

JAMES ENGINEERING CONSTRUCTIONS LTD

Wood Street North
Meadow Lane Industrial Estate
Alfreton
Derbyshire
DE55 7JR
Telephone: 01773 832425
E-Mail: contactus@jamesengineering.co.uk

HEALTH & SAFETY POLICY

Health and Safety Advisers:
STS Health and Safety Ltd
Sandygate
Sheffield
South Yorkshire
Tel : 0114 2295177/Fax: 0114 2295177

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1. HEALTH AND SAFETY POLICY STATEMENT

It is the policy of James Engineering Constructions Ltd. (hereinafter referred to as "the Company") that operations carried out by the Company are in accordance with the requirements of the Health and Safety at Work Act 1974, both in the spirit of the act & its legal obligations. The Company accepts its responsibilities towards its employees & any other person who may be affected by the work undertaken by the Company. Health & Safety should never be compromised for other objectives. The Company shall provide all necessary resources including financial, to ensure effective implementation of the H&S arrangements.

Chris James, as Managing Director, is responsible for ensuring that a suitable and sufficient provision of resources is made to ensure the health and safety of the Company's employees & to minimise identified significant risks to employees & to others affected by the Company's work.

Chris James is also the Director Responsible for Health and Safety Issues and, as such, is responsible for implementing this policy. He will be assisted in carrying out these duties by the Company's internal and external H&S Team, comprising of the Company's Health and Safety Officer, and external retained advisors on Quality Assurance and health, safety and environmental issues. The team will be responsible for offering advice and promoting a health and safety culture at all levels of the company. The duties of all employees are detailed in the Company's Health and Safety Manual. The Health and Safety Manual must be used as a reference manual for health and safety issues relating to activities carried out by the Company.

In order to avoid accidents and incidents, good working practices are essential. The Policy and Health and Safety Manual detail standard procedures designed to ensure that the Company's employees are able to carry out work in a healthy and safe environment, at Head Office, in the works and on contract sites. It is a condition of employment with the Company that all employees familiarise themselves with their duties as detailed in this Policy and Health and Safety Manual.

The Company recognises that every employee has a vital role to play if high standards are to be achieved, maintained and improved upon. The Company therefore requires that all employees take a pro-active role in improving health and safety performance and encourages constructive suggestions on how methods of work can be improved to make them safer and thereby reduce the inherent levels of risk.

Organisations and individuals who are sub-contracted to the Company must abide by the Company's Health and Safety Policy and work in a safe manner at all times.

The operation of this policy will be monitored by Chris James, assisted by the Company's management, and the Company's Health, Safety and Environmental Advisory Team who are available to advise all employees on matters relating to health and safety.

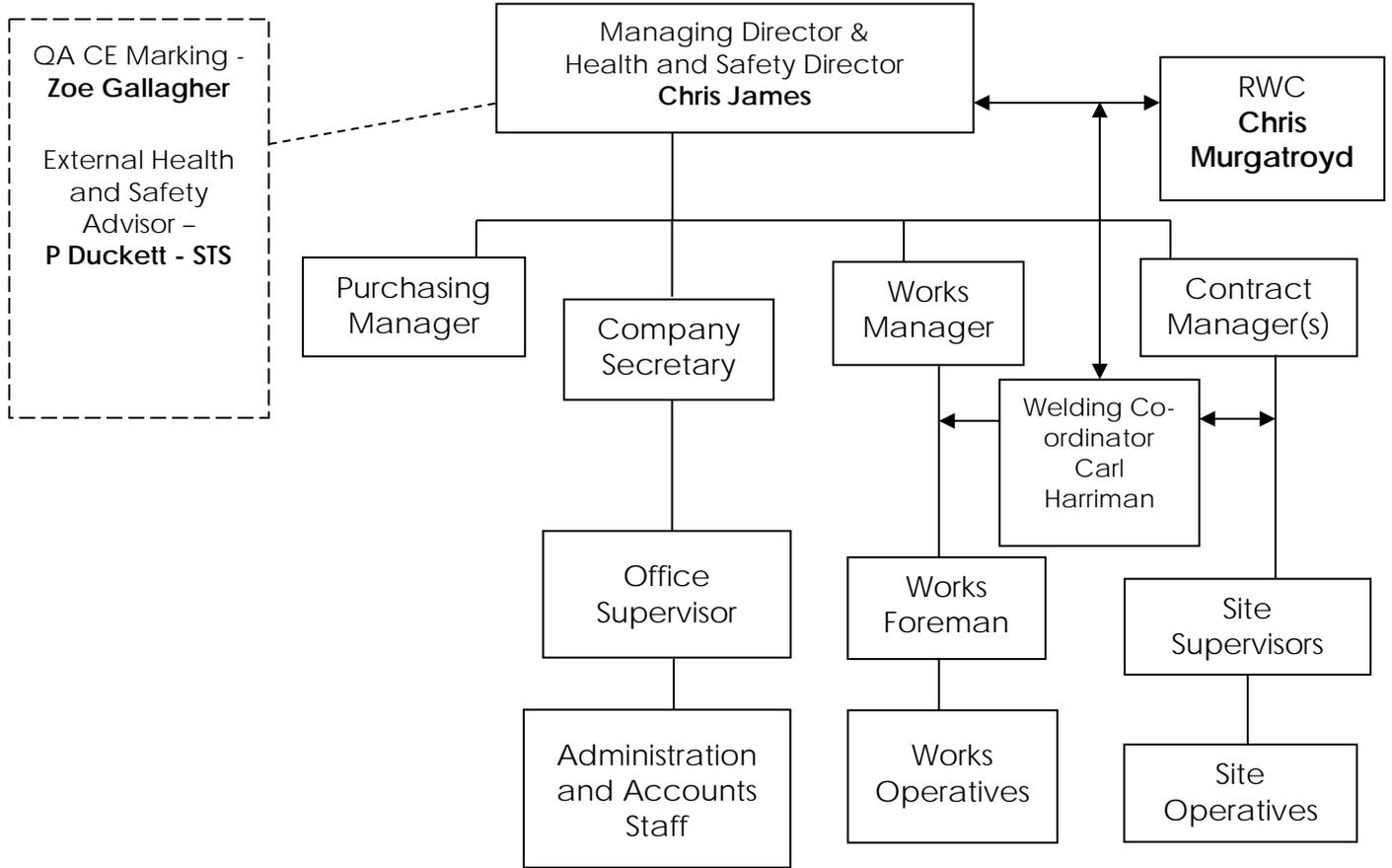
This Health and Safety Policy and Manual will be subject to an annual review and will be updated during the interim period in the event of any changes in legislation or codes of practice causing the need for policies and procedures to alter.

This statement will be displayed in a prominent position at all work locations and sites. A copy of the Company's Safety Manual with full details of the organisation and arrangements for implementing the policy will also be available for all employees and subcontracted organisations for reference.

Signed: 
C. C. James – Managing Director

Dated: 9TH April 2019

2. ORGANISATION CHART



3. DUTIES

3.1. *Duties of the Senior Director Responsible for Health and Safety Issues (Managing/Health and Safety Director) - CHRIS JAMES*

The Health and Safety Director has specific health and safety management responsibilities for:-

- a) Providing a Company statement on any issue of health & safety that requires a formal statement.
- b) Ensuring that he is informed of, & acts upon any correspondence to/from the Health & Safety Executive.
- c) Having regular meetings with a view to reviewing performance in the last period, setting objectives for the next period & receiving feedback in general on health & safety issues.
- d) Ensuring that Company managers are informed of any major health & safety issues affecting or likely to affect the Company.
- e) Through the Company's managers & supervisors promoting a pro-active approach to positive health & safety & risk management.
- f) Ensuring that there is adequate health & safety advice & awareness at all levels of the Company
- g) Ensuring that all employees are made aware of the Company's Health & Safety Policy
- h) Ensuring that all employees receive adequate training to perform their roles safely.
- i) Ensuring that all employees are aware of their duties & responsibilities & the Company's arrangements & procedures in the Health & Safety Policy
- j) Ensuring that a consultation process is put into place to allow employees to be informed of & give opinions on health & safety issues.

3.2. *Duties of Contract Managers*

Managers responsible for contract work must implement the Policy by:-

- a) Having adequate knowledge of & observing the requirements of current legislation & codes of practice applicable to the work carried out.
- b) Ensuring that all persons working on site are adequately trained to enable them to carry out their duties. This includes ensuring that a thorough site induction talk on the risks, working methods, emergency and welfare provision is carried out before any work starts on a site.
- c) Ensuring that key legislation including the Management of Health & Safety at Work Regulations 1999 & the Construction, Design and Management Regulations 2007 are followed & the necessary health & safety plans, risk assessments & method statements are produced & brought to the attention of the relevant people.
- d) Ensuring that adequate emergency provision is made on sites.
- e) Making full provision for safe methods of working & adequate welfare facilities at the tender stage on all contracts.
- f) Ensuring that all plant sent to site is safe, is in accordance with manufacturer's specifications, and when applicable has been tested & thoroughly examined in accordance with regulations.
- g) If hiring plant with hired operators, ensuring that the operators are trained & certificated to operate the plant (& that they have copies of their training certificates on site).
- h) When hiring plant & equipment ensuring that items meet current U.K. and EC requirements, especially with regards to guarding, operator noise levels, environmental noise levels & emissions.
- i) Ensuring that site staff & employees at all levels receive appropriate training to undertake their tasks safely.
- j) Monitoring health & safety performance through site meetings, acting on safety adviser reports & responding to actual site conditions observed when on routine site inspections.
- k) Holding regular meetings with site employees & other site operatives, to receive comments and suggestions on ways in which health & safety performance can be improved.
- l) Liaising with the Company's safety advisors & taking charge of problems which cannot be controlled at site level especially with regards to the control of sub-contractors.
- m) Setting a good personal example & having adequate knowledge of health & safety legislation relating to the Company's work.

3.3. *Duties Of The Works Manager (Or Other Persons In Control Of The Works)*

The Works Manager's duties are to:-

- a) Understand the Company Health & Safety Policy & ensure that it is brought to the attention of all employees, particularly new starters through induction talks.
- b) Make full provision for safe methods of working & adequate welfare facilities for persons employed in the works.
- c) Ensure that the Management of Health & Safety at Work Regulations 1999 are followed & the necessary risk assessments & method statements are produced & brought to the attention of the relevant people.
- d) Ensure that the necessary risk assessments have been carried out and recorded and that detailed method statements adopting "best working practice" approach are used for high risk activities etc.

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- e) Ensure that staff at all levels receive appropriate training and keep a copy of training records.
- f) Monitor health and safety performance through works meetings, act on safety advisor reports, and respond to actual works conditions observed when on routine inspections.
- g) Hold regular meetings with employees and other works operatives to receive comments and suggestions on ways in which health and safety performance can be improved.
- h) Liaise with the Company's safety advisers and take charge of problems that cannot be controlled at works level, especially with regards to control of sub-contractors.
- i) Ensure that adequate arrangements are made with regards to fire precautions, first aid equipment, trained first aiders or appointed persons, and that procedures to be followed in an emergency are all in place.
- j) Ensure that any accident/incident is reported in accordance with Company policy and legal requirements.
- k) Arrange for regular servicing and maintenance of all plant, and ensure that adequate records are maintained to corroborate this. Any item of plant reported as being defective should be taken out of service until repaired/checked.
- l) Ensure that operations in the works are carried out in a safe manner and that the works premises and accesses are maintained in a clean and tidy manner.
- m) When purchasing plant and equipment, ensure that items meet U.K. and EC requirements, especially with regards to guarding, operator noise levels, environmental noise levels and emissions.
- n) Set a good personal example and have adequate knowledge (or formally record request to book training) of health and safety legislation relating to the Company's work.

3.4. Duties of Site Supervisors

The duties of the Site Supervisor or person in control of a site are to:-

- a) Understand the Company Health and Safety Policy and ensure it is brought to the attention of all employees and contractors working on any site via Site R.A.M.S.
- b) Have adequate knowledge of, and observe, the requirements of relevant health and safety regulations and codes of practice.
- c) Ensure that all statutory registers and records are maintained and that all persons working on any site are adequately trained to enable them to carry out their duties.
- d) Ensure that the necessary risk assessments have been carried out & recorded & that detailed safe working method statements adopting "best working practice" approach are used for any identified activities that carry significant risks.
- e) Ensure that adequate arrangements are made with regards to fire precautions, first aid equipment, trained first aiders or appointed persons, and that adequate emergency procedures are all in place.
- f) In planning a site, make adequate provision for appropriate welfare facilities.
- g) Organise a site so that work is carried out to the correct standard with minimum risk to operatives and other persons, equipment, materials, and members of the public, both during and out of site hours.
- h) Encourage employees and any contractors to be pro-active in developing a positive approach to health and safety performance.
- i) Undertake (or arrange for others to carry out) site induction talks for new arrivals onto site.
- j) Ensure that any accident/incident is properly investigated and reported in accordance with Company policy and the requirements of statutory legislation.
- k) Ensure that concise instructions are given to operatives, detailing what precautions / actions must be taken to minimise risks.
- l) Ensure that new employees, apprentices, young persons or occasional site workers are aware of risks to their health and safety, and the relevant precautions to be taken.
- m) Report any defects in work equipment to the Site Supervisor, together with details of any dangerous practices observed on the site.
- n) Ensure that all plant, tools and equipment are being used correctly.
- o) Set a good personal example at all times.

3.5. Duties of Office Managers, Office Supervisors and Works Supervisors

The duties of managers and supervisors in permanent locations include monitoring the following:-

- Fire risks due to flammables, waste paper and smoking
- Electrical risks due to overloaded sockets and circuitry, and incorrectly maintained equipment (see section on electricity).
- Tripping hazards due to trailing leads, telephone cables etc. across access ways and especially stairways.
- Safe storage of materials.
- Welfare facilities.

- Arrangements for workers using VDU equipment, such as the layout of work stations, ensuring adequate rest periods etc

3.6. Duties of All Employees

The Health and Safety at Work Act 1974 (section 7) requires all employees and self-employed persons to take reasonable care of themselves and others who may be affected by their acts or omissions, and to co-operate with the Company by observing the Company's procedures and so enabling the Company to comply with its statutory duties.

In particular, all employees can assist by:

- a) Taking a pro-active role in assessing the Company's health and safety performance and suggesting ways (via their immediate manager or Management Review Meetings in which improvement can be made.
- b) Using the appropriate protective equipment (e.g. head protection, eye protection, hearing protection, footwear etc.) as required for the task and the working environment in which it is carried out.
- c) Keeping tools and equipment in good condition.
- d) Reporting all defects in plant and equipment, together with any unsafe acts to their immediate supervisor.
- e) Operating only plant and equipment, and carrying out tasks for which they have been trained and are familiar.

It is important that all employees feel capable of doing the tasks which they are assigned. If any person is in any doubt then he/she should inform his/her immediate supervisor.

NO ONE WORKING FOR THE COMPANY SHOULD EVER TAKE CHANCES.

N.B. Company employees or contractors will not at any time, be expected to work in a situation that poses a risk to their health and safety. If any person feels that they are being asked to undertake work in a situation where the prescribed method is intrinsically unsafe, insufficient precautions have been allocated to protect them, or their previous training is insufficient to allow them to proceed with the task safely, they should stop work and report their concerns to their line manager. If this results in a dispute with the line manager, then they must involve a member of the Company Health and Safety team to assist in the resolution of the problem.

No employee will suffer any financial penalty from refusing to work in circumstances that pose a significant risk to their health and safety.

3.7. Duties of the Company's Internal and External Health and Safety Team – Chris James/Phil Duckett

The Company has a team comprising of a MD, plus retained external health and safety and quality assurance advisors, whose duties are:-

- a) To encourage a pro-active approach to health and safety matters and to take a positive attitude to risk management functions.
- b) To keep themselves up to date with current legislation and best working methods and to disseminate this information throughout the Company.
- c) To carry out regular inspections and safety audits and report on their findings.
- d) To assist the Health and Safety Director, through regular consultative meetings at Quarterly intervals, to comment on the Company's health and safety performance and assist in setting future objectives. They should also assist the Company's managers by advising on working methods and training requirements.
- e) To take whatever action they consider necessary if in their opinion they are confronted with a serious risk to health and safety, and report the occurrence and action taken to the Contract Manager, and if need be, the Health and Safety Director.

The MD/Health and Safety Advisor will be the lead contact for Company employees to address concerns or requests for advice, and will be responsible for keeping other members of the team informed of issues and queries arising within the Company.

4. ALCOHOL, DRUGS AND MEDICATION

James Engineering Constructions Ltd. is committed to ensuring the health and safety of their employees, sub-contractors and members of the public. In line with this commitment, the Company stipulates that all employees and sub-contractors should themselves ensure that they are fit to perform the work required of them by the Company.

Any employee or sub-contractor who appears to be under the influence of alcoholic drink, drugs or medication to the extent that it affects his/her judgement, or ability to carry out his/her work, places not only himself/herself at risk, but also those who may be affected by his/her work. The nature of the Company's activities is such that such risks could have serious, perhaps even fatal consequences, both to that person and to others affected by his/her behaviour. Such a situation cannot and will not be tolerated by the Company.

The Company, therefore, operates a zero tolerance policy towards any employee or sub-contractor who appears to be under the influence of alcoholic drink, drugs or medication whilst at work. No employee or sub-contractor appearing to be under the influence of alcoholic drink, drugs or medication will be allowed to work for the Company. Consequently, any employee found to be under the influence of alcoholic drink, drugs or medication whilst at work will be deemed to have committed "gross misconduct" and may face instant dismissal under the Company's disciplinary procedure, and any person contracted by the Company will be asked to immediately leave its site.

If any employee believes that he or she is under the influence of any substance that would impair his/her work, then the employee concerned should immediately contact his/her line manager. Provided such instances do not become commonplace, the employee will usually be instructed to remain off work until the effects have passed and he/she is fit for work. In such instances, where the employee does not attempt to start work, disciplinary action may not be taken. If however, such instances are repeated over a short period, and the employee is repeatedly unavailable for work, the Company may invoke its disciplinary procedures, and may insist that the individual seeks counselling and advice as a condition of continuing as an employee.

However, the Company will only take a sympathetic attitude towards its employees provided that they report their condition prior to starting work. The nature of the Company's activities means that workers would be at an unacceptable risk to their own safety, and the safety of others, if found to be working under the effects of alcohol, drugs or even prescribed medication. The risk consequences of mistakes, both in the works and at site level, are severe and employees should never attempt to work in such circumstances, and the Company is likely to deal with any transgressor as having committed "gross misconduct".

5. TRAINING

5.1 All Company Employees

The Health and Safety Director, taking advice from the Company's Health and Safety Advisory Team, will carry out a regular review of health and safety training needs. He will ensure that a training programme for all levels of staff and employees within the Company is in place, in order to provide the skills and knowledge to allow each employee to undertake their duties in accordance with statutory legislation and codes of practice. In carrying out the review, the Health and Safety Director will also consult other managers within the Company and pay particular attention to persons whose roles have changed, or any legislative changes that require employees to receive further training in order to perform their required tasks. Employees taking on additional responsibility may often require additional training.

5.2. Induction

All Employees will receive a health and safety induction on engagement with the Company to include:-

- The Company Safety Policy and Company rules.
- Safety hazards and health risks.
- Substances hazardous to health.
- Work wear and PPE.
- Fire risks & prevention, location of fire fighting equipment, emergency arrangements & procedures.
- Accident reporting (including RIDDOR).
- Welfare facilities, cloakroom and toilets.
- First aid provision and Company appointed persons.
- Specific health and safety procedures, working methods and generic risks (& precautions) inherent in their job function or specific task to be undertaken.
- Grievance policy

The person responsible for giving the induction will record confirmation of the induction in each inducted employee's personnel file.

5.3 Specialist Training

The Company is involved the manufacture, fabrication and installation of steelwork and other metals, and also the specialist manufacture and installation of steel chimney stacks. Working with large items of plant and equipment carries a high risk. There are also the risks of contaminants and the potential for hazardous atmospheres when conducting site work. Where work is of a specialised nature, safe working procedures will be developed on each project, so that operatives are directed to work in a manner that minimises risks to themselves and others. These procedures will often require the use of plant and specialist equipment. Company policy is that operatives will be fully trained in every specialist task that they are required to undertake, as will any authorised operators of specialist plant and equipment. The Company will also ensure that nominated workplace first aid staffs are adequately trained. In addition,

where the Company is required to undertake work in any workplace where there may be a special risk, for example due to the client's activities, confined space entry or where there is a risk of hazardous substances or contamination, then the Company will ensure that the operatives are fully appraised of the risks beforehand and are fully trained to the required level to work safely in any such environment.

6. MONITORING AND REVIEW OF COMPANY'S SAFETY PERFORMANCE

6.1. Formal Review Of Company Health and Safety Performance

The Health and Safety Director, along with other Company directors and managers and the Company Health and Safety Internal and External Advisors have specific responsibilities to monitor the implementation of the Company's health and safety policy and to review the Company's performance.

Items to be monitored and reviewed are:-

- a) Any significant accidents or incidents.
- b) Any matters arising from site inspection audits or site visits by the Company's Health and Safety Advisors
- c) Any criticisms from H.S.E., clients or other parties.
- d) The Company's "safety objectives". Have they been achieved?
- e) New legislation, guidance notes, or H.S.E. initiatives.
- f) The Safety Manual, generic risks and precautions and approved working procedures as appropriate.
- g) Training requirements.

6.2. Inspections and Reports of Workplace Activities

Where independent Health and Safety Advisors are contracted to carry out routine site inspections or audits of the Company's procedures, they will monitor working practices and will submit a formal report to the full Health and Safety Advisory Team and also to the Health and Safety Director.

The Health and Safety Advisory Team will also be available to advise the site supervisors and operatives of any health, safety or environmental issues that may arise. As well as monitoring work in progress they will be concerned with work to be undertaken in the future, and will discuss, with relevant managers, supervisors and employees any issues to be considered in the risk assessment, and any necessary planning of the work tasks to be undertaken.

Where the independent Health and Safety Advisors carry out an inspection, copies of the report will be sent to the Health and Safety Director, the Health and Safety Advisory Team and the manager responsible for the site or workplace.

If the Health and Safety Advisory Team are of the opinion that adequate action has not been, and will not be taken, they will inform the Health and Safety Director as quickly as possible.

If on an inspection, the person conducting the inspection is of the opinion that any operation constitutes a risk of serious injury to any person, then they will take all necessary action to ensure the situation is made safe.

If the Site Supervisor disagrees with the report or recommended action, then this will be recorded within the report, and the Health and Safety Advisory Team will be informed (copying them with the report) by the quickest possible means. The Health and Safety Advisory Team and the Health and Safety Director must then resolve the issue.

7. CONSULTATION WITH EMPLOYEES AND SUB-CONTRACTORS

7.1. Safety Representatives

The Company has a pro-active approach to health and safety, and recognises the benefits of employees having a significant input into the company's health and safety procedures. Employees also play a vital role in providing feedback on actual performance, and identifying hazards that have previously been missed. Therefore, all employees and contractors are encouraged to assist the Company to maintain a safe and healthy workplace.

The Company will encourage employees to take the role of safety representative under the Health and Safety (Consultation with Employees) Regulations 1996, and the Company will offer them training and assistance to fulfil this role and to further enhance health and safety within the Company.

The Company hold regular Management Review Meetings allowing management and safety representatives to consult on policy issues and other matters concerning health and safety objectives and performance.

All employees and contractors are encouraged to continually liaise with their immediate manager or supervisor to assist in the identification of any health and safety hazard that has not previously been identified.

7.2. Consultation with Sub-Contractors

All contractors engaged by the Company must be competent (see section on the Construction (Design and Management) Regulations (CDM) - Selection of Contractors) and provide evidence to support this. On engagement, the Company must provide details of the all the significant risks, that have been identified at the pre- start planning stage, that contractors will encounter on the location or site where they will work.

This will be achieved via the project Health and Safety Plan (where the project is notifiable), or by the provision of site risk assessments on smaller projects. Pre-start meetings with contractors will review the identified risks and will cover the risk precautions that must be in place before the contractor starts work and also during his work at that site or location. Site meetings will also be held as appropriate with contractors to review and amend these provisions as necessary.

When contractors are submitting their proposals to the Company, they will be asked to identify any significant risks their work will create both to themselves and to others who may be affected by that work. These will be subject to an agreed safe working method statement and, if appropriate, an amendment or addition to the project Health and Safety Plan.

SUB-CONTRACT LABOUR

All sub-contract direct labour are qualified for their trade and selected from an accredited approved body (CITB, NVQ etc.) and will be time served trades people.

For the purposes of health and safety all sub-contractors whose first language is not English must have a reasonable command of the English language and be able to verbally give and receive general commands

If it is essential to use a none English speaking person for example a commissioning engineer then an interpreter will be used

SUB-CONTRACT PLANT

Any plant or equipment used as sub-contract to James Engineering Ltd is hired from a recognised accredited body. (CPA contractors plant association, RHA, road haulage association etc.)

SUB-CONTRACT COMPANIES

All sub-contract companies (electrical, mechanical etc.) will have completed the James Engineering Ltd sub-contract questionnaire and been vetted by the Director responsible for health and safety

8. REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES

All accidents and incidents must be recorded in the Company's accident book, irrespective of whether the injured person is an employee, self-employed person, sub-contractor, authorised visitor or member of the public. This applies to all injuries, no matter how slight, and to any near miss incidents.

Once the accident book has been filled out for any particular event, the sheet must be taken out of the book and returned to the Company's Head Office. There it will be kept in a secure location. **On no account must completed accident records be left in situ in the accident book, where they could be viewed by unauthorised persons.**

The Company will conduct an investigation and report into any accidents that have resulted in a "lost work-time" injury, or damage to plant or equipment.

8.1. Violence to Employees

If a person is injured due to an act of violence sustained whilst at work, & as a result of the injuries the person is unable to work as normal, the incident is classed as a work accident. Appropriate action must be taken according to the extent of injuries and the length of absence from work.

8.2. Incidents Involving Members of the Public, Visitors and Unauthorised Visitors

If any member of the public or uninvited visitor is involved in an incident, and/or is injured, details must be entered in the accident book and the Company notified. The person in charge of the contract must also notify the Health and Safety Director as soon as possible, and discuss whether a full investigation is required by the Health and Safety Advisory Team. Appropriate action will then be instigated, following consultation with the Health and Safety Director.

If the incident is such that the injured person has to be taken to hospital (by whatever means) the incident must be immediately reported to James Engineering Head Office, who will contact the Company insurers with the details and ensure that it is reported to the Health and Safety Executive Incident Contact Centre by the quickest means (e.g. telephone or on-line).

8.3. Industrial Diseases

There are a number of specified industrial diseases that must be reported to the Health and Safety Executive. If such a situation is suspected, the Health and Safety Advisory Team must be contacted immediately. They will discuss the issue with the Health and Safety Director and will advise accordingly on the necessary actions to be undertaken.

If the disease is reportable, the Health and Safety Advisory Team will report it to the Company's insurers, who will in turn report the incident to the Health and Safety Executive Incident Contact Centre on the Company's behalf.

8.4. Major Accidents & Fatal Accidents to Employees, Self-Employed, Sub-Contractors & Authorised Visitors

- ◆ All major accidents & fatal accidents will be reported under the current RIDDOR regulations.
- ◆ A copy of the current RIDDOR regulations can be found on the HSE Website
- ◆ External advice can be sought from the nominated health and safety advisor
- ◆ The following procedure must be carried out.
- ◆ Inform the Health & Safety Director immediately.
- ◆ Inform the Health & Safety Advisory Team immediately. N.B. under RIDDOR, a major injury must be reported to the HSE by the quickest possible means (e.g. telephone). James Engineering must as soon as possible, contact the Company's insurers & instigate our post investigation process.
- ◆ If the injured person is a sub-contractor, inform their employers of the accident.
- ◆ Complete a Company accident report form and enter details in the accident book.

8.5. Accidents Resulting in an Employee's Absence From Work for More Than 7 Days (including days that would not normally be working days)

For any accident resulting in a necessary absence from work of more than 7 days, but not included a major injury, the Company manager in charge of the workplace should:-

- ◆ Enter the details in the accident book.
- ◆ Complete a Company accident report, sending copies to the Health and Safety Director & the Health & Safety Advisory Team. The Company manager in charge of the workplace or installation should indicate on this form if he feels a full investigation is required.
- ◆ The Health & Safety Advisory Team must inform the Company's insurers, once the injury has resulted in over 7 days of lost time. The company will then report the incident to the Health & Safety Executive Incident Contact Centre.

8.6. Accidents Resulting in a Sub-Contractor's Absence from Work for More Than 7 Days (including days that would not normally be working days)

If a sub-contractor's employee is injured and medical treatment is required, then the person in charge of the installation may not be aware that the sub-contractor has been absent for more than 7 days. The duty under RIDDOR is for the employer of the injured employee to report the accident. Therefore, the Company has no duty to report accidents to sub-contractors to the HSE. Nevertheless, the Company should keep a record of accidents and incidents involving sub-contractors. In such a situation, the Company manager in charge of the workplace should:-

- ◆ Enter details of the sub-contractor's accident in the Company's accident book.
- ◆ Complete a Company accident report, sending one copy to the Health and Safety Director and one copy to the Health and Safety Advisory Team. The person in charge of the installation or workplace should indicate on this form if he feels that a full investigation is required.

8.7. Dangerous Occurrences

There are a number of specified incidents that, although they may not result in an injury or damage to property, must be reported to the Health and Safety Executive "by the quickest practicable means." If an incident occurs which it is felt may be reportable, the Health and Safety Advisory Team should be contacted and they will advise accordingly.

The duty to report dangerous occurrences lies with the person in control of the workplace. Again, the Health and Safety Advisory Team will fully advise on the necessary action to be taken.

9. FIRST AID AND WELFARE REQUIREMENTS

9.1. First Aid Treatment Facilities - Sites

The Company will provide a first aid box stocked to a size appropriate for the numbers on site or at any location. If the site or work is of a special nature, additional items will be provided as required.

The Company will ensure there is a trained first aider in all workplaces. Notices will be posted indicating the location of the first aid treatment facility and the names of the trained first aiders.

9.2. First Aid - Offices and Workshops

In the offices, a first aid box, trained first aider and accident book will all be provided. Notices will be posted giving this information.

In the workshops, there will be a suitably sized first aid box and a first aider trained in accordance with the First Aid at Work Regulations.

9.3. Welfare Facilities

The company will ensure adequate provision of welfare facilities at all work locations and sites in accordance with the requirements of the Health and Safety at Work Act and the Construction (Design and Management) Regulations 2007 namely:

- Suitable office accommodation, where necessary, for managers and supervisors in which to carry out their administrative duties
- A hygienic canteen or rest room for rest breaks.
- Facilities for heating food and boiling water for drinks
- Facilities for storing and drying clothing and P.P.E.
- Toilets and facilities for washing (separate Ladies and Gents facilities will be required if both sexes are employed in or visit a workplace). Hot & cold water should be available with towels (or electric blow driers), soaps or appropriate proprietary cleansing agents.

NB. On sites where contaminated materials are present, special hygiene facilities may be required. If so, these additional facilities will be detailed in the site Health and Safety Plan.

9.4. Drinking Water

An adequate supply of fresh drinking water must be provided. If normal mains running water is not available, then a supply of water should be provided via containers clearly marked "DRINKING WATER".

10. FIRE PRECAUTIONS AND EMERGENCY PROCEDURES

10.1. General Fire Precautions

The Company will exercise its responsibilities to assess and minimise the risk of fire at all work locations in accordance with the Regulatory Reform (Fire Safety) Order 2005.

A risk assessment will be undertaken, detailing the risks of a fire igniting, spreading and affecting Company premises, and also the precautions necessary to minimise those risks. It will also detail the arrangements and procedures for raising an alarm and ensuring a safe and speedy evacuation, should a fire occur of sufficient magnitude to require evacuation.

All potential fire hazards must be identified in risk assessments and steps must be taken to remove the hazards from working areas or to minimise the risks as far as possible. No smoking areas will be established in all working areas where there is a significant risk of fire.

The Company will appoint fire wardens at each of its workplaces with responsibility for assisting with safe evacuation and ensuring that fire appliances remain correctly positioned and maintained.

Adequate fire prevention and emergency procedures, together with suitable means of fire detection, raising the alarm and fire fighting equipment, must remain in place throughout all of the Company's workplaces.

The Health and Safety Director will ensure that appropriate maintenance contracts are in place for the maintenance, testing and inspection of the various fire systems and fire extinguishers. He will also be responsible for ensuring that fire/evacuation drills are carried out and any necessary records updated. All fire fighting equipment must be maintained / serviced at least annually. Any discharged extinguishers should be immediately withdrawn and returned for re-charging.

The Health and Safety Director, assisted by the Company appointed fire wardens, will carry out a review of the emergency equipment and procedures on a regular basis.

10.2. Site Operations

Where work is carried out that increases the risk of fire (e.g. hot cutting, welding, grinding or burning), portable fire extinguishers will be required adjacent to the specific workplace. The person undertaking such work must ensure that all loose combustible or flammable material is moved away from the working area, and that the fire extinguisher remains close-by and available for immediate use, should the need arise.

Restricted "permit to work" procedures may be invoked for hot work activities on certain sites, if the site rules or risk assessment necessitates it.

Site accommodation will be provided with adequate fire extinguishers. These extinguishers will be located internally, adjacent to entry / exit doors and must only be used in an emergency. The equipment provided within the site accommodation must not be removed for site use. Additional extinguishers will be provided for specific locations or operations, if the risk assessment identifies a need (e.g. "hot work").

Certain operations may require specific types of extinguishers relevant to the risk and additional extinguishers / hoses will be provided, if required.

Specialist sub-contractors may be required to perform specific high-risk operations. All specialist contractors must undergo the Company's approval procedures for contractors and have their own fire prevention measures in place before they will be allowed to start work.

10.3. **Emergency Procedures**

If the Company is appointed Principal Contractor, it will produce emergency procedures for the project and these will be detailed in the project Health and Safety Plan. All employees and contractors will be advised of these procedures via the site induction talks.

If the Company is working as a contractor on a site under the control of a Principal Contractor, then the Company will follow the emergency procedures laid down by the Principal Contractor for that project

10.4. **Offices and Works**

The Company will appoint fire wardens with responsibility for assisting with and managing safe evacuation of offices and works.

An appropriate number of fire extinguishers together with an appropriate fire alarm/smoke detection system will be provided at the main offices and works. The alarms and smoke detectors should be tested weekly to ensure they are functional, effective and audible to all within the premises. A log should be kept of the results of these tests.

On a regular basis, emergency evacuations of the premises should be practised and results and comments recorded accordingly. Notices will be posted stating the evacuation procedures, together with names of the fire wardens for the various sections of the buildings.

11. **CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015: "PROCEDURES TO BE FOLLOWED ON NOTIFIABLE PROJECTS"**

The Construction (Design and Management) Regulations place duties on all parties involved in any "construction" work, including clients, the design team & those involved in the actual construction activity. However, there are special duties to be observed when a project is deemed to be of a size & scope that determines that it shall be notified to the Health & Safety Executive.

For any project deemed under the CDM Regulations as being "notifiable", the Client will appoint a Designer and if more than one Contractor a Principal Designer to ensure that health and safety is taken into account from the initial design and planning stage of the project, together with a competent Principal Contractor to manage and co-ordinate the contractors on site.

Should James Engineering be nominated as Principal Contractor, James Engineering will ensure that all the Principal contractor requirements under the CDM regulations 2015 are in place and properly co-ordinated.

The principal contractor documentation will include:

- A construction phase health and safety plan to add onto the pre-construction plan
- Health and safety folder
- Induction register
- Design change document
- Welfare provisions
- Site security

The above list is not exhaustive and will depend on the size, duration and type of contract.

The Company Acting as a Contractor

When the Company is acting as a contractor, its duties are:-

- a) To inform all employees & sub-contractors of the sites' emergency procedures & any relevant aspects of the project Health & Safety Plan.
- b) To co-operate with the Principal Contractor on health & safety issues, advising him of any new hazards or shortcomings in existing procedures.
- c) To advise the Principal Contractor (& Client where necessary) of any injury or dangerous occurrence.

12. **MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS - RISK ASSESSMENTS AND SAFE METHODS OF WORKING**

12.1. **Risk Assessments**

Under the Management of Health and Safety at Work Regulations 1999, the Company is required to carry out risk assessments of the work being undertaken to identify the principal risks to their employees, other work people and visitors or members of the public.

As a result of these assessments, risks can be categorised into high, medium and low risks and the precautions that must be taken to control and minimise the risks can be evaluated. For high-risk situations, detailed method statements will be required.

The Company's approach to risk assessments is as follows:-

Generic Assessments - The paragraphs in Section 14, and the generic risk assessments in operation, detail most of the significant risks that will be encountered on projects normally undertaken by the Company, together with details of the Company procedures for controlling these risks. These

procedures must be followed and enforced by managers and supervisors at each work location.

Site specific risk assessments – On all projects, the Contract Manager (with assistance from the Company's Health and Safety Advisory Team if required), before the start of site operations, should:-

- ◆ Consult with the Client or CDM Coordinator (if the project is notifiable under CDM Regulations) and where applicable referring to the Health and Safety Plan, produce site specific risk assessments for any areas identified to be giving rise to a special risk.
- ◆ Check the generic risk assessments and confirm which are valid for the project, and amend any procedures as necessary.
- ◆ Review the existing risk assessments contained in the project file and bring the significant risks and precautions to be taken to the attention of the relevant employees and contractors.

The most common generic risks found in the Company's normal working activities and standard precautions to reduce those risks are found in Section 14. These are also laid out in the Company's generic risk assessment format. The procedures outlined will be reflected in the risk assessments used on contract sites. However, it should be noted that the level of these risks, and the necessary precautions required to minimise them, will vary with the work locations and specific tasks. Therefore, they should not be seen as providing full risk minimisation solutions until site and task specific elements have been considered. In assessing each project, the generic risk assessments and precautions must be supplemented with any additional site-specific or task-specific risk elements and / or precautions identified on each project. It will also be necessary for the assessor to include his assessment of the residual risk (i.e. the risk remaining after the prescribed precautions have been taken).

Ongoing review of the risk assessments - as the work progresses, additional unforeseen hazards may be encountered. The person in charge of the site (Contract Manager or Site Supervisor, depending on the size and scope of the project), with assistance from the Health and Safety Officer and Advisor, if required, should be vigilant of the need to re-assess risks and working methods because of a change in circumstances, and must be prepared to make changes as necessary.

12.2. Standard Safe Methods of Working

The Company has a number of standard, prescribed safe methods of working when undertaking operations that have significant risks. These will be followed when undertaking work which is shown to carry significant risk elements and may be amended to include additional safeguards according to the specific features of a project or site.

Site-specific working methods will also be laid down for each location, for activities where individual circumstances in a location affect the risk elements and standard precautions.

12.3. Personal Protective Equipment

It is Company policy that all employees under the Company's control will wear personal protective equipment as stipulated by the risk assessment for their task at all times. Within the works, safety boots and overalls will be worn. Hard hats, eye/face protection and ear defenders must be worn in specified areas and for prescribed tasks.

On contract sites, hard hats, overalls and safety footwear will be worn at all times and employees must wear other PPE (such as respirators, eye protection, safety harness, high visibility clothing etc) in accordance with site rules.

Facilities will be provided by the Company for the storage and cleaning of PPE.

13. SIGNIFICANT GENERIC RISKS ASSOCIATED WITH THE COMPANY'S OPERATIONS

13.1. Access - High Level Working

A safe means of access and safe place of work are essential requirements for any work activity. Therefore, whenever work has to be done from which a person may fall and suffer an injury, specific precautions must be taken. These precautions will apply in all workplaces or sites.

On contract work, the Company will assess the requirement to work at height at the pre-tender and planning stages and incorporate a means of access and safe place of work in site specific risk assessments.

The Work at Height Regulations 2005 place duties on both employers and designers of work tasks to reduce risks incurred when working at height, through the design of the work task.

The duty of care extends to all those responsible for creating tasks requiring high level access. This includes not only those responsible for specifying safe means of access for undertaking work at height and managing the work itself, but also those who design structures and installations that may require future access at high level for maintenance purposes.

The duty to reduce the risks of working at height to the lowest practicable level extends to the following areas:-

- ◆ Eradicating or reducing the requirement for persons to access areas at height to the lowest practicable level by the original design of structures or equipment (including for future maintenance tasks).
- ◆ Eradicating or minimising risks of working at height by specifying designing in safe permanent access, or including aids to securely fix temporary access.
- ◆ Reducing the actual heights needing to be accessed to a minimum.
- ◆ Minimising the numbers of people undertaking high level work to the lowest practicable safe level and minimising the actual time spent at height.
- ◆ Using the hierarchy of control approach to risk assessment, to assess the risks and to select the safest practicable means for accessing any required task at high level.
- ◆ Undertaking risks assessments for all tasks that fall under the working at height regulations 2005
- ◆ Formulating safe systems of work for undertaking all high level tasks, and ensuring that the appropriate personnel are adequately trained, equipped and competent to undertake those tasks.

13.2. Access - General Scaffolds

Scaffolds should only be erected, altered and dismantled by trained and competent persons.

Scaffolds must be inspected before use and every 7 days thereafter, or if the scaffold or structure has been exposed to an accident any significant alteration or severe weather conditions, especially high winds.

The scaffold should be inspected visually daily by the site supervisor before each working shift, with the weekly inspection by a trained and competent person recorded in the scaffold register.

13.3. Access - Mobile Elevated Work Platforms

For certain tasks, powered access equipment may be the safest and most suitable form of access. However, the following fundamental rules must apply:-

- Operatives must not attempt to operate a mobile access platform unless trained and authorised to do so.
- Operatives must ensure that the equipment is located on a firm, level base.
- Operatives must follow the manufacturer's instructions with regards to outriggers, screw jacks, stabilisers, wind loadings, tyre pressures and maximum safe working loads.
- Operatives must never over-reach from a single boom mobile elevated work platform, such that it could cause the equipment to tip over.
- Operatives must wear harnesses fixed to the rails of the mobile work platform when working from single boom mobile elevated work platforms.
- The maximum loadings on mobile elevated work platforms must never be exceeded.
- Operatives must never stand on guardrails or move outside the working platform without having a harness attached to a fixed, load-bearing structure beforehand.

13.4. Access - Mobile Towers

After a tower has been erected by a PASMA trained person, the following checks should be made before it is used:

- Ensure that the equipment is located on a firm, level base. Check that it is vertical and square and that the horizontal braces and platforms are level.
- Check outriggers or stabilisers are correctly positioned and secured.
- Check that all baseplates or castor wheels are fully in contact with the ground, including those on stabilisers or outriggers. All castors should be properly locked.
- Check that all the spigot and socket joint locks holding the frames together are secured.
- Check that all the bracing members have been located exactly in accordance with the instructions in the supplier's manual.
- Check that all guardrails and toe boards are in position as required.
- Check that all access stairways and ladders are in position and are firmly located.
- Check that the base to height of platform ratio does not exceed 1.3 when working externally; or at a ratio of 1:3.5 when working internally.

During use, the tower should be kept in good order. A competent person should inspect the tower regularly to see that the structure has not been altered in any way. Should parts become lost or damaged, they must be replaced before the tower is used again. Any mobile tower that is erected for more than a week should undergo a formal weekly inspection by a competent person with the results entered in the scaffold register.

13.5. Access - Ladders

Ladders should only be used as a means of access and the ladder should be placed on firm, level, stable ground and secured to prevent slipping or falling. Ladders must not be used as a means of access unless it is reasonable to do so taking into account:-

- The nature of the work being carried out and its duration.

- The risks to the safety of any person arising from the use of the ladder. Ladders must comply to schedule 6 of the Working at Height regulations 2005, which stipulate that they should:-
- Be suitable and of sufficient strength for the purposes for which they are being used.
- Be erected so that they do not become displaced. Where the length is more than 3 metres, they must be secured to prevent falling or slipping.
- Have intermediate landing areas or rest platforms wherever practicable, where any ladder run is greater than 9 metres.
- Extend sufficiently (1 metre or three rungs past the step off point) to ensure suitable handholds to provide safe stepping off points.

13.6. Access - Use of Harnesses

For some operations, even though all practical steps have been taken, there may still be a risk of persons falling. In such cases, safety harnesses should be used and secured to a solid anchor point or fixed line. Safety harnesses should be used whenever there is no edge protection and the operatives are at risk from:-

- ◆ A fall of from any height where there is a significant risk of injury resulting from the fall.
- ◆ A fall from a height which would have serious consequences (e.g. if the operatives were to risk falling onto a piece of electrical equipment or machinery).

Users should inspect harnesses and lanyards before each use, and the JEL Manager should ensure that all harnesses are inspected as recommended by the manufacturer. The results of formal inspections must be recorded and will be kept in the office.

13.7. Asbestos

It is Company policy (and also within the Control of Asbestos Regs April 2012) that no operatives should be at risk from exposure to asbestos material. Before any contract work will be allowed to commence, the Company will request from its clients all information and surveyed data indicating the presence and nature of asbestos-containing materials in any area in which it proposes to undertake work. As a result of such information, appropriate steps will be taken to ensure that its employees and/ or contractors are fully informed of the risks involved. The Company will further ensure that the project and working methods are designed to avoid any risk of exposure to asbestos fibres, by either avoiding contact with known asbestos-containing materials, or arranging for their removal.

If any asbestos material is discovered (including asbestos cement) or even suspected, operatives should withdraw from the area and seek advice from the Contract Manager. Work must not recommence in that area until positive identification of the material can be made, and a safe way of working can be devised which removes the risks of exposure to asbestos.

As set out in the Managing and Working with Asbestos regulations 2012, all James Engineering employees have had an Asbestos awareness toolbox talk annually.

13.8. Electricity at Work Regulations - Sites

All portable site electrical equipment should be operated at 110 volts, supplied from a generator, or via a transformer, centre-tapped to earth, that limits fault currents to 55 volts. This includes temporary site lighting.

In accordance with the requirements of the Electricity at Work Regulations 1989, the Company maintains a register of electrical equipment and ensures that equipment is inspected and tested on a regular basis in accordance with HSE recommended codes of practice.

Any hired electrical equipment must be similarly inspected and tested. Contractors and the self-employed are required to maintain and inspect their power tools to a similar standard.

13.9. Electricity at Work Regulations - Permanent Offices and Works

In accordance with the Electricity at Work Regulations 1989 the following tests and inspections will be undertaken:-

- ◆ **Fixed installations** - these should be inspected and tested by an approved electrical company who can issue an installation certificate. This should be repeated as advised by the last test, or at 5 yearly intervals.
- ◆ **Portable equipment** - the chart provided gives guidance on the test and inspections periods.

13.10. Hot Work - Use of Welding and Burning Equipment

Gas cylinders must be handled with care taking special care to protect the valve. Cylinders should always be stored and used in a secure upright position. The storage facility should be in a secure well-ventilated area in the works or on site, as agreed with the client or main contractor. Cylinders should only be used with the correct hoses and hose clips. Warning notices indicating "Highly Flammable", "No Smoking" etc. must be posted in the fuel gas store.

Oxygen and fuel gases should be stored separately and clearly marked.

Whenever an operative leaves the job site where hot work is being carried out, cylinders must be isolated at the valve.

Before use of welding or burning equipment operatives should check on Permit to Work requirements. Suitable fire extinguishers and fire blankets must be available in the working area and all flammable materials must be removed.

When welding, operatives must ensure that suitable screens and flash-back arrestors are in place, to protect other persons in the area.

13.11. Hot Work - Electric Arc Welding

When carrying out electric arc welding, site/works supervisors should consider the following points in assessing the work.

- a) **Electrical Hazards** - power supply cables and welding machines must be in good condition and regularly inspected and the results recorded. A separate earth return lead should be connected as close to the job site/works as possible.
- b) **Arc Flash** - Where practicable, flame retardant screens and blankets should be used to prevent the scatter of welding arc flash and thus protect other persons from this hazard.
- c) **Welding Fumes** - Consideration should be given to the work location and the material being worked upon in assessing the health risks to the operative (and others) from the welding fumes.
- d) **Fire Risks** - Consideration should be given to the minimisation of fire risks by removing flammable and combustible materials from the job-site or, if this is not possible, moving the work to another location. A portable extinguisher should always be near to any operative carrying out hot work.

13.12. Inspection and Testing of Lifting Appliances and Lifting Tackle

Various items of lifting tackle such as chains, slings, shackles, rings, chain blocks etc. are all subject to statutory testing and thorough examination, as well as ongoing visual inspection before use.

The Lifting Appliances and Lifting Operations Regulations 1998 (LOLER'98) requires all users and suppliers of lifting equipment to ensure that the lifting equipment is properly inspected and tested according to its use. The testing of such equipment applies not only to the lifting appliances, but also to the structures which support them and the means by which they are attached to the loads they lift (chains, hooks, clips, ropes etc.)

Materials hoists within the works will be subject to a thorough annual inspection

For site based equipment, the HSE guidance document, "Health and Safety In Construction" HSG 150, gives guidance on the type and frequency of the inspection required on site based equipment

Any lifting tackle (slings, chains etc.) should be accompanied by copies of their test certificates and formal examination certificates. These should be available at any site or work location where they are used. Any person who installs, operates or inspects such items must also be suitably trained and should provide and carry copies of training certificates as evidence. (Ref: Lifting Appliances and Lifting Operations Regulations "LOLER" 1998).

13.13. LPG - Safe Use and Storage

The quantity of LPG cylinders should be kept to an absolute minimum. Spare cylinders should be stored in a suitable open-air cage, with appropriate warning and 'no smoking' signs displayed. At the end of the day, or when left unattended, cylinders should be isolated at the cylinder valve.

If LPG is used on site in connection with site operations, the fire risks must be assessed and the work undertaken in accordance with:-

- ◆ The Client's or Principal Contractor's requirements or the layout of the works.
- ◆ Any permit to work requirements as detailed by the client and/or in the Project Health and Safety Plan
- ◆ The requirements of the Code of Practice on the Prevention of Fire on Construction Sites, issued by the Loss Prevention Council.

13.14. Manual Handling Operations

Under the Manual Handling Operation Regulations 1992, employers have a duty to prevent employees from handling loads that are likely to cause injury. The risk of injury may be due to the weight of the load, but there are other factors which need to be considered when assessing the risks of any manual handling operation such as:-

- ◆ The physical size of the load
- ◆ The ease or difficulty of acquiring a firm hold on the load
- ◆ The position of the centre of gravity within the load
- ◆ The rigidity of the load (or conversely if the centre of gravity could move) e.g. partially filled fluid containers
- ◆ Whether the load is capable of independent movement e.g. a person or animal
- ◆ The location from which the load is being moved and its destination point.
- ◆ The weather conditions if the load is being moved outside.

- ◆ The route and ground conditions over which the load has to be moved, including doorways, gateways or other physical obstructions.
 - ◆ Distractions, such as others using the route over which the load is being moved.
- In addition to the physical aspects of the load and the area in which it has to be moved, employers must also consider the physical attributes and abilities of the person actually doing the lifting and carrying.

In carrying out the assessment, assessors should seek to eliminate, where possible, the need to manually handle loads at all and to introduce mechanical ways of lifting and moving loads, whenever practicable.

In a fixed workplace environment, where similar loads are being handled in similar ways, an assessment can be undertaken that will be valid for some time. However, in construction environments, workplaces are continually changing and supervisors and employees must be continually aware of, and should assess, operations involving manual handling operations.

All employees should highlight activities involving manual handling operations likely to cause injury. In planning work tasks, managers must try to minimise the requirements for manual handling. Training must be provided to employees to enable them to carry out their own assessments of the load before undertaking manual handling tasks and to enable them to lift using kinetic handling techniques.

13.15. Mobile Plant Works

All mobile plant on the works premises will be well maintained, fitted with warning devices (reversing beacons, flashing lights etc.) and inspected in line with current legislation or manufacturers recommendations.

Where ever practicable the mobile plant will be segregated from people. All employees operating mobile plant must be fully trained and competent

13.16. Powered Tools and Equipment - Site Use

The Provision and Use of Work Equipment Regulations (PUWER '98) requires all powered work equipment and tools (such as electrical, petrol and air tools) to be safe for use. Powered tools must be suitably tested and have appropriate and adequate guarding in place. Controls must be easy and safe to access and operators must be familiar with emergency shut-off procedures. Suitable lighting must be provided for all users of powered work equipment.

All powered work equipment must carry suitable warning notices and operatives must have access to instructions for its safe use. In the works, these notices will be displayed on or near each machine and specific user instructions will be placed in an easily accessible position on or near each machine.

Operators of powered work equipment must be suitably trained and competent in working with such equipment before they will be authorised to use it. Certificates of competence must be present at each site for site work with powered equipment. The Health and Safety Director will keep and maintain training records in the main offices for operatives using powered machines and equipment in the main works,

All operatives will be supplied with the required PPE as identified in the risk assessment for each individual piece of powered work equipment.

13.17. Powered Tools and Equipment - Abrasive Wheels

Any person who uses an abrasive wheel and/or changes the abrasive disc must be trained and authorised.

13.18. Working in a Hazardous Area (e.g. Potentially Flammable or Explosive Atmosphere)

The company will seek advice from the Client regarding the potential for flammable or explosive gases or residues within its site working areas (most notably chimney stacks and similar confined areas). If work has to take place in a potentially flammable or explosive atmosphere then special precautions must be taken. Such situations could arise when:-

- Working on a petroleum or chemical processing plant
- Working within on a sewage processing plant
- Working on or near plant and equipment that contains flammable gases or liquids

To undertake such work, special precautions must be taken and a permit to work may have to be obtained from the operator of the plant. Some typical precautions are:-

- Special "Restricted Permits To Work" to be obtained for working in a hazardous area.
- Monitoring equipment to detect a potentially flammable or explosive atmosphere. If the meter goes into alarm mode, then work must stop and all equipment be isolated.
- Electrical equipment that is to be permanently used within the hazardous area must be suitably protected and certificated as suitable for use in that zone.
- Persons required to work within a hazardous area must be trained to be aware of the hazards and the precautions that have to be taken.

- Persons required to work on electrical equipment in hazardous zones must be trained in the special precautions and equipment required that is safe for use in these zones. The site risk assessments or health and safety plan should indicate if work in a hazardous zone is required and the precautions to be taken. If work takes place on a client's premises, then the client's own rules and procedures must be followed and contract operatives should be given additional training to familiarise themselves with these.

13.19. Health and Safety In and Around the Works

The Works Manager has special responsibility for establishing and maintaining safe operating procedures for the works area in general and the use of the metalworking and forming machines in particular. There should also be a list of persons trained and authorised to operate any machinery that is deemed to cause significant risks, for example power presses or saws. Notices should be clearly posted detailing those authorised to operate these machines. If a person is undergoing training, they must be under the direct supervision of an authorised person whilst operating machines.

The works must be kept and maintained in a clean and tidy condition, with clear access ways being maintained at all times. The area around plant and equipment is especially important to keep clean, so as to minimise the risk of a person slipping or tripping and subsequently coming into contact with a moving part of machinery.

The works must be kept well lit, so that the dangerous machinery parts are clearly visible. Flickering fluorescent tubes can cause a strobe effect with rotating equipment. Therefore, tubes must be changed before flickering occurs.

The temperature in the works must also be maintained at a suitable level to prevent the hands losing feeling due to cold.

With regards to the guarding of equipment, the Works Manager must maintain a regular inspection programme, to ensure that all plant and equipment is properly guarded and that any automatic guarding is fully functional. Such details of the checks should be recorded on a log sheet inside the premises.

A noise assessment is required of the workshop, identifying the machines and operations that exceed the first action level (80dB(A)). Warning notices must be posted indicating mandatory hearing protection areas and the Workshop Manager must enforce the wearing of hearing protection in these areas, whenever machinery is in use.

There is a significant health risk due to long term exposure to hazardous substances. Reports on the exposure levels within the workshop and details of inspections and tests on the fume levels must be maintained, together with the COSHH assessments for adhesives, coatings and other hazardous substances in use in the works.

Fire procedures (alarm systems, fire extinguishers and fire exit routes) must all be managed and maintained to a suitable standard and all employees must be made fully aware of fire hazards and the evacuation procedures and emergency action to be taken, should a fire or similar emergency occur.

13.20. Work in Occupied Premises and Occupied Areas

The Health and Safety at Work Act places a duty on employers (and the self-employed) to ensure the health and safety of members of the public who may be affected by their work.

When working in occupied premises, priority must be given to the health and safety of the occupants. Some basic precautions to be followed are:-

- a) Wherever possible, effective signs and barriers should be erected to warn and segregate third parties from contract work.
- b) Steps or ladders must be used safely and stored away from access outside working hours.
- c) Work areas that cannot be fully segregated, especially corridors and steps, must be kept free from debris or obstructions.
- d) All contract working areas that present a hazard outside working hours such as scaffolding, mobile towers or wells below raised floor boards, must be securely fenced off from access and warning signs erected denoting the hazard.
- e) All power tools must be isolated while left unattended, even for short periods of time. Tools, when not in use, should be kept in secured tool-boxes and away from children and members of the public.
- f) Whenever possible, power should be provided through a 110volt transformer, centre-tapped to earth.
- g) If hot work such as the use of blow lamps is undertaken, all combustible materials should be removed or protected by fire retardant blankets and a fire extinguisher. Hot work must cease at least 60 minutes before leaving the premises, with a final check before leaving site to ensure there are no smouldering materials.

When working on business premises, the Contract Manager should establish at the planning stage if any special precautions have to be taken, or procedures to be followed (e.g. permit to work system).

He should fully discuss the scope of work with the person in charge of the premises and produce a risk assessment to reflect any special precautions to be taken. The building occupier should advise of any risks which could affect the work of the project e.g. fume extractors, hazardous substances, permit to work systems etc. These should be brought to the attention of the supervisor and all operatives working under the Company's control.

The building occupier may have to amend his procedures, if contract work causes problems. This should be pointed out at liaison meetings between the Company and the client; for example, if a fire exit route is affected by contract work, he will need to inform his staff and seek an alternative means of emergency escape.

Co-operation and co-ordination between all users of the building and its surrounding area are an essential pre-requisite for a safe site.

14. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Under the Control of Substances Hazardous to Health Regulations 2002 (and Revisions), every employer is required to identify all substances in use, and to assess their risks to their employees (and others), taking into account the manner in which they are used and the quantities involved.

A "Substance Hazardous to Health" is any substance which:-

- Is listed in the current 'CHIP' list and /or carries a hazard warning symbol.
- Has a workplace exposure limit (see HSE document EH40).
- Is a biological agent. e.g. Leptospirosis
- Is a dust of any kind, when present in a substantial concentration.
- Presents hazards to health comparable to those listed above.

There are other hazardous substances, but because they have legislation specifically covering their use, they are not covered by COSHH regulations e.g. asbestos, lead and substances which are hazardous because they are radioactive, asphyxiates, at high pressure, at extremes of temperature, or are flammable or explosive.

14.1. Identification and Assessments

The following are factors to be considered in undertaking a COSHH assessment:-

- ◆ Which hazardous substances are being used?
- ◆ What quantities of the substances are involved?
- ◆ What form is the substance in? e.g. liquid, dust, solid, vapour
- ◆ How can the substance cause harm? e.g. by inhalation, skin contact, absorption through the skin or ingestion.
- ◆ Who could be exposed to the substances and for how long?
- ◆ Can the substance be substituted by a non-hazardous or less hazardous substance?

In gathering this information reference should be made to the manufacturer's product data sheet, **However, the Material Hazard Data Sheet should not be used as the actual COSHH assessment**, and the Company should use such data, along with the above points of reference, to determine the potential risk. It is the assessment of the specific application of each substance in the working environment, and any potential residual affects once applied, that determines the degree of risk from its use.

14.2. Instructions and Training

The Company will ensure that employees are trained and properly instructed in the use and storage of any hazardous substance, and are aware of the importance of using washing facilities before consuming food or drink.

All managers and supervisors must ensure that employees are properly instructed before using hazardous substances.

Eating, smoking or drinking must not be permitted when working with hazardous substances, or in areas where contamination is present. No smoking, drinking or eating should be allowed in any work area, without hygiene facilities being available to allow the washing of hands beforehand.

15. NOISE

Excessive noise levels can cause noise-induced hearing loss. It is essential, therefore, that measures are taken so that noise-induced hearing loss can be avoided. The Noise at Work Regulations 2005 require employers to:-

- a) Carry out an assessment of the noise levels to which employees are exposed.
- b) Reduce noise levels wherever practicable.
- c) Identify any areas or items of plant/equipment with noise levels that cannot be reduced to below 80dB(A) LEP,d.

- d) Provide suitable hearing protection for employees required to work in noise levels in excess of 80dB(A) (together with storage facilities, cleaning facilities etc).
- e) Provide adequate information, instruction and training about the risks to hearing and what precautions employees must take.
- f) Enforce the wearing of hearing protection, if the noise level exceeds 85dB(A) LEP,d.
- g) Ensure that no one is exposed to noise levels of 87 dB(A) LEP,d or greater, at any time, regardless of whether hearing protection is worn.

15.1. Action Levels

Noise is measured in decibels, weighted to the 'A' scale or referred to as dB(A), or in pascals, a unit of sound pressure or energy. For most work exposure, noise levels are 'averaged' over a period of time to take into account the fluctuating noise levels throughout the day. This averaged figure is expressed in the term Lepd meaning the equivalent noise level of daily personal exposure, when all fluctuating levels are averaged out. The action levels are:-

- First Action Level 80dB(A) LEP,d
- Second Action Level 85dB(A) LEP,d

15.2. OFFICE SAFETY AND VISUAL DISPLAY UNITS

Under the Health and Safety (Display Screen Equipment) Regulations 1992, the Company will assess the use of DSE and will provide the following for staff who are regular users:

- Eyesight tests for users who request eyesight tests and if, as a result, it is shown that glasses are needed to specifically work with VDU's, to provide such glasses.
- Training for users.

16. DRIVERS OF COMPANY VEHICLES (AND DRIVERS USING OTHER VEHICLES FOR COMPANY BUSINESS)

Drivers of Company vehicles must be authorised by the Company to drive the particular vehicle or category of vehicle and must have a valid driving or operator licence for that category of vehicle. No driver on Company business is authorised to drive at excessive speeds while on Company business, and the Company will not condone any driver who breaks the statutory speed limit or drives in a manner which is hazardous to him/herself and/or others.

All Company vehicle drivers must be confident of driving the particular vehicle they are required to drive. If any driver is unsure of how the vehicle he is required to drive is operated, he should inform his/her supervisor and request further training. N.B. Supervisors should note that even though a driver is licensed to drive a category of vehicle, it does not necessarily mean that he has enough familiarity with the vehicle to be sufficiently competent and confident to operate that particular vehicle in a safe manner.

Every driver is responsible for his/her own safety, the security of his/her vehicle and the protection of third parties. If a driver is feeling unwell or has an injury that might significantly impair his/her ability to drive, then he/she should not operate the vehicle.

16.1. Guidance For Drivers And Operators Of Mobile Plant

No person should ever drive or operate any motor vehicle or item of mobile plant or equipment unless trained, suitably qualified and authorised by the Company to do so.

However, qualification and experience are not enough to ensure a safe driver or operator. Of paramount importance is that the driver or plant operator is fit and able to be in control of the vehicle or item of plant and does not attempt to drive or operate it in a condition whereby his/her physical performance, perception or reflexes are in any way impaired

There is no universal definition of what constitutes "fit and able". A driver or plant operator must in himself feel in control of his/her task and capable of operating the vehicle or item of plant safely. However, it is easy to recognise situations in which drivers or operators should not attempt to operate motor vehicles or plant and equipment, for example:-

16.2. Drink and Drugs

No driver or operator should ever drive a vehicle or operate plant under the influence of alcoholic drink or any drug (including prescribed medicines) that adversely affects their capabilities. Please note that the influence of alcohol and drugs may affect individuals in different ways and may last a considerable period after the drink or drug has been taken.

Note that the residual effects, such as hangovers or drowsiness can be as dangerous as the effects of the substances themselves. Company policy is that no person operates any vehicle or item of plant if under the influence of any substance that could affect his or her performance, or if their performance is impaired by the residual effects of taking such a substance.

16.3. Use of Mobile Telephones

Mobile telephones have been highlighted as major distractions & the cause of many road traffic

accidents & industrial accidents involving powered work equipment. Company policy is that mobile phones are not to be used when driving or operating vehicles or powered work equipment. Calls should never be made while driving or operating plant. Incoming calls should be responded to only when the driver or operator has ensured that his vehicle or item of plant is in a safe position & is switched off.

16.4. Fatigue

Fatigue has become one of the biggest causes of serious injury and death among drivers and machine operators. Increasingly the authorities are prosecuting persons who wilfully continue to drive or operate high-risk equipment if it can be shown that they were too tired to undertake their tasks safely. Company policy is that no person operates any vehicle or item of plant if they are tired or show any symptoms of drowsiness.

Drivers working alone should stop for a break and refreshment and not continue their journey until they feel fully recovered. Those working in pairs should swap over driving at the earliest opportunity as soon as the driver feels any signs of fatigue. All drivers must try to take a break at least every two hours (or when road safety allows you) on any long journey, the break should be at least 5 minutes.

16.5. Ill-health

Ill health is a broad definition of a debilitating illness that could affect driver or operator performance. From headaches, to stomach pains or cramp, ill health could be serious or apparently trivial. However, the ailment only needs to be enough to distract the driver or operator for the consequences to be very serious indeed. Company policy is that no person operates any vehicle or item of plant if feeling unwell such that their performance is impaired.

16.6. Injury

Injuries, whether sustained at work, at home or during recreational activities, can impair driver performance. For example a stiff neck may prevent a person from checking risks behind him/her. A damaged leg or groin may prevent a driver from effecting an emergency stop. In fact any injury that is painful enough to provide even a momentary distraction is potentially a serious risk.

Company policy is that no person operates any vehicle or item of plant if their performance is affected by an injury, however sustained.

The above represent examples of situations that can adversely affect driver or operator performance. It is important that every driver and plant operator sees themselves as responsible for the management of the vehicle or item of plant they operate. As such, they are responsible for the effects of their actions on their work colleagues as well as anyone else affected by their actions. They also have a responsibility to themselves and their families. Motor vehicles and commercial plant are high-risk items and potential killers. It is both the Company's and the individual driver's or operator's responsibility to ensure that they are used in a safe manner. If any driver or operator is in any doubt about their capabilities, they should not start the vehicle or item of plant, or, if the debilitating condition occurs later, they should park the vehicle or item of plant safely and switch it off. It must be left in a safe position and locked. Then the supervisor or line manager must be informed. **It is not worth risking a life.**

16.7. Reporting Traffic Accidents and Driving Offences

All persons who intend to drive a Company vehicle are required to inform the Company if they receive any caution or penalty whilst driving a Company vehicle, or if they accumulate any penalty points whilst driving a private vehicle.

In the event of an accident occurring to any driver whilst on Company business (regardless of whether the vehicle is owned privately or by the company), the Company must be informed as soon as possible and the incident must also be reported to the police.

17. LONE WORKING

"Lone working" is defined as being where a person is alone in an area whilst performing his or her appointed tasks. If third party supervision and/or other trades are present, and in audible/visual contact, this would not normally constitute lone working. Generally it is Company policy not to allow lone working, except in low risk environments and when undertaking low risk tasks.

17.1. Management Responsibilities

Management will ensure that the following steps are taken before allowing lone working:-

- ◆ Lone working situations must be risk assessed, both for the task concerned and the working environment. All lone working must be periodically reviewed, in case of altered circumstances and to assess whether the controls in place are sufficient.
- ◆ Method statements or safe systems of work must be issued to the employee working alone, where significant risks are identified, and that person must be clear as to the scope of tasks he/she is expected to perform and the inherent risks involved.

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- ◆ The employee or contractor must be adequately experienced / trained / instructed to undertake his tasks in a lone working situation.
- ◆ Communication rules and a nominated point of contact must be in place and clearly understood by the worker and supervisors.
Management shall not permit lone working:-
- ◆ Where a significant risk exists and cannot be reduced to an acceptably low level, in order to permit lone working.
- ◆ In confined spaces.
- ◆ By persons under 18 years old.
- ◆ At height.
- ◆ On live electrical supplies.
- ◆ Where excessive manual handling is required for heavy or large items.
- ◆ Where effective communication cannot be maintained.
- ◆ Where a person's personal safety and security may be at risk from assault.

17.2. **Contractors' / Employees' Responsibilities**

When working alone, contractors/employees, must:

- ◆ Use their judgement to assess the work to be done & not begin or stop, if they feel they are at risk. In such circumstances, they should report their concerns to management.
- ◆ Maintain regular communication with designated point(s) of contact, as laid down in pre-agreed methods of working.
- ◆ Maintain schedules or advise their nominated point of contact of any changes.
- ◆ Use the appropriate safety equipment and PPE, as prescribed.
- ◆ Ask for assistance if they feel that their task or the working environment is too onerous or hazardous for one person.

When working alone, contractors/employees **MUST NOT**:

- ◆ Open control panels (unless qualified, trained or authorised to do so) or undertake any work on or near to live electrical systems.
- ◆ Enter areas where access is obstructed or where they cannot maintain contact with others.
- ◆ Work in a manner which endangers themselves, other contractors or third parties.
- ◆ Undertake tasks other than those for which it has been pre-agreed with management that lone working will be permitted.