

G A Harper Ltd
Gwynfa House, 677 Princes Road, Dartford, Kent, DA2 6EF

Health and Safety Policy and Arrangements Document

February 2014

Compiled by
WrightWay Safety Ltd
Construction Health & Safety Consultants
CDM Co-ordinators
191 Malling Road, Snodland, Kent, ME6 5EE
Tel: Office - 01634 314198 or Mobile - 0791 452 7422
Email: philwright@wwsafety.com Website: www.wwsafety.com

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Amendment Register

Revision No	Date	Description
1	August 2006	Total Revision
2	December 2008	Various Revisions, including CDM 2007 and The Corporate Manslaughter and Corporate Homicide Act 2007
3	March 2010	Inclusion of policy on Lead, Legionella and Leptospirosis and nominated persons for specific roles
4	April 2010	Inclusion of Policy on Woodworking Shop
5	May 2011	Minor revisions and references to The Health & Safety (Offences) Act 2008 which came into effect on 16 January 2009 and references to The Fire Safety (Employees Capabilities) (England) Regulations 2010.
6	January 2012	Change of Health & Safety Advisors Minor Legislative changes
7	January 2013	Minor Legislative changes to Asbestos & RIDDOR
8	February 2014	Annual Update

Section 1 Introduction

G A Harper Ltd

Gwynfa House

677 Princes Road

Dartford

Kent, DA2 6EF

Telephone 01322 294994

Fax 01322 626900

Email info@gaharpers.com

Website www.gaharpers.com

G A Harper Ltd were formed in 1999 , and have been based at Gwynfa House since then. The Company has a Managing Director, Glenn Harper, a Director, Stuart Harper, and a Company Secretary, Yolanda Harper, together with 8 Administrative staff. We currently have 50 direct employees involved in Refurbishment and New Build projects, together with subsidence reinstatement works, underpinning, disaster reinstatement works, purpose made joinery, shop fitting and electrical/heating installations throughout London and South East England.

We undertake various construction work activities on our projects and also use the services of bona fide sub contractors for other specialist works connected with our projects e.g.

- Scaffolding – Suspended Ceilings – Asbestos Removal

We are members of the following :-

●Constructionline ●Exor ●Gas Safe ●NICEIC ●CHAS

We understand and accept our duty as responsible employers to ensure that all work activities carried out by us are in a safe manner without detriment to our operatives, or others directly affected by our work activities

This document contains our Health & Safety Policy Statement and specific Arrangements to enable us to effectively manage our health & safety responsibilities

G A Harper Ltd aim to continually improve our health & safety performance and this document will be reviewed annually as our Company changes, or in the light of new legislation or changes in best practice standards

We are aware of The Corporate Manslaughter and Corporate Homicide Act 2007 and recognise that although no additional duties are placed upon the Directors we need to ensure that our current safety management system is maintained, and revised to reflect any changes in our business activities.

We are aware of the HSE's Fee For Intervention Regulations introduced in October 2012 and aim to ensure compliance with our statutory duties as identified in Legislation

WrightWay Safety Ltd

Section 2 Policy Statement

G A Harper Ltd objective is to ensure, so far as is reasonably practicable, the safety and health of all persons carrying out work activities on our behalf, or persons directly affected by our work activities

G A Harper Ltd therefore undertake to :-

- 1 comply with The Health & Safety at Work Act 1974 and any other relevant Acts, Regulations or Approved Codes of Practice made under this
- 2 appoint our Managing Director, Glenn Harper, as the person with overall responsibility for all health, safety & welfare matters - including the provision of adequate resources
- 3 retain the services of WrightWay Safety Ltd as external Health & Safety Consultants to advise and assist us, when requested, on matters relating to our work activities
- 4 provide and maintain safe workplaces for our employees, and other persons who may be directly affected
- 5 provide a safe and healthy work environment together with the necessary welfare facilities
- 6 make arrangements for the safe storage, handling and use of substances and articles used in our work activities
- 7 endeavour to ensure that all persons employed by us are competent to carry out the specific work tasks, by providing all necessary information, instruction, training and supervision
- 8 inform all persons we employ, and others who may be directly affected, of the risks associated with those work activities and put in place safe systems of work to minimise the likelihood of injury or harmful effects to health
- 9 monitor our work activities to ensure that agreed safe systems of working are complied with, and to instigate changes where considered necessary
- 10 provide, where appropriate, plant, tools and equipment which are safe and without undue risks to health
- 11 provide and maintain where appropriate personal protective equipment and ensure that operatives are aware of their obligations in respect of its use
- 12 encourage and promote a safety culture within our Company to enable all persons employed by us to contribute positively to their own health & safety at work
- 13 co-operate with all other duty holders in health & safety - clients, other employers, designers, planning supervisors, sub contractors, employees and the enforcing authorities
- 14 instigate procedures for the recording, and reporting where necessary, of accidents and instances of ill health occurring as a result of our work activities
- 15 ensure that employees are aware of the disciplinary measures and penalties that will be invoked for any acts that endanger the health and safety of themselves, or others, while at work
- 16 bring this policy statement to the attention of all persons employed by us, and make them aware that we require and need their assistance and feed back on health, safety & welfare issues
- 17 review this document annually, & as our Company changes & in the light of new legislation

Signed
Position


Director

Name
Date

Glenn Harper
03/02/2014

Section 3 Management Arrangements

3.1 Principles

G A Harper Ltd aim to ensure that our Health & Safety Policy and Arrangements are effective in enabling us to comply with our legal duties

We understand that the core requirements in achieving, and maintaining, that aim include:-

- **competent persons**
 - relating to the preparation, implementation and control of good practice working standards
- **risk assessment**
 - for all work related activities, leading to
- **safe systems of work**
 - which have been carefully devised to enable strict compliance
- **the protection of the public**
 - during our work activities , particularly unauthorised access to our work areas
- **performance monitoring**
 - to identify / remedy defects, and record success

We accept that we need to continually increase our level of health & safety awareness. We also understand that to achieve effective implementation and control we must ensure that our arrangements and procedures are understood by the persons who actually carry out the work, and we therefore seek to provide the necessary training to enable each individual to safely undertake their work activities, Furthermore G Harper will identify the need for formal risk assessments and will where necessary ensure that they are suitable and fully complied with. During the period of risk he shall also ensure that they are monitored and if required reviewed.

Contractors employed by us will be expected to comply with our health & safety standards in addition to meeting their own legal obligations

By continually working together with all other duty holders in health & safety we will endeavour to further improve standards for the benefit of all persons involved in, or directly effected by, our work activities

3.2 Structure

G A Harper Ltd endeavour to establish appropriate health & safety structures to ensure:-

- Management lead by good example
- Competence of management and operatives
- Effective communication with employees regarding hazards, risks and control measures
- Co-operation of employees, and their elected representatives if applicable
- Systematic performance reviews

Glenn Harper has been allocated the duties of Safety Officer within G A Harper Ltd, with responsibility for Health, Safety & Welfare within the business on a daily basis

WrightWay Safety Ltd of 191 Malling Road, Snodland, Kent, have been retained to provide competent advice to the Safety Officer on all matters relating to Health, Safety & Welfare

- documentation
- assessments
- inspections
- reviews
- investigations
- training

as required by Regulation 7 of the Management of Health & Safety at Work (Amendment) Regulations 2006

The information prepared to provide safe systems of work is based on;-

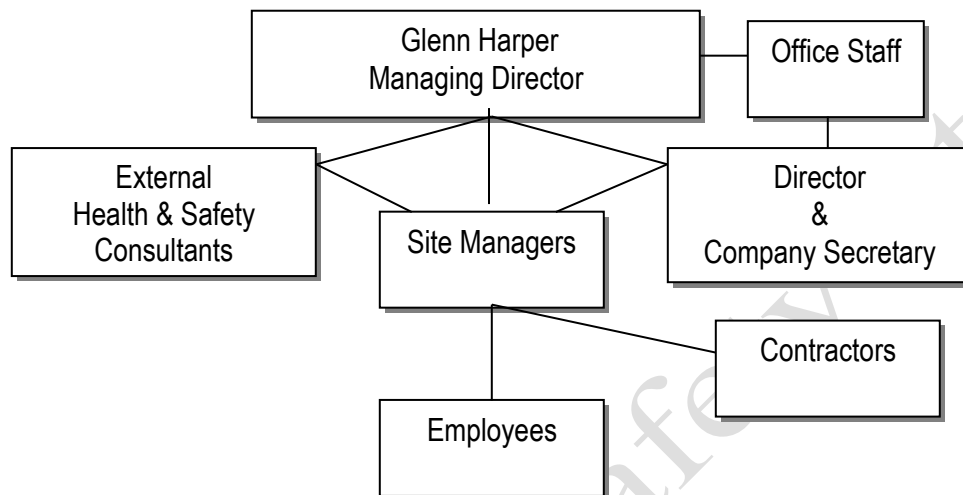
- Current legislation and BS Codes of Practice
- Current good practice standards
- CITB publication GE 700: Construction Site Safety - Safety Notes.

Where subsequent changes in legislation or good practice require standards to be improved we will incorporate these into our systems of working

All relevant Health & Safety information is kept at our Head Office in a central library, with various elements also retained by the Directors, and Site Managers.

3.3 Responsibilities

To ensure that Health & Safety is effectively managed within our Company specific responsibilities have been allocated to individuals and the following chart shows the means of communicating information



The individuals concerned are :-

Glenn Harper

Managing Director

- approve, fund and administer the policy
- ensure that the policy is brought to the attention of all employees
- fulfil the duties of health & safety officer and ensure that all relevant assessments are carried out
- ensure that all employees are competent to carry out their duties
- delegate specific health & safety responsibilities to individuals
- ensure that all necessary consideration and attention is given to health & safety at the marketing, tendering, planning and contract stages
- ensure that access to competent health & safety advice and guidance is readily available

Stuart Harper & Yolanda Harper

Director & Company Secretary

- assist the Managing Director in the preparation and implementation of an effective safety management system within the business.

WrightWay Safety Ltd**External Health & Safety Consultants**

- provision of advice, assistance and guidance, when requested and undertaken, on health, safety & welfare matters

Site Managers - read and understand the policy and arrangements for health & safety

- day to day responsibility for the work to ensure compliance with safe systems of working
- provision of induction training and on going tool box talks
- provision of first aid, fire safety & emergency procedures information
- direct link between operatives and the Directors on all health & safety matters
- any other health & safety duties required by the above persons

Employees

- know the safety measures / arrangements for their work activities and comply with them
- observe required standards of Personal Protective Equipment (PPE)
- exercise good standards of site housekeeping
- know the emergency procedures for fire / first aid
- not to interfere with, or misuse, anything provided in the interest of health & safety
- co-operate with other employees in promoting our health & safety standards

Contractors

- provision of information to us about health & safety hazards associated with their work and the measures necessary to control and manage same
- provision of information to their employees and co-operation with us
- provision of information about injuries, ill-health and dangerous occurrences
- adequate management of their works

Office Staff

- comply with the safety measures / arrangements for their work activities
- exercise good standards of office housekeeping
- know the emergency procedures for fire / first aid
- not to interfere with, or misuse, anything provided in the interest of health & safety
- co-operate with other employees in promoting our health & safety standards

3.4 Monitoring

G A Harper Ltd accept that effective monitoring requires that regular checks are made to ensure that our organisation and working procedures are appropriate to the specific tasks, and that they are being complied with

The methods used in connection with the actual work activities will include:-

- induction training by the site managers
- toolbox talks by the site managers or other competent person
- regular site inspections by the site managers or other competent person
- unannounced inspections by the Directors
- unannounced inspections by external health & safety Consultants

If the need for improvement is identified this may involve :-

- additional task specific training
- refresher training
- revision of good working practices
- closer liaison and co-operation with other contractors
- additional resources being made available

Our management monitoring system will involve ;-

- regular progress meetings with clients and contractors
- internal management meetings
- 6 monthly health & safety committee meetings for management and operatives
- 12 monthly health & safety performance review of our complete operations by external health & safety consultants

The performance reviews will be fully documented

G A Harper Ltd will use information gained from active monitoring to adopt preventative or remedial measures to improve health & safety performance

3.5 Evaluation

G A Harper Ltd endeavour by considered evaluation to measure the success, or otherwise, of our management of Health, Safety & Welfare in the workplace

The methods used will include:-

Accident statistics

These will be compiled quarterly and be used to compare with previous figures to identify any recurring problem areas

Health & Safety Committee

The 6 monthly meetings will enable all aspects of health, safety and welfare to be discussed, judged and minuted

Accident Incident Rates (AIR)

At the end of each year the accident statistics will be compiled in AIR format covering the RIDDOR criteria

These will then be compared with the standard industry classification figures issued by the British Safety Council with the intention of submitting an application for a safety award

Performance Reviews

The annual performance review carried out by external health & safety consultants will enable past and present overall performance to be compared

G A Harper Ltd seek evidence from these methods to demonstrate to our employees, and any other interested party, that our standards of Health, Safety & Welfare at work are being continually improved

Section 4 Standard Procedures

G A Harper Ltd include standard procedures covering elements of their work activities
It is intended that this information will be continually reviewed and added to as and when necessary

Certain procedures have reference to where further information can be obtained

- 001 Abrasive Wheels
- 002 Accident Reporting / Investigation
- 003 Alcohol / Drug abuse
- 004 Asbestos
- 005 Confined Spaces
- 006 Construction Design & Management (CDM) Regulations 2007
- 007 Contractors
- 008 Control of Substances Hazardous to Health (COSHH) Regulations 2002
- 009 CSCS/CPCS
- 010 Detection of Underground Buried Surfaces
- 011 Display Screen Equipment (DSE) Regulations 1992
- 012 Electricity at Work
- 013 Excavations
- 014 Fire Fighting Equipment
- 015 Fire Precautions
- 016 Fire Safety Plans
- 017 First Aid
- 018 Good Housekeeping / Site Tidiness
- 019 Health & Safety Performance Reviews
- 020 Highly Flammable Liquids
- 021 Hot Work
- 022 Ladders
- 023 Lifting Equipment
- 024 Liquefied Petroleum Gases (LPG)
- 025 Lone Working
- 026 Manual Handling
- 027 Mobile Elevating Work Platforms
- 028 Mobile Tower Scaffolds
- 029 Noise
- 030 Occupational Health Hazards
- 031 Office / Yard Safety
- 032 Operatives Induction
- 033 Permit to Work System

- 034 Personal Protective Equipment (PPE) Regulations 1992
- 035 Plant, Tools and Equipment
- 036 Plasters / Plasterboards
- 037 Pollution Control
- 038 Pregnant Workers
- 039 Public Protection Measures
- 040 Radiation
- 041 Risk Assessment
- 042 Roof Work
- 043 Safety Method Statements
- 044 Safety Reps & Committees
- 045 Scaffolding
- 046 Site / Workplace Fire Safety
- 047 Site Safety Awareness Induction
- 048 Site Safety Inspections
- 049 Spillage of Chemicals
- 050 Step Ladders, Trestles and Stagings
- 051 Tool Box Talks
- 052 Training
- 053 Transport & Vehicle Safety
- 054 Vibration
- 055 Waste Management
- 056 Welfare Facilities
- 057 Woodworking Joinery Shop
- 058 Working at Height
- 059 Working in Occupied Premises
- 060 Young Persons

001 Abrasive Wheels

G A Harper Ltd accept that if they need to use portable angle grinders they must comply with The Provision & Use of Work Equipment Regulations 1998, in that our operatives receive appropriate training in the use and that persons required to fit abrasive wheels are certificated

A register will be maintained of such persons and this will be reviewed annually

Control measures when using abrasive wheels include

- correctly sized wheel or disk and properly mounted
 - speed in RPM of the machine does not exceed the safe RPM marked on the wheel
 - abrasive wheel or disk properly marked
 - stored properly and handled with care
 - suitable eye protection worn by the operative
 - disposable dust mask to be worn if dust is likely to be inhaled
- suitable masks must be used whenever granite or other silica containing materials are cut
- wheel not to be used if damaged in any way

Further information regarding Abrasive Wheels can be found in section D1 of GE 700

002 Accident Reporting / Investigation

Accident Reporting

G A Harper Ltd will ensure that any accident involving our operatives in connection with their work activities, whether or not there are any apparent injuries, is recorded in the Accident Book B1 510

Any injured persons, other than those requiring minor First Aid, must report to the Casualty Department of the nearest Hospital for treatment

RIDDOR 2013

The HSE will be notified by telephone or fax as soon as practicable and receive a written report on Form F2508 within fifteen days when :-

- any person dies as a result of an accident in connection with work
- any person suffers a significant injury
- any person not at work suffers an injury in connection with work and is taken for treatment at a Hospital
- there is a Dangerous Occurrence

All such RIDDOR's will be reported to the HSE Incident Contact Centre at Caerphilly (Telephone 0845 300 9924) The person responsible for ensuring that such Reports are made is Glenn Harper.

A report on Form F2508 will also be sent to the HSE if any of our operatives are incapacitated for work for more than seven consecutive days following an accident at work

Investigation

In the event of a serious accident as little as possible should be moved or handled and the accident reported at once to the Director who will arrange to carry out a full investigation - with the assistance of external consultants if necessary

Please note the following changes

1) New Arrangement for Reporting of Injuries & Incidents

From 12 September 2011 the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 will move to a predominantly online system with a suite of 7 forms available on the HSE's website.

GA Harper Ltd will notify Fatal and Major Incidents and Injuries by phone.

The seven online RIDDOR Reporting Forms are:-

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

2) **Loss of Information Line**

In a move to “improve efficiency” further and deliver “value for taxpayers”, HSE’s information line telephone service, which currently provides a basic information service to callers, will end on 30th September 2011.

GA Harper Ltd can obtain guidance on health and safety via the HSE’s website. (www.hse.gov.com)

Alternatively contact WrightWay Safety Ltd and as part of your retainer receive telephone guidance free of charge.

Further information regarding Accident Reporting & Investigation can be found in Section F2 of GE 700

003 Alcohol / Drug Abuse

G A Harper Ltd seek to minimise alcohol and drug related human error as a cause of accidents in the workplace

This is particularly important in view of the normal work activities carried out by our operatives and sub contractors

All operatives and sub contractors are therefore made aware that they are not allowed to consume alcohol or unprescribed drugs at any time during the working day, including lunch breaks, that could impair work skills, balance or judgement, and that disciplinary action will be taken if necessary

Further information regarding Alcohol / Drug Abuse can be found in section F4 of GE 700

004 Asbestos

G A Harper Ltd understand that there are three common types of asbestos

- Crocidolite (commonly known as blue asbestos)
- Amosite (commonly known as brown asbestos)
- Chrysotile (commonly known as white asbestos)

and that blue and brown asbestos are most commonly associated with disease and require more stringent control measures

Asbestos can be found in various forms in relation to our normal refurbishment and maintenance work activities

- | | |
|----------------------|---|
| • Insulation | - steam / hot water pipe work or as fire proofing to steel work |
| • Panels | - sound proofing / heat proofing to walls and ceilings |
| • Sheeting | - used as infill panels to balconies and for roof / wall coverings |
| • Heating appliances | - back plates and flues / warm air units, more likely in older appliances |

Asbestos insulation and panels are typically grey or white in colour in the natural state

However since asbestos cannot be identified by sight or touch all our operatives are instructed that should any suspected asbestos be encountered in their work areas the following procedures must be followed:-

- cease work immediately in the vicinity and inform the site supervisor / other competent person
- the CA / Client must be notified and instructions obtained
- assessment, and where necessary removal / encapsulation must be carried out by a specialist contractor
- we will only recommence work in the effected area when formally instructed by the CA / Client

G A Harper Ltd undertake to comply with The Control of Asbestos Regulations 2012 with particular reference to Regulation 10

Further information regarding Asbestos can be found in section B8 of GE 700

005 Confined Spaces

G A Harper Ltd understand that The Confined Spaces Regulations 1997 contain specific requirements for entry into or work within a confined space, a definition of which can be

- *a place which is substantially, although not always entirely, enclosed*
- *a place where there is a reasonably foreseeable risk of serious injury from hazardous substances or conditions within the space - or nearby*

Included in a list of confined spaces are ;--

cellars - manholes - sewers - tunnels - excavations – pits

A confined space may also refer to ductwork & voids below floors or above ceilings

We understand the principle of the Regulations

- avoid entry to confined spaces (doing the work task from outside if possible)
- if entry into a confined space cannot be avoided then a safe system of work must be devised, and implemented
- this safe system of work should have adequate emergency arrangements in place before work starts which will also safeguard rescuers

and the hazards of a confined space

- Oxygen depleted or oxygen enriched environment
- Presence of suffocating, toxic or flammable atmospheres
- Actual or potentially hostile environment (inside plant or equipment)
- Biological hazards - Weils disease etc

The Control measures for entry into a confined space will therefore include

- Comprehensive risk assessment must be carried out by a competent person
- The assessment must include a check for toxic / flammable gases and oxygen content
- Suitable training must be given prior to the use of breathing apparatus
- All monitoring equipment and breathing apparatus to be checked
- Permits to work / enter must be established

Further information regarding Confined Spaces can be found in Section E6 of GE 700

006 Construction Design Management (CDM) Regulations 2007

G A Harper Ltd will conform to **The Construction (Design & Management) Regulations 2007 as set out in “Managing health and safety in construction” – Approved Code of Practice (L144).**

All work will be tendered for, negotiated and planned in accordance with the above standards.

All tenders must include sufficient financial resources to carry out the work safely and in accordance with this plan.

Where we are appointed as Principal Contractor we will develop the Construction Phase Health and Safety Plan (which will be based upon Appendix 3 of the CDM Regulations 2007) and relevant risk, noise, COSHH and manual handling assessments and will also include method statements from contractors carrying out the work. We will also ensure that sub contractors are competent, adequately resourced and provide assessments relevant to their work.

Operational Managers will ensure that the Health and Safety Plan is complied with throughout the contract both as Principal Contractor and in their role of supervising other contractors. They will assist in developing the Health and Safety Plan and pass any relevant information to the CDM Co-ordinator for the Health and Safety File.

The Director will ensure that all the necessary precautions have been taken to comply with this legislation.

Support will be given to the Operational Managers to ensure that any necessary additions to the Health and Safety Plan, and information for the Health and Safety File, are passed to the CDM Co-ordinator.

All other contractors on site will be informed of the contents of the Health and Safety Plan by the Operational Manager and will be made aware of any risks on site. Contractors will be consulted regarding safety matters and will be informed of details regarding the Client, CDM Co-ordinator, Principal Contractor etc. These details will be highlighted in a notice prominently displayed on site.

The Operational Manager will ensure that satisfactory welfare arrangements are in place before the work begins, and also ensure that these arrangements are maintained throughout the construction phase for all projects.

INTRODUCTION

The Construction (Design & Management) Regulations 2007 replace the CDM Regulations 1994 and place duties upon the Client, Designers, CDM Co-ordinator, Principal Contractors and Contractors.

We understand that Part 2 of these Regulations are concerned with General Management duties applying to all construction projects, and that Part 3 relates to additional duties where the Project is Notifiable, e.g. where the construction phase lasts for more than 30 working days or involves more than 500 person days (unless the works are to residential premises for the home owner)

Part 4 sets out duties relating to health and safety on construction sites - These were formally known as The Construction (Health, Safety & Welfare) Regulations 1996.

The Client's Duties for Notifiable Projects

- Check competence and resources of all appointees
- Ensure there are suitable management arrangements for the project including welfare facilities
- Allow sufficient time and resources for all stages
- Provide pre construction information to Designers and Contractors
- Appoint CDM Co-ordinator (CDM-C)
- Sign the F10
- Appoint Principal Contractor
- Make sure that the Construction Phase does not start unless there are suitable
 - Welfare Facilities
 - Construction Phase Plan in place
- Provide information relating to the Health and Safety File to the CDM-C
- Retain and provide access to the Health & Safety File

The CDM Co-ordinator's Duties

G A Harper Ltd will, where deemed necessary and agreed in writing by the Client, appoint a CDM Co-ordinator and their duties will include the following:

- Advise and assist the Client with their duties
- Notify the HSE of the Project
- Co-ordinate health and safety aspects of design work and co-operate with others involved with the project
- Facilitate good communication between the duty holders
- Liaise with Principal Contractor regarding ongoing design
- Identify, collect and pass on Pre Construction information to all interested parties
- Prepare and update the Health & Safety File

The Designer's Duties

1. The Designer must be competent to prepare the design, and to conduct the undertakings without contravening any prohibition imposed by or under any of the relevant Statutory Provisions.
2. Designers must:
 - Eliminate hazards and reduce risks during design
 - Provide information about remaining risks
 - Check Client is aware of duties and CDM Co-ordinator has been appointed
 - Ensure that their designs comply with The Workplace (Health, Safety & Welfare) Regulations 1992
 - Provide any information needed for the Health & Safety File

G A Harper Ltd as Principal Contractor

Principal Contractors, under the CDM Regulations 2007, must

- Satisfy themselves that clients are aware of their duties, that a CDM co-ordinator has been appointed and HSE notified before they start work
- Make sure that they are competent to address the health and safety issues likely to be involved in the management of the construction phase
- Ensure that the construction phase is properly planned, managed and monitored, with adequately resourced, competent site management appropriate to the risk and activity
- Ensure that every contractor who will work on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site
- Ensure that all contractors are provided with information about the project that they need to enable them to carry out their work safely and without risk to health. Requests from contractors for information should be met promptly
- Ensure safe working and co-ordination and co-operation between contractors
- Ensure that a suitable construction phase plan ('the plan') is
 - i. Prepared before construction work begins
 - ii. Developed in discussion with, and communicated to, contractors affected by it
 - iii. Implemented, and
 - iv. Kept up to date as the project progresses
- Satisfy themselves that the designers and contractors that they engage are competent and adequately resourced
- Ensure suitable welfare facilities are provided from the start of the construction phase
- Take reasonable steps to prevent unauthorised access to the site
- Prepare and enforce any necessary site rules

- Provide (copies of or access to) relevant parts of the plan and other information to contractors, including the self-employed, in time for them to plan their work
- Liaise with the CDM co-ordinator on design carried out during the construction phase, including design by specialist contractors, and its implications for the plan
- Provide the CDM co-ordinator promptly with any information relevant to the health and safety file
- Ensure that all the workers have been provided with suitable health and safety induction, information and training
- Ensure that the workforce is consulted about health and safety matters
- Display the project notification

Contractor's Duties

Contractors under CDM Regulations 2007, must

- Check clients are aware of their duties
- Satisfy themselves that they and anyone they employ or engage are competent and adequately resourced
- Plan, manage and monitor their own work to make sure that workers under their control are safe from the start of their work site
- Ensure that any contractor who they appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site

Provide workers under their control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors work,

- Ensure that any design work they do complies with regulation 11
- Comply with any requirements listed in Schedule 2 and Part 4 of these Regulations that apply to their work
- Co-operate with others and co-ordinate their work with others working on the project

- Ensure the workforce is properly consulted on matters affecting their health and safety; and
- Obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work – for example alterations that could result in structural collapse or work on contaminated land
- Check that a CDM co-ordinator has been appointed and HSE notified before they start work (having a copy of the notification of the project to HSE is normally sufficient)
- Co-operate with the principal contractor, CDM co-ordinator and others working on the project or adjacent sites
- Tell the principal contractor about risks to others created by their work
- Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work
- Comply with any reasonable directions from the principal contractor, and with any relevant rules in the construction phase plan
- Inform the principal contractor of any problems with the plan or risks identified during their work that have significant implications for the management of the project
- Tell the principal contractor about accidents and dangerous occurrences
- Provide information for the health and safety file

We monitor the relevance of our CDM systems and procedures to adapt / improve their effectiveness in the light of:-

- continuing interpretation from the HSE and others
- accepted good practice
- input from Clients / CDM Co-ordinators
- case law

and endeavour to improve the overall management and co -ordination of CDM projects

Further information regarding CDM can be found in Section A8 of GE 700

007 Contractors

G A Harper Ltd require and expect Contractors they employ to comply with our health and safety standards in addition to meeting their own legal obligations

We understand that the effectiveness of this depends upon:-

Selection

- It is the responsibility of Mr G Harper to assess the suitability of sub-contractors in respect of competency and having regard to sufficient resources allocated to health and safety. If necessary he will contact WrightWay Safety Ltd for additional advice.
- We endeavour to ensure that contractors are competent and have made adequate provision for health & safety
- The award of a sub contract follows a meeting and assessment to ensure that they are evaluated on the basis of H & S criteria in addition to their general and technical competence to carry out the specified works to an agreed price

Information

- Effective routes of communication for exchange of information between us and the contractor on ;-
- hazards associated with the works and the necessary control measures
- injuries, ill health and dangerous occurrences

Control

- Where relevant ensure that agreed Risk Assessments and Safety Method Statements are strictly complied with in the workplace
- Co-ordinating the work of contractors to ensure that any one contractor does not create an undue risk for another
- Additional works or changes are properly incorporated into any revised safe system of work

Further information regarding Contractors can be found in Section A8 of GE 700

008 Control of Substances Hazardous to Health (COSHH)

G A Harper Ltd will take all reasonable measures to ensure that exposure of employees to hazardous substances is prevented if possible in the first instance, or controlled to within statutory limits, in accordance with The Control of Substances Hazardous to Health Regulations 2002 (as amended)

An inventory of all substances / products used that contain hazard warning information is held at our Head Office, including safety data sheets from the supplier, together with COSHH Assessments for the actual use of that product (including hardwoods / softwoods / MDF / manmade mineral fibre etc)

The impacts on Health and Safety on all substances in use are to be assessed and a record of assessment kept. Substances must not be used without having the up to date Risk Assessment for that particular substance.

These COSHH assessments will be reviewed regularly by a competent person and all employees will be provided with information and appropriate training on the nature of the hazardous substances with which they are working, and will be informed of any monitoring and health surveillance

A COSHH File will be maintained by the site manager on each site, which will include relevant information provided by sub contractors on the products they intend to use

Personal protective equipment will only be used as a last resort and the type and use of PPE will be carefully assessed and maintained according to the manufacturers instructions

Chemicals will only be stored and be used in approved designated areas -
Interactive chemicals must not be stored or mixed together

All changes to control measures and PPE will be assessed and no new substance will be introduced into the workplace without prior assessment by a competent person

Further information regarding COSHH can be found in Section B3 of GE 700

009 CSCS/CPCS

G A Harper Ltd are aware that the aim of the Construction Skills Certification Scheme (CSCS) and Construction Plant Certification Scheme (CPCS) operated by the CITB is to create a better qualified construction workforce, not only in quality of workmanship but also in standards of health & safety awareness and performance

We have therefore undertaken a planned course of training for our operatives to obtain the relevant CSCS record card and encourage contractors that we use to do likewise, where applicable

Further information regarding CSCS/CPCS can be found in the CITB Scheme Booklets

010 Detection of Underground Buried Services

G A Harper Ltd accept that should the need arise for the detection of underground buried services in connection with our work activities a risk assessment must be carried out by the Site Manager, or other competent person, before any such works commence

The control measures will include:-

- obtain full details / plans of services from the utility companies but interpret with due care
- use of cable / pipe locating device by trained competent person and routes clearly marked on the surface
- full information to be given to operatives
- careful breaking of the surface and the careful use of hand tools to expose the service
- hand held power tools or mechanical diggers must not be used within 0.5m of the marked route

If damage occurs to buried services the following procedures must be enforced:-

gas pipe

- evacuate all personnel from the area and enforce a no smoking, no naked flame / lights ban
- prevent any approach by members of the public or vehicles
- inform Gas Company immediately
(Transco emergency telephone number 0800 111 999)
- recommence work only when instructed by the Gas Company

electricity cable

- evacuate all personnel from area
- avoid all contact with cables and do not attempt to disentangle cables from mechanical equipment
- jump clear of excavators / diggers - do not climb down
- inform Electricity Company immediately and keep persons away from the work area
- recommence work only when instructed by the Electricity Company

other service pipes or cables

- evacuate all personnel from area and do not attempt repair
- inform owner of service
- keep persons away from work area and recommence work only when instructed by the Service Company

Further information regarding Buried Services can be found in section E2 of GE 700

011 Display Screen Equipment (DSE)

G A Harper Ltd will take all reasonable steps to secure the health of employees who work with DSE, in accordance with the DSE Regulations 1992

While it is generally recognised that the use of DSE can be undertaken without undue risks to health it is appreciated that potential hazards may occur

- eye strain / headaches
- skin rashes
- repetitive strain injuries
- back injuries

and that some employees (including pregnant workers) may have genuine reservations or concerns

We will therefore provide information, training and equipment to enable a fuller understanding of any issues relating to DSE to our employees

A competent person will conduct or arrange for an assessment of each complete work station to be carried out for the individual user, to take account of all relevant aspects

- desk / chair / equipment
- environment / space / lighting

This will then be reviewed at regular intervals or when a significant change has taken place at the work station, or for new employees

Further information regarding DSE can be found in Section A6 of GE 700

012 Electricity at Work

- Mr G Harper has been given the responsibility with regard to electrical safety within the company.
- For the purposes of this policy, Portable Work Equipment is defined as being anything that can be moved in the office environment and all site equipment that is not installed on temporary works.

G A Harper Ltd will undertake to have all their fixed electrical installations and any portable electrical tools / appliances we provide to be checked, tested and maintained by a competent person to ensure that they are safe in use in accordance with the Electricity at Work Regulations 1989

We will maintain a register of any item of our portable plant (transportable electrical equipment which is connected to a mains supply via a flexible lead terminated with an electrical connector)

A competent person will ensure that safety checks are carried out and a register maintained to record the individual items, reference number and date the check was carried out
Any new tools / equipment will be added to the register

Contractors working for us will provide a relevant test certificate for any portable electrical equipment brought onto our sites.

We take all reasonable steps to ensure the safety of our operatives who work with electrical tools and will seek to liaise with our suppliers who provide the equipment, and the individual operative to, ensure that all tools are used in a safe manner

All electrical equipment used on site must be connected to 110 volt supply via suitable transformers

Further information regarding Electricity at Work can be found in section E4 of GE 700

013 Excavations

G A Harper Ltd accept that should the need arise for us to carry out excavations a risk assessment will be carried out by the Site Manager (or other competent person) as required by the Construction (Design & Management) Regulations 2007

Information would be required regarding type of sub soil and any possible contamination

The control measures would include where necessary:-

- work area cordoned off and maintained for the duration of the works
- suitable materials being available to support sides of the excavation before the works commence
- all underground services must be located by a competent person and adequate precautions taken to ensure that they will not be adversely effected during the works
- spoil from the excavation placed 1m min from the edge of the excavation
- any surfaces running through the excavations must be adequately supported
- covering the excavation with sheet steel or similar and the provision of guard railing to prevent falls
- inspections of the excavations before each work shift, and following inclement weather, and every seven days record the inspection if shuttering has been provided

Further information regarding Excavations can be found in Section E5 of GE 700

014 Fire Fighting Equipment

G A Harper Ltd will take all necessary steps to safeguard our employees, and others affected by our work activities, from the hazards and risks associated with fire

The most important consideration when dealing with a fire in the workplace is for our employees to avoid endangering their own life, or any other person

They must therefore:-

- assess the situation and consider immediate evacuation if necessary
- not attempt to fight the fire unless they have been trained in the use of fire fighting equipment, and if it cannot be fully extinguished with the fire fighting equipment provided (water extinguishers must never be used on LPG, HFL or electrical fires)
- call the Fire & Rescue Service
- alert other persons that could be effected and inform the Site Manager
- turn off valves and isolate supplies if this can be done safely
- inform the Fire & Rescue Services on arrival of the location and cause of the fire (e.g. LPG, HFL, electrical etc)
- remain at the safe location until instructed by the Site Manager, or the Fire & Rescue Services

We are aware of The Fire Safety (Employees Capabilities) (England) Regulations 2010.

Further information regarding Fire Fighting Equipment can be found in sections H1 and H2 of GE 700

015 Fire Precautions

G A Harper Ltd. an assessment has been carried out in accordance with The Regulatory Reform (Fire Safety) Order 2005 and the necessary fire precautions put in place. It is the responsibility of Mr G Harper to ensure full compliance with Fire Legislation

This includes :-

Procedures

in the event of a fire all persons must know the means of raising the alarm, the location of any fire extinguishers, how to call the fire brigade, escape routes / exits etc

Equipment

suitable fire extinguishers provided on exit routes
fire exit signs provided with pictograms

Means of escape

access ways within premises will be kept clear at all times

Fire & Rescue Services access

access for the Fire & Rescue Services must be maintained at all times

Electrical equipment

all equipment must be certificated for safety

Flammable substances

must be separately stored in suitable containers

Waste

combustible materials must be removed regularly and at the end of the day

The Risk Assessment will be reviewed in the light of the Regulatory Reform (Fire Safety) Order which came into force in October 2006.

Further information regarding Fire - Legislation, Prevention & Control can be found in Section H1 & H2 of GE 700

016 Fire Safety Plans

G A Harper Ltd understand that the CDM Regulations require a site fire officer to be appointed with responsibility for formulating a fire safety plan on relevant buildings/projects

As and when appropriate the Fire Safety Plan to include:-

- names / responsibilities of individuals
- general site fire precautions
- hot work permit system
- evacuation procedures
- fire drills

The following must be considered in respect of fire precautions

- procedure

all persons must know the means of raising the alarm, the location of fire extinguishers, how to call the Fire & Rescue Services, escape routes / exits etc

- equipment

damage / loss of Fire Extinguishers must be reported to the Contracts Manager

- Fire and Rescue Service access

must be maintained at all times

- means of escape

access ways must be kept clear at all times

- electrical equipment

must be certificated for safety

- flammable liquids

for daily use must be stored in containers having 30 minutes fire resistance

- heating

no mobile space heaters allowed on site without approval

- gas cylinders

only the cylinder in use should be in the working area, with others stored separately

- waste

all combustible materials must be removed regularly and at the end of each day

Further information regarding Site Fire Safety Plans can be found in section H1 & H2 of GE 700

017 First Aid

G A Harper Ltd complies with the Health & Safety (First Aid) Regulations 1981 and understand that First Aid in the workplace has two functions :-

- *provides initial treatment for the purpose of preserving life and minimising the consequences of injury / illness until medical help (Doctor or Nurse) can be obtained*
- *provides treatment of minor injuries which would otherwise receive no treatment, or which do not need the help of a Doctor or Nurse*

We therefore accept the need to have trained and suitable employees to fulfil the duties of First Aiders and Appointed Persons for Emergency First Aid

Any treatment administered by the First Aider or Appointed Person will be recorded in the Accident Book

We will ensure that our First Aider(s) are responsible for the provision of suitable and sufficient First Aid kit(s) within the workplace and that they are readily available for use

Further information regarding First Aid at Work can be found in Section B4 of GE700

018 Good Housekeeping / Site Tidiness

G A Harper Ltd seek to ensure that good standards of house keeping / site tidiness are achieved since poor standards are a common cause of injuries at work and can create unnecessary fire hazards

Poor standards can be attributed to working practices and / or organisational deficiencies

Each of our operatives and each contractor is therefore responsible for ensuring that their own work areas are kept as clean and clear as possible in relation to the type of work being carried out.

Inspections of the work place will be carried out on a regular basis by the Site Manager (or other competent person) to identify areas where standards require improvement

Storage areas will be defined where applicable within the work areas and requirements will be reviewed as and when relocation takes place

Materials and substances must be stored in the defined areas at all times

Work areas must be kept clean and all waste removed on a regular basis

Waste must be kept in suitable containers and combustible waste must be kept away from ignition sources

Further information regarding Good Housekeeping can be found throughout GE 700

019 Health & Safety Performance Reviews

G A Harper Ltd undertake to have annual Health & Safety performance reviews carried out of the complete organisation by external Health & Safety Consultants to enable the following to be achieved:-

- Quantification of the standards of Health and Safety Management and procedures
- Identification of strengths and weaknesses within individual areas
- Objectives to be set

The minimum standard of performance to be achieved is compliance with statutory duties

We are aware of The Health & Safety (Offences) Act 2008 which came into effect on 16 January 2009.

The optimum standard of performance to be achieved is that which clearly demonstrates a proactive approach to Health and Safety Management and performance throughout the Organisation

020 Highly Flammable Liquids (HFL)

G A Harper Ltd will take all reasonable steps to secure the health and safety of its employees and the public from the hazards and risks associated with HFL (fire and explosion)

The control measures include:-

- Storage
 - clearly marked signs stating highly flammable
 - naked flames / smoking / etc must not be allowed in the storage area
 - adequate ventilation at all times
 - adequate fire extinguishers available at all times (not water)
 - notification to the fire brigade where required by a fire certificate
- Handling
 - only sufficient HFL for the daily work shift to be removed from storage
 - suitable funnels and drip trays to be used when decanting to prevent spillage
 - any spillage's to be cleaned up immediately
- Use
 - naked flames prohibited in any area where HFL present
 - waste materials / off cuts stored in metal lidded bins and placed well away from possible sources of ignition

internal work involving heavy concentrations of HFL must be avoided (ventilation by mechanical means may be required)

We will make due allowance for complying with The Dangerous Substances and Explosive Atmosphere Regulations 2002

Further information regarding Highly Flammable Liquids can be found in sections H3 and H5 of GE 700

G A Harper Ltd recognise that hot work (the use of heat producing equipment - blow lamps / welding etc) involves the risk of fire, caused by ignition of

- combustible materials / debris close to the work
- the gas itself from faulty gas burning equipment

We therefore endeavour to ensure that all hot work is carried out in a safe manner, and the control measures include:-

- ensure that only operatives who are trained, competent and authorised, use heat producing equipment
- suitable warning signs to be clearly displayed
- all combustible materials removed from the area
- protect combustible materials that cannot be moved away from the work area with heat resistant mats etc
- locate and have ready at hand suitable fire fighting equipment before starting work
- do not store unused LPG containers in the work area and never leave a lighted blow lamp / torch unattended
- thoroughly check bottles, hoses and attachments on a routine basis to ensure that they have no signs of deterioration
- keep vigilant fire watch throughout the work task and dependant upon the specific work location carefully check the work areas 15 minutes, 30 minutes, or 60 minutes after hot work has ceased
- refer for instructions where the work is to be carried out in the vicinity of smoke / heat detectors
- adequate PPE to be worn where necessary

If as a result of a risk assessment a formal permit to work is required for a specific hot work activity then this will be issued and signed by a named authorised person

Further information regarding Hot Works can be found in sections H2 of GE 700

022 Ladders

G A Harper Ltd understand that falls from ladders are a common hazard and therefore ensure that employees have been trained and able to follow a safe system of work

We accept that ladders should only be used for short term or intermittent use in accordance with The Work at Height Regulations 2005 and that two handed work requires the use of a working platform and guarding against falls

We endeavour to comply with Regulation 6 (Hierarchy Requirements)

- Avoid working at height
- Prevent persons falling (use existing place or equipment)
- Mitigate (use equipment to reduce distance & consequences)
- Mitigate (use equipment to reduce consequences)
- Provide additional training and instruction

Collective controls have priority over personal protection

The control measures for the safe use of ladders include:-

- up to date inspection record / tag
- firm level base
- correct angle in use i.e. 1 in 4
- securing the ladder at top or bottom (or both)
- correct type and length for the task
- sufficient overlap of extension ladders
- maximum height for use of ladder is 9 metres

If ladders cannot be removed from the work areas at the end of the day unauthorised use must be prevented by:-

- removing ladders and chaining / padlocking in a horizontal position to a secure structure or
- covering the bottom rungs with scaffold board and securing

Ladders must be moved, transported and stored safely

Further information regarding Ladders can be found in section C2 of GE 700

023 Lifting Equipment

G A Harper Ltd will ensure that the following control measures are in place in accordance with The Lifting Operations & Lifting Equipment Regulations 1998 if they are required to use lifting equipment such as

- gin wheels on scaffolds
 - hoists
 - fork lift trucks
 - telehandlers
 - excavators
 - mobile cranes
 - mobile elevating work platforms
 - lorry loaders (hiabs)
 - piling rig
-
- lifting equipment / gear to be suitable for the specific tasks
 - before use the necessary certification for lifting equipment is to be provided to the Site Manager, including test / inspection records
 - only experienced and trained personnel will be employed by us in the erection / use of lifting equipment and operators must provide certification as to competency
 - lifting equipment to be inspected before and after each working shift by a competent person to ensure that it is in safe working order
 - while on site lifting equipment to be inspected weekly by a competent person and the inspection is to be recorded

Further information regarding Lifting Equipment can be found in Section D3 of GE 700

024 Liquefied Petroleum Gases (LPG)

G A Harper Ltd will take all reasonable measures for the health & safety of our employees, and others directly affected in the use of LPG's

The control measures for a safe system of work include:-

- fire extinguishers to be available for use at all times and work area to be free from combustible materials
- regular inspection of hoses / cylinders / valves - cylinders to be fitted with flash back arresters
- cylinders to be stores upright and empty / full cylinders to be separated
- adequate ventilation to be provided at all times
- separation from other hazardous substances
- cylinder valve should always be closed when not required (closure of the torch valve will retain gas in hoses)
- hoses / torches must not be put into tool boxes / vehicles while attached to the cylinder
- ensure all valves are closed when changing any cylinder
- turn off cylinder valves and allow the flame from the torch to burn out when work have been completed

We will make due allowance for complying with The Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR)

Further information regarding LPG can be found in Sections H4 and H5 of GE 700

025 Lone Working

G A Harper Ltd accept that a risk assessment needs to be carried out by a competent person in respect of lone working in connection with the work activities we undertake and the following issues have to be considered:-

- has the lone worker been trained to perform the task alone
- type of materials, plant and equipment required
- the maintenance of security / fire fighting measures / calling emergency services / administering first aid
- the medical condition and age of the lone worker - young persons must not be lone workers
- has violence previously occurred in that work location
- any specific hazards involved
- communication and supervision

The control measures that need to be in place for lone workers are:-

- information and instruction
 - information regarding the work environment
 - all relevant information to be discussed with, and understood by the lone worker
- training
 - ensure the lone worker is suitably trained to carry out the specific work activity with the correct equipment provided (not to improvise or take short cuts)
- supervision
 - ensure enhanced supervision of, and communication with, the lone worker depending upon the work task and the severity of the risk involved

Further information regarding Lone Working can be found in Section E3 of GE700

026 Manual Handling

G A Harper Ltd understand that injuries concerned with manual handling are one of the most common causes of absence from the workplace and endeavour to reduce the risk of such injuries to their employees by providing guidance on safe lifting and carrying, based on Manual Handling Assessments carried out by competent persons, in accordance with the Manual Handling Operations Regulations 1992

We instruct all our operatives that when carrying out manual handling - lifting / pulling / pushing - never to lift beyond their capacity or pull / push beyond their capability

The control measures to ensure safe manual handling include :-

- using mechanical aids whenever possible
- assessing the weight and route the load needs to be moved
- asking for assistance of others if necessary
- using correct lifting techniques
- lightening the load if possible
- wearing correct protective equipment, boots & gloves

Further information regarding Manual Handling can be found in section B7 of GE 700

027 Mobile Elevating Work Platforms (MEWP)

G A Harper Ltd will ensure that all reasonable steps are taken for the health & safety of employees if they are required to work from MEWP's, to comply with the Work at Height Regulations 2005

The control measures include:-

- suppliers of MEWP's to be competent and the equipment to be fit for the specific work intended
- only experienced and trained employees to be involved in the use, and supervision of MEWP's
- the MEWP and work area to be inspected by the Site Manager (or other competent person) prior to each use with particular attention to be given to:
 - safe working order
 - ground conditions
 - overhead cables
 - SWL
 - warning signs / exclusion zone
 - weather conditions
- weekly inspections to be recorded
- operatives to use suitable Harness & Restraint lanyard at all times in the MEWP, securely attached to the MEWP
- adequate protection against entrapment
- clearly understood emergency and rescue procedures in place in the event of possible power failure / breakdown

Further information regarding MEWP can be found in section D4 of GE 700

028 Mobile Tower Scaffolds

G A Harper Ltd ensure that the supplier of the equipment provides safe installation and operating instructions and that the erection and use is undertaken by trained and competent persons, to comply with the Work at Height Regulations 2005

The competent person must check the following before the mobile tower scaffold is erected

- presence of overhead cables
- provision of firm and level base
- necessary documentation is in place
- measures for protection of the public
- barriers to prevent vehicle impact if applicable

and also ensure that:-

- the tower is erected in accordance with the manufacturers instructions
- all working platforms fully boarded and guarded with access from internal ladder
- the tower is not moved with operatives or materials
- inspections are carried out before each work shift, and recorded if the tower remains in the same position for seven days or more

Further information regarding Mobile Tower Scaffolds can be found in section C4 of GE 700

029 Noise

G A Harper Ltd endeavour to ensure that exposure to noise in the workplace is reduced to the lowest level practicable in relation to the work activity to comply with the various action levels in the Noise at Work Regulations 2005

Lower Exposure action level = daily or weekly personal noise exposure of 80dB(A)

Upper Exposure action level = daily or weekly personal noise exposure of 85dB(A)

We will obtain information from the manufacturers / suppliers of mechanical tools / equipment as to the dB(A) of their products when in use

Where necessary we will arrange for noise surveys to be carried out by a competent person to establish normal operating levels, and assessments will be made to determine personal exposure in relation to the action levels

Where noise levels exceed the first action level we will provide our operatives with personal hearing protection

If the level of 85dB(A) is reached then the operatives must wear the personal hearing protection provided and suitable "ear protection zone" signs will be displayed

Further information regarding Noise can be found in section B10 of GE 700

030 Occupational Health Hazards

G A Harper Ltd realise that employees can be exposed to the common occupational health hazards of asthma and dermatitis when carrying out their normal work activities

Contact dermatitis results from repeated contact with any substance that irritates the skin and the effect is for the skin to dry out and crack due to the removal of natural skin oils

Allergic dermatitis is an allergic reaction by the skin to a specific substance that the skin has been exposed to (sensitised) in the past

The control measures are:-

- safe systems of work
- good personal hygiene
- good housekeeping
- PPE and barrier creams

Occupational asthma is caused by an allergic reaction to certain substances at work which are known as respiratory sensitizers

The control measures are:-

- good natural ventilation and / or mechanical ventilation
- good housekeeping
- PPE - including respirators fit for the specific purpose

This information is brought to the attention of all our employees

Specific Occupational Health Issues to be managed:

LEAD

G A Harper Ltd acknowledges the health hazards arising from exposure to lead and will protect those employees and other persons potentially exposed to lead as far as is reasonably practicable. This will be achieved by minimising exposure through the use of proper control methods and work practices supported by training of employees.

Respiratory protective equipment will only be used to control exposure where other means cannot provide adequate control.

No work with lead or lead containing materials shall commence without a thorough assessment of the potential exposure of employees and others to lead. The assessment will be recorded and include details of the methods of work to be adopted and the controls to be used, and the risks posed by any potential failure of these controls.

Facilities will be provided for changing, clean storage of personal clothing and washing. Where as a result of the risk assessment it is deemed necessary, these facilities will include showers, and "clean" and "dirty" areas for clothing to prevent cross-contamination.

Areas in which lead or its compounds are used will be segregated and designated as lead contaminated areas.

Where an employee raises a problem related to health and safety issues in the use of lead, the company will take all necessary steps to investigate the circumstances, take corrective action where appropriate and advise the individual employee of the actions taken.

Where an employee identifies a problem in the use of lead at work or a defect in any of the control measures provided, the employee must inform a responsible person, usually the supervisor or line manager, immediately.

LEGIONELLOSIS

G A Harper Ltd will ensure that all reasonable steps will be taken to identify potential legionellosis hazards in the workplace and to prevent or minimise the risk of exposure to such hazards.

Where employees are concerned about the risk of an outbreak of legionellosis, they should report their concerns to a responsible person so that the company can take the appropriate measures to eliminate or reduce the risks.

People exposed to significant occupational risk of infection will receive instruction in the nature of the risks and the means of controlling exposure. Staff should report relevant symptoms.

There is a contingency plan in case of an outbreak of legionellosis. This will include:

- (a) the identification of people who may have been exposed
- (b) involvement of the public health authorities
- (c) dissemination of information to employees and other interested parties of the nature of the risks.

Staff involved in plant maintenance or who might otherwise be at significant risk will require safe systems of work. The following should be their priorities.

- Design procedures to minimise exposure (eg by prior disinfection).
- Avoid creation of water sprays (e.g. by high pressure jetting).
- Avoid exposure of others in the building to water sprays (eg by carrying out maintenance out of normal working hours).
- Wear respiratory protection of a suitable and HSE approved type (normally high efficiency, positive pressure respirators with either a full facepiece or hood and blouse).

- Take necessary precautions when entering confined spaces (permits to work, etc).
- Handle biocides and water treatment chemicals with care.
- Report relevant symptoms of illness to your supervisor immediately.

LEPTOSPIROSIS

G A Harper Ltd is well aware of the biological hazards attached to ground working (hepatitis, gastroenteritis, allergic alveolitis etc). In particular the risks of infection from Leptospirosis (Weil's Disease) which might be caught by company employees who carry out work to drainage systems i.e. Drains and connecting into existing sewers. We will ensure that safe systems of work are put in place, which eliminate or minimise the risk of employees becoming infected by Leptospirosis.

Prior to undertaking any work which will involve the risk of encountering infected urine or contaminated water. They will conduct a pre works site visit where, in conjunction with the wider issues attached to the work, a risk assessment will be undertaken.

As part of risk assessment process site managers and supervisors will be required to obtain records from utility bodies or private owners, on any history of rat infestation problems to the immediate/local area.

Where confirmation of rat infestation from the utility companies cannot be relied upon, we will adopt the worse case scenario and look to have the location eradicated of possible rats and sterilised as a precautionary measure. Where this approach is not possible we will look at minimising the risks through other means (eg reduce the number of workers on site, PPE, health surveillance, good hygiene standards etc).

Employees exposed to significant occupational risk of infection will receive instruction in the nature of the risks and the means of controlling exposure. Staff will be given instruction on the importance of reporting relevant symptoms to their manager or supervisor who will in turn direct the employee to visit their GP. An essential part of the company's control strategy will be ensuring that a programme of education is undertaken for all company staff likely to be exposed to Leptospirosis.

Further information regarding Occupational Health Hazards can be found in section B1 of GE 700

031 Office / Yard Safety

G A Harper Ltd are responsible for ensuring the necessary procedures are in place and implemented to safeguard the health, safety & welfare of staff and authorised visitors

The control measures include:-

- safe access / egress for employees and visitors
- suitable signage
- vehicle segregation and defined parking area
- adequate external lighting
- clearly defined emergency exit routes
- avoidance of tripping hazards
- non reflective lighting
- windows fitted with blinds to prevent undue glare
- work stations suitably constructed with anti glare surfaces and easily adjusted to suit the need of the individual user
- heating / humidity levels suitably controlled (min temperature 16 °C in offices)
- adequate natural ventilation
- office equipment fit for the purpose intended, properly guarded and correctly positioned
- good housekeeping standards
- adequate washing and toilet facilities

Further information regarding office/Yard safety can be found in section A6 of GE700

032 Operatives Induction (Employees)

G A Harper Ltd acknowledge the need for an Induction into the workplace and adopts the following procedures for new employees on their first day;-

- They will be introduced to the relevant people and their roles explained
- The Site Manager will explain our method of working including all necessary paperwork and procedures
- The importance of reporting all accidents at work will be covered
- They will be provided with all necessary PPE (which will be recorded) and the importance of using PPE will be covered
- A suitable first aid kit will be provided
- The new employee will be provided with a copy of our Health & Safety Policy Statement
- They will be given details of where information relating to all Risk, COSHH and Manual Handling Assessments can be located and the name of any safety representative

Note

Prior to their first day of service the new employee will be required to provide all necessary information - including details of trade qualifications and training, and any possible disability or type of ill health that could be detrimental when working at a particular trade or task

This procedure is to be read in conjunction with the Site Safety Awareness Induction procedure

Further information regarding Induction can be found in section A5 of GE 700

033 Permit to Work Systems

G A Harper Ltd understand that permit to work systems are usually applied to:-

- hot work (welding etc)
- live work on high voltage electrical systems
- entry into confined spaces

Should the need arise from a risk assessment for our operatives to carry out work activities in a confined space then the necessary permit to work form would be issued by the Site Manager or other competent person

The form consists of a check list and record to establish that an inspection has been made and precautions taken to ensure that it is safe for works to commence in a defined area for a defined purpose for a defined period of time

The competent person will supervise the works and sign the permit and accept the responsibility

Once the work is completed he signs off the permit to confirm that the specific work task has been completed

Further information regarding Permits to Work can be found throughout GE 700

034 Personal Protective Equipment (PPE)

G A Harper Ltd complies with the PPE Regulations 1992 and understand that PPE should be considered as a “*last resort*” because

- it protects only the person wearing it - if the risk is controlled at source then everyone in the workplace can be protected
- effective protection is only achieved by the use of suitable PPE which is properly fitted, used and maintained
- PPE in use may restrict the wearer and limit mobility / visibility

Our employees must take reasonable care of any PPE supplied by us, and if they are in any doubt as to its effectiveness they must discuss this with the Site Manager

We will record the issue of our PPE on a register

Approved safety helmets must be worn by all our operatives when there is a risk of injury to the head from falling objects or hitting the head against something

The only exception to this would be turban wearing Sikhs

Approved safety helmets should be worn by operatives working in MEWP's and safety harnesses / with restraint lanyard must always be worn in MEWP's

A visual inspection of safety harnesses / with restraint lanyard must be carried out before each use and examined by a competent person every 6 months and a record kept

Further information regarding PPE can be found in Section B2, B11 & B12 of GE 700

035 Plant, Tools & Equipment

G A Harper Ltd accept their duty, as an employer, that where we provide and maintain plant and equipment it must be safe and without undue risk to health, in accordance with The Provision & Use of Work Equipment Regulations 1998, and that the following factors have to be taken into account :-

- It is the responsibility of Mr G Harper to ensure that all work equipment is adequately maintained and remains in a serviceable condition and is fit for purpose.
- It is the responsibility of Mr G Harper to identify training needs for certain pieces of work equipment. Such are Hilti Cartridge Operated Tools and Abrasive Wheels.
- It is the policy of the company to hire tools and equipment from reputable suppliers such as hire centres that are members of the European Hire Association.

We aim to ensure

- the condition / suitability of plant & equipment for the task
- the safe operation / use of the plant & equipment including the immediate environment
- the protection of operatives and others effected by their actions in the use of the plant & equipment
- adequate information, instruction, training and supervision for operatives

The control measures to be incorporated into a safe system of working / operation include:-

- adequate inspections before, during and after use - together with planned maintenance / servicing
- items of plant / tools / equipment are to be suitably marked for identification and maintenance inspections recorded
- cables / flexes checked for wear and damage with plugs / fuses / transformers of the correct type
- hydraulic fluid or compressed air hoses / pipes examined for leaks and pressure gauges / valves tested before use
- power operated equipment checked for safety of operation and worn parts replaced
- cutting and drilling tools / equipment properly sharpened
- the use of 110 volt plant & equipment
- machine guards must be securely fixed in correct position
- hoses / pipes / cables kept clear of traffic and not laid through water
- adjustments to electrical / mechanical plant only when equipment is disconnected
- clear segregation between plant / equipment and pedestrians
- good housekeeping / site tidiness
- clear warning signs
- ensure that the individual operative has been properly trained to use that specific item
- adequate PPE where necessary

Further information regarding Plant , Tools & Equipment can be found in Section D6 of GE 700

036 Plasters / Plasterboard

G A Harper Ltd accept that our work can involve the extensive use of gypsum based products - plasters, plasterboards and jointing compounds

We understand that pure gypsum is believed to be harmless, and is considered a “nuisance dust” by the Health & Safety Executive (HSE)

However we accept that there are potential health hazards when using certain gypsum products that contain small quantities of quartz and lime (certain plasterboards also contain small amounts of glass fibre)

The control measures to ensure safe systems of working include:-

- mixing of powder products to be carried out carefully, in well ventilated areas
- sanding down to be kept to a minimum, and carried out in well ventilated areas.
- operatives to wear dust masks where necessary
- power cutting of plasterboards may require operatives to wear dust masks
- operatives who are sensitive to man made fibres should wear suitable gloves when working with certain plasterboards
- operatives should observe good standards of personal hygiene by washing before meals, smoking, using toilet facilities

Further information regarding working with gypsum products can be obtained from British Gypsum (0115 945 6123) or other manufacturers

037 Pollution Control

G A Harper Ltd objectives for pollution control / environmental management in connection with our work activities are:-

- to minimise environmentally damaging products and processes
- to use products from sustainable sources

We understand that typical pollutants arising from construction site activities may include:-

- *to air*
 - smoke
 - vapours
 - dust
 - exhaust emissions
 - noise
 - light
- *to water courses / drainage systems*
 - chemicals
 - oil and fuels
 - contaminated water
 - slurry / hazardous solid matter
 - effluent
- *to ground*
 - spillage of materials
 - oil / fuels
 - chemicals
 - waste materials / litter

and we endeavour to ensure that these are properly taken into account when devising, and implementing, safe systems of work

Further information regarding Pollution Control can be found in section G1 & G2 of GE 700

038 Pregnant Workers

G A Harper Ltd accept that any work undertaken by pregnant staff must not expose them, or the unborn child, to any risk to their health as required by The Management of Health & Safety at Work (Amendment) Regulations 2006

At a female employees induction the potential hazards that could be posed during pregnancy by certain work activities

- manual handling
- chemicals

would be clearly explained, together with the need for the employee to provide relevant information to us as soon as they are aware of their pregnancy

In this event a risk assessment will be carried out by a competent person and the female employee's normal working conditions and / or hours may require adjustment or a transfer to other work duties

Further information regarding Pregnant Workers can be found in section A6 of GE700

039 Public Protection Measures

G A Harper Ltd accept that public protection measures are an essential requirement of their work activities as set out in the HSE Publication “Protecting the Public - your next move” HS(G) 151 and the core requirement is that unauthorised access should be prevented to construction sites / work areas, particular by children

A main consideration is the prevention, so far as is reasonably practicable, of unauthorised access to above ground working platforms

- scaffolds, including ladder access
- mobile tower scaffolds
- trestles
- mobile elevating working platforms

and the control measures may include:-

- warning signs / notices
- security fencing to site and / or scaffolding (mesh size to prevent small foot being placed in gaps to aid climbing) with all access panels / gates being chained and padlocked
- ladders from ground level removed at the end of each day or covered with scaffold board and secured

Control measures must also be in place in respect of

- excavations
- storage of materials
- segregation of vehicular traffic and pedestrians within sites / work areas

Further information regarding Protection of the Public can be found in Section A12 of GE 700 and the HSE Publication HS(G) 151

040 Radiation

G A Harper Ltd understand that our normal work activities can expose our operatives to radiation from sunshine - which can cause sunburn and blisters, and the risk of developing skin cancer

We endeavour to minimise this by ensuring that all our operatives remain decently clothed at all times while at work, since the wearing of suitable clothes will not only provide protection against sunburn but also minor cuts / abrasions

Our operatives are also encouraged to use sun creams / blocking agents, and to protect the eyes from sun glare direct exposure

Further information regarding Radiation can be found in Section B1 of GE 700

041 Risk Assessment

G A Harper Ltd readily accept that Risk Assessment is the primary key element in establishing a safe system of work, and an essential requirement of the Management of Health & Safety at Work (Amendment) Regulations 2006

These require us to:-

- assess the risks to the health & safety of our employees, temporary staff engaged for specific work, and any other persons who could be directly effected by our work activities
- record the risk assessment - generic risk assessments covering common work activities are acceptable provided arrangements for identifying any additional risks are in place
- provide relevant information to employees on the identified risks and the control measures necessary to minimise them to an acceptable level
- co-operate fully with other employers where work areas are shared by exchanging information on the risks associated with each others activities and the necessary control measures

All risk assessments will be regularly reviewed by a competent person to take account of changing work practices, HSE directives, changes in legislation

Further information regarding Risk Assessment can be found in Section A7 of GE 700

042 Roof Work

G A Harper Ltd will ensure that a safe system of working is in place specific to the type of roof work to be undertaken, to comply with The Work at Height Regulations 2005

Control measures to be considered and implemented where applicable include

- only competent trained operatives should carry out roof works
- ensure suitable and safe means of access to, and egress from, the roof depending on type and height
- provide necessary exclusion zone around the area of the works together with warning signs
- if a working platform is required this must be adequately guarded
- where necessary roof edges to be guarded or fall arrest equipment provided
- fragile roofs to be identified, particularly roof lights
- crawling boards must be used on all fragile roofs
- materials taken onto the roof are not to cause excessive point loading - and must be adequately secured
- adverse weather conditions taken into account
- suitable hard hats to be worn by operatives

Further information regarding Roof Work can be found in Section C6 of GE 700

043 Safety Method Statements

G A Harper Ltd will provide safety method statements for individual projects or parcels of work where necessary

Safety method statements are based upon, and are to be read in conjunction with, the relevant Risk Assessment, COSHH assessment etc for that specific work activity and will detail the necessary safe methods of working

It will generally comprise information relating to the following:-

- location of works
- scope of works
- programme / sequence of work
- supervisory arrangements
- monitoring arrangements
- schedule of plant
- schedule of PPE
- controls for the safety of other persons
- generic or site specific risk assessments
- overlap with other contractors
- first aid arrangements
- emergency procedures
- welfare facilities

We will ensure that the safety method statement is brought to the attention of persons concerned in the work

Further information regarding Safety Method Statements can be found in Section A7 of GE 700

044 Safety Representatives and Committees

G A Harper Ltd recognise the desirability of a co-operative approach to Health & Safety in the Workplace and therefore comply with:-

- The Safety Representatives and Safety Committees Regulations 1977
- The Health & Safety (Consultation with Employees) Regulations 1996

The arrangements for joint consultation will include:-

- Appointment of one or more operative safety rep who will be provided with the necessary training to fully understand and undertake their duties
- The formation of a company Health & Safety Committee made up of equal numbers of management and operative representatives
- This Committee, which is to meet every six months, to be chaired by a Director and attended, when requested, by the Company's Health & Safety Consultants
- The Committee will be concerned with all relevant aspects of Health, Safety & Welfare in the Workplace

The objectives and terms of reference will be agreed between the members of the Committee

- Minutes of the meetings will be displayed at Head Office and made available to each employee

Further information regarding Safety Reps and Committees can be found in Section A4 of GE 700

045 Scaffolding

G A Harper Ltd will ensure that should scaffolding be required for our work activities it will be erected, altered, or dismantled by competent experienced scaffolders to comply with EN12811-1, be fit for the purpose intended and incorporate the requirements of the Construction (Design & Management) Regulations 2007, The Work at Height Regulations 2005 and NASC Guidance SG4:10

The control measures to ensure a safe place work include:-

- before use
 - the competent person who erected the scaffold must provide a written hand over certificate confirming that the scaffold is fit to use
 - until this is done the scaffold cannot be used and adequate warning notices must be displayed and access prevented
 - thereafter the scaffold is our responsibility and must be inspected by a competent person every seven days, following adverse weather or any modification, and the inspection must be recorded
 - during use
 - our operatives are instructed to
 - report any defects to the Site Manager
 - not to alter or overload the scaffold in any way
 - ensure that access ladders are always securely tied to the scaffold
 - ensure that measures for protection of the public are effective
- after use our operatives are instructed to
- ensure access ladders are removed or covered with scaffold board
 - remove all tools / materials not in use
 - check any security fencing for integrity

Further information regarding Scaffolding can be found in section C1 and 5 of GE 700

046 Site / Workplace Fire Safety

G A Harper Ltd accept that if they need to provide temporary site accommodation then the necessary fire safety precautions need to be in place

- units to be half hour fire resistant minimum
- written fire orders to be displayed in prominent positions
- clear signs installed indicating fire escape routes
- fire assembly points selected and signposted
- suitable portable fire extinguishers to be provided and maintained
- no smoking allowed
- office furniture kept to a minimum
- electric heaters to have metal guards
- good housekeeping standards maintained
- any flammable substances stored correctly
- any electrical installation to comply with the IET Regulations, installed and tested

We are aware of The Fire Safety (Employees Capabilities) (England) Regulations 2010.

Further information regarding Site / Workplace Fire Safety can be found in section H2 of GE 700

047 Site Safety Awareness Induction

G A Harper Ltd recognise that in addition to the formal Induction carried out with every employee site safety awareness Induction is an essential requirement on large projects, since national accident statistics have identified that a considerable number occur to individuals during their first week on a new site

New employees, particularly trainees and young persons, are known to be more likely to have accidents than those who are experienced and have had time to recognise the hazards of the specific site or work place

We will ensure via the Site Manager (or other competent person) that all new comers to such sites/workplaces including contractors are given awareness training with the objective of:-

- Familiarising individuals with the unique requirements of the project
- Establishing supervisory/procedural controls and monitoring requirements specific to the project

The awareness training at relevant sites will include:-

- Details of main hazards
- Organisation/H&S arrangements
- Specific site rules
- Emergency and evacuation procedures

New employees will not be allowed to start work on such sites unless they have received this information, and have signed confirmation, which will be retained

Further information regarding Site Safety Awareness Induction can be found in Section A5 of GE 700

048 Site Safety Inspections

G A Harper Ltd understand that site safety inspections are an essential requirement in the prevention of accidents, and inducing a great awareness of health safety & welfare in the work place

Our arrangements are:-

- routine inspections
regular inspections of the site / work place are carried out by the Site Manager or other competent person, to ensure that the specific safe system of working is being complied with
- unannounced inspections
these are carried out by the Contract Manager, or other competent persons, on different days of the week, at irregular intervals and at different times of the day
- inspection by external consultants
we are able to instruct our external Health & Safety Consultants to carry out unannounced general inspections of sites / work places and to prepare reports on the inspections to the Directors
- other inspections
-properly elected safety representatives are entitled to inspect the work place in accordance with The Safety Representatives and Safety Committee's Regulations 1977
- any inspections by the HSE will be recorded and a written report prepared for the Directors

Further information regarding Site Safety Inspections can be found in section A9 of GE 700

049 Spillage of Chemicals

G A Harper Ltd consider an important element in the prevention of accidental spillage of chemicals is good site house keeping - by ensuring that work areas, traffic routes, scaffolds etc are kept clear of obstructions

Our employees will only deal with spillages of chemicals if they are competent and have received the necessary information and training

Minor spillages should be cleaned up immediately in a manner not liable to expose any person to harm

The spillage will have to be assessed for the correct type of PPE to be worn, contained using absorbent materials and removed from site in a metal container and disposed of as hazardous waste

Any contaminated clothing should be removed and if necessary disposed of likewise, and the work area washed down

The incident should be reported to the Site Manager

Major spillages must be dealt with by the local Fire and Rescue Service who should be contacted by dialling 999 /112

The water authority should also be notified if the spillage has entered the drainage system

No action should be taken by our operatives until these services arrive, except for the maintenance of an exclusion zone

Further information regarding Spillage of Chemicals can be found in sections H3, H5 and B3 of GE 700

050 Stepladders, Trestles and Stagings

G A Harper Ltd accept that safe working practices to comply with The Work at Height Regulations 2005 must be followed when using steps, trestles and stagings since while they are valuable means of access equipment they can often be misused

Control measures for safe use of step ladders include:-

- should be on a firm level base and stable
- should be open to the full extent of the retaining cord / stay
- the operatives knees should be kept below the top of the steps
- the top of the steps should not be used unless it has been constructed as a platform with a secure hand hold

Control measures for safe use of trestles and stagings include:-

- must be set on firm level base and trestles used in full open position
- working platform must be at least 600 mm wide
- working platform should be of adequate strength
- any scaffold boards used must be of consistent length and equal thickness
- at least top third of folding trestle should be above the working platform
- only one tier of staging is permitted when folding trestles are used
- lightweight staging has a maximum single span of 3 m
- guard rails / toe boards are required to working platforms where any person can fall and sustain personal injury
- trestles over 3.6 m in height should be tied into the structure

All such equipment should be suitably stored and any damage / deterioration noted, and rectified before further use

Further information regarding Stepladders, Trestles and Stagings can be found in section C2 of GE 700

051 Tool Box Talks

G A Harper Ltd recognise the importance of providing on-going site specific training for our operatives, and sub-contractors where relevant, in the form of tool box talks

These will be undertaken

- on a regular basis
- if a particular problem arises
- if job conditions change

by our Site Manager (or other competent person) and will be based on

- CITB site safety tool box talks GT700
- BS codes of practice

Our objective is to promote discussion with employees and sub-contractors, to listen to their views and, where appropriate, act upon their comments

We encourage manufacturers of specialist items of equipment to provide tool box talks on the safe use and maintenance of their equipment

Records of the tool box talks (which will be during the normal working day) will be maintained

Further information regarding Tool Box Talks can be found in GT 700

052 Training

G A Harper Ltd understand that no health & safety management system will succeed unless employees are competent to undertake the duties and responsibilities assigned to them, and that for any training to be effective it requires:-

- commitment from management to provide the necessary finance, organisation and support
- opportunity for learning to take place in the correct environment
- expertise and knowledge of the subject by competent trainers

We have established Training Plans for all managers and operatives, and future training courses will include

- Abrasive Wheels
- First Aid
- Scaffold Inspection Course
- Health & Safety Update for Managers
- Risk Assessment in Construction
- Fire Safety (use of extinguishers)
- Manual Handling Techniques

together with the CITB ConstructionSkills SMSTS Course

Training will take place in small groups during normal working hours and undertaken by suitably qualified specialists

We will undertake task specific safety training particularly for employees who operate plant and machinery, either on site or at the specialist training company's premises

Records of all training will be kept at our Head Office

Training needs are constantly kept under review by the Directors and External Health and Safety Consultants in an endeavour to create a more qualified work force and to take account of changing Health & Safety Legislation

Further information regarding Training can be found throughout GE 700

053 Transport & Vehicle Safety

G A Harper Ltd will take all reasonable steps to secure the safety of employees who use our vehicles and plant

All employees who use our vehicles are issued with a transport agreement which clearly details their responsibilities:-

- all operatives driving either a company vehicle or their own vehicle on company business must have a valid driving licence, MOT Certificate and Insurance
- any changes which may effect employees ability to drive (certain health conditions or road traffic convictions) must be reported to the Director
- Under no circumstances are employees to be accompanied by any children or other unauthorised persons when on company business

We accept that the Construction (Design and Management) Regulations 2007 require every construction site to be organised in such a way that pedestrians and vehicles can move about safely and this will require segregation and control measures to be implemented on relevant projects

We undertake to ensure that our operatives understand the requirement for all vehicles and plant to be driven, operated, loaded or towed in a safe manner

Further information regarding Transport & Vehicle Safety can be found in Sections A8, A11 and D6 of GE 700

054 Vibration

G A Harper Ltd understands that vibration can affect the fingers, hand and arms and in same circumstances the whole body

We therefore seek to identify, assess and prevent or control the risks from vibration in accordance with the Control of Vibration at Work Regulations 2005

Identification

Only tools/equipment/machinery that complies with the Supply of Machinery (Safety) Regulations 2005 will be used (the suppliers information will identify if there is a potential vibration problem)

Assess

The information from the supplier and the amount of exposure in time will identify equipment most likely to present risk

Prevention

We will, where necessary consider alternative methods

Control

Maintenance of such equipment is important and is monitored, work breaks are taken frequently

Tool Box Talks are undertaken and cover

- Wearing of gloves and appropriate clothing
- Hot/Warm food intake
- Massaging of fingers
- The benefits of not smoking(since smoking narrows the blood vessels)

Further information regarding vibration can be found in the section B13 of GE700

055 Waste Management

G A Harper Ltd endeavour to ensure the health & safety of our employees and others who may be effected by the waste materials which result from our work activities by arranging for the collection and disposal of all such waste products regularly, safely and in accordance with statutory requirements

We will, through training and supervision, ensure that each operative:-

- keeps their own work area as clean and clear as possible in relation to the type of work being carried out
- removes waste regularly and at the end of each day
- does not use public refuse bins and gullies for the disposal of waste
- does not burn waste on site (unless with the prior agreement of the Contracts Manager and the Local Authority)

Non hazardous waste is bagged up where practical and deposited in dedicated skips which will be transported by licensed carriers to registered disposal sites

The Site Manager will retain copies of relevant documentation

Should hazardous waste be generated as a by-product of our work activities it will be stored in labelled sealed metal containers and collected from site by an accredited waste disposal contractor for transfer to a licensed disposal facility

Contractors employed by us are required to comply with these procedures and we will regularly review our waste management systems

Further information regarding Waste Management can be found in section G1 of GE 700

056 Welfare Facilities

G A Harper Ltd accept the need for us to provide suitable and sufficient on site welfare facilities in accordance with the Construction (Design & Management) Regulations 2007 on all construction projects and these will comprise:-

- Mess Room
- Toilet (s)
- Hand Wash Basins
- Hot & Cold Water
- Drinking Water

No open element electric heaters/portable gas heaters are to be used within the welfare facilities

Other control methods include:-

- Any gas cylinders to be connected externally and chained/padlocked secure Cylinder to be removed at end of each day, stored in a secure place and connected/removed by a competent person
- Suitable fire extinguisher(s) to be made available for immediate use
- Any voids under temporary accommodation to be kept free of combustible waste
- Site accommodation to be sited away from any permanent structures
- Where possible water flushable toilets will be provided but if this is not possible chemical toilets will be provided
- Drinking water will be provided either mains fed or stored in marked bottles
- Furniture within the facilities to be kept to a minimum
- Facilities are to be properly maintained - kept clean, warm and properly ventilated
- Facilities to be made secure when not in use

No smoking will be allowed in the welfare facilities

Further information regarding Welfare Facilities can be found in Sections A8 and A11 of GE 700

057 Woodworking Joinery Shop

G A Harper Ltd are aware that woodworking machines and associated activities surrounding woodworking joinery shops can be highly hazardous with significant risks attached. Some of the hazards which can be encountered are (not exhaustive list):

- Contact with moving parts of the machines
- Ejection of material
- Entanglement with rotating spindles etc
- Inhalation of hazardous dusts
- Exposure to noise and vibration
- Manual handling of material
- Fire and explosion issues
- Contact with other hazardous substances
- Use of hand held power and non-powered tools
- Slips and trips
- Unauthorised use of workshop machines
- Poor housekeeping
- Inappropriate / lack of lighting

With the above in mind G A Harper Ltd will ensure that risk assessments of workshop activities are undertaken by competent persons and thereafter suitable and sufficient precautions are installed and maintained to ensure that the risks associated with our workshop are not realised.

The precautions will include systems for ensuring that only trained and authorised machinist adjust, change cutting blocks and operate the machines.

Further information regarding woodworking machines can be found in 2 D7 of GE 700

058 Working at Height

G A Harper Ltd endeavour to ensure that all work activities undertaken at height are always from the most suitable and safe method, taking all relevant factors into account to comply with The Work at Height Regulations 2005 since over 50% of all deaths on construction sites involve a “fall from height” - i.e. where a person can sustain personal injury

To achieve this it is essential that a Risk Assessment is carried out by a competent person taking into account the following:-

- height of work
- duration and type of work
- work materials required
- type of existing structure and existing ground / floor conditions
- immediate environment
- prevention of unauthorised use
- individual safety equipment and PPE
- protection of the public

The means of providing a safe place and system of working specified in the Risk Assessment must be explained to, and understood by, all persons involved in the work activity - before the actual work is commenced

We undertake to monitor persons working at height to ensure that the agreed system of working is actually complied with

If site monitoring highlights any shortcomings in the method of working the Risk Assessment will be revised to include improvements deemed necessary by the competent person

Further information regarding Working at Height can be found in Section C1 of GE 700

059 Working in Occupied Premises

G A Harper Ltd acknowledge that on some occasions our work activities are carried out in occupied premises and will take all reasonable measures to safeguard both our operatives, and the occupiers - with due consideration for their possible lack of awareness of the hazards involved, possible curiosity and any special needs

The control measures can include:-

- prior notification of the work activity
- keeping all means of access / egress clear of materials, equipment, trailing leads etc
- any spills of water, oil etc that could cause slippery conditions to be cleared up immediately
- tools kept within the localised working area and not left unattended, especially when children are present
- all work involving heat producing equipment to be subject to vigilant fire watch during and on completion of work
- suitable fire extinguishers must be close at hand at all times
- no smoking within the premises

The regular inspections by our Site Manager will check that these basic measures are being adhered to by our operatives to ensure that there are no unsafe conditions which could affect the occupiers

Further information regarding working in occupied premises can be found throughout the GE 700

060 Young Persons

For the purposes of Health & Safety Legislation “Young Person” means a person who has ceased to be a child but has not reached the age of 18 - generally accepted as someone who is between 16 - 17

G A Harper Ltd understand that a young person under the age of 18 must be cared for in a different manner than normal employees, adult trainees or adult temporary workers. Some activities can only be carried out by experienced and trained, and in some cases qualified, adults.

Young persons should generally not be allowed to:-

- be lone workers
- work on roofs
- use cartridge operated tools
- work in confined spaces
- work with electricity (unless under the direct supervision of a qualified competent electrician)
- work in excavations

The factors to be considered in a Risk Assessment to ensure a safe system of working for a young person include:-

- has the young person received the necessary comprehensive training in that specific task
- is the young person suited to that specific task
- does the young person know that certain work is not allowed
- are other operatives working with the young person aware of what they can and cannot do
- does the young person know the emergency procedures to be followed in the event of fire / accident
- is the young person adequately aware of the danger caused by vehicle movements on site
- is the normal PPE suitable

We understand that enhanced supervision of young persons is essential since mistakes, carelessness, impudence and a degree of irresponsibility is often associated with young persons in the workplace.

Further information regarding Young Persons at work can be found in Section A6 of GE700