

HOWARD

Construction (Anglia) Ltd



HEALTH & SAFETY POLICY

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COMPANY POLICY FOR HEALTH AND SAFETY AT WORK

It is Howard Construction (Anglia) Ltd (the company) policy that all possible steps will be taken to ensure the health and safety of persons whilst at work and to prevent damage to company property.

It is the duty of all employees to conform to company policy and safety codes of practice and to co-operate with the company in meeting all relevant statutory obligations.

The management's responsibility cannot be discharged without the co-operation of all employees, whatever duties they are asked to perform. Involvement by all in the prevention of accidents and risks to health is, therefore, clearly the responsibility of all personnel.

The company regards it as essential to promote joint discussions on the subject of safety; thereby ensuring involvement at all levels throughout the organisation. It is essential that all employees understand that no one person is the custodian of safety.

Safety at work can only be achieved by positive action and teamwork at every level in the business; everyone has a vital role to play. At the highest level there is a duty to provide the means to secure a safe working environment and to monitor progress towards achieving this. All management have a duty to ensure that they involve all their employees in this task. Likewise, all employees have a responsibility to co-operate with management thus enabling the company to achieve its Health and Safety objectives.

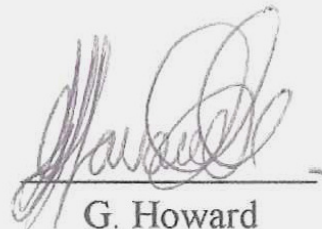
All work methods and systems of work will be periodically appraised to ensure that the safest possible methods and procedures are adopted.

The board of directors will give full backing to this policy and will support all those who endeavour to carry it out.



M. Howard
Director

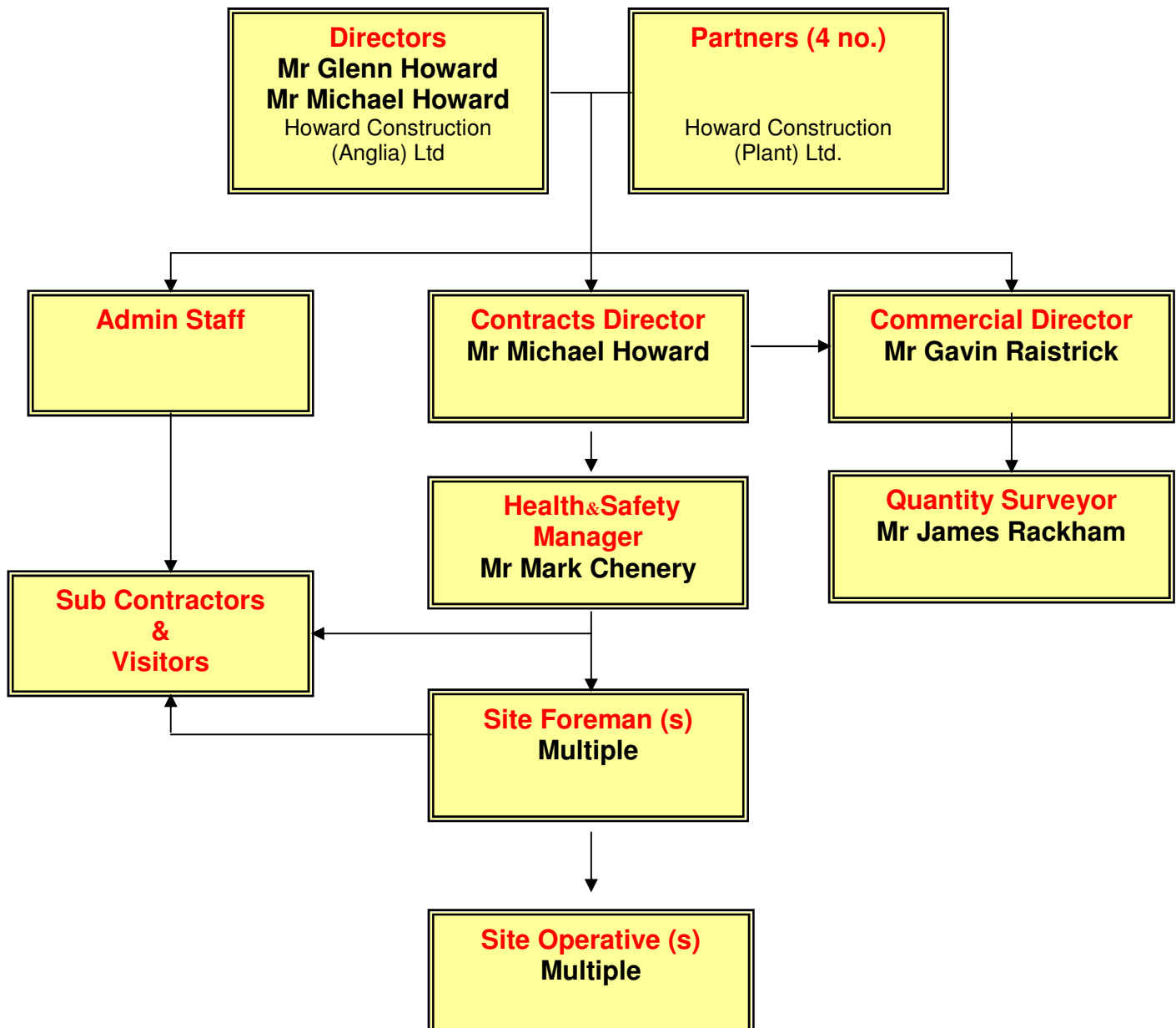
Date: 6/5/2009



G. Howard
Director

Date 6/5/2009

Howard Construction Organisational Chart



STATEMENT OF SAFETY POLICY

1. The directors of this company regard the promotion of health and safety measures as a mutual objective for management and employees at all levels.
2. It is therefore, this company's policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards, including the public, insofar as they come into contact with the company or its procedures. Every risk occurring from any activities will be assessed for its likeliness to cause injury and the extent of any potential injury. Risks are controlled by implementing safe working methods, which are disseminated at all levels of the company.
3. Accidents at work cause suffering to families and pain to individuals. They reduce efficiency and are very costly. In view of this, management consider it desirable to state clearly the company policy regarding accident prevention.
4. All employees with specific responsibilities for health and safety must ensure that they are adequately delegated in their absence.
5. The Health and Safety at Work Act 1974 and EC Regulations 1992, are to be complied with at all times but this in itself is not enough. All employees should contribute towards making the work areas as safe as possible. All work methods should be periodically appraised to ensure that the safest possible methods are adopted.
6. In particular, this company has a responsibility to:
 - (a) Provide and maintain safe and healthy working conditions, taking account of any statutory requirements.
 - (b) Continuously restate and maintain standards of safe behaviour.
 - (c) Provide training and instruction to enable employees to perform their work safely and efficiently.
 - (d) Make available all necessary safety devices and protective equipment, and to supervise their use.
 - (e) Maintain a constant and continuing interest in health and safety matters applicable to the company's activities, in particular, by consulting and involving employees or their representatives wherever possible.
 - (f) Ensure that where necessary detailed safety precautions are issued to cover complex or dangerous industrial processes. (Please refer to the company safety manual).
 - (g) Provide and maintain a safe place of work, safe plant and equipment and safe systems of work.

- (h) Provide safe access and egress to and from the workplace.
- (i) Make arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- (j) Ensure that personnel are aware of the areas within the company that are designated "noise hazard".

7. All members of management and supervisory staff are responsible for health, safety and welfare matters within their areas of responsibility. In addition, they are required to set the highest personal example of compliance with the company directives and procedures.

PROCEDURES ARISING FROM POLICY IMPLEMENTATION

To implement the company safety policy, the company will:

1. Ensure that all employees are trained and are competent to perform their duties without risk to the health and safety of themselves or other people.
2. Provide conditions of work that comply with, or improve upon, legal requirements.
3. Inform all personnel of their legal obligations and rights in connection with health and safety at work.
4. Insist on a high standard of "housekeeping" in the work areas (i.e. cleanliness, tidiness, unobstructed access to fire escape routes and fire fighting equipment).
5. Provide detailed guidance on health and safety matters and fire prevention.
6. Establish, practice and maintain emergency evacuation and contingency plans.
7. Maintain medical and first aid facilities in accordance with legal requirements.
8. Operate and enforce safety procedures where appropriate, e.g. permit to work arrangements, high voltage, hazardous substances etc.
9. Provide and encourage the use of protective clothing and equipment appropriate to specific risks.
10. Require:
 - (a) Detailed reports on all accidents resulting in injury or damage.
 - (b) Investigations into the circumstances of accidents or near misses.
11. Co-operate with all enforcing authorities in research aimed at improving health and safety at work.
12. Observe all safety rules and regulations when working on another people's premises.
13. Provide details on any substance used which may become hazardous to health.
14. Provide a Control of Substances Hazardous to Health Safety Manual, highlighting the dangers and precautions which must be observed when handling dangerous substance that may be very toxic, corrosive, harmful and irritant.

DIRECTORS RESPONSIBILITIES

The directors understand that H&S matters are of the utmost importance and recognise the need for its implementation within their organisation. A Health & Safety Manager will be appointed to act on behalf of the directors in all matters relating to health, safety and welfare, whilst understanding that ultimate responsibility is that of the directors.

The Directors shall:

1. Ensure that there is an effective company health and safety policy.
2. Provide adequate staff, funds and materials to meet the health and safety requirements.
3. Assume full responsibility for health and safety within the company.
4. Ensure they receive regular reports from the Group H&S Manager on matters relative to health and safety
5. Ensure that all liability is covered by insurance and advise the extent to which risks are acceptable, whether insured or not.
6. Review insurance and loss records periodically and advise when action is necessary to correct adverse trends.
7. Ensure the company's safety policy and its implementation and organisation is carried out insofar as the commercial environment is concerned and those working within it.
8. Ensure that protective clothing etc. is readily available.

HEALTH & SAFETY MANAGER RESPONSIBILITIES

The H&S manager is appointed by the directors to undertake any H&S matters which are pertinent to the company and act accordingly on their behalf.

The H&S managers shall:

1. Review absences due to accidents at work and notify reportable occurrences.
2. Ensure that stocks of all first aid and safety equipment are maintained at a Satisfactory level.
3. Co-operate fully with H.S.E. and L.A. Safety Advisors and Enforcing Officers to ensure that all requirements are kept.
4. Ensure that all fire fighting equipment is regularly inspected and serviced.
5. Ensure that all maintenance work necessary to ensure safety and good health is carried out promptly and efficiently.
6. Regularly inspect all sites and office areas to ensure that the programme is being complied with and make recommendations on all matters concerning health and safety.
7. Assist in the safety training of new employees.
8. Maintain accident and first aid records.
9. Ensure that safety data sheets are available.
10. Recommend any necessary safety rules.
11. Ensure the maintenance of the necessary and up-to-date knowledge of legislation, codes of practice and other technical guidance notes, relating to the activities of the company.
12. Fully familiarise himself with the company health and safety policy.
13. Ensure that persons on the site or in the offices are adequately trained and fully aware of any hazards in the workplace.
14. Ensure that all employees know the whereabouts of first aid facilities and what do in a medical emergency.

15. Continually develop safe practices to ensure maximum safety for all under his supervision.
16. Investigate all accidents promptly to discover their causes and eliminate recurrences.
17. Complete accident report forms for all accidents involving injury, damage or lost time and report to the Directors. If necessary any accident will be declared under R.I.D.D.O.R.
18. Ensure that all safety rules are observed and that personal protective equipment is worn or used where appropriate.
19. Ensure that all safety devices are always fitted, properly adjusted and maintained.
20. Ensure that all defects in the workplace are promptly reported and rectified.
21. Insist that good housekeeping standards are kept within the workplace at all times.
22. Seriously consider any representation about health and safety from other employees.
23. Ensure the company's safety policy and its implementation and organisation is carried out insofar as the sales and commercial environment is concerned and those working within it.
24. Periodically appraise the effectiveness of the policy and ensure that any necessary changes are made.
25. Ensure the company's health and safety programme is understood at all levels.
26. Evaluate all risks in the company relating to accidents at work, health risks at work, loss or damage to company property and risk to the public through its activity.
27. Check annually the state of all employees' driving licences.

CONTRACTS DIRECTOR RESPONSIBILITIES

Contracts managers are appointed by the directors to supervise the overall construction on sites under their control.

Contracts Managers, in regards to their own sites, shall:

1. Familiarise themselves with the company's safety policy.
2. Ensure that persons on their sites are adequately trained and fully aware of any hazards.
3. Ensure that all employees on their sites know what to do in case of fire and know the location of, and how to use, fire fighting equipment.
4. Ensure that all employees on their sites know the whereabouts of first aid facilities.
5. Continually develop safe practices to ensure maximum safety for all under their supervision.
6. Ensure that adequate supervision is available at all times, particularly where young or inexperienced workers are concerned.
7. Investigate all accidents promptly to assist the H&S Manager in discovering their cause to eliminate recurrence. All accidents will be brought to the attention of the H&S Manager as soon as practicable.
8. Complete accident report forms for all accidents involving injury, damage or lost time and ensure that the H&S manager receives a copy of any documentation created.
9. Ensure that all safety rules are observed and that protective equipment is worn or used where appropriate.
10. Ensure that all safety devices are always fitted and properly adjusted and maintained.
11. Ensure that only machinery and equipment that is properly maintained and safe to use by the operators will be used on their sites.
12. Ensure that all defects in the workplace are promptly reported and rectified.
13. Maintain good housekeeping on their sites at all times.

14. Allow any operatives the opportunity to approach the H&S Manager for representation about health and safety matters on their site.

15. Undertake inspections of their sites with the H&S Manager. They will then initiate action to resolve actual or potentially harmful situations observed, and will investigate the cause of and remedy for accidents or dangerous occurrences resulting in personal injury reported to him

SITE FOREMAN RESPONSIBILITIES

Site foremen are appointed by the directors to supervise construction on the site upon which they are working.

Site foremen, in regards to their site, shall:

1. Familiarise themselves with the company's safety policy.
2. Ensure that all employees on their sites are accounted for in the case of fire and know the location of the fire fighting equipment.
3. Ensure that all employees on their sites know the whereabouts of first aid facilities.
4. Ensure that adequate supervision is available at all times, particularly where young or inexperienced workers are concerned.
5. Investigate all accidents promptly to assist the H&S Manager in discovering their cause to eliminate recurrence. All accidents will be brought to the attention of the Contracts Manger and H&S Manager as soon as practicable.
6. Complete accident report forms when the contracts manager is not available, for all accidents involving injury, damage or lost time and ensure that the H&S receives a copy of any documentation created.
7. Ensure that all safety rules are observed and that protective equipment is worn or used where appropriate.
8. Shall ensure that all safety devices are always fitted and properly adjusted and maintained.
9. Shall ensure that all defects in the workplace are promptly reported and rectified.
10. Shall maintain good housekeeping on their sites at all times.
11. Must allow any operatives the opportunity to approach the H&S Manager for representation about health and safety matters on their site.
12. Will undertake inspections of their sites with the H&S Manager if requested.

OPERATIVE RESPONSIBILITIES

The operatives are appointed by the directors and are under the direct supervision of the site foreman.

All operatives shall:

1. Co-operate with the company in securing the aims and objectives of the health and safety policy.
2. Report any unsafe plant, machinery, tools and equipment, unsafe system of work and any other hazards immediately to the supervisor.
3. Assist in the maintenance of good housekeeping standards.
4. Wear and use the protective clothing and equipment when specified by the nature of the duties.
5. Observe all works safety rules and procedures.
6. Co-operate with the management in meeting the statutory obligations.
7. Observe all safety rules when working on site.
8. Immediately report to management any hazardous conditions.
9. Fully familiarise themselves with the company's safety policy.
10. At all times, promote safe working practices among other employees.
11. Be aware of the correct emergency action to take in the event of accident or fire.

EMPLOYEE RESPONSIBILITY

In recognising the joint nature of the task of reaching and maintaining a high standard of safety and health, the company reminds its employees that they are responsible for their own behaviour to ensure they do not add to the dangers of others.

They must therefore, adhere to all rules and regulations for safety working and report to their supervisor/foreman any hazard which they themselves cannot correct.

The Act under section 7 & 8 of the Health and Safety at Work Act, places a specific duty and responsibility on every employee:

1. To take reasonable care of the Health and Safety of himself and other persons who may be affected by his acts or omissions at work.
2. As regards any duty imposed on his employer, to co-operate with him so far as is necessary to enable that duty to be performed.
3. To refrain from intentionally or recklessly interfering with, or misusing anything provided by the company in the interests of health and safety or welfare.

All employees are reminded that they may be prosecuted by Enforcing Officers for breaches of their statutory duties under the Act.

Any action so arising will be without prejudice to any further action the company may take.

Any employee involved in an accident or dangerous occurrence is requested to ensure that the facts are reported to their immediate superior.

The company requires every employee to co-operate in the implementation and development of this policy and in the creation and maintenance of a safe and healthy working environment from which all will benefit.

VISITORS TO THE COMPANY

1. All visitors should report to reception and await the member of staff they wish to see.
2. Visitors must not proceed into the offices or workshops unaccompanied.
3. Whilst on the premises, visitors should comply with any requests by their host, or any other member of the company's staff, concerning their safety, in particular the wearing of protective clothing if so required, i.e. eye protection, ear protection, etc.
4. Regular visitors who have been granted the privilege of free access to the workshops and offices, for example, contractors, inspection, cleaning and maintenance personnel, etc., in pursuit of their normal duties, must remember that the privilege confers with it the responsibility to observe the requirements of the company's safety policy.
5. In the event of a visitor being so unfortunate as to sustain injury whilst on the premises, this must be reported to the first aid officer, recorded in the accident book, the accident report form completed and a director of the company informed as soon as reasonably practicable.

SUB-CONTRACTORS WORKING ON SITE

All sub-contractors will be appointed upon satisfactory completion of the approval procedure.

All sub-contractor operatives shall:

1. Be aware of the company's rules and regulations.
2. Abide with the customer's requirements in all matters relative to health and safety.
3. Have available all appropriate protective clothing, hard hats, eye and ear protection etc.
4. Ensure that all health and safety signs are observed.
5. Immediately report to the site foreman any hazardous conditions.
6. At all times, promote safe working practices among site personnel.
7. Ensure that all accidents/injuries are reported immediately to management.

SUB-CONTRACTOR APPROVAL PROCEDURES

All approvals must be granted by the Group H&S Manager, and will be assessed by the following procedure:

1. Clear arrangements will be made with Sub-Contractors at contract stage in respect of responsibilities for.
 - a. Permission to start work.
 - b. Posting of Statutory Notices.
 - c. Reporting of accidents.
 - d. Provision of Health and Welfare facilities.
 - e. Use of Scaffolds.
 - f. Guarding of excavations.
2. An exchange of Safety Policies will be included together with the following:-
 - a. Arrangements for passing information.
 - b. Procedures for the appointment of Safety Representatives
 - c. The establishment of Safety Committees; also for joint inspections and investigations.
 - d. Details of the Safety Organisation and its functions.
3. Documented safe working procedures, provisions for welfare, accident history, inspection history, and maintenance records should all be examined in order to determine suitability.
4. Risk assessments for all work being conducted by sub-contractors should be made available before work commences.
5. Sub-contractors agree to abide by any site safety rules enforced by the main contractor.
6. A database of approved sub-contractors will be kept and work allocated in preference to them.
7. No subcontractor without the necessary H&S documentation will be allowed to work on site.

Appendix A

Health & Safety Arrangements

**Issue 003
(10/2009)**

Accident Reporting (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 1995.

Accidents, no matter how minor an injury may be, must be recorded in the accident book at the particular Site where the accident occurred; an appropriate investigation will be carried out by Howard Construction (Anglia) Ltd Health & Safety Advisor. All near miss reports will be investigated in the same way. The information from the reports will be used to prevent a reoccurrence. Any accidents, industrial disease, or dangerous occurrence (RIDDOR) will be reported to the enforcing authority by the Health & Safety Advisor where appropriate

1) All injuries resulting from incidents on site however minor must be entered in the Accident Book. This applies to injuries received by Sub-Contractors, Members of the Public, Visitors etc., as well as Company Employees, Form F2508 should also be completed and sent to the offices for the attention of the Director responsible for Safety in all cases where in the opinion of the Site Supervisor time off work will result or where there may be a civil claim against the company.

2) Any major injury and any other injury likely to result in the loss of more than three days work required the following action:

Telephone Office 01473 735315

Or

Health & Safety Advisor 07834 018308

3) In the event of death or a major injury it is necessary that the HSE are notified without delay and wherever possible the following additional action is necessary:

- (a) The health and safety advisor or Director will notify the HSE
- (b) Attend to any injured person (call emergency services if necessary)
- (c) Isolate machine, tools or equivalent
- (d) DO NOT disturb or move anything (unless to release the person)
- (e) Ensure any remaining hazard is guarded against
- (t) Take notice of anything significant and make general observations at the scene of the accident, and
- (g) Identify any witness
- (h) Form F2508 must be sent to the HSE by the Director within 10 days

Reporting of Dangerous Occurrences

4) The definition of a dangerous occurrence is given on the following pages. All dangerous occurrences are required to be reported to the HSE without delay. Action should be taken as set out in paragraph 2 and 3 above.

Reporting of Diseases

5) If a medical certificate or other written diagnosis from a doctor has been received in respect of an employee who is absent from work due to disease and the disease diagnosed is one of those listed in the regulations, then the Company's Health and Safety Advisor must be contacted for advice. Subject to checking the facts, it may be necessary to send to the HSE a completed form F.2508A on the mater.

Additional Action Necessary

6) A record of all reportable accidents and dangerous occurrences including copies of HSE Form 2508 will be kept by the Office Manager.

SCHEDULE OF REPORTABLE ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

Reportable Injuries and Conditions

1 Fatal Accidents:

The death of any person as a result of an accident arising out of or in connection with work.

2 Major Injuries or Conditions:

Any person suffering any of the following injuries, or conditions as a result of an accident arising out of or in connection with work.

- (a) Fracture of the skull, spine or pelvis
- (b) Fracture of any bone - in the arm or wrist, but not a bone in the hand; or in the leg or ankle, but not a bone in the foot.
- (c) Amputation of - a hand or foot; or a finger, thumb or toe, or any part thereof if the joint or bone is completely severed.
- (d) The loss of sight of any eye, a penetrating injury to an eye, or a chemical or hot metal burn to an eye.
- (e) Either injury (including burns) requiring immediate medical treatment, or loss of consciousness, resulting in either case from an electric shock or from any electrical circuit or equipment, whether or not due to direct contact.
- (f) Loss of consciousness resulting from lack of oxygen.
- (g) Decompression sickness (unless suffered during an operation to which the Diving Operations at Work Regulations 1981 apply) requiring immediate medical treatment.
- (h) Either acute illness requiring treatment, or loss of consciousness, resulting in either case from absorption of any substance by inhalation, ingestion or through the skin.
- (i) Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
- (j) Any other injury that results in the person injured being admitted immediately into hospital for more than 24 hours.

3 Dangerous Occurrences

3.1 The collapse of, the overturning of, or the failure of any load bearing part of

- (a) Any lift, hoist, crane, derrick or mobile powered access platform, but not any winch, pulley block, gin wheel, transporter or runway.
- (b) Any excavator
- (c) Any pile driving frame or rig having an overall height, when operating, or more than 7 metres.

3.2 Explosion, collapse or bursting of any closed vessel, including a boiler or boiler tube, in which the internal pressure was above or below atmospheric pressure, which might have been liable to cause the death of, or any of the injuries or conditions covered by Regulation 3(2) to, any person, or which resulted in the stoppage of the plant involved for more than 24 hours.

3.3 Electrical short circuit or overload attended by fire or explosion which resulted in the stoppage of the plant involved for more than 24 hours and which, taking into account the circumstances of the occurrence, might have been liable to cause the death of, or any of the injuries or conditions covered by Regulation 3(2) to, any person.

3.4 An explosion or fire occurring in any plant which resulted in the stoppage of that plant or suspension of normal work in that place for more than 24 hours, where such explosion or fire was due to the ignition of process materials, their by products (including waste) or finished products.

3.5 The sudden, uncontrolled release of one tonne or more of highly flammable liquid, within the meaning of Regulation 2(2) of the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972, flammable gas or flammable liquid above its boiling point from any system or plant or pipeline.

3.6 A collapse or partial collapse of any scaffold which is more than 5 metres high which results in a substantial part of the scaffolding falling or overturning; and where the scaffold is slung or suspended, a collapse or partial collapse of the suspension arrangements (including any outrigger) which causes a working platform or cradle to fall more than 5 metres.

3.7 Any unintended collapse or partial collapse of:

- (a) Any building or structure under construction, reconstruction, alteration or demolition, or of any false-work, involving a fall of more than 5 tonnes of material; or
- (b) Any floor or wall of any building being used as a place of work, not being a building under construction, reconstruction, alteration or demolition.

3.8 The uncontrolled or accidental release or the escape of any substance or pathogen from any apparatus, equipment, pipe work, pipeline, process plant, storage vessel, tank, in-works conveyance tanker, landfill site, or exploratory land drilling site, which having regard to the nature or the substance or pathogen and the extent and location of the release or escape, might have been liable to cause the death or, any injuries or conditions covered by Regulation 3(2) to, or other damage to the health of, any person.

3.9 Any ignition or explosion of explosives, where the ignition or explosion was not intentional.

3.10 Failure of any freight container or failure of any load bearing part thereof while it is being raised, lowered or suspended and in this paragraph "freight container" means a container within the meaning of Regulation 2(1) of the Freight Containers (Safety Convention) Regulations 1984.

3.11 Either of the following incidents in relation to a pipeline as defined by Section 65 of the Pipelines Act 1962

- (a) The bursting, explosion or collapse of a pipeline or any part thereof; or
- (b) The unintentional ignition of anything in a pipeline, or of anything which immediately before it was ignited was in a pipeline.

3.12 (1)

ANY INCIDENT

- (a) In which a road tanker or tank container used for conveying a dangerous substance by road
- (i) Overturns; or
 - (ii) Suffers serious damage to the tank in which the dangerous substance is being conveyed;
- or
- (b) In which there is, in relation to such a road tanker or tank container
- (i) An uncontrolled release or escape of the dangerous substance being conveyed; or
 - (ii) A fire that involves the dangerous substance being conveyed.

(2) In this paragraph, "road tanker", "conveyance by road", "tank container" and "dangerous Substance" has in each case the meaning assigned to it by Regulation 2(1) of the Dangerous Substances (Conveyance by Road in Road Tankers and Tank Containers) Regulations 1981.

3.13

(1) Any incident involving a vehicle conveying a dangerous substance by road, other than a vehicle to which paragraph 13 applies, where there is

- (a) An uncontrolled release or escape of the dangerous substance being conveyed from any package or container: or
- (b) A fire which involves the dangerous substance being conveyed.

3.14 Any incident where breathing apparatus, while being used to enable the wearer to breathe independently of the surrounding environment, malfunctions in such a way as to be likely either to deprive the wearer of oxygen or, in the case of use in a contaminated atmosphere, to expose the wearer to the contaminant to the extent in either case of posing a danger to his health, except that this paragraph shall not apply to such apparatus while it is being

- (a) Used in a mine
- (b) Maintained or tested.

3.15 Any incident in which plant or equipment either comes into contact with an un-insulated overhead electric line in which the voltage exceeds 200 volts, or causes an electrical discharge to it, unless in either case the incident was intentional.

3.16 Any case of an accidental collision between a locomotive or a train and any other vehicle at a factory or at dock premises which might have been liable to cause the death of: or any of the injuries or conditions covered by Regulations 3(2) to, any person.

4.0 Over 3 day Injury

A person at work is incapacitated for his or her normal work for more than 3 days as a result of injury caused by an accident at work.

5.0 Death of an Employee Some Time after a Reportable Injury

The death of an employee if this occurs some time after a reportable injury which led to the employee's death, but not more than 1 year afterwards.

6.0 Records

A record must be kept of all reportable injuries and dangerous occurrences. A photocopy of each completed F2508 kept in a file will suffice, and so would an entry about an injury in the Accident Book) kept for Social Security purposes.

7.0 Diseases

A case of disease is reportable on F2508A. Report a Case of Disease to the Enforcing Authority only if a written diagnosis has been received from a doctor, e.g. medical certificate (statutory sick pay form) and when the disease is linked to specified types of work.

Safety Training

Health, Safety and Welfare form an integral part of induction and job training to ensure that all employees are aware of Howard Construction (Anglia) Ltd's General Safety requirements, Specific Safety Training and Information will be provided in order to prepare persons on particular jobs or safe systems of work.

It is Howard Construction (Anglia) Ltd policy that full and adequate Health and Safety Training is given to all new employees as part of their overall induction into Howard Construction (Anglia) Ltd and decisions relating to training and promotion of employees will be reviewed on a regular basis the, Health and Safety Advisor will be responsible for identifying and implementing Health and Safety Training needs. Records of the training will be kept on the employees personnel file.

All supervisory staff will receive training in their responsibilities as defined in the safety policy. Training will be repeated at 2-yearly intervals and or whenever changes in legislation or work methods require.

Site Safety (The Workplace (Health, Safety & Welfare) Regulations 1999 & The Construction (Health, Safety & Welfare) Regulations 1996)

- Work to all site safety procedures.
- Wear all personal protective equipment needed for each job.
- Report all unsafe conditions to the senior person or directly to the client. Observe and heed all warning and danger notices.
- Keep floors passages and stairs clear of obstacles and litter etc.
- All portable electrical equipment, such as telephones, power tools, etc. to be sensibly positioned to avoid trailing leads causing tripping hazards.
- Small tools including such items as knives, scissors, guillotines etc., should be carefully stored as all are capable of inflicting injury.
- Horseplay - under the Health and Safety at Work Act - horseplay is an offence - do not indulge in this irresponsible activity.

Arrangements for Consultation with Employees (Health & Safety (Consultation with Employees) Regulations 1996)

This regulation requires Howard Construction (Anglia) Ltd, to consult with you on matters relating to your Health, Safety and Welfare and furnish you with the information which is deemed necessary, such information is contained in your employee safety hand book, the HSE poster displayed in your workplace, safety posters, leaflets, safety pamphlets and verbal safety information. Howard Construction (Anglia) Ltd encourages employees to take part in the spirit of the regulations by actively taking part in discussions with your Health & Safety Advisor, Site Foreman and Managers. It is the responsibility of all Managers to ensure that the consultation takes place.

The Manual Handling Operations Regulations 1992

This Regulation requires employers to assess manual handling within the work place, to take an ergonomic approach and where possible change the nature of any task or provide mechanical aids in order to reduce or lighten the manual handling of loads. Howard Construction (Anglia) Ltd will ensure that adequate risk assessments are carried out to identify hazards associated with manual handling and ensure that suitable training and supervision is given. It is the Site Manager's responsibility supported by the Health and Safety Advisor to ensure that the requirements outlined in the regulations are satisfactorily met.

Risk Assessments – (Management of Health & Safety at Work Regulations 1999 – Reg 3)

Concerns the examination of work activities where there is thought to be a hazard, followed by systematic assessment of the hazard in order to determine the degree of risk. Upon the establishment of the risk, preventative measures are identified which are then introduced, maintained and periodically revised within our safe systems of work. It is the duty of the Health and Safety Advisor to ensure risk assessments are carried out and reviewed periodically.

Control of Substances Hazardous to Health Regulations (COSHH) 2004

Assessments and all Data Sheets of substances used are kept at Head Office. It is the Health and Safety Advisors responsibility to ensure risk assessments are carried out and regularly reviewed. From the risk assessments the Management will first attempt to replace the substance with a safer alternative, if no alternative is possible then Management will change the process or activity and control the substance at source, the Manager should also consider minimising the use of the substance and as last resort supply personal protective equipment.

No employee can introduce any substance without the consent of the Manager. If you come across any substance that you suspect as being asbestos you must stop work

Immediately and report to your supervisor, full instructions are contained within the employee health and safety handbook.

Welfare & First Aid

The Construction (Health & Welfare) Regulations specify minimum requirements for welfare facilities on site. The offices, shops and railways premises act 1963 specifies minimum standards for offices.

The Health & Safety (first aid) regulations 1981 together with the approved code of practice and guidance notes specify the first aid equipment, facilities and personnel required, depending on the type of work and numbers of personnel affected at each site or workplace.

Where possible Howard Construction (Anglia) will attempt to place a first aid trained person on each site, where we are acting as principle contractor this is a must.



The Contracts Director and Health & Safety adviser will establish the welfare and first aid requirements before work commences, this will take into account sub-contractor requirements if applicable.

If Howard Construction (Anglia) are working as a sub-contractor the site supervisor and Health & Safety Advisor will co-ordinate with the main contractor before employees are sent to that site, to ensure that all necessary welfare and first aid arrangements are provided and in place.

The Health & Safety advisor makes regular visits to all sites where Howard Construction (Anglia) Ltd are working, regular inspections are carried out on all sites, including welfare and first aid facilities.

Site Offices

- 1) Where applicable, site offices will comply with the requirements of the Health and Safety at work act 1974.
- 2) The health and safety advisor will apply for a Fire Certificate if required under the Fire Certificate (Special Premises) Regulations 1976. Where a Fire Certificate is not required, all fire precautions in accordance with the Regulations shall be supplied and maintained.
- 3 All fire extinguishers shall comply with the relevant British Standards and will be serviced and maintained at regular intervals. Training will be provided to members of staff in their use.
- 4) The Site Supervisor will ensure that all offices are cleaned out daily and waste paper is not allowed to accumulate.
- 5) Any liquefied petroleum gas heating appliance shall be used in accordance with the requirements of Company Policy.
- 6) Any electrical installation shall be to the requirements of the IEE Regulations and shall be installed, tested, altered and maintained by qualified electricians only.
- 7 The Site Supervisor will ensure that any office machinery is installed safely and that it is maintained and serviced in accordance with manufacturer's recommendations.
- 8) Training will be provided in the use of office machinery and no person may operate or service any machinery unless authorised to do so.

Electricity at Work Regulations 1989

Portable equipment is defined as that which is movable and is fitted with a plug.

Periodic checks will be carried out of fixed installations and all portable appliances, equipment within the offices every 12 months, for site equipment every 6 months. Appliances will be tagged and records kept at head office.

Work "live" systems may only be undertaken if absolutely justified and by suitably trained and authorised



persons, within a strict permit control system. It is company policy to supply and use 110.v for all tools. All electrical tools will be P.A.T. tested.

The Provision & Use of Work Equipment (PUWER) Regulations 1998 & Lifting Operations & Lifting Equipment (LOLER) Regulations 1998

Concerns the safe use of work equipment and systems.

It is the Health & Safety Advisors & Plant Managers responsibility to ensure that Howard C0nstruction (Anglia) Ltd provide suitability of equipment - assessment of risk, provision of protection and preventative measures and ensure that all users of Company tools and equipment are trained in their use. Tools will be checked prior to use and will be maintained in good working order. Howard Construction (Anglia) Ltd will carryout periodic inspection of tools and equipment. Site foreman will conduct visual inspections of all plant and work equipment on site on a weekly basis, records will be recorded.

On occasions Howard Construction (Anglia) Ltd may need to hire in equipment due to specialised work or quantity of work. The equipment will only be obtained from approved hire company's who supply the appropriate training and supporting documentation to ensure all employees and sub-contractors are suitably trained in the use of the equipment.

Workplace Regulations 1999

The Workplace Health and Safety Regulation covers a wide range of basic Health and Safety Issues. Howard Construction (Anglia) Ltd will ensure that workplaces meet the Health and Safety Welfare needs of all its employees, contractors, general places and people with disabilities. Before starting work, Managers will consider and introduce measures to ensure the working environment is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors and general welfare, toilets, washing facilities, drinking water, changing rooms and eating facilities. Managers will ensure that so far as reasonably practicable workplace facilities are an acceptable level.

The Health & Safety (Display Screen Equipment Regulations) 1992

The office Manager with support from the Health and Safety Advisor is responsible for ensuring risk assessments are carried out for persons using display screen equipment. During the assessments Howard Construction (Anglia) Ltd will identify what requirements are necessary and to take into account the amount of time a person uses a display Screen and associated workstation. During the risk assessments consideration will be made to factors such as the working environment, free eyesight testing and contribution towards corrective appliances will be available.

The Personal Protective Equipment at Work (PPE) Regulations 1992

Howard Construction (Anglia) Ltd recognises that this Regulation clearly states that Personal Protective Equipment should only be used when risks cannot be avoided or sufficiently reduced by other preventive measures or through work re-organisation. The Site Manager will ensure that there is sufficient supply of PPE when required and all employees are suitably trained in the safe storage and use of PPE.

All PPE issued must be stored as per the manufacturers specification.

It is the employees and sub contractors duty to not misuse or interfere with any Health and Safety equipment including PPE supplied for their safety.

The following Regulations have specific requirements for the provision, maintenance and use of protective clothing and equipment:

The Construction (Head Protection) Regulations 1989.
Personal Protective Equipment Regulations 1992

All safety equipment purchased for use on Company sites will be in accordance with the appropriate British Standard, Health and Safety Executive Approval etc. /

All work will be tendered for or negotiated in accordance with the above standards.

Before work starts, the Site Supervisor and Health & Safety Advisor will establish what protective clothing and equipment will be necessary and will ensure that any special protective clothing or equipment required and any signs relating to the wearing of helmets, eye protection, ear defenders etc. are ordered and available for use on site and that sub-contractors are made aware of the site requirements for the wearing of safety helmets.

The Site Supervisor/ Health & Safety Advisor will ensure that adequate supplies of all necessary protective clothing or equipment are available on site/workplace for issue as required and that when issued to employees, a record is kept in the Safety Equipment and Protective Clothing Issue Register.

The Site Supervisor will ensure that before employees are set to work, that any necessary protective clothing is provided and that signs are erected for safety helmet areas, machinery requiring eye protection, ear defenders etc.

Any person on site observed carrying out any process which requires the use of protective clothing or equipment will be informed of statutory and Company Policy requirements and instructed not to continue working until protective clothing or equipment is obtained. This applies to any sub-contractors as well as direct employees.

The Supervisor will ensure that the protective clothing or equipment is suitable for the specific process for which it is provided. Information and advice on the correct equipment to be issued will be provided by the Company's Health and Safety Advisor as required.

All supervisory staff will set a good example in the wearing of safety helmets, protective footwear etc. and will use all necessary protective clothing and equipment where required.



All operatives are required to wear suitable footwear whilst at work on Company sites or in Company workplaces.

All supervisory staff, visitors, sub-contractors and employees shall wear safety helmets whilst on Company sites, other than in areas specifically designated in writing by the Company as being areas where the risk of head injuries is negligible. Information on any areas or working conditions where helmets need not be worn must be displayed in the site mess room or issued to each person,

Contractor. Normal disciplinary proceedings will be used against employees not complying with this requirement.

All plant operators employed by the Company will be issued with appropriate hearing protection and instructed in its maintenance and use.

All persons issued with protective clothing or equipment must immediately report to supervision any loss or defect in the equipment.

Noise at Work Regulations 2005

Howard Construction (Anglia) Ltd will continually assure noise levels within its industry. Managers will decide if a noise assessment is required and their first aim will be to reduce noise at source. Managers will also ensure that ear protection is freely available. It is Howard Construction (Anglia) Ltd policy to ensure that tools and equipment purchased and used by employees has noise reduction built into the design.

The Control of Vibration at Work Regulations 2005

This regulation requires Howard Construction (Anglia) Ltd to carry out a suitable Risk Assessment to assess the vibration risk to its employees. From the Risk Assessment Howard Construction (Anglia) Ltd will ensure that suitable measurers are introduced to reduce the risk know as "Hand-Arm Vibration Syndrome" (H.A.V.S.).

Howard Construction (Anglia) Ltd will ensure that;

- Suitable tools with vibration reduction features are used.
- Ensure working patterns to rotate and limit the time spend using vibratory tools.
- Supply and train employees in the correct use and storage of personal protective equipment (anti vibration gloves).

- Check for and encourage employees to report any signs or symptoms of H.A.V.S.
- Provide information and training to avoid unnecessary exposure to vibrations.

Regulatory Reform (Fire Safety) Order 2005.

The procedures for fire will be under the control of the Health and Safety Advisor by ensuring there are systems in place to check all fire procedures are maintained in fire monitoring, testing and fire fighting equipment. The Health and Safety Advisor will conduct regular fire assessments and through Local Management implement control measures to reduce the risk.

The Fire Evacuation Procedure will be published on the office notice board. Personnel working at customer premises or sites must observe all Fire Precaution Notices and Fire Prevention Measures put in place and make themselves familiar with Site Fire Evacuation Procedures.

Sub-Contractors

The selection of sub-contractors will take into account their Safety Policy, accident record and previous performance with respect to accident and ill health prevention on site. All sub-contractors will receive a copy of the Company Policy Statement and a list of responsibilities

Sub-contractors will comply with Howard Construction (Anglia) Ltd vetting system and sign a declaration that they understand the Companies Safety Policy, Site Emergency Procedure, Clients Safety Rules and are conversant with the Health and Safety at Work Act 1974 and the appropriate statutory regulations governing their regulations.

All sub-contractors are appointed subject to successful completion of Howard Construction (Anglia) Ltd Health & Safety Vetting procedures.

All sub-contractor operatives shall:

1. Be aware of the company's rules and regulations.
2. Abide with the customer's requirements in all matters relative to health and safety.
3. Have available all appropriate protective clothing, hard hats, eye and ear protection etc.
4. Ensure that all health and safety signs are observed.
5. Immediately report to the site foreman any hazardous conditions.
6. At all times, promote safe working practices among site personnel.
7. Ensure that all accidents/injuries are reported immediately to management.

Construction

Howard Construction (Anglia) Ltd will comply with the regulations when working on a project that is notifiable as either the Principle Contractor or as a subcontractor. Total Protection (Gt. Britain) Ltd will ensure that the projects are Managed as set out within the regulation from the conception, design and planning through to the execution of the works ensuring all organisations, company's, designated personnel and the authorities are informed of their responsibilities ensuring the provision of information is passed between all the relevant parties.



Working at Height Regulations 2005

Howard Construction (Anglia) Ltd will avoid working at heights wherever possible, if necessary all work will be planned and organised and a clear hierarchy of control measures will be used to minimise the risk. Working at height risks will be assessed and Howard Construction (Anglia) Ltd will ensure the use of appropriate work equipment or other measures are followed to prevent falls of personnel, objects and materials. Personnel that work at height will be trained in the use of equipment.

Control of Asbestos at Work Regulations 2002

Howard Construction (Anglia) Ltd will provide a safe system of work to ensure that asbestos removal works are carried out in accordance with current legislation and guidance notes, and with out endangering the health and safety of any persons directly or indirectly concerned with the work and any others who may be affected by the works being undertaken. All persons working with asbestos materials will be licensed and regulated as required by legislation. This will ensure compliance with safety regulations and those affected will be made aware of known hazards, control measures to be used to reduce or eliminate risks, relevant training and competency requirements and the safe use and maintenance of equipment.

Tendering and Planning

At tendering, negotiating and planning stages, the requirements of this Company Policy must be taken into account.

Any aspects of work not covered by the Policy must be planned by the site/workplace management and written procedures defined. Adequate Site Welfare Facilities must be allowed for when tendering and planning.

Pre-contract meetings will be held if particular health and safety matters require discussion.

Suppliers

In accordance with Section 6 of the Health and Safety at Work etc. Act 1974, we require confirmation that the article or substance to be supplied is, so far as is reasonably practicable, safe and without risk to health whilst being prepared for use, used, cleaned or maintained".

The following paragraph will be inserted on all orders to suppliers or hire companies providing any article or substance for use at work:

."In accordance with the Health & Safety at Work Act 1974 (Sec 6), please supply safety data/information sheets and full instructions for the safe use of the article or substance.

Please note that we also must be informed of any updated information in respect of this article or substance in the future".

All information received from suppliers will be passed to site/workplace supervision for implementation or reference on site.

Ladders

All ladders must be provided and used in accordance with the Construction (Health, Safety & Welfare) Regulations 1996, and GS31 "Safe use of Ladders, Step Ladders and Trestles". Only ladders constructed in accordance with BS 1129: 1990 (Timber) Industrial Grade and BS 2037: 1990 (Aluminium) will be used.

The information and recommendations in Health and Safety Executive Guidance Notes GS31 "Safe Use of Ladders, Step Ladders and Trestles" will be applied to the work on site.

Ladders will be checked by the Site Supervisor before use to ensure that there are no defects and will be checked at least weekly while in use on site.

Where a defect is noted or a ladder is damaged, it will be taken out of use immediately.

The Site Supervisor will check that ladders in use are secured, have a solid, level base and are being used correctly.

Ladders will not be used to provide access or a working position, if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands etc.). Methods of use which will result in damage to the ladder will not be permitted e.g. securing ladder with scaffold clip placing board on rung to form working platform or ramp etc.

The Site Supervisor will ensure that proper storage is provided for ladders, under cover, where possible and with ladder properly supported throughout length.

Methods of use which will result in damage to the ladder will not be permitted e.g. securing ladder with scaffold clip placing board on rung to form working platform or ramp etc.

The Site Supervisor will ensure that proper storage is provided for ladders, under cover, where possible and with ladder properly supported throughout length.

The main hazards associated with ladders are:

- . Not securing the ladder properly
- . Unsafe use of ladder (over-reaching, sliding down etc.)
- . Using ladder where safer method should be provided
- . Using ladder with defect
- . Unsuitable base to ladder
- . Insufficient handhold at top of ladder or at stepping off position
- . Insufficient foothold at each rung
- . Using ladder near overhead electrical cables, crane contacts etc.
- . Ladder at unsuitable angle, swaying, springing etc. (recommend angle 1 in 4 or 75 degrees)
- . Insufficient overlap of extension ladders

Ladders will be removed to storage or made inaccessible by some means at the end of each working day to ensure that unauthorised access to scaffolds etc. to others, particularly children, is prevented.

PLANT ON SITE

The following regulations contain requirements to be complied with in the provision, maintenance, operation and use of plant on site.

.The Provision and Use of Work Equipment Regulations 1998

Health and Safety Guidance Notes contain a number of specific recommendations in the Plant and Machinery Series (Prefix PM).

These will be referred to where applicable.

Other Guidance Notes also contain recommendations which affect the use of plant on site. In particular Guidance Note 150, refers to the need to ensure plant and vehicles with moving parts are effectively immobilised when left unattended.

All sites will be made secure to this standard.

- GS6 - Avoidance of Danger from overhead electrical lines.
- Information and training requirements on the use of hired plant is the responsibility of plant hire companies.
- Information on the requirements of the regulations and any other aspect of plant safety contained in advisory literature is available from the Company's Health and Safety advisor as required.

The Site Supervisor will ensure that competent operators and banks men are provided or that where necessary full training and instruction is arranged. The Company's Health and Safety advisor will advise on

training requirements and arrange or provide training as required.

The Site Supervisor will ensure that plant delivered to site is in good order and fitted with any necessary safety devices and guards.

Any defects noted will be reported immediately.

The Site Supervisor will ensure that only authorised operators are permitted to operate any item of plant, where any doubt of the competency of an operator exists, the site will report to the hire company immediately.

No young person (under 18 years old) is permitted to operate any item of plant or act as banks man unless being trained and under direct supervision.

Any plant will be properly secured and immobilised at the end of each day.

All necessary testing and Thorough Examination Certificates will be requested, checked and retained by the Site Supervisor, and all items of plant requiring weekly inspections by operator or other competent person will have the inspection recorded in the site register regardless of any register kept by operator or plant Hire Company.

The Site Supervisor will ensure that any defect notified by plant operator during operations on the site is reported immediately for repair and that where defects could affect safety on site, the item of plant is not used

until the repairs are carried out.

The Site Supervisor will not ask or permit the plant operator to carry out work with the machine for which it was not intended unless specific advice has been obtained from the manufacturers of the machine on the proposed use.

Hazards with the use of plant arise out of:

- . Unskilled operation
- . Incorrect use
- . Poor maintenance
- . Defects in machine un-checked

Children must not be permitted to enter working areas while plant in use and all necessary measures required to avoid hazards to children on the site outside working hours must be taken, particularly if it is not possible to fully fence the site.

The use of petrol driven plant should not under any circumstances be used inside a building. Electric power tools should be used wherever possible

ABRASIVE WHEELS

The following Regulations relate to the provision and use of Abrasive Wheel Machines or portable tools.

The Provision & Use of Work Equipment Regulations 1998

The Personal Protective Equipment at Work Regulations 1992

Health & Safety Executive Booklet HS(G)17 - Safety in the Use of Abrasive
Wheels and Guidance Note from the Health and Safety

Executive No PM22, Training Advice on the Mounting of Abrasive
Wheels gives advice on the precautions required.

BS 2092 Industrial Eye Protection gives advice on the correct type and grade of Eye Protection required.

Information and advice on requirements of the regulations and advisory literature is available from the Safety Supervisor as required.

PROCEDURES

The Site Supervisor will ensure that any Abrasive Wheel Machine hired or owned by the Company will be provided and maintained in accordance with the regulations.

The Health & Safety Advisor will ensure that sufficient operatives have been trained in accordance with the Abrasive Wheels Regulations.

The Site Supervisor will ensure that any operative required to change discs or wheels on abrasive wheel tools has been trained and appointed in accordance with the regulations.

The Site Supervisor will ensure that suitable storage facilities are available for abrasive wheels and that sufficient quantity of suitable eye protection and other protective equipment is available and issued when required.

SYSTEM OF WORK

Any person required to use an abrasive wheel machine or tool will be given instructions in the precautions required by a person trained under the regulations above.

Supervisory staff will ensure that any abrasive wheel machine or tools being used with any defect which could give rise to injury is taken out of use immediately.

The main hazards associated with Abrasive Wheels are:

- . Bursting of the wheel or disc
- . Injuries from flying particles
- . Cuts to hands, legs etc.
- . Dust from certain types of materials . Loose clothing tangled in disc
- . Electric shock
- . Noise
- . Fire and explosion

Any doubt as to the precautions required or where unusual circumstances are to be encountered the Company's Health and Safety Advisor must be consulted at an early stage.

HIGHLY FLAMMABLE LIQUIDS

Highly flammable liquids are defined in the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 and must be stored and used in accordance with those regulations. This section also applies to liquids which are not highly flammable as defined in the regulations but can be a fire hazard e.g. gas oil.

Health and Safety Executive Note CS2, The Storage of Highly Flammable Liquids, gives advice on the requirements necessary to comply with the regulations and will be complied with on the Company sites. Information on the requirements of the regulations and the Guidance Note will be provided by the Company's Health and Safety Advisor as required.

PROCEDURES

The Site Supervisor will ensure that suitable storage facilities are provided for Highly Flammable Liquids in accordance with the above standards.

The Site Supervisor will ensure that suitable storage facilities are provided for liquids which are not defined as Highly Flammable but which could be a fire hazard.

The Site Supervisor will arrange for any necessary fire fighting equipment or materials to be available before work starts.

The Site Supervisor will ensure that the planned storage facilities are provided and maintained and that all Highly Flammable Liquids are kept in the storage facilities until required for use.

The Site Supervisor will ensure that fire resistant absorbent material is available to soak up any spillages of Highly Flammable Liquids and that this material is immediately disposed of safely after use.

The Site Supervisor will ensure that any fire fighting equipment, storage facilities, signs, notices, containers etc. are checked at weekly intervals and that any action is taken to rectify any defects noted.

Appropriate action will be taken against any person disregarding safety instructions, signs or notices or misusing Highly Flammable Liquids.

SYSTEM OF WORK

The Company's Health and Safety Advisor will be asked for advice when there is any doubt about precautions required or where Highly Flammable Liquids are used in large quantities or in unusual situations.

The Company's Health and Safety Advisor will arrange any necessary signs, notices, fire extinguishers etc., when requested.

SITE TIDINESS

A number of regulations deal with the need for work places and accesses to be kept clear of debris and other materials,

The Health and Safety at Work etc. Act 1974 requires that employers shall ensure that a safe working place and safe accesses are provided for their employees so far as is reasonably practicable (Section 2) Employers have a duty to ensure that their work does not affect others so far as is reasonably practicable (Section 3) and persons having control of premises have a duty to ensure that the premises are maintained in a safe condition and that all means of access are safe so far as is reasonably practicable for persons who are not their employees but are required to use the premises (Section 4).

In addition to the statutory requirements, some of which are outlined above, a tidy site and work place results in increased efficiency and better public relations, therefore, tidiness is to receive priority on the Company site and in Company work places.

Information on the requirements of the regulations and advice on current good working practices is available from the Company's Health and Safety Consultants as required.

PROCEDURES

The Contracts Manager will ensure that before the site commences, access routes are planned, deliveries are programmed to ensure that excess materials are not stored on site, storage areas are defined, compounds are planned and Sub-Contractors are made aware of the Company requirements with regard to storage, clearing up tidiness etc.

The Site Supervisor will ensure that all Sub-Contractors and operatives are made aware of the need to maintain the site in a tidy condition throughout the contract.

The Site Supervisor will ensure that stacking areas are prepared and that materials are called off in quantities which will not create difficulties on site.

The Site Supervisor will ensure that all waste materials are cleared and disposed of safely as work proceeds. All materials delivered to site for use by this Company will be stored safely ensuring that accesses are not obstructed.

The Site Supervisor will arrange for sufficient labour and plant to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities etc. to be carried out in accordance with these standards.

SYSTEM OF WORK

Brick bundles will not be stacked more than two bundles high on a level base. Banded blocks will not be stacked more than 3 blocks high on a level base.

Particular emphasis is to be placed on instructions to all employees and Sub-Contractors on the safe disposal of steel and nylon banding used to contain bundles of material delivered to site.



Howard Construction (Anglia) Ltd

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