lighting conditions.
- Identify wildlife features and ecologically important areas and designate protected areas such as fencing them off.
- Liaise with the relevant statutory bodies for nature conservation to explain any mitigation measures.
- Obtain consents where required from the relevant regulatory body and use competent licensed ecologists to carry out the work.
- Avoid work at times to avoid nesting, hibernation and breeding seasons. We shall refer to the ecology planner that identifies constraints and best times for dealing with the main groups of protected species.
- Communicate our arrangements to others on site.
- Monitor the effectiveness of our arrangements and take action where identified.

Advice and guidance on ecology can be found in Guidance Note 7-23, Ecology.

ARCHAEOLOGY AND HERITAGE

We understand that we have a duty to protect archaeological sites and remains. We recognise that archaeological remains and the built environment provide a valuable record of the nation's history and identity and as such are protected by the planning process and a range of legislative requirements.

We have made arrangements to comply with these legal responsibilities by;

- Nominating an individual member of management to take responsibility for the management and protection of archaeological sites and remains.
- Providing them with sufficient training and resources.
- Submitting, as required, an archaeological statement (part of an overall environmental statement) to support any planning application which includes an archaeological management plan.
- Employing a professional archaeologist (if required) to supervise the works.
- Obtaining authorisation, when required, to disturb human remains.
- Avoiding disturbance during the construction process.
- Implementing and communicating a procedure for accidental discovery.
- Co-operating with and explaining our arrangements and procedures to other contractors working on the site.
- Monitoring and reviewing our systems with the aim of making improvements to the way we manage our activities.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

ARCHAEOLOGY AND HERITAGE

Action Check List

To minimise ecological impact from activities which would have an impact on archaeology and heritage we need to:

- Submitting, when required, an archaeological statement, identify controls required, as part of an overall environmental statement, to support planning applications which require an archaeological management plan.
- Employ a professional archaeologist (as and when required) to supervise the works and to ensure suitable protection measures are in place and maintained.
- Employ an archaeologist (as and when required) to excavate and record remains that are due to be removed.
- Obtain authorisation (as and when required) to disturb human remains.
- Avoid disturbance during the construction process by:
 - ☆ Segregating archaeological works from the main works with restricted entry.
 - ☆ Identifying existing buried services that might impact onto archaeology.
 - ☆ Ensuring that archaeological excavations are suitably protected.
 - ☆ Avoiding dewatering work in the vicinity of archaeological remains.
- Implement and communicate a procedure in the event of an accidental discovery such as:
 - ☆ Stopping work in the area of discovery and leaving the find in situ and undisturbed.
 - ☆ Controlling access to authorised persons only and stop vehicle traffic.
 - ☆ Reporting the find to the site manager.
 - ☆ Taking specialist advice.
 - ☆ Reporting human remains, treasure and other finds to the appropriate statutory authority or local authority.
 - ☆ Reporting discovery of human remains to the coroner and police.
- Communicate our arrangements to others on site.
- Monitor the effectiveness of our arrangements and take action where identified.

Advice and guidance on archaeology and heritage can be found in Guidance Note 7-24, Archaeology and Heritage.

CAISSONS AND COFFERDAMS

We recognise that in addition to the risks to health, falls from height, contaminated water, infection, and contact with moving equipment, insufficient caissons and cofferdams will also have an environmental impact. We understand that in addition to duties under health and safety at work legislation we have specific responsibilities under environmental protection to effectively manage work with caissons and cofferdams.

We have made arrangements to comply with our legal responsibilities by;

- Nominating an individual member of management to take responsibility for managing works involving caissons and cofferdams and providing them with sufficient training and resources.
- Ensuring our workforce receive adequate training on the risks of working with caissons and cofferdams.
- Completing a risk assessment for any works involving caissons and cofferdams and in particular if it involves working on or in the structure.
- Ensuring that suitable arrangements are in place for a competent person to inspect the structure at the start of the shift in which the work is to be carried out.
- Provision of suitable personal protective equipment and inoculations.
- Provision of adequate welfare facilities.
- Co-operating with and explaining our arrangements and procedures to other contractors working on the site.
- Ensuring that these procedures are adopted by all parties who may be affected by work with caissons and cofferdams.
- Monitoring and reviewing our systems with the aim of making improvements to the way we manage caissons and cofferdams.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

CAISSONS AND COFFERDAMS

Action Check List

To protect the health, safety and welfare of our workforce and minimise environmental impact from caissons and cofferdams we need to:

- Train our workforce in the health risks associated with building and working with caissons and cofferdams.
- Provide our workforce with suitable guidance on the health hazards of working with caissons and cofferdams.
- Ensure that the hazards and risks have been considered and taken into account at the planning stage for the project and also in the construction phase plan.
- Ensure that appropriate risk assessments and method statements are developed for specific activities we are to undertake so that the necessary tools, equipment and people are in place for the work.
- Make arrangements for a competent person to inspect the structure at the start of the shift in which the work is to be carried out.
- Arrange for any remedial work to be carried out if identified as necessary by the competent person, prior to work taking place.
- Provide appropriate and maintained personal protective equipment that may include waterproof and abrasion resistant gloves, footwear, eye and respiratory protection.
- Provide adequate welfare facilities which includes clean water, soap, nailbrushes and disposable paper towels wherever the work takes place. Where heavy contamination is foreseeable showers should be provided.
- Oversee good standards of hygiene across the workforce.
- Provide segregated storage for clean and contaminated clothing and separate eating facilities.
- Ensure safe access to the workplace.
- Provide adequate first aid arrangements.
- Make effective arrangements for occupational health surveillance and the monitoring of the health of our staff.

Advice and guidance on working with caissons and cofferdams and avoiding the risks to health and safety can be found in Guidance Note 7-25 and other relevant construction activity guidance notes.