

# **W. B. Simpson & Sons Limited**

**St Martin's House  
27-29 Ormside Way  
Redhill  
Surrey  
RH1 2LT**

## **Health and Safety Policy & Procedures Document**

**Last Review Date: 24<sup>th</sup> April 2018**

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## Amendment Register

| <b>Revision No:</b> | <b>Review Date:</b> | <b>Description</b> | <b>Next Review Date:</b> |
|---------------------|---------------------|--------------------|--------------------------|
| 1                   | May 2014            | Original           | May 2015                 |
| 2                   | June 2015           | Audit/review       | June 2016                |
| 3                   | April 2016          | Audit/Review       | April 2018               |
| 4                   | April 2017          | Audit/Review       | April 2018               |
| 5                   | April 2018          | Audit/Review       | April 2019               |

# Section 1

## Policy Statement

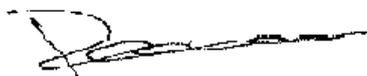
### Health & Safety Policy Statement

**W.B. Simpson & Sons Ltd** objective is to ensure, so far as is reasonably practicable, the health, safety and welfare of all persons carrying out work activities on our behalf, or persons directly affected by our work activities

**W.B. Simpson & Sons Ltd** is committed to the health and safety of its employees and others involved in its activities and strives for continual improvement in its performance through our policy and procedures, which will be subject to regular review. We therefore undertake to: -

- 1 Comply with The Health & Safety at Work Act 1974, the Management of Health and Safety at Work (Amendment) Regulations 2006, CDM Regulations 2015 and associated protective legislation, both as an Employer and as a Company.
- 2 The Company has appointed a designated member of staff to be responsible for health and safety; to maintain health, safety and welfare procedures under constant review;
- 3 The main responsibility for health and safety lies with Paul Valler Director (Managing) and Board of Directors. The Company is bound by any acts and/or omissions of the Directors or Managers, giving rise to legal liability, provided only such acts and/or omissions arise out of and in the main course of Company business.
- 4 Provide adequate resources to ensure and maintain safe workplaces for employees, and other persons which will not be compromised for other objectives.
- 5 Provide a safe and healthy work environment together with the necessary welfare facilities
- 6 Make arrangements for the safe storage, handling and use of substances and articles used in our work activities
- 7 Endeavour to ensure that all persons employed by us are competent to carry out their specific work tasks, by providing all necessary information, instruction, training and supervision
- 8 Inform all persons we employ, and others who may be directly affected, of the risks associated with those work activities and put in place safe systems of work to minimise the likelihood of injury or harmful effects to health
- 9 Monitor our work activities to ensure that agreed safe systems of working are complied with, and to instigate changes where considered necessary
- 10 Provide, where appropriate, plant, tools and equipment which are safe and without undue risks to health
- 11 Provide and maintain where appropriate personal protective equipment and ensure that operatives are aware of their obligations in respect of its use
- 12 Encourage and promote a safety culture within our Company to enable all persons employed by us to contribute positively to their own health & safety at work
- 13 Co-operate with all other duty holders in health & safety - clients, other employers, designers, Principal Designer, sub-contractors, employees and enforcing authorities
- 14 Instigate procedures for the recording, and reporting where necessary, of accidents and instances of ill health occurring as a result of our work activities
- 15 Ensure that employees are aware of the disciplinary measures that will be invoked for any acts or omissions that risk the health and safety of themselves, or others, at work
- 16 Bring this policy statement to the attention of all employees and sub-contractors
- 17 Review this document annually, & as our Company changes & in the light of new legislation.

Signed



Name Paul Valler

Position: Director (Managing)

Date 24<sup>th</sup> April 2018

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# Section 2 Organisation

# W B Simpson & Sons Ltd (& Site) Organogram

Paul Valler  
Managing Director

Terry Clare  
Health & Safety and Training

Steve Medhurst  
Commercial Director

Billy Valler  
Technical Director

Marc Poland  
Contract Director

Steve Valler  
Contract Director

Tony McShane  
Quantity Surveyor

Keith Gill  
Design Manager

Administration  
Management

Max Valler  
Contract Manager

Paul McQuaid  
Contract Manager

Mark Litchfield  
Contract Manager

Peter Dunn  
Contract Manager

Nic Stefanoiu  
Contract Manager

Aron Antemie  
Contract Manager

Antonio Bufano  
Design

Tristan Webb  
Estimator

David Carlile  
Accounts

Chris Collins  
Logistics

Site Supervisors (SSSTS)

Site Operatives

Site Organogram

# W.B. Simpson & Sons Limited

## Principles

W. B. Simpson and Sons Limited, hereinafter called W. B. Simpsons aim to ensure that the Health and Safety Policy and Procedures are effective in enabling us to comply with our legal duties. We understand that the core requirements in achieving and maintaining that aim includes:

- **Planning**
  - a systematic approach that involves all, in co-ordinating a consistent implementation of this policy
- **Competent Persons**
  - relating to the preparation, implementation and control of good practice working standards.
- **Risk Assessment**
  - for all work-related activities leading to:
- **Safe Systems of Work**
  - that have been carefully devised to enable strict compliance
- **The protection of the public**
  - during our work activities, particularly unauthorised access to our work areas
- **Performance Monitoring**
  - to identify and, where necessary prevent recurrence of failures and record success.

To ensure that this policy and procedures are effectively implemented and controlled we accept that we need to continually increase our level of health & safety awareness. We also understand that to achieve effective implementation and control we must ensure that our arrangements and procedures are understood by the persons who actually carry out the work, and we therefore seek to provide the necessary training to enable each individual to safely undertake their work activities

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

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

## 2.2 Structure

**W.B. Simpsons** endeavour to establish appropriate health & safety structures to ensure: -

- Management lead by good example
- Competence of management and operatives
- Effective communication with employees regarding hazards, risks and control measures with access to Directors, Manager and Safety Manager
- Co-operation of employees, self-employed operatives, sub-contractors and their elected representatives, if applicable.
- Systematic performance reviews

Terry Clare is employed to provide competent advice to the Directors, Contracts Managers, Supervisors and Operatives on all matters relating to Health, Safety & Welfare

- documentation
- assessments
- inspections
- reviews/audits
- investigations
- training

as required by Regulation 7(1) of the Management of Health & Safety at Work (Amended) Regulations 2006

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

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

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

All relevant Health & Safety information is kept at W.B. Simpson's, with various elements also retained by the Directors, Contracts Managers, Site Supervisors and Office Managers.

## 2.3 Responsibilities

To ensure that Health & Safety is effectively managed within our Company specific responsibilities have been allocated to individuals.

The individuals concerned are: -

### ***Directors, Paul Valler, Steve Medhurst and Billy Valler***

Paul Valler has the responsibility for Health and Safety on behalf of the Board of Directors ,

To: -

- approve, fund and administer the policy;
- ensure that the policy is brought to the attention of all employees;
- ensure that all employees are competent to carry out their duties;
- delegate specific health & safety responsibilities to individuals;
- ensure that all necessary consideration and attention is given to health & safety at the marketing, tendering, planning and contract stages;
- ensure that access to competent health & safety advice and guidance is readily available;
- apply knowledge of the broad requirements of The Health and Safety at Work etc Act 1974, Management of Health and Safety at Work Regulations 1999 (as amended) and The Construction Design and Management Regulations 2015, and other relevant legislation to ensure that relevant Health and Safety matters are taken into account before projects proceed.

Such matters will include: -

- Training requirements
- Implementation of statutory inspections and record keeping
- Risk assessments and method statements
- Ensuring safe systems of work are employed

- Regular audits and monitor effectiveness of this safety policy, procedures and practices in relation to company premises.
- Ensuring all new entrants to the company receive this policy information as part of their induction.

**Terry Clare HSE & Training Manager      Health & Safety Manager**

- Provision of advice, assistance and guidance, on health, safety & welfare matters. Carry out periodic site inspections and report on standards of health and safety and welfare during construction.

Assistance with health and safety matters may include: -

- Site specific Risk and Method statements
- Provision of toolbox talks
- Correct selection and Maintenance of plant and equipment
- Monitoring and review of the Safety Management Systems

**Contracts Manager should: -**

- read and understand the policy and arrangements for health & safety;
- ensure that all necessary consideration and attention is given to health & safety at the planning and construction stages;
- ensure specific risk assessments and method statements are carried out;
- ensure provision of induction training and ongoing tool box talks;
- advise Directors regarding training of operatives;
- ensure that employees/sub-contractors under his direct control are competent and carry out their duties in accordance with any relevant risk assessment/method statement;
- act on any other health & safety duties required by the Directors.

**Site Supervisors must: -**

- read and understand the policy and arrangements for health & safety;
- take day to day responsibility for the work to ensure compliance with risk assessments, method statements and safe systems of work.
- provide information regarding first aid, fire safety & emergency procedures;
- act as a direct link between operatives and Contracts Manager on all health & safety matters;
- act as responsible person for W.B. Simpson's whilst on-site in relation to health and safety matters which, includes attending any safety meetings;
- act on any other health & safety duties required by the above persons.

**Operatives must: -**

- co-operate with the Company in carrying out the content of this policy;
- know the safety measures / arrangements for their work activities and comply with the detail in the risk assessments and method statements issued and signed for as acceptance prior to commencing work on site;
- observe required standards of Personal Protective Equipment (PPE);
- exercise good standards of site housekeeping;
- know the emergency procedures for fire / first aid;
- not to interfere with, or misuse, anything provided in the interest of health & safety;
- co-operate with other employees in promoting our health & safety standards;

**Jo Medhurst (Office Manager)**

The Office Manager is responsible for ensuring safe and healthy working conditions, adequate fire precautions and first aid arrangements are maintained at the company office and in particular ensure:-

- a minimum temperature of 16°C is maintained;
- display screen equipment assessments are carried out and that working areas remain safe;
- adequate welfare facilities are provided;
- that fire safety measures are employed and regularly reviewed;
- electrical installations are periodically checked;
- Portable Appliance Testing is undertaken.

**Office Staff must:-**

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

**Contractors must ensure they:-**

- provide information to us about health & safety hazards associated with their work and the measures necessary to control and manage
- provide information to their employees and ensure co-operation with us in meeting the requirements of this policy;
- provide information about injuries, ill-health and dangerous occurrences which may occur during any work taking place on our behalf;
- provide adequate resources for management of their works.

**Responsible Persons**

| Appointment                                   | Responsible Person                    |                |
|---|---------------------------------------|----------------|
|   | Name                                  | Position       |
| Director in charge of Health & Safety         | Paul Valler                           | Director       |
| Fire Safety                                   | Terry Clare                           | HSE Manager    |
| Risk Assessments / Method Statements          | Terry Clare                           | HSE Manager    |
| COSHH Assessments                             | Terry Clare                           | HSE Manager    |
| Manual Handling Assessments                   | Terry Clare                           | HSE Manager    |
| Display Screen Equipment Assessments          | Terry Clare                           | HSE Manager    |
| Electrical Installation & Portable appliances | Terry Clare                           | HSE Manager    |
| Work Equipment                                | Terry Clare                           | HSE Manager    |
| Workplace Inspections                         | Terry Clare                           | HSE Manager    |
| First Aid                                     | Billy Valler                          | Director       |
| Appointed Person                              | Billy Valler                          | Office Manager |
| First Aider                                   | K. Gill. & Tristan Webb & Jo Medhurst |                |
| Contractors                                   | Steve Medhurst & Billy Valler         | Director       |

## 2.4 Monitoring

**W.B. Simpsons** accept that effective monitoring requires regular checks are made to ensure that the organisation and working procedures are appropriate to the specific tasks, and that they are being complied with.

Our health and safety management monitoring system will involve;-

- regular progress meetings with clients and contractors;
- internal management meetings;
- regular meetings with employees/labour only contractors
- regular health & safety performance review of our operations;

**W.B. Simpsons** will use information gained from active monitoring to adopt preventative or remedial measures to improve health & safety performance

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

- induction training by the Director/Contracts Manager / Safety Manager
- toolbox talks by the Contracts Manager/Supervisors or other competent persons
- regular site inspections by the Contracts Manager/ Safety Manager
- unannounced inspections by Health & Safety Manager

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

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

## 2.5 Evaluation

**W.B. Simpsons** endeavour by considered evaluation to measure the success, or otherwise, of our management of Health, Safety & Welfare in the workplace

The methods used will include:-

### Accident statistics

These will be compiled annually (due to low incidence of incidents/injuries) and be used to compare with previous figures to identify any recurring problem areas. Report end of December 2014

### Health & Safety Meetings

The quarterly meetings will enable all aspects of health, safety and welfare to be discussed, judged.

### Accident Incident Rates (AIR)

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

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

### Performance Reviews

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

**W.B. Simpsons** seek evidence from these methods to demonstrate to our employees, and any other interested party, that our standards of Health, Safety & Welfare at work are being continually improved.

# Section 3

## Arrangements & Procedures

## 3.0 Arrangements

### 3.1 Company Management of Health and Safety

The management system adopted by the company reflects the organisation's activities and the working environments in which our work is carried out.

The Health and Safety Policy illustrates the sustained commitment of the Company which it considers essential for successful health and safety management.

In addition to this Policy, the Company implements Active Monitoring of site activity, equipment maintenance and safety processes of employees through site visits by the Contracts Manager and the HSE Manager.

The Contracts Manager / Directors will be responsible for co-ordinating the preparation of inspection plans, which will establish :-

- a. the frequency of inspection (at least monthly);
- b. the areas or topics for inspection and the progressive development of inspection checklists;
- c. who will carry out the inspections;
- d. how the inspections will be completed, reported and any improvements actioned.

### 3.2 Risk Assessment

It is the Policy of W. B. Simpson to comply with the Management of Health and Safety at Work (Amendment) Regulations 2006 and its Approved Code of Practice.

The Company will make arrangements for all persons involved in specific work to formulate a suitable and sufficient assessment of the risks to health and safety of its employees whilst they are at work, to identify the preventative and protective measures necessary to comply with the requirements of relevant statutory provisions.

Such assessments will be repeated whenever any of the following factors occur: -  
Change in legislation

- Change in control measures
- Significant change in work carried out
- Transfer to new technology
- When original assessment is no longer valid.

The Directors will ensure that all Company premises and activities subject to Risk Assessment are assessed in accordance with the relevant legislation using the Company documentation provided.

The Contracts Manager (with assistance from HSE Manager) will ensure that all site hazards identified and subject to Risk Assessment are assessed in accordance with relevant legislation and completed to satisfy main contractor requirements.

Assessments will be recorded and records maintained by the Managing Director/Contracts Manager.

The results of all such assessments including identified risks and any necessary preventative and protective measures will be discussed with operatives and used to formulate safe systems of work, which is documented in the form of a method statement and communicated to operatives and made

available for inspection. Confirmation of communication by Contracts Manager prior to starting on site by all employees is by completion of a register at the end of the document.

WBS has derived the following Risk Assessment recording procedure and assistance for assessors:-

- i. **Appendix 1** - Preliminary information and hazard identification (Form 1)
- ii. **Appendix 2** - General & Specific risk assessment (Form 2)
- iii. **Appendix 3** – Guidance on hazard/risk assessment

## General principles and guidance on completion of risk assessment

Under the Management of Health and Safety at Work (Amendment) Regulations 2006, it is a statutory requirement to carry out a risk assessment. Written assessments must be completed for all areas of significant risk.

A risk assessment is carried out to identify the risks to the health, safety and welfare of any person arising out of, or in connection with, work or the conduct of their undertaking. The procedure involves identifying the hazards present and evaluating the extent of the risks involved, taking into account existing precautions and their effectiveness. This information is needed so that decisions on how to manage those risks are made in an informed, rational and structured manner, and the action taken is proportionate.

Definitions of hazard and risk are as follows:

- **a hazard** is something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work organisation)
- **a risk** is the likelihood that harm will arise from that hazard.

WBS has adopted a format for carrying out and recording general risk assessments (Form 2).

## Evaluating Risk

As part of the risk assessment process it is necessary to carry out a risk evaluation of the hazard and risks identified in the context of the activity. The extent of the risk will depend on:

- the likelihood of that harm occurring
- the potential severity of that harm, such as any resultant injury or adverse health effect
- the number of people who might be affected by the hazard.

WBS has adopted a simple method for evaluating risk based on the table below, which will allow a risk rating to be produced.

| Type of Injury       | Likely | Possible | Remote |
|----------------------|--------|----------|--------|
| Fatality             | High   | High     | Medium |
| Major/Serious Injury | High   | Medium   | Medium |
| Minor Injury         | Medium | Low      | Low    |
| No Injury            | Low    | Low      | Low    |

## Controlling Risk

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Where risks are already controlled in some way, the effectiveness of those controls needs to be considered when assessing the extent of risk that remains. This can be done by:

- observing the actual practice; this may differ from the written systems of work, in which case the employees concerned or their safety representatives should be consulted.
- addressing what actually happens in the workplace or during the work activity.
- taking account of existing preventive or precautionary measures; if existing measures are not adequate, consider what more should be done to reduce risk sufficiently.

### **Residual Risk**

When considering the measures that are required to reduce the risk, the accepted hierarchy of control measures is as follows:

1. Eliminate the activity if it can be carried out in another way/avoid risk at source.
2. Reduce the risk at source.
3. Isolate or segregate by use of physical barriers. Where possible, combat the risks at source by employing engineering controls, enclosure, local exhaust ventilation, adapting the work to suit the individual as regards the design of workplace, the choice of work equipment etc.
4. Remove person from risk
5. Reduce person's exposure to risk.
6. Apply palliative measures, such as personal protective equipment when all reasonable measures have been taken, and are still insufficient to control the risks.

### **Deciding if control measures are adequate**

Deciding if the control measures in place are sufficient depends upon whether the risks highlighted are adequately controlled.

The risk rating initially calculated should be reduced once the control measures are implemented. This second rating should be recorded in the 'residual' risk column. It may also be necessary to refer to standard texts, guidance, Approved Codes of Practice, and British Standards when deciding if control measures are adequate. This requires that a judgement be made based on whether or not it would be reasonably practicable to provide further protection taking full account of the balance between the perceived final level of risk and the cost of putting additional measures in place.

## **3.3 Fire**

### **Fire Safety Policy**

This policy is considered a 'serious and imminent danger procedure' under the Management of Health and Safety at Work (Amendment) Regulations 2006.

A fire log book should be kept to record all fire related activity carried out on company premises (including any servicing to extinguishers in company vehicles).

At least, once a year a fire drill will be held at the Company premises.

The building should be cleared in a minimum time (1 minute) the drill will be considered inadequate if the time exceeds the maximum and a further practice will be held until the satisfactory standard is achieved.

Employees will undertake refresher training annually,

A record of the date and time of every fire drill and exact time taken for full evacuation and should be available for inspection in the fire log book.

The warning in case of fire will be via an automatic fire alarm system which can be heard in all parts of the building.

Any person discovering a fire should immediately raise the alarm by operating a manual call point (if not already detected by smoke/heat detectors) so that evacuation procedures can commence.

Emergency lighting is to be tested as per manufacturer's recommendations.

Visitors to the premises should be made aware of the Company fire arrangements.

Exit doors and escape routes should be clear and unobstructed at all times.

Fire doors must not be wedged open under any circumstances.

No unauthorised person should re-enter the building under any circumstances, during a fire evacuation drill or during an actual fire emergency. (A Fire Authority Officer is the only person to give authority to re-enter a building during an actual fire emergency)

### **Fire Risk Assessment**

The Company acknowledges that the Regulatory Reform (Fire Safety) Order 2006 (RR(FS)O) applies to the company premises.

Terry Clare ( HSE Manager) is appointed as the Responsible Person for fire safety to comply with the requirement of RR(FS)O.

He will ensure that a suitable and sufficient Fire Risk Assessment is carried out, and ensure that the assessment is readily available for inspection at all times.

The Directors are responsible for ensuring that effective Maintenance Contracts are in place to cover all firefighting equipment, to include fire detection and alarm system, emergency lighting systems, fire extinguishers, etc.

### **3.4 First Aid**

First aiders will be appointed in accordance with the Health and Safety (First Aid) Regulations 1981. Training and refresher training will comply with the revised guidance issued October 2009

Current First aiders (EFAW certificate): Tristan Webb, Paul Valler, Billy Valler, Jo Medhurst, Terry Clare & Keith Gill

The First aiders will be responsible for the taking of prompt and appropriate action following any accident, whether to an employee or not.

The First aiders will be responsible for the maintenance of the contents of all First Aid Kits and ensure that only items specified will be retained in the kits.

All on-site accidents, will be reported on the Company Accident (injury) Report Form (appendix 1) with a copy being sent to the Directors / Contracts Manager.

Office/warehouse injuries should be reported and an entry made in the Accident book (B1 510)

The company will ensure that there will be first aid provision on Main Contractor sites (operatives are informed of the site arrangements at site induction)

Employees working on another employer's site e.g. main contractor, they must report any accident to the site manager, obtain a copy of the accident report and report the incident to the Contracts Manager and/or a Director/HSE Manager

Where an employee of another Company or Organisation is involved in an accident, a copy of the Accident Report Form will be sent to his/her employer.

### **3.5 Reporting and Investigating of Accidents and Dangerous Occurrences**

It is the policy of the Company to report all accidents, industrial diseases and dangerous occurrences as detailed in the Reporting of Injuries, Dangerous Occurrences (Amendment) Regulations 2012 (RIDDOR).

In general:

Employees are required to report any injury and ensure that it is entered into the Accident Report Book(B1 510) regardless of the severity of the injury or any other reason. If, because of their injury, they are incapable of making an immediate entry it will be made by their representative or manager.

All incidents (inc. site) that result in first aid treatment being administered will be recorded and will be investigated (appendix 1) to prevent, where possible, recurrence.

All accidents, dangerous occurrences and near misses will be reported immediately to the Contracts Manager/Director responsible for the site as soon as possible after the event.

The Contracts Manager/Director will investigate all accidents, dangerous occurrences and near misses within 24 hours. Assistance with investigation should be sought from HSE Manager where necessary.

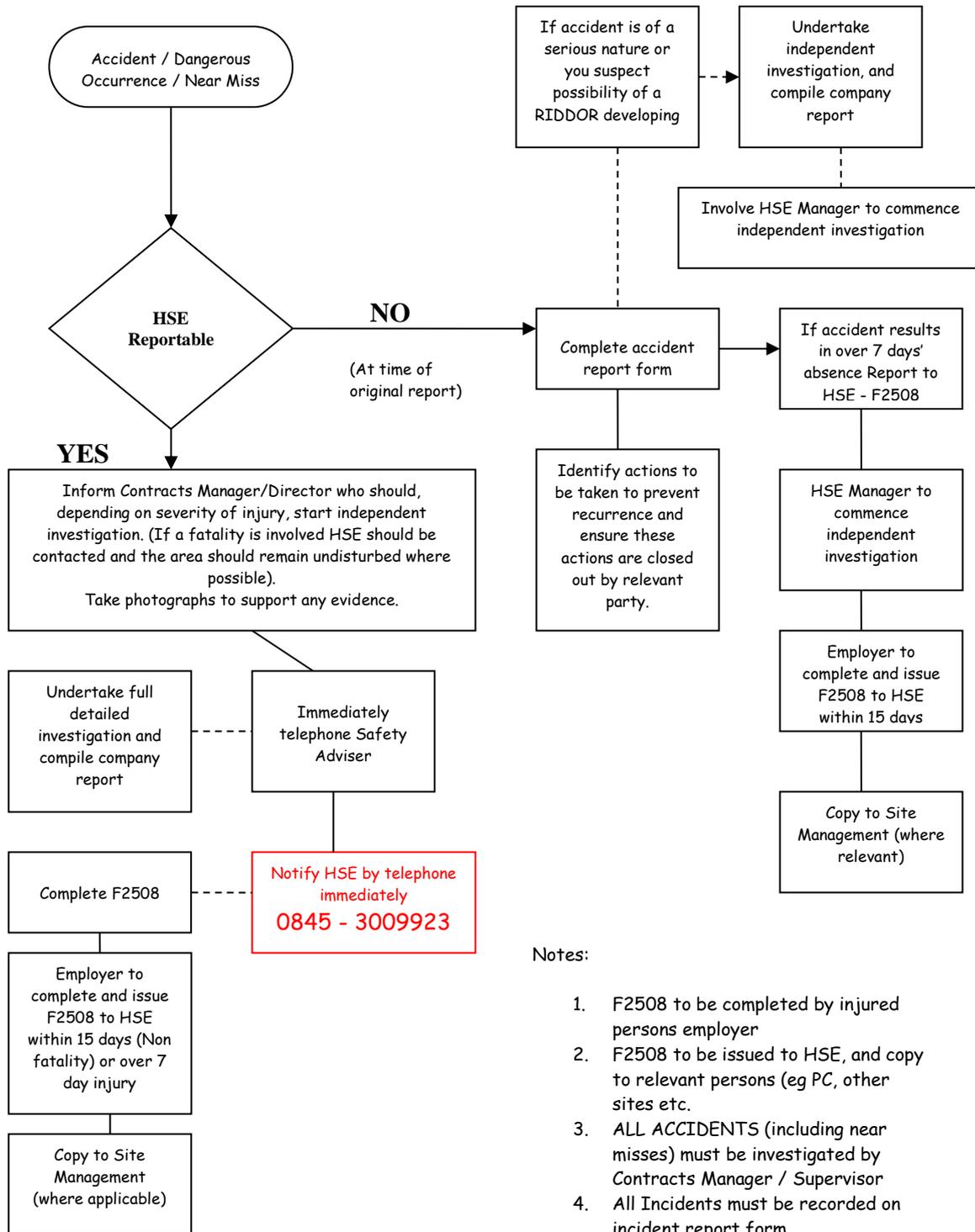
The Directors/Contracts Manager will at periodic intervals analyse the accident statistics and issue a report to the directors, identifying trends and common causation's.

Where an employee as a result of an accident arising out of or in connection with work dies or suffers any of the injuries specified in Schedule 1 of the Regulations the Directors/Contracts Manager (or the appropriate main contractor site manager) will contact the Incident Contact Centre or the appropriate Enforcing Authority by the quickest possible means i.e.:-

- *Over 7day injuries must be reported within 10 days. (record of over 3 days must also be maintained)*
  - *Deaths, major injuries and dangerous occurrences must be reported without delay, even when out of hours.*
- Telephone 0845 - 3009923
  - E-mail [riddor@connaught.plc.uk](mailto:riddor@connaught.plc.uk)
  - Internet [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)
  - Post ICC Caerphilly  
Caerphilly Business Park  
Caerphilly CF83 3GG

(See attached HSE leaflet)

## WBS Accident Reporting Procedure



**Notes:**

1. F2508 to be completed by injured persons employer
2. F2508 to be issued to HSE, and copy to relevant persons (eg PC, other sites etc).
3. ALL ACCIDENTS (including near misses) must be investigated by Contracts Manager / Supervisor
4. All Incidents must be recorded on incident report form

### **3.6 CDM Regulations 2015**

The Construction (Design and Management) Regulations came into force in April 2015 introducing changes to the previous CDM Regulations 2015 whilst revoking other associated construction legislation and including relevant parts within the new Regulations. We are aware of the Design duties within CDM and only provide technical manufacturers information to contractors and architects.

We are aware of our duties contained in sections 2 & 4 of CDM 2015 that apply to us at all times in connection with all construction work, including work for domestic clients as well as non-notifiable work. We are also aware of the requirements of section 3 which applies to any notifiable projects.

In particular:

- to plan, manage and monitor work so that risks to health and safety are minimised;
- to take all reasonable steps to ensure that work is carried out in accordance with the construction phase plan, and to notify the Principal Contractor of anything which may require the plan to be amended;
- to co-operate with all other duty holders
- to inform the Principal Contractor of any other contractors appointed;
- to inform any contractor appointed of the amount of time allowed for planning and preparation prior to construction work commencing;
- to promptly provide details of any reportable accidents or incidents to the Principal Contractor;
- to provide all workers under their control with adequate information and training to allow the work to be conducted safely, e.g.
  - significant findings of the risk assessment
  - control measures that are to be implemented to minimise risk
  - risks arising from the work of other contractors
  - site rules
  - emergency procedures
- to ensure that any sub-contractors employed are competent and that they conform to any rules and abide by the same rules that are required by the Principal Contractor site rules.

### **3.7 Training**

To comply with the general duty to provide information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health safety and welfare of staff, health and safety training will be provided as follows:

- At inductions (Appendix 1)
- Repeat training at regular intervals (toolbox talks, etc)
- On transfer or promotion to new duties
- On introduction of new technology
- Safe Systems of Work and on changes in systems of work as identified by the Contracts Manager/Supervisors
- When training needs are identified during risk assessments
- As a result of the introduction of new statutory regulation
- Refresher training to update certificates

Manager/supervisors will be included in the training programme which, in addition to the above criteria, will be drawn up annually with training needs discussed at Safety Meetings.

Records of all Health and Safety Training will be maintained in the main office by the Contracts Director and Contracts Manager.

### **3.8 Consultation**

Consultation with employees and contractors (labour only individuals), will take place via meetings on site, during normal office visits and at any in-house company training where matters of health and safety can be discussed.

### **Special Arrangements**

The construction industry in general has seen an increase in the number of highly skilled migrant workers and WBS is not alone in utilising their skills and we welcome them into our workforce. Whilst our current overseas workers are fluent in English, WBS management must ensure that any language barrier for future employees or contractors is addressed, particularly for health and safety reasons. This can be through an interpreter for both office and site workers.

**Overseas Site Workers** – where non English speaking overseas site workers are employed or contracted, arrangements should be made to ensure that an interpreter is provided at all times with a ratio of no more three non-English speaking workers to one interpreter

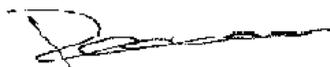
### **3.9 Resolution of Health and Safety Problems**

Any employee with a health and safety concern must inform his supervisor initially. If, after investigation, the problem is not corrected in a reasonable time, or the supervisor decides that no action is required and the employee is not satisfied with the explanation, the employee may then refer the problem to the Contracts Manager or Director who may make representations to the supervisor concerned.

### **3.10 Review**

Notwithstanding the above, this policy and any supporting policies and procedures will be reviewed annually.

Signed:  
Paul Valler



Dated: 24<sup>th</sup> March 2018  
Director

All Company Policies and Procedures issued in the interests of health and safety will be regarded as supplementary to this policy and will be listed in the procedures section of the manual.

It is the Company's intention that in this part of the Policy, which will be added to as required, arrangements, specific procedures and standards will be established to cover specific risks that will be constantly monitored.

# Section 3 (cont'd)

## Procedures & Arrangements

Arrangements and procedures that have been currently prepared are contained in the following sub sections:-

| Ref | Policy / Procedure                                | Date   | Issue | Reviewed |   |          |
|-----|---|--------|-------|----------|---|----------|
| 11  | Abrasive wheels/angle grinders                    | Oct 08 | 8     | Mar 2018 |   |          |
| 12  | Alcohol / Drugs                                   |        |       | Oct 08   | 8 | Mar 2018 |
| 13  | Asbestos  |        |       | Oct 08   | 8 | Mar 2018 |
| 14  | Confined spaces                                   |        |       | Oct 08   | 8 | Mar 2018 |
| 15  | Contractors                                       |        |       | Oct 08   | 8 | Mar 2018 |
| 16  | C.O.S.H.H Regulations 2002                        |        |       | Oct 08   | 8 | Mar 2018 |
| 17  | CSCS  |        |       | Oct 08   | 8 | Mar 2018 |
| 18  | Display Screen Equipment (DSE) Regulations 1992   |        |       | Oct 08   | 8 | Mar 2018 |
| 19  | Electricity at Work 1989                          |        |       | Oct 08   | 8 | Mar 2018 |
| 20  | Fork Lift Trucks (FLT's)                          |        |       | Oct 08   | 8 | Mar 2018 |
| 21  | Highly Flammable Liquids                          |        |       | Oct 08   | 8 | Mar 2018 |
| 22  | Housekeeping / Site Tidiness                      |        |       | Oct 08   | 8 | Mar 2018 |
| 23  | Ladders (including steps)                         |        |       | Oct 08   | 8 | Mar 2018 |
| 24  | Lifting Equipment                                 |        |       | Oct 08   | 8 | Mar 2018 |
| 25  | Liquefied Petroleum Gases (LPG's)                 |        |       | Oct 08   | 8 | Mar 2018 |
| 26  | Lone Working                                      |        |       | Oct 08   | 8 | Mar 2018 |
| 27  | Manual Handling                                   |        |       | Oct 08   | 8 | Mar 2018 |
| 28  | Mobile Elevated Work Platforms (MEWP's)           |        |       | Oct 08   | 8 | Mar 2018 |
| 29  | Mobile Tower Scaffolds                            |        |       | Oct 08   | 8 | Mar 2018 |
| 30  | New and Expectant Mothers                         |        |       | Oct 08   | 8 | Mar 2018 |
| 31  | Noise   |        |       | Oct 08   | 8 | Mar 2018 |
| 32  | Occupational Health Hazards & Health Surveillance |        |       | Oct 08   | 8 | Mar 2018 |
| 33  | Office / Yard Safety                              |        |       | Oct 08   | 8 | Mar 2018 |
| 34  | Operatives Induction                              |        |       | Oct 08   | 8 | Mar 2018 |
| 35  | Permit to Work System (PTW)                       |        |       | Oct 08   | 8 | Mar 2018 |
| 36  | Personal Protective Equipment (PPE)               |        |       | Oct 08   | 8 | Mar 2018 |
| 37  | Plant, Tools and equipment                        |        |       | Oct 08   | 8 | Mar 2018 |

|    |                                     |        |   |            |
|----|-------------------------------------|--------|---|------------|
| 38 | Pollution control                   | Oct 08 | 8 | April 2018 |
| 39 | Public Protection Measures          | Oct 08 | 8 | April 2018 |
| 40 | Radiation                           | Oct 08 | 8 | April 2018 |
| 41 | Safety Method Statements            | Oct 08 | 8 | April 2018 |
| 42 | Scaffolding                         | Oct 08 | 8 | April 2018 |
| 43 | Site Safety Awareness Inductions    | Oct 08 | 8 | April 2018 |
| 44 | Site Safety Inspections             | Oct 08 | 8 | April 2018 |
| 45 | Step Ladders, Trestles and stagings | Oct 08 | 8 | April 2018 |
| 46 | Toolbox Talks                       | Oct 08 | 8 | April 2018 |
| 47 | Training                            | Oct 08 | 8 | April 2018 |
| 48 | Transport and Vehicle Safety        | Oct 08 | 8 | April 2018 |
| 49 | Vibration                           | Oct 08 | 8 | April 2018 |
| 50 | Waste Management                    | Oct 08 | 8 | April 2018 |
| 51 | Welfare Facilities                  | Oct 08 | 8 | April 2018 |
| 52 | Working at Height                   | Oct 08 | 8 | April 2018 |
| 53 | Working in Occupied Premises        | Oct 08 | 8 | April 2018 |
| 54 | Young Persons                       | Oct 08 | 8 | April 2018 |

## 11 Abrasive Wheels / Angle Grinders

**W.B. Simpson's** accept that if they need to use portable angle grinders they must comply with The Provision & Use of Work Equipment Regulations 1998, in that our operatives receive appropriate training in their use. Where persons are required to fit abrasive wheels to an angle grinder they are appropriately trained.

Angle grinders are used with diamond blade cutters

Control measures when using abrasive wheels include:

- correctly sized wheel or disk and properly mounted
- work equipment is inspected before it is used.
- speed in RPM of the machine does not exceed the safe RPM marked on the wheel
- abrasive wheel or disk properly marked
- stored properly and handled with care
- suitable eye protection worn by the operative
- Half Mask or disposable dust mask with FFP3 filter/s to be worn if dust is likely to be inhaled  
suitable masks must be used whenever granite or other silica containing materials are cut
- wheel not to be used if damaged in any way

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

## 12 Alcohol and Drugs

**W.B. Simpson's** seek to minimise alcohol and drug related human error as a cause of accidents in the workplace

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

Employees, labour only contractors or any person representing W. B. Simpson's must not try to report for work if they are unfit through alcohol or illegal drugs

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

Operatives who use prescribed drugs must ensure through consultation with their doctor that they will suffer no adverse effects whilst at work. A Director or Manager and their supervisor must be informed where prescribed drugs are likely to have an effect on a person's ability to carry out normal duties.

The Company explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Company or customer premises or while carrying out any type of work detailed by the company.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the Company or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

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

### **13 Asbestos**

This document sets out the company's policy, management plan and procedures for managing asbestos. The presence of asbestos containing materials (ACM's) does not in itself constitute a danger. However, it is hazardous when disturbed or damaged and must be treated accordingly. Activities which give rise to airborne dust, e.g. abrasion, breaking, sawing, cutting, drilling or machining ACM's, are the most likely to present risks.

Operatives are not expected to work with or be exposed to asbestos on any sites they carry out work on the company's behalf.

Employees operating on site will be provided with asbestos awareness training which will be renewed annually. Sub-contractors should meet this requirement as a minimum standard.

The company's offices/warehouse was constructed during late 2008.  
No asbestos was used during the construction process and no register is kept.

#### Operatives working on Main Contractor Sites

Unless a new project is a refurbishment, it is not expected for any operative to come across asbestos on any site.

Where work is being undertaken on a refurbishment of premises that was built prior to the year 2000, all operatives must be made aware that there is a possibility of asbestos being used during the original build process. Where a main contractor has responsibility for the refurbishment project they must ensure that W. B. Simpson's is made aware of such conditions and an asbestos survey has been carried out and its result disseminated.

Where asbestos is present within a structure W. B. Simpson's will ensure that all their operatives are made aware of the location of any asbestos.

Under NO circumstances should any employee / sub-contractor remove or abrade asbestos. If asbestos is found, work should cease immediately and the site management should be informed. Operatives should not return to the work area until an assessment is made or the material removed by a specialist asbestos contractor.

Where an employee is unsure of a material they are asked to remove or work with they should stop work and refer to site management for further information and assessment where required.

## 14 Confined Spaces

The Confined Spaces Regulations 1997 contain specific requirements for entry into or work within a confined space, a definition of which can be:

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

Included in a list of confined spaces are;-

cellars - manholes - sewers - tunnels - excavations – pits

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

We understand the principle of the Regulations

- avoid entry to confined spaces (doing the work task from outside if possible)
  - if entry into a confined space cannot be avoided then a safe system of work must be devised, and implemented
  - this safe system of work should have adequate emergency arrangements in place before work starts which will also safeguard rescuers and the hazards of a confined space
- 
- Oxygen depleted or oxygen enriched environment
  - Presence of suffocating, toxic or flammable atmospheres
  - Actual or potentially hostile environment (inside plant or equipment)
  - Biological hazards - Weill's disease etc

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

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

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

## 15 Contractors

**W.B. Simpson's** require and expect Contractors they employ to comply with our health and safety standards in addition to meeting their own legal obligations.

Contractors will be required to complete a Health and Safety questionnaire (Appendix 1) before being approved in respect of their competency to undertake any work on our behalf. The Directors Paul Valler and Steve Medhurst will be the only persons to authorise using a contractor.

### Contractor

- Check clients are aware of their duties.

- Satisfy themselves that they and anyone they employ or engage are competent and adequately resourced.
- Plan, manage and monitor their own work to make sure that workers under their control are safe from the start of their work site.
- Ensure that any contractor who they appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site.
- Provide workers under their control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors work, and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency
- Ensure that any design work they do complies with regulation 11.
- Comply with any requirements listed in Schedule 2 and Part 4 of these Regulations that apply to their work.
- Co-operate with others and co-ordinate their work with others working on the project.
- Ensure the workforce is properly consulted on matters affecting their health and safety.
- Obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work – for example alterations that could result in structural collapse or work on contaminated land
- Check that a Principal Designer has been appointed and HSE notified before they start work (having a copy of the notification of the project to HSE is normally sufficient)
- Co-operate with the principal contractor, Principal Designer and others working on the project or adjacent sites
- Tell the principal contractor about risks to others created by their work
- Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work
- Comply with any reasonable directions from the principal contractor, and with any relevant rules in the construction phase plan
- Inform the principal contractor of any problems with the plan or risks identified during their work that have significant implications for the management of the project
- Tell the principal contractor about accidents and dangerous occurrences
- Provide information for the health and safety file

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

- continuing interpretation from the HSE and others
- accepted good practice
- input from Clients / Principal Designer
- case law

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

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

## 16 Control of Substances Hazardous to Health (C.O.S.H.H.)

**W.B. Simpson's** will take all reasonable measures to ensure that exposure of employees to hazardous substances is prevented if possible in the first instance, or controlled to within statutory limits, in accordance with The Control of Substances Hazardous to Health Regulations 2002 (as amended)

An inventory of all substances / products used that contain hazard warning information is held electronically at our Office, including safety data sheets from the supplier.

All new substances must be accompanied with a safety data sheet and the product assessed prior to being used.

COSHH Assessments for any of the substances will be undertaken by Terry Clare prior to their use.

COSHH Assessments must consider the hierarchy of controls to ensure employees are not unduly exposed to hazardous substances.

Hierarchy must be followed by:

1. Eliminating the substance.
2. Substitution with a substance less hazardous to health.
3. Control Exposure By:
  - *Total enclosure of the process, therefore removing exposure.*
  - *Limiting the area of contamination.*
  - *The use of LEV (Local Exhaust Ventilation). Dilution Ventilation.*
  - *Reducing the period of exposure.*
  - *Supervision, Information and training*
  - *Providing suitable PPE.*

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

A COSHH File will be maintained (included in Method Statement) by the site manager on each site, which will include relevant information provided by sub-contractors on the products they intend to use.

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

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

Where PPE is identified as a control measure it is expected that employees /contractors will co-operate with WBS in ensuring that PPE is worn as required.

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

## 17 CSCS

**W.B. Simpson's** are aware that the aim of the Construction Skills Certification Scheme (CSCS) operated by the CITB is to create a better qualified construction workforce, not only in quality of workmanship but also in standards of health & safety awareness and performance.

Our target is to maintain a 100% CSCS qualified workforce.

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

A record of all operatives CSCS card will be maintained by the Office Manager.

***Further information regarding CSCS can be found in the CITB Scheme Booklet***

## 18 Display Screen Equipment (DSE)

**W.B. Simpson's** will take all reasonable steps to secure the health of employees who work with DSE, in accordance with the DSE Regulations 1992

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

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

and that some employees ( including pregnant workers) may have genuine reservations or concerns regarding the use of such equipment.

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

Employees identified as a "user" should take planned breaks to prevent long periods of keyboard work.

A competent person (Terry Clare, HSE Manager) will conduct or arrange for an assessment (appendix 1) of each complete work station to be carried out for the individual user, to take account of all relevant aspects e.g. desk / chair / equipment / environment / space / lighting / work breaks / software.

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

Employees that are identified as a "user" are entitled to a free eye test

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

***Definition: "USER" - an employee who habitually uses display screen equipment as a significant part of their normal work***

## **19 Electricity at Work**

**W.B. Simpson's** will undertake to have all their fixed electrical installations and any portable electrical tools / appliances we provide to be checked, tested and maintained by a competent person to ensure that they are safe in use in accordance with the Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations 1999.

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

A competent person (Terry Clare – HSE Manager) will ensure that safety checks are carried out and a register maintained to record the individual items, reference number and date the check was carried out.

All portable electrical appliances must be maintained in an efficient state, in efficient working order and in good repair. Portable Appliance Testing is to be carried out on all work equipment, particularly site equipment which must be tested every three months.

Defective equipment must be taken out of service immediately and not used until repaired or the equipment is replaced.

Contractors working for us will provide a relevant test certificate for any portable electrical equipment brought onto our sites and given notice of the requirement to comply with IEE Regulations concerning the use of portable electrical equipment on construction sites.

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

All electrical hand equipment used on construction sites must be connected to 110 volt supply via suitable transformers.

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

## **20 Fork Lift Trucks (FLT's)**

The use of a fork lift truck is an essential feature of the warehouse facility in providing a versatile means for materials handling. The safe and efficient operation of the vehicle is important in preventing related accidents.

The policy of the company is to comply with the Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), utilising guidance given in HSE ACOP and Guidance L22 & L113.

The Fork Lift Truck will only be operated by an authorised competent qualified person with a current licence. Chris Collins, Tristan Webb, Marc Poland, Keith Gill

The vehicle is to be maintained and checks carried out as specified by the manufacturer.

Control of the FLT must be maintained at all times – keys should be kept in a secure place when the vehicle is not in use.

Safety devices fitted to the vehicle must always be utilised, such as wearing of a seat belt.

Passengers should not be carried on any part of the truck.

The FLT is not to be used as a lift for persons unless a proprietary cradle is securely attached to the forks and training undertaken.

The truck should always be parked with brake applied in a safe place and must not obstruct emergency exits, firefighting equipment or electricity control boards.

Refuelling the FLT should be carried out in the open air taking great care not to spill any diesel. Should any spillage occur, Saw dust must be used to contain the spillage. The Sawdust should be swept up and placed in a plastic sack and disposed of in the correct bins at Banstead Council waste tip.

Inspection of the vehicle should be carried out in accordance with the manufacturer's specification

Statutory inspections are carried out at specified intervals; records are maintained in main office.

## **21 Highly Flammable Liquids (HFL's)**

**W.B. Simpson's** will take all reasonable steps to comply with The Dangerous Substances and Explosive Atmospheres Regulations 2002 to secure the health and safety of its employees and the public from the hazards and risks associated with HFL's e.g. fire and explosion)

The control measures include:-

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

***Further information regarding Highly Flammable Liquids can be found in Section H3 & H5 of GE 700***

## 22 Housekeeping / Site Tidiness

**W.B. Simpson's** seek to ensure that good standards of housekeeping / site tidiness are achieved since poor standards are a common cause of injuries at work and can create unnecessary fire hazards.

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

All operatives / contractors are responsible for ensuring that their own work areas are kept as clean and clear as possible in relation to the type of work being carried out.

Inspections of the work place will be carried out on a regular basis by the Site Supervisor (or other competent person) to identify areas where standards require improvement. Contracts Manager and / or Safety Manager will check standards of housekeeping during regular site visits.

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

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

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

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

***Further information regarding Good Housekeeping can be found throughout the various Sections of GE 700***

## 23 Ladders

**W.B. Simpson's** understand that falls from ladders are a common hazard and therefore ensure that employees have been trained and able to follow a safe system of work to comply with the Work at Height Regulations 2005.

Whilst the use of ladders for tiling and rendering is rare, we may have a requirement on occasion and as a result accept that ladders should only be used for short term or intermittent use and that two handed work requires the use of a working platform and guarding against falls

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

- appropriate class (industrial) of ladder is used;
- maintained in good condition;
- up to date inspection record / tag;
- firm level base;
- correct angle in use i.e. 1 in 4;
- securing the ladder at top or bottom (or both) when over 3 metres high;
- correct type and length for the task;
- sufficient overlap of extension ladders;
- maximum height for use of ladder is 9 metres.
- training, instruction and information regarding the above control measures.

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

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

Ladders must be moved, transported and stored safely.

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

## 24 Lifting Equipment

**W.B. Simpson's** will ensure that the following control measures are in place in accordance with The Lifting Operations & Lifting Equipment Regulations 1998 if they are required to use lifting equipment such as:

- hoists
- fork lift trucks
- mobile elevating work platforms  
(all above plant is rented to site as required)

- lifting equipment / gear to be suitable for the specific tasks
- before use the necessary certification for lifting equipment is to be provided to the Site Manager, including test / inspection records
- only experienced and trained personnel will be employed by us in the erection and/or use of lifting equipment and operators must provide certification / licence as to competency.
- lifting equipment to be inspected before and after each working shift by a competent person to ensure that it is in safe working order.
- while on site lifting equipment to be inspected weekly by a competent person and the inspection is to be recorded

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

## 25 Liquefied Petroleum Gases (LPG)

**W.B. Simpson's** will take all reasonable measures for the health & safety of our employees, and others directly affected in the use of LPG's

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

- using correct bottles for task, i.e. for use on a FLT
- fire extinguishers to be available for use at all times and work area to be free from combustible materials;
- regular inspection of hoses / cylinders / valves - cylinders to be fitted with flash back arresters;
- cylinders to be stored upright;
- empty / full cylinders to be separated in storage;
- good ventilation to be provided at all times, particularly when bottles are changed;
- separation from other hazardous substances;
- cylinder valve should always be closed when not required;
- hoses / torches must not be put into tool boxes / vehicles while attached to the cylinder;
- ensure all valves are closed when changing any cylinder;
- turn off cylinder valves and allow the flame from the torch to burn out when work have been completed.

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

***Further information regarding LPG can be found in Section H4 of GE 700***

## **26 Lone Working**

On occasions work may be required out of normal working hours, sometimes overnight. Under these circumstances the minimum number of persons placed on a project should be two. Where a single person is working on a project during normal working hours it is expected that other persons will be on site, if this is not the case the actions below should be followed

**W.B. Simpson's** accept that a risk assessment needs to be carried out by a competent person in respect of lone working in connection with the work activities we undertake and the following issues have to be considered:-

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

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

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

***Further information regarding Lone Working can be found in Section E3 of GE 700***

## **27 Manual Handling**

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

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

The control measures to ensure safe manual handling include:-

- avoid where possible, if not consider using mechanical aids whenever possible
- make use of site lifts and cranes (where available)
- assessing the weight and route the load needs to be moved
- asking for assistance of others if necessary
- using correct kinetic lifting techniques

- lightening the load if possible, such as. breaking down boxes of tiles or carrying less boxes, where mechanical devices cannot be utilised.
- wearing appropriate protective equipment, boots & gloves

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

## Guidance for Manual Handling Operations

### Good practice for manual handling operations:

- Always use aids to handling if they are available (e.g. sack/pallet truck, wheelbarrow, trolley, hydraulic lift, etc.);
- Never attempt to lift excessive weights. There is no weight limit specified (the figures given are for guidance only) in the Manual Handling Operations Regulations 1992 (as amended), but if a person suspects that a weight is excessive then they should use a handling aid or get another person to assist;
- Use the legs and knees to lift and keep the back straight;
- Where possible avoid tasks which involve stooping down, stretching up, overreaching or twisting;
- Check for sharp edges or other hazards on the load before the lift;
- Plan the handling operation. Make sure that the setting down area is clear and that the route is clear of obstructions before the lift;
- Use PPE (gloves – sharp objects, safety shoes/boots – heavy items)
- Safe storage is important. Do not store heavy items which must be lifted by hand at either low or high level as this increases the risk of injury;
- Report any manual handling injury on an accident report form, even if it does seem minor at the time.

### 28 Mobile Elevating Work Platforms (MEWP)

**W.B. Simpson's** will ensure that all reasonable steps are taken for the health & safety of employees if they are required to work from MEWP's

The control measures include:-

- suppliers of MEWP's to be competent and the equipment to be fit for the specific work intended
- only experienced and trained employees to be involved in the use, and supervision of MEWP's
- the MEWP and work area to be inspected by the Site Supervisor (or other competent person) prior to each use with particular attention to be given to:
  - safe working order
  - ground conditions
  - overhead cables
  - SWL
  - warning signs / exclusion zone
  - weather conditions
- weekly inspections when on site to be recorded and passed to site management
- operatives to use suitable Harness & Restraint lanyard at all times in the MEWP (not required in Scissor lift unless stepping out of cradle), securely

- attached to the MEWP
- adequate protection against entrapment
- clearly understood emergency and rescue procedures in place in the event of possible power failure / breakdown.

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

## **29 Mobile Tower Scaffolds**

**W.B. Simpson's** ensure that the supplier of the equipment provides safe installation and operating instructions and that the erection and use is undertaken by trained and competent persons (PASMA certificate as a minimum standard).

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

- presence of overhead cables
- provision of firm and level base, no recesses or holes in floor.
- necessary documentation is in place
- measures for protection of the public
- barriers to prevent vehicle impact if applicable and also ensure that:-
- the tower is erected in accordance with the manufacturer's instructions
- all working platforms fully boarded and guarded with access from internal ladder
- the tower is not moved with operatives or materials
- inspections are carried out before each work shift, and recorded if the tower remains in the same position for seven days or more

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

## **30 New and Expectant Mothers**

**W.B. Simpson's** accept that any work undertaken by staff must not expose themselves, or the unborn child/new born to any risk to their health as required by The Management of Health & Safety at Work (amended) Regulations 2006

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

- manual handling
- chemicals
- radiation

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

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

## 31 Noise

**W.B. Simpson's** endeavour to ensure that exposure to noise in the workplace is reduced to the lowest level practicable in relation to the work activity to comply with the various action levels in the Noise at Work Regulations 2005

- **lower exposure action values -**
  - a daily or weekly personal noise exposure of 80 dB (A weighted); and
  - a peak sound pressure of 135dB (C weighted)
- **Upper exposure action level –**
  - a daily or weekly personal noise exposure of 85 dB (A weighted); and
  - a peak sound pressure of 137 dB (C weighted)
- **Exposure Limit Value –**
  - a daily or weekly personal noise exposure of 87 dB (A weighted); and
  - a peak sound pressure of 140dB (C weighted),

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

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

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

If the level of 85dB(A) is reached then the operatives must wear the personal hearing protection provided and suitable "ear protection zone" signs will be displayed where the operative is working at a permanent site.

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

## 32 Occupational Health Hazards

**W.B. Simpson's** realise that employees can be exposed to the common occupational health hazards of asthma and dermatitis when carrying out their normal work activities.

WBS will have a strategic approach to occupational health via the Health and Safety Management Committee, workforce consultations during site visits by external Safety Manager, and management where appropriate.

WBS will provide managers, supervisors and staff with information about the nature and causes of effects of ill health in and arising from the workplace. This is achieved in a variety of ways including the provision of policies, risk assessments/method statements, site visits, training through toolbox talks, and support.

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

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

The control measures are:-

- to ensure, any substances used are not hazardous to health, where this is not possible the least hazardous is used to suit the application.
- safe systems of work
- good personal hygiene
- good housekeeping
- PPE and barrier creams

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

The control measures are:-

- to ensure, any substances used are not hazardous to health, where this is not possible the least hazardous is used to suit the application.
- Safe systems of work are implemented and adhered to.
- good natural ventilation and / or mechanical ventilation
- good housekeeping
- PPE - including respirators fit for the specific purpose

Employees/contractors working on main contractor sites should be made aware of any substances that are being used in their work area, along with any measures which may include exclusion from that area.

### **Health Surveillance**

WBS is committed to minimising the potential for work related ill health or injury as far as is reasonably practicable.

Our aims are to ensure early identification and management of occupational ill health.

This policy and arrangements is provided to manage occupational health issues arising from our work activities and/or premises.

The objective and benefit of health surveillance is to detect adverse health effects at an early stage to enable the prevention of further harm.

In addition, health surveillance provides a means of validating control measures, evaluating the accuracy of the risk assessment and identifying/protecting individuals at increased risk.

Where the findings of a risk assessment identify any risks that are detrimental to the health of employees/contractors or where there is a specific requirement under legislation, such as COSHH 2002, health surveillance should be introduced to ensure that those risks can be eliminated or their effects significantly reduced.

Health surveillance for skin disease/respiratory issues needs to rely on self-reporting and inspection/discussion by a "responsible person", which may be during site visits and toolbox talks. All new cases of skin disease must be referred to WBS management.

### **Baseline Health Surveillance**

This should be performed during the first week of employment and before exposure to the identified hazard to establish baseline parameters.

### **Periodic Health Surveillance (On-Going)**

Health surveillance will continue regularly following baseline surveillance, at a frequency dependent upon hazard, risk, control measures and previous questionnaires or tests. Generally this will be:

- Bi-annually

Health records of health surveillance undertaken under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 are not medical records. Information on the results of health surveillance of individuals will be provided, where required within the company, under HSE guidance. All OHS records will be kept, as necessary, under data protection and other legislation.

***Further information regarding Occupational Health Hazards / Health Surveillance can be found in Sections B1 & A6 respectively of GE 700.***

### 33 Office / Yard Safety

**W.B. Simpson's** have a responsibility for ensuring the necessary procedures are in place and implemented to safeguard the health, safety & welfare of staff and authorised visitors

The control measures include:-

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

### 34 Operatives Induction

**W.B. Simpson's** acknowledge the need for an Induction into the workplace and adopts the following procedures for new operatives on their first day :-

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

#### **Note**

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

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

## 35 Permit to Work Systems

**W.B. Simpson's** understand that permit to work systems are usually applied to:-

- hot work (welding etc)
- live work on high voltage electrical systems
- entry into confined spaces and for some work at height

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

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

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

Once the work is completed he signs off the permit to confirm that the specific work task has been completed and returns the form to the issuing authority, in most cases this will be a member of the main contractor site management team.

***Further information regarding Permits to Work can be found in Section E2, E5 & E9 of GE 700***

## 36 Personal Protective Equipment (PPE)

**W.B. Simpson's** complies with the PPE Regulations 1992 and understand that PPE should be considered as a "*last resort*" control measure because;

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

Where it is determined that PPE is required a PPE assessment will be carried out to define the characteristics of the equipment required to ensure the risks are adequately controlled and suitable. The assessment will be recorded (Appendix 1).

All new equipment supplied will comply with the relevant standards, carry a "CE" mark and be supplied to employees "free of charge"

All PPE issued must be maintained in good condition appropriately stored when not in use, and if they are in any doubt as to its effectiveness they must discuss this with the Site Supervisor/Contracts Manager

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

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

All Main Contractor Group contractors require the wearing of PPE and include as a minimum: Safety Helmet, Hi-vis vest/jacket, Safety boots, many now require protective eyewear and gloves. Site PPE rules must be strictly followed.

A visual inspection (appendix 2) of safety harnesses / with restraint lanyard must be carried out before each use and examined by a competent person every 6 months and a record kept.

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

### **37 Plant, Tools & Equipment**

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

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

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

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

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

### **38 Pollution Control**

**W.B. Simpson's** objectives for pollution control / environmental management in connection with our work activities are:-

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

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

- *to air*
  - smoke
  - vapours
  - dust
  - exhaust emissions
  - noise
  - light

- *to water courses / drainage systems*
  - chemicals
  - oil and fuels
  - contaminated water
  - slurry / hazardous solid matter
  - effluent
  
- *to ground*
  - spillage of materials
  - oil / fuels
  - chemicals
  - waste materials / litter

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

***Further information regarding Pollution Control can be found in Section G1 & 2 of GE 700***

### **39 Public Protection Measures**

**W.B. Simpson's** accept that public protection measures are an essential requirement of their work activities as set out in the HSE Publication "Protecting the Public - your next move HS(G) 151 and the core requirement is that unauthorised access should be prevented to construction sites / work areas, particular by children

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

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

and the control measures may include:-

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

Control measures must also be in place in respect of

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

***Further information regarding Protection of the Public can be found in HSE Publication HS(G) 151***

### **40 Radiation**

**W.B. Simpson's** understand that on occasions some external work activities can expose our operatives to radiation from sunshine - which can cause sunburn and blisters, and the risk of developing skin cancer

We endeavour to minimise this by ensuring that all our operatives remain suitably clothed at all times while at work, as this will not only provide protection against sunburn but also minor cuts / abrasions

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

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

#### **41 Safety Method Statements**

**W.B. Simpson's** will provide safety method statements for individual projects or parcels of work where necessary

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

It will generally comprise information relating to the following:-

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

We will ensure that the safety method statement is brought to the attention of persons concerned in the work and a risk register signed after the document is explained prior to starting on site

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

#### **42 Scaffolding**

**W.B. Simpson's** will ensure that should scaffolding be required for our work activities it will be erected, altered, or dismantled by competent experienced scaffolders to comply with EN12811-1, be fit for the purpose intended and incorporate the requirements of the Work at Height Regulations 2005 and NASC Guidance SG4:05

In practice, our work with main contractors, the scaffold will be site supplied and inspections carried out by their competent persons. However, should we have a requirement for a fixed scaffold the following guidance should be regarded as a minimum standard. Scaff tags will be fitted to the scaffold detailing information on inspection.

The scaffold guidance to ensure a safe place work include:-

- before use
  - the competent person who erected the scaffold must provide a written hand over certificate confirming that the scaffold is fit to use
  - until this is done the scaffold cannot be used and adequate warning notices must be displayed and access prevented

- thereafter the scaffold is our responsibility and must be inspected by a competent person every seven days, following adverse weather or any modification, and the inspection must be recorded
- during use;
  - our operatives are instructed to report any defects to the Site Supervisor, not to alter or overload the scaffold in any way
  - ensure that access ladders are always securely tied to the scaffold
  - ensure that measures for protection of the public are effective
- after use:
  - our operatives are instructed to ensure access ladders are removed or covered with scaffold board remove all tools / materials not in use, and check any security fencing for integrity

***Further information regarding Scaffolding can be found in section C1, C4 & C5 of GE 700***

### **43 Site Safety Awareness Induction**

**W.B. Simpson's** recognise that in addition to the formal Induction carried out with every employee site safety awareness Induction is an essential requirement on large projects, since national accident statistics have identified that a considerable number occur to individuals during their first week on a new site

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

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

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

The awareness training at relevant sites will include:-

- Details of main hazards
- Organisation/Health and Safety arrangements
- Specific site rules
- Emergency and evacuation procedures

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

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

### **44 Site Safety Inspections**

**W.B. Simpson's** understand that site safety inspections are an essential requirement in the prevention of accidents, and inducing a great awareness of health safety & welfare in the work place

Our arrangements are:-

- routine inspections
  - regular inspections of the site / work place are carried out by the Site Supervisor or other competent person, to ensure that the specific safe system of working is being complied with

- unannounced inspections  
these are carried out by the HSE Manager, or other competent persons, on different days of the week, at irregular intervals and at different times of the day
- other inspections  
any inspections by the HSE will be recorded and a written report prepared for the Directors

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

#### **45 Stepladders, Trestles and Staging's**

**W.B. Simpson's** accept that safe working practices must be followed when using steps, trestles and staging since while they are valuable means of access equipment they can often be misused

Control measures for safe use of step ladders include:-

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

Control measures for safe use of trestles and staging's include:-

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

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

***Further information regarding Stepladders, Trestles and Staging's can be found in section C2 of GE 700***

#### **46 Tool Box Talks**

**W.B. Simpson's** recognise the importance of providing on-going site specific training for our operatives, and sub-contractors where relevant, in the form of tool box talks

These will be undertaken

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

by our Site Supervisor (or Terry Clare HSE Manager) and will be based on

- W.B. Simpson Tool Box Talk Document
- Current legislation / guidance codes of practice

- Principal Contractor requirement

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

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

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

## 47 Training

**W.B. Simpsons** understand that no health & safety management system will succeed unless employees are competent to undertake the duties and responsibilities assigned to them, and that for any training to be effective it requires:-

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

We have established Training Plans for all managers and operatives, and future training courses will include (where required):

- CSCS
- Health and Safety Awareness
- Abrasive Wheels
- First Aid
- PASMA/IPAF/FLT courses
- Fire Safety
- Manual Handling Techniques
- Management IOSH/ Directing Safely together with the CITB Site Supervisors Safety Training Scheme (SSSTS) & Site Managers Safety Training Scheme (SMSTS)

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

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

Records of all training will be kept at our Head Office

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

***Further information regarding Training can be found in Section A5 & F3 of GE 700***

## 48 Transport & Vehicle Safety

**W.B. Simpson's** will take all reasonable steps to secure the safety of employees who use our vehicles.

All employees who use our vehicles are reminded that they must comply with current road traffic legislation.

Drivers must comply with the following:-

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

- Hand held mobile phones should not be used whilst driving and drivers are reminded that if they are involved in an accident and it can be proven that a mobile phone was being used and could be a contributory factor to the accident they may be prosecuted.
- The Company accepts no liability for fines incurred for offences, including parking involving use of Company vehicles. The responsibility rests firmly on the person to whom the vehicle has been allocated or is driving at the time of the offence.
- Please also remember that all drivers have a statutory obligation to tell the Driver's Medical Branch, DVLA at Swansea about any related health problems or disability, which may become relevant to safe driving.

The Company will not accept company vehicles being driven in an inappropriate, reckless or dangerous manner. Where a Company vehicle driver is accused, in writing, of such behaviour by anyone, use of/or driving Company vehicles will be withdrawn until such time as investigations have been completed.

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

Company vehicles are maintained to manufacturer's specifications and records kept of vehicle servicing/maintenance.

## **49 Vibration**

**W.B. Simpson's** understands that vibration can affect the fingers, hand and arms and in some circumstances the whole body

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

### Identification

Only tools/equipment/machinery that complies with the Supply of Machinery (Safety) Regulations 1992 as amended will be used (the suppliers information will identify if there is a potential vibration problem). Tool selection process will use manufacturer information

### Assess

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

### Prevention

We will, where necessary consider alternative methods

### Control

Maintenance of such equipment is important and is monitored, work breaks are taken frequently, vibration assessments, where identified as a result of a risk assessment, will be undertaken to ensure that necessary controls are in place to reduce the effects of vibration to as low as is reasonably practicable.

Tool Box Talks are undertaken and cover

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

***Further information regarding vibration can be found in the Section B13 of GE 700***

## 50 Waste Management

**W.B. Simpson's** endeavour to ensure the health & safety of our employees and others who may be affected by the waste materials which result from our work activities by arranging for the collection and disposal of all such waste products regularly, safely and in accordance with statutory requirements

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

- keeps their own work area as clean and clear as possible in relation to the type of work being carried out
- removes waste regularly and at the end of each day
- does not use public refuse bins and gullies for the disposal of waste
- does not burn waste on site.

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

All operatives will comply with any waste disposal requirements on main contractor sites

The Site Supervisor will retain copies of relevant documentation

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

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

Office/warehouse waste will be disposed of, or recycled in the bins provided.

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

## 51 Welfare Facilities

**W.B. Simpson's** accept the need for us to provide or to ensure that there are suitable and sufficient on site welfare facilities in accordance with the Construction (Design and Management) Regulations 2015 and these will comprise:-

- Mess room (or suitable area for food to be consumed)
- Toilet(s)
- Changing area
- Hand wash basins
- Hot & cold water
- Wholesome supply of drinking water
- Suitable lighting

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

Other control methods include:-

- Site accommodation to be sited away from any permanent structures
- Where possible mains water flushable toilets will be provided but if this is not possible chemical toilets will be provided
- Drinking water will be provided either mains fed or stored in marked bottles
- Furniture within the facilities to be kept to a minimum
- Facilities are to be properly maintained - kept clean, warm and properly ventilated
- Facilities to be made secure when not in use

- Smoking is not permitted in public meeting places. Dedicated area will be provided.

Where work is carried out for a main contractor the company will ensure that welfare facilities are provided prior to starting on site.

Office/warehouse welfare facilities will meet as minimum those required by the Workplace Health, Safety and Welfare Regulations 1992

**Further information regarding Welfare Facilities can be found in Section A11 of GE 700**

## 52 Working at Height

**W. B. Simpson's** will make every effort to comply with The Work at Height (Amendment) Regulations 2007 by ensuring that all work at height is:-

- Properly planned, which will include the selection of appropriate work equipment.

*Such planning must involve the use of the hierarchy of control for working at height:*



1. *avoid work at height where possible*
2. *use work equipment or other measures to prevent falls where we cannot avoid working at height, and*
3. *where we cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur*

- Supervised by trained and competent personnel.
- Undertaken from a safe place of work which complies with the schedules of the regulations.
- Carried out in a safe manner.
- Undertaken by appropriate competent persons.
- Not undertaken when weather conditions are likely to adversely affect the health and safety of persons involved.

**and is:-**

- Subject to a risk assessment in compliance with The Management of Health & Safety at Work Regulations 1999 (as amended), and:-
- Where work is carried out at height, suitable and sufficient measures will be taken, by the company, to prevent a person falling a distance liable to cause personal injury.
- If the measures taken cannot eliminate the risk of a fall occurring, then equipment will be provided to minimise the distance, or the consequences, of a fall.

### **Access equipment for working at height -**

The traditional use of ladders and stepladders will be re-assessed for each operation and consideration given to the use of access equipment with a more stable platform from which to work, e.g., tower scaffolds, podium steps, and the like.

Where work at height is to be undertaken on scaffolding, the company will ensure as far as possible that the scaffolding contractor is a member of The National Access and Scaffolding Confederation (NASC).

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

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

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

***Further information regarding Working at Height can be found in Section C1 and C 7 of GE 700***

### **53 Working in Occupied Premises**

**W.B. Simpson's** acknowledge that on some occasions our work activities are carried out in occupied premises and will take all reasonable measures to safeguard both our operatives, and the occupiers - with due consideration for their possible lack of awareness of the hazards involved, possible curiosity and any special needs

The control measures can include:-

- Prior notification of the work activity
- Keeping all means of access / egress clear of materials, equipment, trailing leads etc
- Any spills of water, oil etc that could cause slippery conditions to be cleared up immediately
- Tools kept within the localised working area and not left unattended, especially when children are present
- No smoking within the premises

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

### **54 Young Persons**

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

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

Young persons should generally not be allowed to:-

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

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

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

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

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

## Legislation – Further Reading and References

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999 (as amended) (MHSWR)

Workplace Health, Safety and Welfare Regulations 1992

Health and Safety (Display Screen Equipment Regulations 1992 (DSE)

Manual Handling Operations 1992 (as amended) (MHO)

Personal Protective Equipment Regulations 1992 (as amended) (PPE)

Provision and Use of Work Equipment Regulations 1998 (PUWER)

Abrasive Wheels Regulations 1970 (guidance only – refer to PUWER)

Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (as amended) (CHIP)

Construction (Design and Management) Regulations 2015 (CDM)

Control of Asbestos Regulations 2012

Control of Substances Hazardous to Health 2002 (COSHH)

Control of Vibration at Work Regulations 2005

Corporate Manslaughter and Corporate Homicide Act 2007

Dangerous Substances and Explosives Atmospheres Regulations 2002 (DSEAR)

Electricity at Work Regulations 1989

Environmental Protection Act 1990

Health and Safety (Consultation with Employees) Regulations 1996

Health and Safety (Fees) Regulations 2012

Health and Safety (First Aid ) Regulations 1981

Health and Safety Information for Employees Regulations 1989 (as amended)

Health and Safety (Miscellaneous Amendments and Revocations) Regulations 2009

Health and Safety (Safety Signs and Signals) Regulations 1996

Health and Safety (Young Persons) Regulations 1997

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Occupier's Liability Act 1957

Occupier's Liability Act 1984

Road Traffic Act 1972

Road Traffic Regulations Act 1984

Reporting of Injuries, Diseases and Dangerous Occurrences (Amendment) Regulations 2012 (RIDDOR)

Safety Representatives and Safety Committees Regulations 1977

Supply of Machinery (Safety) Regulations 1992 (as amended)

Supply of Machinery (Safety) Regulations 2008 (in force on 29 December 2009)

The Control of Noise at Work Regulations 2005

The Control of Vibration at Work Regulations 2005

The Social Security (Claims and Payments) Amendment (No. 3) Regulations 1993

Waste (England & Wales) Regulations 2011

Water Resources Act 1991

Work at Height Regulations 2005 (as amended)