



## Health & Safety

## Policy

## **INTRODUCTION**

In compliance with the requirement of Section 2 (3) of the Health and Safety at Work Act etc. 1974, Firetec is effectively discharging its statutory duty by preparing a written Health and Safety policy.

A copy of the policy is provided for each employee and also any interested person who may be affected by work activities of Firetec.

In order for Firetec to discharge its statutory duty, employees are required by law, to co-operate with the management in all matters concerning health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.

The policy also sets out the arrangements and the organisational structure of Firetec and contains details of the appointed competent persons.

Firetec agrees that in order to ensure that the Health and Safety Policy is sustained in an effective condition, it is essential to review the documentation and revise any relevant sections.

The Directors will ensure that the Health and Safety Policy is reviewed on an annual basis and will guarantee that suitable revisions are made which reflect changes that have taken place within the Company.

Firetec will act on any change of legislation to enable the Company to update the policy documentation.

Firetec encourages all employees to inform their immediate Supervisor of any areas of the Health and Safety Policy which they feel are inadequate to ensure that the Policy is maintained as a true working document.

Each employee is required to sign for his or her copy of the Safety Policy.

## INDEX

Introduction	Page 2
Health & Safety Policy Amendment Record	Page 3
<b>SECTION 1: STATEMENT</b>	
Health & Safety Policy Statement	Page 5
<b>SECTION 2: ORGANISATION AND RESPONSIBILITIES</b>	
Management Structure Flow Chart	Page 6
Organisation and Responsibilities	Page 7
Directors Responsibilities	Page 7
Company Responsibilities Senior Staff / Contracts Managers Responsibilities	Page 8
Site Manager/Foreman Responsibilities	Page 9
Operative Responsibilities	Page 10
Sub-Contractor Responsibilities	Page 11
Health and Safety Advisor	Page 12
<b>SECTION 3: ARRANGEMENTS</b>	
Consultation & Communication with Operatives	Page 13
Health & Safety Grievance Procedure	Page 14
Training	Page 14
Training Records	Page 15
Personal Protective Equipment	Page 15
Personal Tool Kits	Page 15
Fire Prevention	Page 15
First Aid	Page 16
Accident Reporting and Investigation	Page 16
Emergency Procedures	Page 16
Contractors	Page 17
Waste Management & Environmental Policy	Page 17
Construction, Design and Management Regulations 2007	Page 17
Site Welfare Facilities	Page 18
Housekeeping	Page 18
Asbestos	Page 18
C.O.S.H.H.	Page 18
Noise	Page 19
Hand-Arm Vibration	Page 19
Abrasive Wheels	Page 19
Compressed Air Power Tools	Page 19
Working at Height including Safe Use of Ladders	Page 19
Manual Handling	Page 20
Materials Storage	Page 20
L.O.L.E.R.	Page 20
Confined Spaces	Page 20
Protecting the Public	Page 21
Lone Working	Page 21
Method Statements and Risk Assessments	Page 21
Tool Box Talks	Page 22
Monitoring	Page 22
Disciplinary Arrangements	Page
22 Monitoring and Review of Health and Safety Policy	Page
22	

## SECTION 1

### HEALTH & SAFETY POLICY STATEMENT

Firetec is to take all reasonable and practicable steps to promote healthy and safe working conditions for operatives and contractors and to ensure the health and safety of all who may be affected by the company's undertakings.

Specific objectives are:-

- The Company will do everything that is reasonably practicable to design, provide and maintain plant, equipment, protective clothing and systems of work that are safe and an environment that is without risk.
- The Company will ensure that employees are properly informed, instructed and trained in health and safety aspects of their work.
- The Company will ensure accurate reporting and investigation of all accidents and near misses with a view to achieving reductions in accident rates by the analysis of causes and trends.
- The Company will encourage discussion and consultation with employees with a view to promoting and developing measures to ensure health and safety at work and to check the effectiveness of such measures.
- Additionally the Company will have regular liaison with clients and sub-contractors to actively seek ways of improving health, safety and welfare facilities.
- Company Management will conduct periodic audits/inspections and establish action plans where improvements/opportunities are identified.

To achieve this aim all members of staff are expected to play their part and carry out their work safely in accordance with Health and Safety legislation.

I invite wholehearted co-operation of all staff to ensure that between us we meet our legal obligations and achieve safety standards of which we can all be justly proud.

A copy of this policy is to be provided to all operatives and to whom it may concern.

The management of Firetec look upon the promotion of good Health & Safety Practices as the joint responsibility of both themselves and their operatives.

*Signed Mark Osborne.*



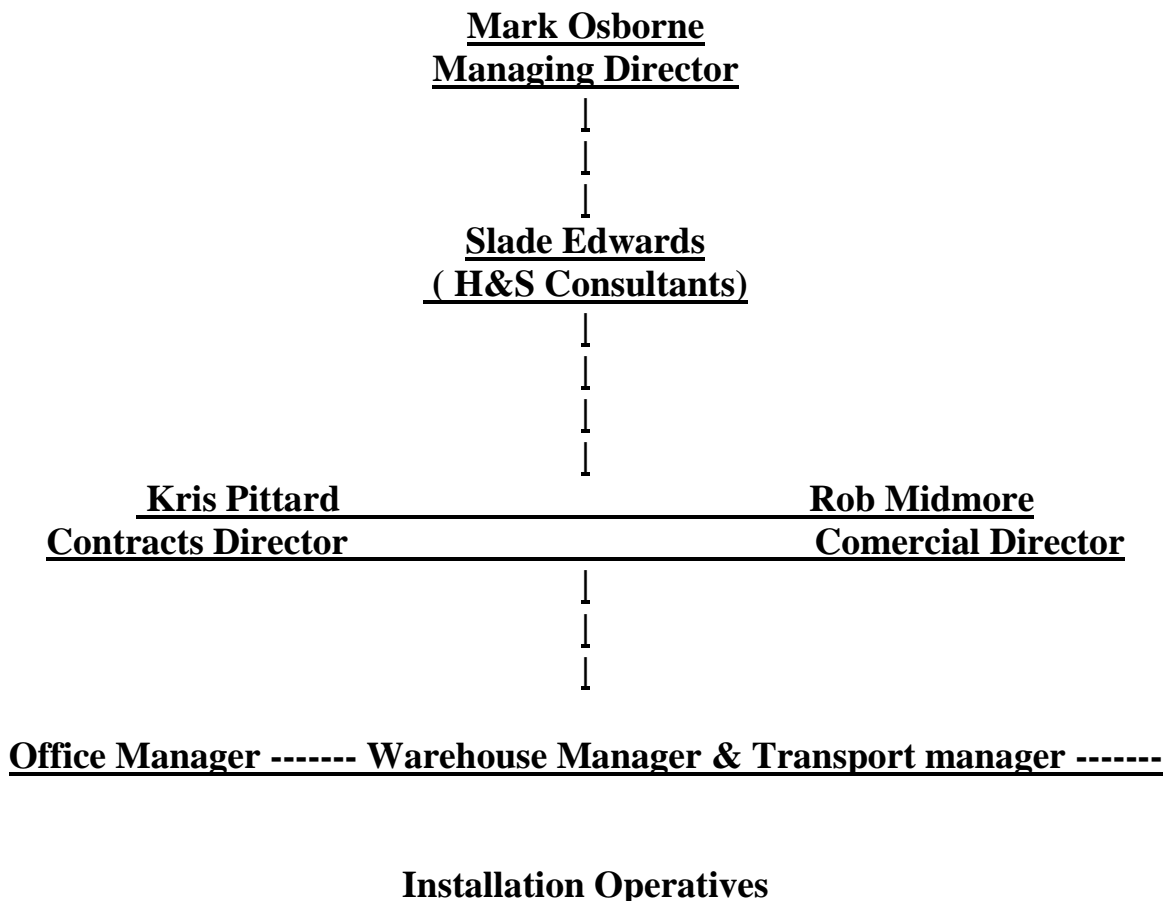
*Date 29<sup>th</sup> July 2020*

SECTION 2

2 ORGANISATION & RESPONSIBILITIES

**FIRETEC**

**MANAGEMENT STRUCTURE**



## DIRECTORS

The Directors are ultimately responsible for the overall implementation of Health and Safety and for liaison with Health and Safety Inspectors, Local Authorities, Fire Authorities and other appropriate organizations.

The Directors will: -

- a) Take responsibility for day to day implementation of the policy.
- b) Establish systems to monitor compliance with the statutory duties laid down under the Health & Safety at Work Act 1974 and the appropriate Regulations and Codes of Practice.
- c) Ensuring compliance with all aspects of Health and Safety legislation, notably under the Management of Health and Safety Regulations, Provision and Use of Work Equipment Regulations, Control of Substances Hazardous to Health Regulations, Manual Handling Regulations, Construction Design and Management Regulations, Workplace (Health, Safety and Welfare) Regulations, Personal Protective Equipment Regulations and Electricity at Work Regulations
- d) Ensure there are adequate financial resources available to meet the needs of Health and Safety.
- e) Bringing all requirements to the notice of all operatives and every new operative.
- f) Review any risk assessment findings when developing policies.
- g) Institute proper reporting and investigation of ill health, injury, damage and loss, to establish accident trends.
- h) Hold periodic meetings to discuss Health and Safety matters raised by employees, clients, sub-contractors and safety advisors.
- i) Ensure that all levels of staff receive adequate and appropriate safety information, instruction and training.
- j) Ensure that tenders are adequate to cover the requirements of the Health and Safety at Work Act 1974 and the appropriate Regulations and Codes of Practice.
- k) Set an example by high personal standards of application and discipline in health and safety.

## COMPANY RESPONSIBILITIES

The Company will provide:

- Safe plant and safe working methods.
- Arrangements for the safe use, handling, storage and transport of articles and substances.
- Relevant training.
- A safe place of work with safe access and egress
- A healthy working environment with adequate welfare arrangements,

The company also has similar obligations towards other persons affected by activities.

## SENIOR STAFF / CONTRACTS MANAGERS

Senior Staff / Contract Managers will: -

- a) Co-ordinate and monitor the Safety Policy of the Company on their sites
- b) Ensure that effective safety communication exists within the Company
- c) Know the requirements of the Health and Safety at Work Act 1974 and other appropriate Regulations and ensure that they are observed.
- d) Determine at the contract planning stage:-
  - The most appropriate order and method of safe working practice.
  - Adequate facilities for Health Hygiene and Welfare.
  - Provision of adequate site access, egress and lighting.
  - Hazards and situations which might lead to improvisations on site.
  - Prepare Risk Assessments for any hazardous activities to provide written instructions which establish working methods and precautions to be adopted.
  - Identify any materials which may be hazardous to health of operatives or other persons on site and prepare assessments as required.
  - Discuss all Risk and COSHH Assessments with all relevant persons in the form of Tool-box Talks.
- f) Ensure that relevant Statutory Notices are displayed on site and ensure that all statutory records and reports are properly kept.

- g) Ensure that arrangements are made for contract start up details to be sent, as and when necessary to the Health and Safety Executive.
- h) Ensure arrangements are made for all those concerned to be provided with adequate information concerning relevant sections of any Health and Safety Plan.
- i) Carry out site inspections to ensure that safe methods of working are in operation. **If necessary requiring work on any site to cease until proper safety standards are observed.**
- j) Reprimand any individual failing to discharge their responsibilities satisfactorily and take disciplinary action as necessary.
- k) Determine the cause of any accident or dangerous occurrence and recommend means of preventing a recurrence.
- l) Report to the Directors in writing any matter which they feel needs their attention.
- m) Set an example by high personal standards of application and discipline in health and safety.

**When the Company is acting as the Principal Contractor the Contracts Manager will:-**

- a) Ensure co-operation between contracts.
- b) Ensure the development of the Health and Safety Plan and the provision of information to contractors.
- c) Ensure the provision of all relevant information for the Health and Safety File

## 2.4 SITE SUPERVISORS

Site Foreman will:-

- a) Organise sites so that work is carried out to the required standard with minimum risk to individuals, equipment and materials.
- b) Develop any Health and Safety Plan and provide relevant information to contractors.
- c) Ensure that site rules and other instructions are observed.
- d) Enter all injury accidents and dangerous occurrences into the Accident Book and report to the Contracts Manager. Investigate such accidents and occurrences and attempt to establish the cause to prevent a recurrence.
- e) Give all operatives instructions on their responsibilities for correct working methods and ensure details of risk assessments are understood and applied.



- f) Ensure the safe storage of materials, liquefied petroleum gas, that plant is effectively positioned and that temporary electricity supplies are installed safely.
- g) Maintain a tidy work area and ensure welfare facilities are in a clean and safe condition.
- h) Implement arrangements with the Principal Contractor and other contractors to avoid confusion relating to areas of responsibility.
- i) Check that all machinery and plant, including power and hand tools, are maintained in good condition and that persons using them are adequately trained.
- j) Ensure the suitable protective clothing and equipment is available and used.
- k) Accompany HM Enforcement Officers on any site visits and act on their recommendations. In the event of the issue of an “improvement” or “prohibition” notice by the officer, telephone details to the Contracts Manager and Managing Directors.
- l) Carry out regular “Toolbox Talks” training for all operatives on a regular basis and maintain records.
- m) Set an example by high personal standards of application and discipline in health and safety.

## 2.5 OPERATIVE RESPONSIBILITIES

All operatives are required to ensure that they:-

- a) Carry out their duties in accordance with the Company Health and Safety Policy arrangements, Health and Safety Plan and any other Rules provided.
- b) Do not use defective plant, tools or equipment and report to their immediate supervisor anything affecting the safety of any plant, tools or equipment.
- c) Use only those items of equipment or machinery that they have been trained and authorised to use.
- d) Take care of and use all personal protective equipment as required.
- e) Conform to the information, instruction and training provided.
- f) Report all accidents and incidents to the appropriate supervisor on site.
- g) Conduct themselves in an orderly manner.
- h) Make sure they make themselves aware of the location of:-

- First Aid Box
  - Accident Book
  - Fire Protection Equipment
  - Emergency Escape Route and Assembly Points
- i) Will not consume alcohol or illegal drugs at work.

## 2.6 SUB-CONTRACTORS RESPONSIBILITIES

All Sub-Contractors will:-

- a) Will provide all information as required to co-operate with the Company Procedure for checking the competency of Sub-Contractors.
- b) Be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site.
- c) Provide detailed method statements and risk assessments relating to high-risk activities. The content of these must be agreed prior to commencement of work and copies must be available on site.
- d) Ensure all plant or equipment brought onto site by sub-contractors must be safe, in good working condition with all necessary certificates supplied.
- e) Ensure all power tools or electrical equipment are of 110 Volts rating and conform to the latest British Standard and have suitable P.A.T. Testing records available.
- f) Report all injuries sustained or damage caused by sub-contractor's employees immediately to the Site Agent.
- g) Co-operate with site inspections undertaken by the Company and complete any required actions at the earliest opportunity.
- h) Provide suitable welfare facilities and first aid equipment in accordance with the Regulations, unless arrangements have been made for the sub-contractor's employees to have use of the Company's facilities.
- i) Ensure any material or substance brought onto the site, that has health, fire or explosion risks may be used and stored in accordance with current Regulations and information must be provided to any other person on site who may be affected.
- j) Enforce the use of safety helmets at all times when instructed to do so by the Company.

## 2.7 HEALTH AND SAFETY ADVISOR

Firetec contract the services of an external Health & Safety Adviser. This person is Anthony Birch, C.M.I.O.S.H. of Slade Edwards & Co. (Health & Safety Services) Ltd.

These services include the following:

- a) Undertaking an annual Health & Safety Audit to review the Health & Safety performance of the business and compliance with current legislation.
- b) Carry out independent site inspections at the request of the Company.
- c) Provide assistance with ensuring Method Statements, Risk Assessments and Safe Working Practices are in place, workable compliant with legislation.
- d) Advise on Regulation changes.
- e) Be available to attend meetings to discuss Health & Safety issues with clients and contractors.
- f) Undertake competency assessments of Sub-Contractors who are to be engaged on behalf of Firetec.

Firetecs contracts manager (Kris Pittard) is also a qualified Health & Safety advisor with a NEBOSH (IOSH) qualification

## SECTION 3: GENERAL ARRANGEMENTS

### 3.1a CONSULTATION / COMMUNICATION WITH OPERATIVES

The Company will consult with its operatives in good time on matters relating to their health and safety at work. In particular, in relation to:-

- a) Measures which could substantially affect employee's health and safety.
- b) Arrangements for appointing competent persons to assist in compliance with health and safety requirements and the implementation of emergency procedures.
- c) Information on risks and preventative measures.
- d) Information on the planning and organisation of health and safety training.
- e) The effects of new technology on the health and safety of employees.

The Company will decide on the most appropriate method of consultation. If required all documentation and instructions will be translated into the required language if English is not spoken / understood to a sufficient standard.

### 3.1b CONSULTATION / COMMUNICATION WITH THIRD PARTIES

The Company will consult with all Third Parties including Clients, Sub-Contractors and Architects etc. in good time on matters relating to their health and safety at work. In particular, in relation to:-

- f) Measures which could substantially affect health and safety of anyone affected by the Company Undertaking.
- g) Arrangements for appointing competent persons to assist in compliance with health and safety requirements and the implementation of emergency procedures.
- h) Information on risks and preventative measures.
- i) Information on the planning and organisation of health and safety training.

The Company will decide on the most appropriate method of consultation / communication but this will normally involve attendance of meetings which will be recorded.

If required all documentation and instructions will be translated into the required language if English is not spoken / understood to a sufficient standard.

## 3.2 HEALTH & SAFETY GRIEVANCE PROCEDURE

Health and Safety disputes of grievances should be brought initially to the attention of one of the Directors. This can be done either in writing or verbally.

The matter will be suitably investigated and a suitable solution sought. The employee will be informed of the outcome and if necessary consulted in relation to a solution.

Any refusal to return to normal working when there is no good reason not to do so will be dealt with under the Company's Disciplinary Procedures.

## 3.3 TRAINING

It is the responsibility of Management to ensure the health safety and welfare of all operatives and to provide appropriate training to all new staff on joining the company and periodically thereafter. All such training will be properly programmed and recorded.

This will start with an induction programme to cover all of the basic requirements. A training needs analysis is completed in order that a structured programme of training for each individual can be produced.

Site Inductions are also to be provided in conjunction with any Principal Contractor. All those working on behalf of Firetec are to co-operate fully with the requirements.

This will include general Health & Safety training together with task specific training which will be monitored and training records signed once competence is agreed.

Tool-box talks are to be given in relation to the use of hazardous substances, site specific requirements, use of hired in plant, environmental procedures.

Generic Training will include:

- Safe Working at Height including safe use of steps and ladders
- Manual Handling
- Noise Awareness
- Hand-Arm Vibration
- Asbestos Awareness
- Requirements of the Control of Substance Hazardous to Health
- Safe use of Fire Extinguishers.
- Abrasive Wheels

Additionally all employees and Sub-Contractors are to hold valid certificates for the use of any equipment as required under the Provision or Work Equipment Regulations.

All employees and Sub-Contractors are to hold valid cards having successfully completed, or are to be working towards the Construction Skills Certification Scheme (C.S.C.S CARD).

All Risk Assessments and Method Statements are to be suitably communicated to all those who are involved in the task. Persons will be issued with the documents and be asked to confirm they understood and follow the requirements by signing an acceptance form.

### 3.4 TRAINING RECORDS

Copies of all training records are to be kept at the Firetec Head office. Additional copies are to be kept on site and issued to the Client as required.

The Health & Safety Adviser will advise on any training and where appropriate prepare training needs analysis to be kept at the Firetec Head office. This is suitably reviewed to assess any gaps in training.

### 3.5 PERSONAL PROTECTIVE EQUIPMENT (P.P.E.)

All relevant Personal Protective Equipment is provided to operatives and must be used where appropriate. Operatives must report all loss, damage or defect to the employer as soon as possible.

The Company will provide all personnel with instruction, information and training in the correct use, maintenance and storage of any PPE issued and the hazards it provides protection against, together with details on any limitations.

Details of any drying room facilities will be given during Site Specific Inductions

**Failure to use personal protective equipment supplied will be considered by the Company as an act of serious misconduct and subject to action being taken under the Company's Disciplinary Procedure.**

### 3.6 PERSONAL TOOL KITS

Operatives providing their own tool kits are required to keep them in good order and Firetec reserves the right to inspect them from time to time.

### 3.7 FIRE PREVENTION

The Contracts Manager is responsible for Fire Prevention and ensuring that all staff are familiar with Fire Fighting Equipment and Procedures. All Fire Extinguishers are inspected annually and appropriate records made.

Fire safety procedures and precautionary measures are to be laid out in the site Health and Safety Plan and are to be communicated to and complied with by all operatives on the site.

### 3.8 FIRST AID

First Aid facilities are to be kept on each major worksite. First Aid procedures are to be communicated to all persons during Site Inductions.

A list of first aid facilities, qualified first aiders and local emergency services will be posted in each construction site office.

### 3.9 ACCIDENT REPORTING AND INVESTIGATION

All accidents are to be investigated by the Contracts Manager and a report forwarded to the company directors within 3 days.

In the event of an accident, Fire, Police and Ambulance are to be contacted as appropriate and all accidents to operatives whilst they are at work, and all other persons on Company controlled sites, must be recorded and reported to the appropriate authorities in accordance with statutory requirements.

All accidents involving drivers, whilst driving, must be reported to the police where appropriate, properly recorded and reported and may be investigated by the Company.

### 3.10 EMERGENCY PROCEDURES

The Company has a basic Emergency Evacuation Procedure to cover the office. This is communicated to all staff during the induction. This procedure is practiced annually and the findings recorded in the Fire Book.

A percentage of the work is undertaken at Clients residential premises and as such there are not likely to be any formalised procedures. However employees and sub-contractors are asked to make themselves familiar with both Escape Routes and methods of raising the Alarm in the unlikely event of Fire etc.

In relation to Commercial Clients, all Operatives will undertake a site induction and cooperate at all times. If no induction is provided then again they are to make themselves familiar with both Escape Routes and methods of raising the Alarm in the unlikely event of Fire etc.

Normally however the Site Work is carried out on vacant premises and Firetec will therefore write specific procedures for each site.

### 3.11 CONTRACTORS

When contractors are engaged on the Company's behalf, arrangements will be agreed to ensure that:

- a. The contractors and their operatives are not placed at risk because of the activities of Firetec.
- b. Firetec operatives are not placed at risk because of contractor's activities.

Checks for competency are to be made by Firetec relating to Contractors. They will be asked to provide information relating to both the Companies Health & Safety Performance and details of the competence of those working on their behalf.

### 3.12 WASTE MANAGEMENT & ENVIRONMENTAL POLICY

Firetec is firmly committed to the principles of sustainability and recognises that its activities impact upon the environment and the wider community. Firetec acknowledges a responsibility for, and a commitment to, the protection of the environment at all levels.

The Company is committed to Environmental performance improvement and will:

- Ensure all waste is correctly disposed of in line with both legislation requirements and site specific requirements.
- Seek to reduce the consumption of primary raw materials and enhance the contribution of energy efficient, low carbon measures, recyclable components and renewables.
- Firetec will do all can to follow procedures and expects all persons working on behalf of the Company to do the same and be pro-active towards following all Environmental procedures.

### 3.13 CONSTRUCTION, (DESIGN AND MANAGEMENT) REGULATIONS 2007

To ensure compliance with the CDM Regulations, Firetec will develop Project Safety Plans where it is Principal Contractor, and will provide all other information as requested by any of the duty holders.

Competence checks of sub-contractors will be undertaken to ensure that all persons working under the direct control of the Company are suitably trained and able to complete that tasks in a safe manner.

At the completion stage of the project a Hand-Over Safety File will be issued where the Company is Principal Contractor, and will provide all other information as requested by any of the duty holders.



### 3.14 SITE WELFARE FACILITIES

The Contracts Manager will establish the welfare and first aid requirements before work starts taking into account any sub-contractors requirements if applicable.

The Company will ensure adequate welfare facilities at all work sites with appropriate numbers of toilets, hand washing facilities, and sufficient rest facilities with places provided for drinking and eating food. Facilities for changing and drying clothes are also to be provided.

### 3.14 HOUSEKEEPING

Company Operatives are responsible for the general tidiness of areas under the control of Firetec. In particular this extends to keeping doorways, corridors, staircases, pedestrian routes and exits free from obstructions and hazards.

### 3.15 ASBESTOS

Prior to accepting all work Management will endeavour to establish if asbestos is present in the building and if so if it is likely to be disturbed by the task to be undertaken.

For Commercial Premises, the Client / Person Responsible for the building will be asked to provide an Asbestos Management Plan. This should indicate the presence of Asbestos and its form and condition.

If there is no information available then specialist help will be sought and the situation discussed with the Client. This may involve obtaining a Type 3 Demolition Asbestos Survey.

Firetec will not remove any asbestos as such work will be contracted to specialist licensed contractors.

All of the Firetec Team has received Asbestos Awareness Training and regular Tool-Box Talks are undertaken to remind workers of the risks and suitable control measures.

If materials suspected to contain asbestos are discovered, work shall STOP immediately and Management and the Client advised. Decisions will then be taken and communicated relating to the safest course of action.

### 3.16 C.O.S.H.H.

The Company will carry out COSHH Assessments to quantify the risks to Operatives during the use of hazardous substances.

Site supervision must ensure that only those materials and substances assessed are used on site, and that personal protective equipment noted in the COSHH Assessment is provided and correctly used.

The COSHH Assessment may also stipulate certain control measures required allowing safe use of hazardous substances. All Operatives will be made aware, by instruction and training, of these precautions and work accordingly.

Where sub-contractors are involved every effort should be made to obtain from them an assessment covering their work operations on site.

### 3.17 NOISE

When noise is identified as a hazard, a specific noise assessment will be carried out as required by the Noise at Work Regulations 2005.

Those at risk will be provided with hearing protection and given appropriate training relating to risks involved together with the correct use of equipment provided.

Regular monitoring of noise levels will be undertaken and noise assessments reviewed.

The Company adopts a policy of considering noise levels of new machinery when purchasing.

### 3.18 HAND-ARM VIBRATION

The Company will endeavour to comply with the Control of Vibration at Work Regulations 2005 at all times.

Vibration levels of tools are to be logged and if felt necessary (i.e. if long duration work is planned) then trigger times are to be calculated to ensure the Exposure Limit Value is not reached by any one person.

Suitable Risk Assessments are to be undertaken and training provided to those at risk.

### 3.19 ABRASIVE WHEELS

All activities will be carried out in accordance with The Provision and Use of Work Equipment Regulations 1998.

Only trained and certified persons, appointed by the Company may change Abrasive Wheels. A note shall be displayed in the site office noting these Competent Persons.

### 3.20 COMPRESSED AIR POWER TOOLS

Contracts Managers will ensure that owned or hired plant certificates of conformity are available on site at all times if this type of equipment is present under the control of the Company.

### 3.21 WORKING AT HEIGHT

Contracts Managers will be responsible for ensuring that all working at height is properly planned, risk assessed and that the correct equipment is provided. A method statement and risk assessment must be prepared before working at height commences.

Working at height will only be undertaken by those with the appropriate knowledge, experience and training.

All scaffold work will be undertaken by competent third party contractors. Only competent and approved persons are to erect, dismantle or alter scaffold in any way.

Responsibility for the inspection of scaffolding will be clearly assigned to a competent qualified person whose duty will include the completion of inspection records.

### 3.22 MANUAL HANDLING

Manual handling is to be avoided wherever possible. Risk Assessments are to be undertaken to identify any practicable ways of eliminating or reducing the need to Manually Handle.

All Operatives are to receive Manual Handling Training to ensure they have the required techniques to avoid injury.

### 3.22 MATERIAL STORAGE

The Site Manager/Foreman is responsible for ensuring areas are allocated for stacking and storing components.

### 3.23 L.O.L.E.R.

All lifting equipment will be used in accordance with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.

The Company will ensure arrangements are in place for the carrying out of statutory inspections and the keeping of records. Copies of the necessary thorough test examination certificates will be maintained on site.

Contracts Managers will ensure that Hired in Plant examination records are requested from the Hire Company at the time of hire.

All lifting equipment operations will be done under the control of a trained and competent person.

Lifting Equipment that has been subjected to an overload, or has been damaged, must be reported immediately and taken out of use pending an examination and, if necessary, repaired and re-tested.

### 3.24 CONFINED SPACES

All work in confined spaces will be carried out in accordance with the Confined Spaces Regulations 1997.

If it is not reasonably practicable to prevent work in a confined space, a risk assessment will be carried out and a safe system of working written.

Suitable arrangements for the rescue of any persons in the event of an emergency will be in place before any person enters or works in a confined space.

All persons entering or working in a confined space will be trained and competent in both the tasks they have to carry out and the safe system of work.

### 3.25 PROTECTING THE PUBLIC

All work will be carried out in accordance with the Health and Safety Executive Booklet HS(G) 151 “Protecting the Public, Your Next Move”.

As a general policy, where reasonably practicable, sites will be enclosed by a 2 metre fence and closed by gates that can be secured when the site is unattended. Warning signs are to be displayed and steps taken to prevent access to site, particularly by children.

In the event that such a perimeter fence cannot be provided, excavations will be fenced, vehicles and plant immobilised, stores of materials stabilised, electricity, gas and other fuels isolated and secured, access to elevated areas removed and secured.

### 3.26 LONE WORKING & WORK OUT OF OFFICE HOURS

Lone working will be avoided as far as practicable. Where necessary the Contract Managers must ensure that the hazards are identified and the risks assessed.

Lone Workers will be supervised by one of the following means, appropriate to the work situation concerned:-

- Periodic supervisory checks,

- Periodic contact by telephone or radio,
- Automatic warning devices if not periodically cancelled by the lone worker
- Emergency alarms operated manually or in the absence of any activity.

Work out of normal office hours is to be agreed in advance and the type of work undertaken discussed and approved by Management. Under no circumstances is Hot Work to be undertaken out of normal office hours as this requires control procedures including Fire Watch time on completion of the work.

### 3.27 METHOD STATEMENTS AND RISK ASSESSMENTS

Method Statements, Risk Assessments and COSHH Assessments are to be prepared by the relevant Contracts Manager to establish a safe system of working in all locations.

Hazards are to be identified and an assessment of risk is calculated. They are to include the implementation of suitable and sufficient control systems.

Relevant copies to be held on site.

These Risk and COSHH Assessments cover elements of the key work undertaken by the Company providing a basis for developing Method Statements.

The Site Foreman will ensure that where work within their control is subject to a method statement that all relevant personnel are aware of the requirements.

Any deficiencies or unforeseen hazards that come to light during the works must be reported immediately and where necessary the work stop. The Method Statement is then to be reviewed and any additional control measures introduced.

### 3.28 TOOL BOX TALKS

Tool Box Talks are to be provided by the Site Manager/Foreman on a regular basis. In addition to them being undertaken by the Site Manager/Foreman, other members of staff including, Directors, Contracts Managers and the Health and Safety Advisor are encouraged to undertake them. All Tool Box Talks are to be suitably recorded.

Talks are to cover a wide range of subjects including:

- Method Statements and Risk Assessments
- COSHH Safety Data Sheets
- New Work Equipment
- Hazard Alerts
- Site Rules

### 3.29 MONITORING

Site inspections are to be undertaken by the Site Manager/Foreman on a daily basis with the findings recorded on a site inspection form. Additional independent inspections are to be carried out by the Company Health & Safety Adviser as required.

The Site Manager/Foreman will ensure that regular inspections of all tools machinery and equipment are undertaken. A record must be kept and all staff are asked to co-operate in this, and any defects or deficiencies noticed between inspections should be reported.