AMES
AIR CONDITIONING

4 Basey Road, Rackheath Industrial Estate, Rackheath, Norwich, NR13 6PZ

HEALTH & SAFETY
POLICY & PROCEDURES MANUAL

NOVEMBER 2024

Last Reviewed:	**18th November 2024**
Next Scheduled Review:	**17th November 2025**

Your Safety Advisor

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Health & Safety Policy

DOC No.:	**HSP-02**
Revision:	**03**
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HEALTH & SAFETY

POLICY & PROCEDURES MANUAL

RECORD OF AMENDMENTS

Rev.	Date	Amended By	Comments/Details
01	22nd November 2022	Your Safety Advisor Ltd	Replacement for old policy
02	21st November 2023	Your Safety Advisor Ltd	Annual Update and addition of Vehicle Operations Procedures
03	18th November 2024	Your Safety Advisor Ltd	Stop Work Authority added

This Health and Safety Policy and Procedures Manual will be reviewed on an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes. As part of the review process, employees are actively encouraged to highlight any section of this policy which in their opinion is inadequate or unworkable. All such comments will be taken on board and evaluated as part of the review process.

AMES AIR CONDITIONING

DOC No.:	HSP-02
Revision:	03
Issue Date:	18th November 2024

CONTENTS

Section 1
General Statement of Health & Safety Policy

Section 2
Organisation

Organisation
Implementation of the Policy
Self-Verification & Monitoring Policy
Training
Purchasing Policy
Safety Committee and Employee Consultation
Communication of Health and Safety Information
Procedures for Co-operation and the Co-ordination of Contractors on Site

Section 3
Responsibilities

- Directors
- Contracts Manager/Site Manager
- Office Staff
- Site Supervisor
- Employees and Labour Only Contractors
- Contractors/Sub-Contractors
- Health and Safety Advisors

Section 4
Arrangements & Procedures

1. Abrasive Wheels
2. Accident Reporting
3. Alcohol and Drug Abuse / Misuse
4. Asbestos
5. Cartridge Operated Fixing Tools
6. Communal Areas
7. Company Offices
8. Company Vehicles and Mobile Phones
9. Compressed Air Power Tools
10. Confined Spaces
11. Construction (Design & Management) Regulations (CDM)
12. Contractor Management
13. Control of Substances Hazardous to Health (COSHH)
14. Covid-19 Policy
15. Demolition
16. Display Screen Equipment (DSE)

17. Documentation
18. Driving and Road Safety
19. Dust
20. Electrical Power Tools
21. Electricity & Electrical Risks
22. Emergency Procedures
23. Excavations
24. Fire Safety
25. Health and Safety Signs
26. Health Hazards
27. Health Surveillance
28. Highly Flammable Liquids (HFL's)
29. Ladders, Trestles & Staging
30. Lead
31. Lifting Operations
32. Liquefied Petroleum Gas (LPG)
33. Lone Working
34. Management of Health and Safety at Work
35. Manual Handling and Lifting
36. Mental Health and Wellbeing
37. Method Statements
38. Mobile Access Equipment
39. Noise
40. Notifications
41. Permit to Work
42. Personal Protective Equipment (PPE)
43. Protection of the Public
44. Risk Assessment
45. Roof Work
46. Scaffolding
47. Site Offices
48. Site Tidiness & Housekeeping
49. Stop Work Authority
50. Tendering and Planning
51. Vibration
52. Vehicle Operations
53. Violence and Harassment
54. Welding & Cutting Operations
55. Welfare & First Aid
56. Work at Height
57. Work Equipment
58. Workplace (Health, Safety and Welfare) Regulations
59. Young Persons

Appendices

Key Health and Safety Acts and Regulations

AMES AIR CONDITIONING

DOC No.:	HSP-02
Revision:	03
Issue Date:	18th November 2024

Section 1

General Statement of Health & Safety Policy

DOC No.:	**HSP-02**
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Issue Date:	**18th November 2024**

GENERAL STATEMENT OF HEALTH & SAFETY POLICY

Ames Air Conditioning Ltd will do everything that is reasonably practicable to protect the health, safety and welfare of both our employees and any other person affected by our activities. We are a professional and safety conscious organization, adopting a proactive and inclusive approach to risk and safety management. All work is planned and implemented in accordance with industry best practice and current statutory provisions.

Managerial staff have responsibility for the implementation of this policy and they must ensure that sufficient consideration is given to health and safety matters both when planning and supervising the implementation of our works.

Ames Air Conditioning Ltd will fully comply with the statutory duties placed on it, whilst also complying with, as a matter of best practice, the requirements and duties set out within HSE Guidance and Approved Codes of Practice.

All employees, including subcontractors, are required to co-operate with and assist in the implementation of the company's Health and Safety Policy. Additionally, employees and sub-contractors must ensure that their own works and actions, so far as is reasonably practicable, are carried out without risk to themselves, others or the environment. This includes co-operating with the management team on any health, safety or environment related matters.

Ames Air Conditioning Ltd will do everything reasonably practical to help ensure that potential hazards and risks are identified. Suitable and sufficient preventative measures will then be implemented to help safeguard those undertaking the works, and others who may be affected. Personal Protective Equipment (PPE) together with any other necessary safety equipment will be provided to all employees to enable them to safely undertake their works. Furthermore, the necessary financial resources will be made available by the company in order for Ames Air Conditioning Ltd to comply with its statutory duties and the requirements of this policy.

All employees will be provided with the necessary information, instruction, training and supervision to enable them to perform their work safely.

The Company Directors have overall responsibility for Health, Safety and Welfare matters. The operation of this policy and the associated procedures will be monitored and reviewed on a regular basis to ensure that they remain current and applicable to the company's activities.

Signed: Date: 18 November 2024

Shaun Ames
Director

AMES AIR CONDITIONING

DOC No.:	HSP-02
Revision:	03
Issue Date:	18th November 2024

Section 2

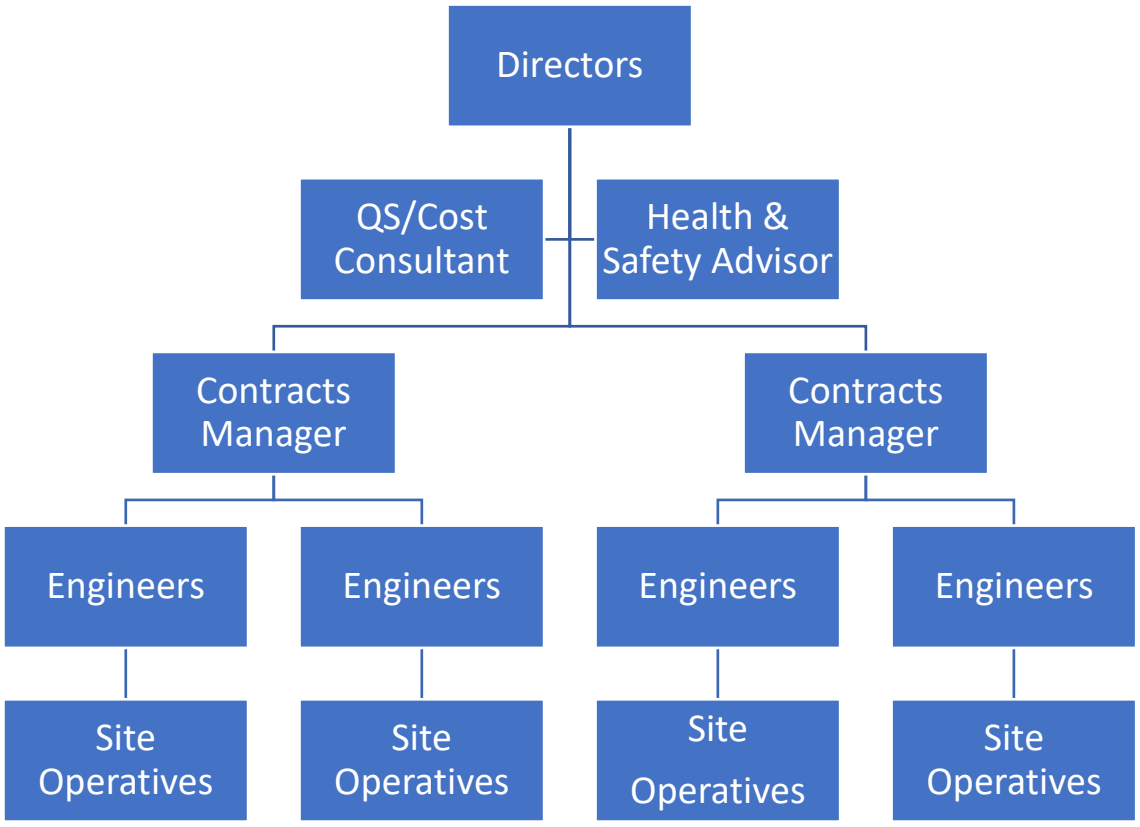
Organisation

ORGANISATION

Ultimate responsibility for the implementation and effectiveness of this Health and Safety Policy rests with the Company Directors. However, specific duties will be delegated to Managers, both individually and collectively, according to their experience and training. As such, they will help to ensure that this Health and Safety Policy is implemented throughout all levels of the organisation.

Regardless of the above, all individuals have a personal duty of care to take reasonable care of the health and safety of themselves and of others who may be affected by what they do or do not do. Employees must also cooperate with the employer on health and safety matters and should never misuse any equipment that is provided for safety purposes (eg: fire extinguishers, safety guards, PPE etc.)

To assist the company in fulfilling its health and safety duties and obligations, and in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations, an in-house competent person and/or an external safety consultancy will be appointed to provide Ames Air Conditioning Ltd with health and safety advice and assistance. The contact details for this person will be clearly displayed on the company notice board.



IMPLEMENTATION OF THE POLICY

To help clarify the roles and responsibilities for the implementation of key health and safety matters, the following duties have been allocated to following nominated roles/persons.

Area of Responsibility	Name/Role
Induction Training	Shaun Ames
Training Needs Assessor	Shaun Ames
CoSHH Assessments	Matty Ames
Risk Assessments	Matty Ames / Shaun Ames
DSE Assessments	Shaun Ames
Portable Appliance Testing	Karina Balandyte
Manual Handling Assessments	Julie Azzopardi
Fire Wardens (inc. Routine Fire Safety Checks)	Michelle Hastain
Responsible Person for Fire Safety	Shaun Ames
First Aid Appointed Person	Shaun Ames
First Aiders	Shaun Ames and all engineers
Mental Health First Aiders	None at present
PPE Inspections	Julie Azzopardi
Workplace Inspections	Matty Ames / Karina Balandyte
Subcontractor Assessments	Shaun Ames
Staff Representative	Michelle Bush / Shaun Ames
Health and Safety Advisor	Your Safety Advisor Ltd
Other……	
Other……	

When planning and developing safe systems of work, full account will be taken of the available measures that can be implemented to help to eliminate, or where this is not possible, minimise injury, damage and waste. Where discussions are held about other priorities such as meeting timescales or minimising expenditure, then the health and safety requirements must not be brushed aside where any conflicts in such targets exist.

Safe systems of work will be developed and recorded in the form of written Method Statements and Risk Assessments which will be implemented on site and monitored to help ensure appropriate standards of safety being maintained at all times.

High standards of cleanliness, hygiene and housekeeping are to be maintained at all times. All employees are required to help in this respect and do their part in helping to maintain the cleanliness and tidiness of the site. Where unacceptable conditions are found to exist, these should be reported to the Site Supervisor.

Safe, adequate and clear means of access and egress to all workplaces will be provided and maintained, this will included the segregation of pedestrians and vehicles/plant wherever practical.

All employees and labour only sub-contractors will be provided with appropriate and suitable and sufficient personal protective clothing and equipment (PPE), appropriate to the work which is to be undertaken. Full training and instruction in the use, maintenance and storage of such equipment will be provided to members of all staff. Employees are however required to take care of and to look after all such equipment in order to help ensure its effectiveness.

All accidents and near misses, no matter how minor, must be reported and recorded in the company's accident book. Significant accidents and near missies will be investigated by the company or its Safety Advisors to help ensure that the company's safety procedures and arrangements remain effective and appropriate.

The company's **Accident Book** and **First Aid Kits** are located in the following locations:

- **Main Office (Reception Desk)**
- **Site Offices (Staff Welfare Unit)**

The Contracts Manager is responsible for checking and replenishing the contents of all First Aid Kits.

All **accidents, incidents** and **near misses** should be **reported to**:

- **The Contracts Manager,** who will liaise with the Directors and where necessary the company's Safety Advisors

All employees are encouraged to participate in the company's safety training programme with the aim of achieving a more competent knowledgeable workforce, as well as raising awareness of the general safety risks and hazards present in the workplace.

This Health and Safety Policy and Procedures Manual is to be explained to all new staff as part of their induction training, before they start work, and a copy of the policy will be made available for reference by any member of staff. A copy of the full policy can be provided by email upon request by any employee.

Self-Verification & Monitoring Policy

An annual review of this Health and Safety Policy and Procedures Manual will be carried out by our safety advisors. The purpose of this review is to ensure that the contents remain valid and relevant to our work activities. Additional reviews will be carried out as considered necessary. All employees are actively encouraged to highlight any section of this policy which in their opinion is inadequate or unworkable. All such comments will be taken on board and evaluated as part of the review process.

Our Health and Safety Advisors will also provide feedback and suggestions for improvements as part of the review process. Additional reviews will be carried out in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes, or following any identified deficiency in our procedures/arrangements.

Ames Air Conditioning Ltd will conduct a review of Health and Safety performance during site progress meetings. Any corrective actions which have been identified or suggested will be investigated and appropriate actions implemented as soon as practically possible. The Contracts Manager is responsible for monitoring and actioning any Health and Safety issues on site, although our external Health and Safety Consultants may be used to carry out periodic Site Safety Audits which will be reported to the Directors.

The Contracts Manager will monitor and investigate any accidents or incidents and compile the supporting documentation for the enforcing authorities and for our own internal use. Where accidents/incidents occur that require notification to the HSE under RIDDOR, then external safety advisors will be asked to carry out their own review to help determine what changes may be needed to help prevent a similar incident occurring in the future.

Health and Safety matters to be monitored by the Company typically include:

First Aid Provision	No. of First Aiders, First Aid Box(es)
Welfare Standards	Clean and satisfactory facilities
Fire Precautions	Adequate escape measures, equipment and instructions
Housekeeping Standards	Materials properly stored
General hazards	Created by bad practices, design, material or substances
Documentation	Relevant Health and Safety paperwork (F10, CPP, RAMS, COSHH, Manual Handling Assessments etc), notices and information available
Safety Equipment	Tools and Personal Protective Equipment
Access Equipment	Scaffolding, Ladders, Steps
Plant and Machinery	Suitable and safe, also well maintained
Training Provision	Suitably trained staff and supervision for the task
Accidents & Near Misses	Accidents statistics and frequency
Access, Egress and Traffic Separation	Access and Egress maintained safely and traffic routes kept separated from pedestrians

DOC No.:	HSP-02
Revision:	03
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Self-Verification and Auditing Schedule

	Site Supervisor (Min. SSSTS)	Site Manager (Min SMSTS)	Contracts Manager (Min SMSTS)	H&S Advisor (Min. CMIOSH)	Client
Weekly Site Inspection	✓				
Monthly Site Inspection		✓			
Quarterly Site Inspection			✓		
Annual HSM System Audit				✓	
Random Site inspection				✓	
Monthly Plant Inspections	✓				
Project Documentation Reviews			✓ Prior to start of works	✓ When needed	
High Risk Tasks			✓ Prior to & during works		✓
Subcontractor PQQ Assessments			✓	✓ When needed	
Annual Subcontractor Competency Reviews			✓	✓ When needed	
Subcontractor RAMS Reviews		✓		✓ When needed	

Notes

1. All sub-contractors are required to work to Ames Air Conditioning Ltd Standards as a minimum and are treated as an integral part of our team, working under the supervision of our Site Managers.
2. All Site Inspections will include reviews and oversight of both Ames Air Conditioning Ltd Personnel and any Sub-Contractors carrying out works on our behalf.

3. Site Inspections will check:
    a. Safe Working Practices are being utilised.
    b. The site is well managed.
    c. All necessary documentation and paperwork is in place.
    d. Staff have the relevant training/competence for the works being undertaken.
    e. All staff have been properly inducted.
    f. Compliance with documented RAMS; CPP and industry best practice.
    g. RAMS are suitable and sufficient and adequately address the hazards, whilst also ensuring that suitable control measures are in place.
    h. The use of Permits to Work.
4. All significant deficiencies will be reported to the Site Manager immediately.
5. Where significant deficiencies are identified which could result in a danger to persons and/or property, the works will immediately be suspended until sufficient control are implemented.

Training

All employees will be provided with appropriate health and safety, and other training needed to enable them to carry out their works in safe manner without endangering themselves or others. Refresher training will be provided at regular intervals to ensure that the training provided remains current and valid to their role within the organization. Additional and/or refresher training will also be provided to take account of changes in legislation and working methods.

All sub-contractors employed by the company will similarly be required to provide evidence of the competence (training and experience) of its work force, to help demonstrate their competence to undertake the specific work.

Whilst new employees may be required to demonstrate possession of appropriate training and qualifications before beginning employment with the company, this does not mean that the provision of additional training or refresher training will not be provided. The company training policy requires all employees continue to receive and participate in training throughout the duration of their employment with the company.

Ames Air Conditioning Ltd will ensure that all employees are provided with the appropriate and necessary training needed to enable them to fulfill their duties. All training provided will be recorded on the employee's personnel records. The company also welcomes requests from employees about additional training where they feel it would be beneficial to either the employees own development or for the benefit of the company as a whole.

Purchasing Policy

Ames Air Conditioning Ltd has developed a company Purchasing Policy that is used to help ensure that materials and equipment etc. purchased by the company considers more than just the financial cost of the items.

Those placing orders for such items are required to not only take into consideration the cost and quality of an item, but must also consider the suitability of the item against other criteria, including:

> **Hazardous Substances:** Consideration must be given to the use of the least hazardous substance (where suitable equivalent alternatives are available) to employees and the environment. For example the purchase of water based paints and adhesives would always be preferable to their solvent based equivalents.

Personal Protective Equipment (PPE): All PPE must meet with the relevant UK/International standards and be suitable for both use by the individual and offer adequate protection against the perceived risks and hazards for which it is being purchased. All PPE must also be compatible with other PPE and not interfere or adversely affect the performance of other safety equipment. The use of PPE should not, as far as is reasonably practical, cause any unnecessary restrictions, such as loss of vision or impaired movement.

Work Equipment, Tools and Machinery: When purchasing such equipment, consideration must be given to the safety characteristics and usability of the equipment. Noise, vibration, ergonomics, suitability for the intended task, the provision of adequate guarding and ease of maintenance are all key consideration. For example the use of low noise generating plant or tools with low levels of vibration are available, these will always be given priority over potentially cheaper and more hazardous alternatives.

Office furniture / equipment: Ergonomics, fire rating, sustainable resources.



The above is just an outline of the considerations that will typically be made when selecting and purchasing materials and equipment etc. It is not an exhaustive list and other criteria will be applied as considered necessary. As a company we also support the HSE 'Buy Quiet' initiative to help ensure that harmful noise levels are minimised at source where practical.

Safety Committee & Employee Consultation

In accordance with the Health and Safety (Consultation with Employees) Regulations, an internal Safety Committee will be established, if considered necessary, to enable joint consultation with employees to be carried out on health, safety and welfare issues. When established, the Safety Committee will meet quarterly and involve representative at all levels.

The principal aims of the committee will be to:

- Review the legal requirements placed on the company including future changes and amendments to relevant health and safety legislation that could affect the company
- Monitor and review the implementation of the Health and Safety Policy and Procedures
- Review all recorded accidents and incidents that have occurred since the last meeting
- Review any employee concerns and/or feedback received with regards to any health, safety or welfare issues
- Ensure all personnel are kept informed on safety matters
- Review all identified breaches of health and safety regulations and take steps to prevent similar occurrences in the future

Where applicable, feedback from the Safety Committee will be taken into account when the health and safety policy is reviewed and updated.

The composition of the Safety Committee will be as follows:

At least one Director

At least one Contracts Manager
At least two staff representatives

Where a committee is not active, or yet to be established", all staff are actively encouraged to discuss any health and safety concerns that they may have, with their supervisors and/or the company Directors. Employees are also encouraged to make suggestions for improvements or changes to the company health and safety policy and working arrangements with a view to helping improve workplace health and safety.

Communication of Health and Safety Information

Health and safety information will be communicated to staff in a number of ways, including through the use of health and safety signage; Risk Assessments and Method Statements (RAMS); safety notice boards; toolbox talks and face to face safety briefings. All staff will be informed of changes to the company's health and safety arrangements and given the opportunity to raise any concerns or suggest changes to any such proposals.

Good communication is essential in any job, though it is particularly important in the construction industry where poor health and safety communication and/or management has the potential to cause serious harm.

The effectiveness of our communication of our health and safety arrangements to our staff is essential to maintaining high standards of health and safety on site. Furthermore we fully appreciate that migrant workers or those with a poor understanding of the English language may not always fully comprehend the specific requirements asked of them. Extra consideration will therefore be given when dealing with migrant workers and those with a poor understanding of the English Language. It is important to ensure that all workers are clear about what is expected of them, and that they are aware of any specific safety rules and requirements etc. As a company we may therefore utilise the services of a translator, or ensure that at least one member of the team is bilingual and able to clearly communicate with both his colleagues and the company managers/supervisors. Additionally, use may be made of internationally recognisable signage, translation software and/or close supervision of the works whilst they are being carried out.

Clear communication is particularly important in the following situations:

1. Pre-employment – it is important to check that job applicants have the appropriate construction skills and safety training as well as being able to communicate clearly.
2. During site inductions – making sure on site requirements, site rules and training requirements are understood.
3. At health and safety briefings
4. When giving work instructions – ensuring that job specific requirements are understood
5. When explaining risk assessments and method statements – this is particularly important to make sure everyone understands the specific risks associated with their work and what measures are required to help manage and control those risks

If any employee or sub-contractor fails to understand the requirements of their work, or the safety measures that should be implemented, then they are not only potentially endangering themselves, but also their colleagues and others affected by the works. This is why Ames Air Conditioning Ltd places significant value on ensuring that health and safety information is clearly communicated to all persons.

DOC No.:	HSP-02
Revision:	03
Issue Date:	18th November 2024

Procedures for Co-operation and the Co-ordination of Contractors on Site

A well-managed and safe site will always need good co-operation and the co-ordination of the works being undertaken by each of the contractors and other third parties working on that, and often adjacent sites. Co-operation and the co-ordination of site works is essential if risks are to be properly identified and controlled. When Ames Air Conditioning Ltd fulfils the role of the Principal Contractor, we will take the lead and actively encourage co-operation and co-ordination between all contractors working on the site. We will involve the client, the principal designer/designers, contractors and even key suppliers/manufacturers of plant and materials to help ensure that all works are properly managed and co-ordinated. As well as the actual construction phase, we will where practical also take into account of the practicalities of future maintenance works and the ongoing operational use of the facilities. Even where it is impractical to establish a formal integrated team, Ames Air Conditioning Ltd will continue to work and liaise with the client, designers, contractors etc to help minimise the risks and hazards.

Regardless of our role, Ames Air Conditioning Ltd will always ensure that we communicate the scope of our own works and in particular the risks and hazards associated with our works to all others involved in each project that we undertake. We will also plan the implementation of our site works around that of others to help minimise/avoid unnecessary risks.

If other construction works are being undertaken in adjacent areas, then our co-operation and co-ordination activities will be extended to those areas as each project may impact on the other.

Where potential issues have not been identified until after the start of the works, this can result in additional costs and delays, so it is not only sensible from a safety perspective, but it also makes sense commercially to be proactive from the start. Timely communication is therefore essential.

When sharing information, it is important to consider exactly what information is shared. Sharing too much (irrelevant) information for example could be counterproductive and result in the important information being overlooked or lost. Consideration should therefore always be given to ensuring that only the pertinent information is shared and that this information should be shared in concise easy to understand ways, such as highlighting significant hazards or unusual work sequences on Drawings.

This will typically be achieved through pre-start meetings, regular informal weekly/daily co-ordination meetings between the respective Site Supervisor and through the exchange of information such as risk assessments where this is deemed necessary.

All persons working on our sites will be required to complete our Site Safety Induction and have a competent Supervisor within their workforce, with whom we can liaise regarding health and safety related matters. Our Site Supervisor will be the responsible on-site person managing on-site Health and Safety and liaising with other contractors on site.

AMES AIR CONDITIONING

DOC No.:	HSP-02
Revision:	03
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Section 3

Responsibilities

Directors

Director's responsibilities include:

- Ultimate responsibility for all aspects of Health, Safety and Welfare within Ames Air Conditioning Ltd
- Ensuring this Health and Safety Policy and the associated procedures are implemented throughout all levels of the company.
- Ensuring that adequate financial provisions are made available for the implementation of the policy and associated procedures, including the provision of:
    - competent health and safety advice and support
    - sufficient resources and staffing
    - suitable and sufficient PPE and safety equipment/signage
    - suitable and sufficient safety and task related training
- Ensuring senior managers are aware of their responsibilities and that they in turn promote and enforce the requirements of this policy throughout the company.
- Ensuring that tenders are adequate and allow for the provision of sufficient welfare facilities, the adoption of safe working methods and equipment that helps to eliminate injury, damage and wastage.
- Promoting cooperation on health and safety matters between the company and others, such as the Client, Tenants, Land Owners, Principal Designer, Principal Contractor, Designers and other Contractors, as applicable.
- Setting a personal example at all times by ensuring that site rules are complied with and the appropriate PPE is worn/used.
- Arranging regular meetings to discuss health and safety performance within the company, including the review of accident statistics, contractor performance and possible future safety improvements etc.

Contracts Manager/Site Managers

All Contract Managers and Site Managers must hold a minimum of CITB SMSTS.

Contracts/Site Manager's responsibilities include:

- Monitoring the effectiveness of the company's Health and Safety Policy and proposing changes/amendments and additions to the policy as and when necessary.
- Promoting a positive safety culture throughout the company.
- Ensuring that all employees including Directors and Managers/Supervisors are aware of their respective health and safety responsibilities.
- Reporting to the Directors on all health and safety matters.
- Ensuring that new health and safety legislation which affects the company's operations is identified and appropriate arrangements are implemented to help ensure compliance with such requirements.
- Sourcing copies of applicable legislation, ACOP's and associated HSE/industry guidance that will help to administer and manage health and safety.
- Arranging suitable safety and task related training for employees.
- Undertaking periodic safety inspections to help ensure that all works are being carried out safely and in accordance with the company safety policy and procedures.
- Liaising with the company's nominated Health & Safety Consultants with regards to the interpretation of safety legislation and the actions required in order to comply with statutory legislation.
- Informing the HSE of all RIDDOR notifiable accidents and incidents and assisting in the investigation of all such instances, together with the formation of proposals to help prevent recurrences.
- Recording and analysing health and safety performance, including injury and ill-health records, lost time incidents, assessing accident trends, near misses, training provision and reviewing overall safety performance.
- Being familiar with the contents and requirements of the company Health and Safety Policy and ensuring that all works in carried out in accordance with its requirements.
- Have a working knowledge of the requirements of the Construction Regulations and other relevant health and safety legislation.
- Ensuring the allocation of adequate resources to cover sound working methods
- Ensuring reasonable welfare facilities are in place prior to the commencement of works.

- Ensuring that all works are planned to take account of health and safety requirements, including the sequencing of the works; fire safety provisions; training provision; safe systems of work; welfare facilities; safe access and egress; adequate lighting and ventilation etc.

- Ensuring a suitable and sufficient Construction Phase Plan is in place prior to the commencement of works and that this is reviewed and developed as the project progresses.

- Ensuring that Method Statements; Risk Assessments; COSHH Assessments; Lifting Plans; Permits to Work etc. are prepared by a competent person in a timely fashion and before the commencement of the relevant activity.

- Setting a personal example at all times by ensuring that site rules are complied with and the appropriate PPE is worn/used.

- Ensuring "competent persons" are appointed to undertake inspections of scaffolding, excavations, plant, etc.

- Ensuring all sub-contractors engaged by the company are competent and have/allocate the necessary experience, training, resources and capability to safely carry out the works.

Office Staff

Office Staff responsibilities include:

- Being familiar with the content and requirements of the company's Safety Policy and adhering to its requirements.
- Identifying the location of the First Aid Box, Emergency Exits and firefighting equipment.
- Knowing what actions to take upon hearing the fire alarm.
- Reporting all accidents to their Manager and recording them in the accident book.
- Reporting defective equipment to their Manager and taking it out of use to prevent others using it.
- Ensuring that walkways, floors, doorways, etc. are kept clear and free from obstruction and that fire doors are not propped open.
- Assessing all manual handling activities and not attempting to lift or move any item which is likely to cause injury.
- Cooperating with the employer on all safety matters.
- Suggesting ways of improving the management of health and safety within the company.
- Making others aware of known hazards within the workplace and of any specific office safety procedures.

Site Supervisor

Site Supervisor responsibilities include:

- Being familiar with the contents and requirements of the company Health and Safety Policy and ensuring that all works in carried out in accordance with its requirements.
- Ensuring that all employees including Directors and Managers/Supervisors are aware of their respective health and safety responsibilities.
- Have a working knowledge of the requirements of the Construction Regulations and other relevant health and safety legislation.
- Ensuring a suitable and sufficient Construction Phase Plan is in place prior to the commencement of works and that this is reviewed and developed as the project progresses.
- Ensuring that Method Statements; Risk Assessments; COSHH Assessments; Lifting Plans; Permits to Work etc. are prepared by a competent person in a timely fashion and before the commencement of the relevant activity.
- Setting a personal example at all times by ensuring that site rules are complied with and the appropriate PPE is worn/used.
- Promoting a positive safety culture throughout the company.
- Ensuring that site registers, records and reports are up-to-date and properly filled in and are kept in a safe place.
- Ensure that copies of regulations are available and statutory notices are prominently displayed.
- Ensuring that all potentially hazardous materials are properly identified, stored and used in accordance with the MSDS and COSHH assessments.
- Maintaining high levels of housekeeping, keeping the site clean and tidy and walkways clear and free of obstructions.
- Organising the site in such a manner that materials and equipment can be safely delivered and stored without causing a hazard to those on or affected by the site.
- Coordinating the works and cooperating with other contractors etc. to help maintain health, safety and welfare standards across the site.
- Ensuring that information relating to underground; overhead and other hidden services has been obtained and that such information is communicated to those who need it prior to the start of any such relevant work task.
- Immediately stopping any employee, contractor, supplier, sub-contractor etc. working if it is considered that their actions present an imminent risk of injury to any person; or damage to any property.

- Ensuring all plant and equipment (including electrical tools) are tested at the statutory intervals and are not permitted on site, without the appropriate certification.

- Undertaking random checks of all equipment on site, including power and hand tools, to ensure that they are maintained in good condition. Defective or damaged equipment should be taken out of use and removed from site immediately.

- Ensuring that all temporary electrical supplies and site tools are rated at 110 volts or less.

- Ensuring that suitable and sufficient supplies of protective clothing and equipment are maintained on site.

- Ensuring that adequate First Aid provision is made on site for all employees. This should include First Aid Kits/Facilities; and trained First Aiders/Appointed Persons as deemed necessary from the First Aid Risk Assessment. Suitable signage/information should also be displayed to help identify the location of all such provisions.

- Ensuring all accidents, including near misses, plus incidents involving damage to plant, equipment property are reported/investigated and where applicable recorded in the Accident Book.

- Ensuring that suitable fire precautions are provided throughout all areas of the site including extinguishers, signage and a means of raising the alarm.

- Ensuring flammable liquids, liquefied petroleum gases and combustible materials are stored and used safely.

- Assisting HSE Inspectors on site and where applicable acting on recommendations. Where a Prohibition or Improvement Notice has been issued, ensure the Contracts Manager is informed ASAP after complying with any requirements to stop work.

- Assisting the Fire Brigade on fire safety and fire prevention measures.

- Liaising with the company's nominated Health & Safety Consultants with regards to the interpretation of safety legislation and the actions required in order to comply with statutory legislation and the company's safety policy.

Employees and Labour Only Contractors

When at work, all persons have specific health and safety duties/responsibilities placed on them under the Health and Safety at Work etc. Act 1974, the key duties of which include:

- Taking reasonable care of your own health and safety.
- Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work.
- Co-operating with your employer, making sure you get proper training and you understand and follow the company's health and safety policies.
- Never interfering with or misusing anything that's been provided for your health, safety or welfare.
- Reporting any accidents, injuries or illnesses you suffer as a result of doing your job.
- Where possible, avoid wearing jewellery or loose clothing when operating tools and machinery.
- If you have long hair, or wear a headscarf, make sure it's tucked out of the way as it could get caught in machinery.
- Telling your manager if something happens that might affect your ability to work, like becoming pregnant or suffering an injury.
- Informing your Manager if you operate plant or machinery and take medication that makes you drowsy.

Employees are reminded that breaching health and safety procedures could possibly result in disciplinary action being taken by the company for Gross Misconduct. Furthermore provision is made in the Health and Safety at Work etc. Act 1974 for certain breaches to be actioned by the Health and Safety Executive.

All employees should therefore:

- Read and understand the company Health and Safety Policy and undertake your work in accordance with the requirements of the policy and associated procedures.
- Ensure that the correct tools and equipment are always used.
- Maintain and store tools and equipment in good condition.
- Comply with Site Safety Rules and work in accordance with the requirements of any risk assessments and method statements etc.
- Wear, where applicable, all necessary personal protective equipment and clothing, including safety footwear, hi-vis, head protection, eye protection, hand protection, hearing protection respirators, etc.

- Do not take unnecessary risks which could endanger yourself or others and work in accordance with the Safe Systems of Work.
- Do not use plant or equipment on work for which it was not intended, or if you are not trained or experienced to use it.
- Where applicable warn others, particularly new starters and young people, of particular known hazards.
- Do not create hazards for others by for example removing safety guards, barriers, signage protective hand rails or other safety measures which have been put in place to protect workers.
- Ensure all damaged plant and equipment is reported to the site Forman. This could be a damaged ladder, extension lead, faulty tool or safety harness, for example.
- If your work creates a hazard for other, such as opening up a hole, creating a trip hazard or leaving protruding nails sticking out, then take immediate action to ensure others are not put at risk.
- Never engage in dangerous practical jokes or “horseplay” on site.
- Report to your supervisor any person seen abusing welfare facilities.
- Report any injury which results from an accident at work, even if the injury does not prevent you from working.

Contractors/Sub-Contractors

All Contractors (Sub-Contractors) engaged by Ames Air Conditioning Ltd will be expected to comply with the company Health and Safety Policy. Additionally any Contractors engaged by the company will be required to demonstrate their own Health and Safety arrangements as part of a competence assessment. Ames Air Conditioning Ltd will only appoint competent contractors and an assessment of each contractor engaged by the company will be carried out before such contractors are employed for the first time and at regular intervals thereafter.

All Contractors are required to provide the Site Supervisor with the name of their on-site Supervisor/Responsible Person who has been appointed to manage their works.

All work must be carried out in accordance with the relevant statutory provisions and take into account the safety of others on the site including the general public. All Contractor employees must comply with any safety instruction given to them by the Site Supervisor.

All plant, equipment and tools brought onto site by Contractors must comply with PUWER, be safe and in good working condition, fitted with any necessary guards and safety devices, and with all applicable certificates available for checking. All operatives must be suitably trained in the use of such plant, tools and equipment and, where appropriate, proof of their competence/training for the use of such tools/equipment must be provided.

Where Contractors are required to hire or erect scaffolding (or other working platforms) they shall ensure that it is inspected at weekly intervals by a trained and competent person and the appropriate inspection report is completed and copied to Ames Air Conditioning Ltd.

Only 110v or cordless power tools and electrical equipment shall be permitted on site. All transformers, generators, extension leads, plugs and sockets must be industrial grade free from damage and in good working order. All such electrical equipment must be PAT tested and suitably tagged in accordance with the requirements of this policy.

Any injury sustained or damage caused by Contractors employees must be reported immediately to the Site Supervisor. All Contractors will be required to supply at least one qualified first aider as part of their team, additional first aiders will be required for larger teams (10+).

All Contractors are requested to maintain a safe and tidy work place at all times. Where a Contractor has been alerted of any non-compliance, he will be expected to take immediate action to rectify the issue.

Suitable welfare facilities and first-aid arrangements must be provided by each Contractor for his employees, unless arrangements have been made for the Contractors employees to use the existing facilities.

Any hazardous material or substance brought on site must be used and stored in accordance with the MSDS and associated COSHH Assessment, details of which must be provided to the Contracts Manager and Site Supervisor.

All Contractors and their employees are required to comply with the site specific ‘Site Rules’ and wear the appropriate PPE at all times.

Health and Safety Advisors

In order to help fulfill its statutory duties, particularly with regards to Regulation 4 of the Management of Health and Safety at Work Regulations 1999, Ames Air Conditioning Ltd will appoint one or more Health and Safety Advisor with a view to providing the following services as and when considered necessary:

- Providing Health and Safety advice to the Directors and senior management on new safety legislation or changes to existing legislation.
- Providing general health and safety assistance to help the company fulfil its statutory health and safety obligations and duties.
- Undertaking reviews and updating the company's Health and Safety Policy and Procedures.
- Assistance to prepare project specific Risk Assessments, Method Statements, COSHH Assessments, Construction Phase Plans or other safety related documentation.
- Make recommendations for ways to improve working conditions, through risk reduction and health promotion.
- Assistance with the interpretation of safety legislation and associated contractual requirements.
- Assisting with the identification, sourcing and provision of safety training.
- Recommending suitable safety signage, awareness posters etc. to help promote a positive safety culture.
- Assistance with accident reporting and investigation.
- Undertaking site safety inspections.

It is the responsibility of Ames Air Conditioning Ltd to notify the Safety Advisor whenever assistance or support is needed.

When visiting sites, the Health and Safety Advisor will be accompanied by the Site Supervisor or Contracts Manager to enable action to be taken immediately where necessary.

The contact details for the company's nominated Health and Safety Advisor(s) are:

Safety Advisors:	Your Safety Advisor Ltd
Contact Person:	Oliver Whitefield
Tel:	0117 442 0185
Mobile:	07737 178887
Email:	info@YourSafetyAdvisor.com

AMES AIR CONDITIONING

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Section 4

Arrangements & Procedures

GENERAL ARRANGEMENTS & PROCEDURES

This section details the general arrangements and procedures that we use to help implement our Health and Safety Policy, protect our workforce and ensure compliance with current Health and Safety Legislation.

1. Abrasive Wheels

Advice and training on Abrasive Wheels can be found in the Health and Safety Executive publication HSG17 - Safety in the use of Abrasive Wheels. The use of Abrasive Wheels and the associated tools/equipment are covered by the Provision and Use of Work Equipment Regulations (PUWER).

The correct type and grade of eye protection for use can be found in British Standard 2092 Industrial Eye Protection.

It is the duty of the Contracts Manager to ensure that any abrasive wheel machine, whether hired or company owned and used by any operative, will be provided and maintained in accordance with the above regulations.

Documented training records of all operatives using abrasive wheels and discs and the type of machine must be kept. The registers of all trained persons will be held on site. Only certificated operatives will be employed to mount abrasive wheels or discs.

The Site Supervisor will have ultimate responsibility for ensuring operatives required to change discs or wheels on abrasive wheel tools have been trained in accordance with the above regulations. It remains the duty of the Site Supervisor to ensure that the required statutory notices are prominently displayed.

The Site Supervisor will ensure that suitable storage facilities are available for abrasive wheels and that adequate quantities of appropriate eye protection, and other protective equipment, is readily available and issued when required.

It is the responsibility of any staff member using an abrasive wheel machine, or tools being used with any defect, which could give rise to injury, to alert the Site Supervisor who will ensure they are taken out of use immediately.

Main hazards to health associated with abrasive wheels:

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

Contact Your Safety Advisor without delay if any doubt as to the precautions required, or where unusual circumstances present themselves.

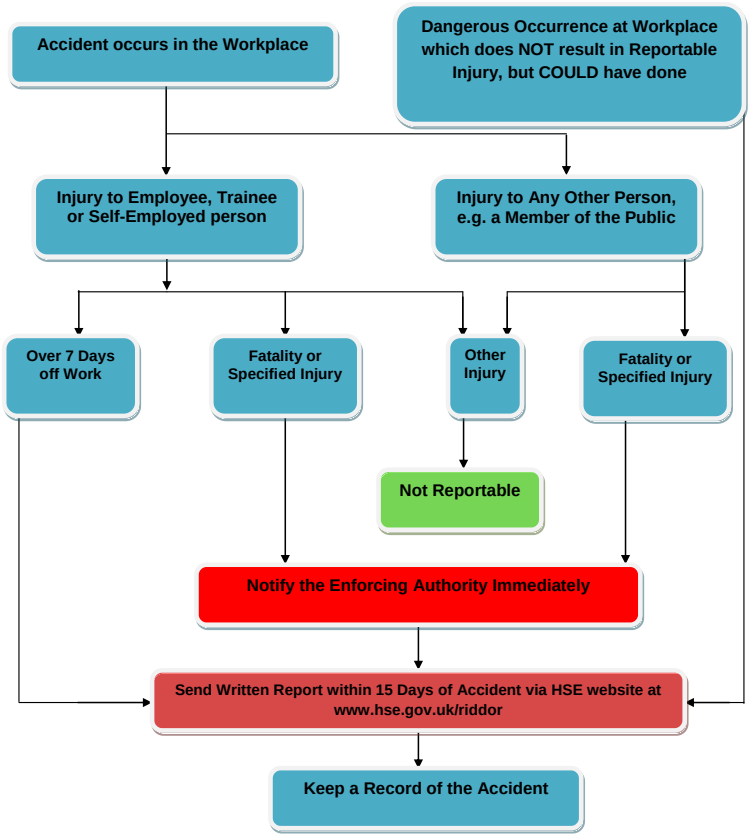
2. Accident Reporting

RIDDOR regulations - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the Health and Safety Executive. A system In the first instance has been set up to ensure that Ames Air Conditioning Ltd will, so far as is reasonably practicable, provide and maintain a safe place of work, a safe system of work, safe appliances for work and a safe and healthy working environment.

All injuries however minor resulting from accidents on site or in other workplaces must be reported to the Contracts Manager, recorded on the Accident Report Form/Book and sent to head office. This applies to any injury received by either company employees, members of the public or visitors, etc. It is important that all accidents, no matter how minor are reported and recorded within the accident book.

These records will be kept permanently by the company in a safe place. All reportable accidents will be investigated and a copy of the Investigation Report, together with any supporting evidence such as photographs, statements or other relevant material forwarded to the company insurers or legal advisers. This Investigation Report is restricted information and will not be made generally available to any other person without permission of the company insurers or legal advisers.

All accidents and incidents including near misses and incidents that result in damage to premises or plant and machinery on site must be thoroughly investigated by the Contracts Manager. The purpose of this investigation will be to establish the cause of the incident so that improvements to processes and procedures may be implemented to help prevent similar issues in the future.



Any reportable incidents should be completed and sent to the Health and Safety Executive within 15 days via the HSE RIDDOR Website. www.HSE.gov.uk/RIDDOR/report.htm
Deaths must be reported as soon as possible by telephone to the HSE. Tel: 0345 300 9923

Accident Investigation

When an accident has occurred particularly where there may be injured persons, the first duty is to ensure that medical treatment is obtained immediately. Never attempt to question an injured employee about the accident before medical assistance has been provided.

Whenever an accident occurs, it is important that a true and accurate record of the incident is made as this information can be used to improve working arrangements and reduce the potential for accidents in the future. All accidents should therefore be investigated with the aim of establishing the facts to help prevent future recurrences (it is not about apportioning blame). Time is an important factor and the initial investigation should ideally be completed within 48 hours of the occurrence wherever possible.

All accident investigations must be recorded in writing and be clearly documented with appropriate supporting evidence such as photographs; sketches; drawings and witness statements etc.

Completing an accident investigation helps to demonstrate how the company complies with its legal obligations to report specified injuries and dangerous occurrences to the HSE under RIDDOR.

Ideally, all accidents and incidents, including those where no injury or damage has been sustained should be investigated in order for them to be recorded and analysed. The Contracts Manager will be responsible for preparing the accident investigation report, although assistance may be sought from the company's Health and Safety Advisors. Those carrying out the accident investigation must be suitably qualified and experienced. When preparing the report, it is important that:

a) Distinction should be made between cause and effects of the accident.

b) The cause will include the unplanned events, sequence of events, unsafe acts, unsafe conditions etc.

c) The effects cover injury, damage, near miss and loss.

When undertaking Accident Investigations, the clients Contract Manager/Health and Safety Manager will be invited to assist/participate in the investigation process. Irrespective of whether the invitation to assist in the investigation is accepted or not, the findings of the Accident Investigation and a copy of the Accident Investigation Report must always be copied to the Clients Contract Manager and where applicable to their Health and Safety Manager.

The aim of the accident investigation is to identify the underlying cause of the accident. Ideally action can then be taken to remove or isolate the cause of the accident, so as to prevent a repeat or similar accident happening again in the future.

To help determine the actual cause of an accident, there are 5 key principles to work from, these being:

1. Who?
2. When?
3. Where?
4. How?
5. Why?

With the above information, conclusions can be established about the cause and recommendations made to help prevent a recurrence.

A 'near miss' is an incident, accident or other emergency which did not result in an injury or damage to property. RIDDOR has a specific definition of a “dangerous occurrence”, many of which can be classed as near misses. These dangerous occurrences are however reportable in the same way as reportable accidents are.

Recording non-reportable near misses is *not* a requirement of RIDDOR, but recording and investigation such near misses is good safety management practice and enables the company to learn from such instances with a view to making improvements to its safety management systems.

Communication of Accidents/Incidents

Clients must be kept informed of all accidents, incidents and near misses that occur on their site, including those involving any sub-contractors engaged by Ames Air Conditioning Ltd.

Accidents involving serious injury including ALL Notifiable Accidents/Incidents MUST be verbally reported to the client as soon as possible to enable them to actively participate in any subsequent investigations etc. All such Verbal communications must be followed up with written communication (email is acceptable) to the client within 8 hours of the incident.

Written notification of lesser incidents, including near misses shall be made to the client within 24 hours.

3. Alcohol and Drug Abuse / Misuse

Ames Air Conditioning Ltd takes our obligations to our employees very seriously. Their health, safety and welfare are of paramount importance. This policy helps us comply with our legal duties. The use of non-prescribed and recreational drugs will not be tolerated. This activity is not only dangerous but also illegal under criminal law.

Any reference in this Policy to a non-prescription drug refers only to controlled or illegal substances and does not refer to prescription medicines, supplements and similar substances that are legally and commercially available in the United Kingdom.

Controlled substances often possess side effects that can adversely affect an employee’s health and performance and that of their colleagues. Employees should be aware that anyone under the influence of controlled/recreational drugs is a potential risk to everyone around them and should be alerted to evidence of drug abuse. Such indicators commonly include:

- Increase in short term sickness absence

- Erratic behaviour and mood swings
- Confusion
- Irritability and aggression
- Impairment of performance

.

Any concerns of suspected drug/alcohol abuse must be reported without delay to their immediate supervisor. Under no circumstances should an employee attempt to discuss their concerns with other colleagues.

Ames Air Conditioning Ltd does not permit the consumption of alcohol during the working day under any circumstance. Employees must ensure that they are neither intoxicated, or under the influence of alcohol at any time whilst at work. Excessive or heavy drinking the night before attending work may result in unacceptable levels of alcohol within the blood. This can impair their abilities to work safely without endangering themselves or others. Such situations will not be tolerated and the disciplinary proceedings may be brought.

4. Asbestos

Asbestos is the name applied to a group of natural occurring fibrous minerals.

Asbestos has been used in an estimated 3000+ products, including many historic building materials.

Exposure to asbestos remains one of the greatest health risks to today's construction workers. The widespread use of the material during the construction and refurbishment of buildings during the 1940-80's means its presence is never far away. It is worth noting that asbestos was also used both before and after these dates. It can be found in a wide variety of products including: ceiling/wall boards; suspended ceiling tiles; floor tiles; soffit boards; roof panels; fire insulation; pipe lagging; boiler lagging; bitumen adhesives; door panels etc.

Some of the reasons asbestos was so widely used was because of its specific properties and characteristics which include insulating properties, particularly with regards to heat transmission and fire protection. It also has excellent electrical resistance and is waterproof. More often than not, asbestos was used as a filler material and it is not always possible to detect asbestos solely upon visual inspection.

There are three **main** types of asbestos:

Chrysotile (White) – This is the most common of asbestos, with a colour varying from white to pale green.

Amosite (Brown) – Light grey to pale brown in colour and tending to be more brittle.

Crocidolite (Blue) – This has a short needle like structure.

Other asbestos types include anthoplyllite, actinlite and tremolite, it is however unlikely that these types of asbestos will be encountered within the fabric of any buildings.

Asbestos fibres are also classified as either 'Serpentine' (soft curly fibres such as Chrysotile) or' Amphiboles' (fine needle like fibres with barbed ends, such as Crocidolite).

The Control of Asbestos Regulations includes a 'duty to manage asbestos' in non-domestic premises. Guidance on the duty to manage asbestos can be found in the 'Approved Code of Practice - The Management of Asbestos in Non-Domestic Premises', L27.

Under the Control of Asbestos Regulations, Ames Air Conditioning Ltd will therefore ensure that an Asbestos Management Plan is developed and maintained for its premises. This plan will be updated on a regular basis and its contents made available to any person who may be required to undertake intrusive works on the premises.

All work involving asbestos is covered by the Control of Asbestos Regulations and work involving asbestos should only be carried out by persons who have received the proper training and who have the necessary personal protective equipment and respirators. In addition to this, the works must be planned and assessed by a competent person with all works being carried out in strict accordance with the risk assessments, method statements and associated documentation.

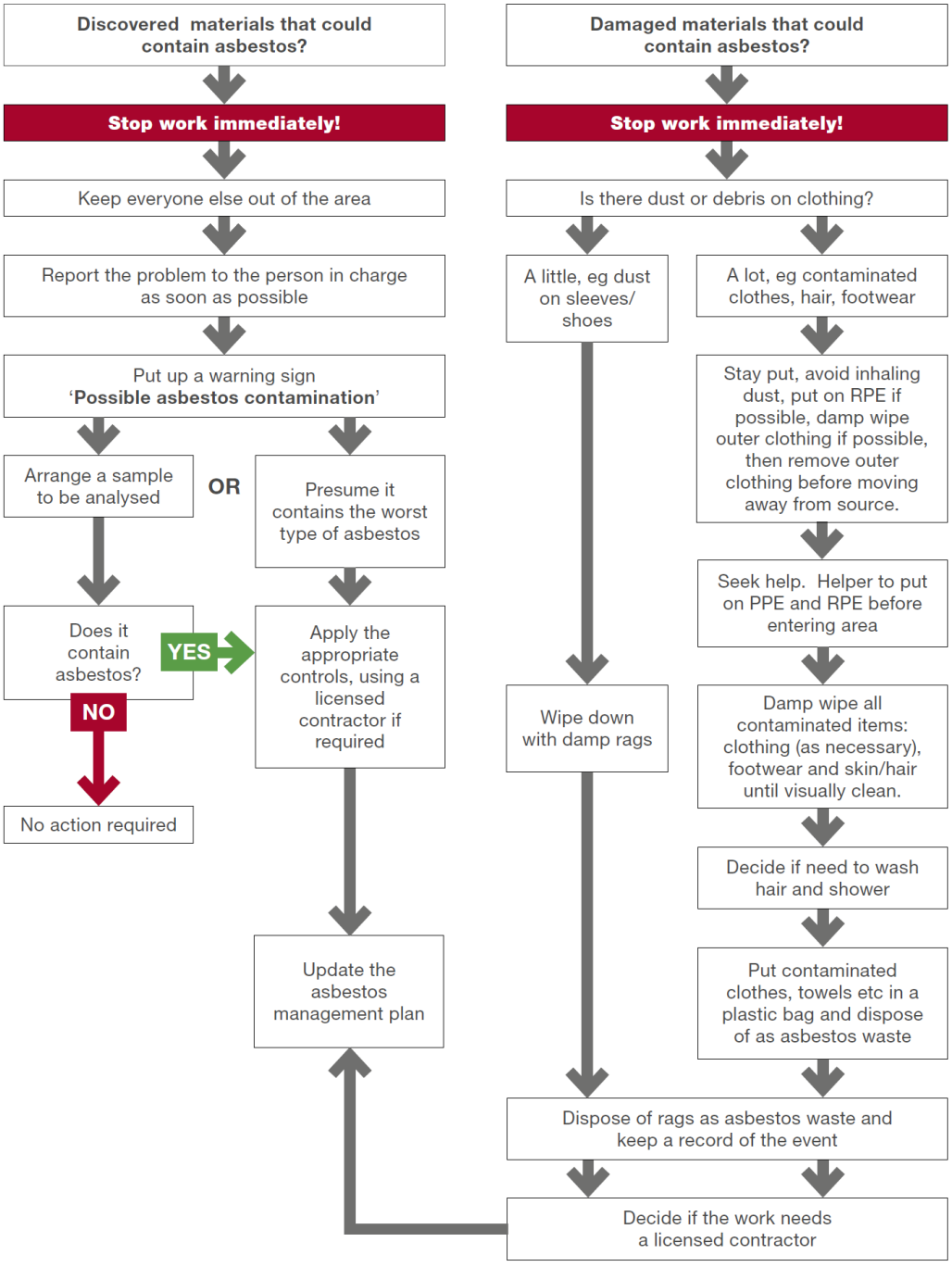
Under Regulation 10 of the Control of Asbestos Regulations, all persons involved with building; construction; installation of services and pipework etc.; maintenance; refurbishment; repair of existing structure where asbestos may be present, must be provided with compulsory Asbestos Awareness Training. Ames Air Conditioning Ltd will therefore ensure that all operatives are provided with Asbestos Awareness Training and periodic refresher training.

If any worker suspects that a material he is working on or is about to work on may contain asbestos, then he should stop work immediately and inform his supervisor so that further investigations may be carried out.

Prior to commencing work on any site, the asbestos management plan/asbestos register must be reviewed (where applicable) to establish if any known asbestos is present within the working area.

The flow chart below outlines the actions to be taken in the event of encountering or disturbing previously unidentified asbestos containing materials:

Flow chart



It is the company's policy that prior to the commencement of any site works, where any building or other structure being worked on which could potentially contain asbestos, it is essential that the Asbestos Management Plan or Asbestos Register is first reviewed to establish if any asbestos containing materials are likely to be present within the working area.

The Company further recognises the need to protect its employees and others from the harmful effects of asbestos by:

- complying with the requirements of the Control of Asbestos Regulations, the Approved Code of Practice and the associated HSE Guidance;

- following the advice and recommendations of the HSE as outlined in the Asbestos Essentials website;
- taking all reasonable steps to prevent the release of asbestos fibres into the environment;
- taking all reasonable steps to prevent employees and others from being exposed to asbestos fibres;
- providing suitable and sufficient training for those carrying out asbestos related work and those who could encounter asbestos in the course of their works;
- reviewing and checking the Asbestos Register, Asbestos Management Plan and/or Asbestos Survey for the specific property prior to the commencement of works.

Where asbestos is known to be present, the Control of Asbestos Regulations requires an assessment of the work to be carried out and for control measures to be put in place to help manage the risks. The precautions to be adopted by the company in this respect include:

- Completing a desktop study and walk through of the site.
- Reviewing the Clients Asbestos Refurbishment Survey. Where this is available, the client will be advised of the need to ensure it is completed before the commencement of works. No works will be allowed to be carried out on any property constructed before the year 2000 without an asbestos survey having been carried out.
- Ensuring that all licenced asbestos work is carried out by a HSE Licenced Asbestos Removal Contractor.
- Development of Safe Systems of Work (Risk Assessments and Method Statements) to prevent or reduce exposure to workers and others from the release of asbestos fibres.
- Ensuring that the correct PPE is available and is used, such as FFP3 half mask respirators and Class 5 disposable coveralls, though this will depend on the nature of the works being carried out.
- All operatives and supervisors are required to review the clients Asbestos Register/Asbestos Survey Reports BEFORE carrying out any works.
- If any suspected Asbestos Containing Materials are encountered during the course of the works, the all works must immediately be stopped, the area made safe and then closed off until a competent person has sampled the material and clearance certificate has been issued to confirm that the area is safe to enter.
- All asbestos waste will be disposed in properly labelled asbestos waste sacks bearing the asbestos ‘a’ symbol and the UN classification number. Waste will be placed inside a red coloured waste bag which will be sealed and then placed inside a clear

asbestos waste bag which will also be sealed. All waste will be disposed of at an approved licensed site by an appropriately licensed waste carrier.

- Implementing a Health Surveillance programme where necessary.

All work will be carried out in accordance with the requirements of HSG264 and the Control of Asbestos Regulations.

Health Risks

It has been recognised that regular asbestos exposure leads to increased risk of lung cancer, including mesothelioma, which is the more specific cancer related to asbestos exposure. All types of asbestos pose a risk. Blue and brown are thought to pose a greater risk than white. The control limits for the latter has been reduced. The fibres of all types however will lodge in the lining of the lung where it can remain for many years leading to irritation and possible formation of tumours. A one off short term exposure is unlikely to pose a health concern, but each time a person is exposed, the risk increases. People with breathing problems and smokers will have a more increased risk of contracting asbestos related cancer than those who do not.

There are currently no real safe exposure levels for asbestos and certainly no cure once symptoms show. Therefore the only sensible strategy is to eliminate or minimise exposure.

Currently around 3000 deaths a year are attributed to asbestos related diseases, and this figure has been climbing steadily over the past ten years. It is however thought that this figure will continue to rise over the next twenty years with many of those number being tradesman who were exposed to fibres from asbestos containing materials in the 1970's and 80's. The CAR has therefore addressed the requirement of ensuring the safe management of asbestos containing materials and ensuring that any asbestos is:

- **Removed**
- **Encapsulated**
- **Managed**

This policy focuses on the company's obligations and duties with regards to the maintenance of our offices as well as project work carried out by our staff on other properties not owned by the company. The general safety of others and our staff whilst carrying out such work is also addressed, as is that of others affected by our activities.

The overriding purpose of this policy is to prevent the spread of and exposure of our staff and others to asbestos fibres. The Control of Asbestos Regulations places duties on the company to prevent, as far as is reasonably practicable, exposure to asbestos fibres and where this is not possible to keep exposure as low as reasonably practicable through measures other than with the use of PPE/Respiratory Protection Equipment (RPE).

Worker exposure must be maintained below the airborne exposure limit (Control Limit) of 0.1 fibres per cm^3. The Control Limit is the maximum concentration of asbestos fibres measured in the air (averaged over any continuous 4 hour period) that must not be exceeded.
Additionally, a peak exposure limit of 0.6 fibres per cm^3 of air averaged over 10 minutes, must not be exceed. This should be done by using appropriate RPE, if exposure cannot be reduced sufficiently by other means.

Work methods that control the release of fibres such as those detailed on the HSE Asbestos Essentials website for non-licensed work should be used to help ensure that exposure is kept as low as is reasonably practicable.
RPE is an important element in controlling exposure to asbestos, but it should only be used in conjunction with other measures. All RPE must be suitable, fit properly and each worker must be Face Fit Tested to ensure that the required level of protection is being achieved.
As a company our policy is that all asbestos removal work will be undertaken by a licensed contractor.

Under the Control of Asbestos Regulations, anyone carrying out work on asbestos insulation, asbestos coatings or asbestos insulating board (AIB) needs a licence issued by HSE unless they meet one of the exemptions specified in the current regulations. Even where a licence may not be needed for a particular task, adherence to the requirements of the Control of Asbestos Regulations is still needed.

Additional duties are placed on employers when notifiable works are undertaken, include the need to:

- Notify the enforcing authority (HSE or local authority) responsible for the site (CAR regulation 9)
- Designate the work area (CAR regulation 18)
- Prepare specific asbestos emergency procedures (CAR regulation 15); and
- Pay for your employees to undergo medical surveillance (CAR regulation 22)

In addition to air monitoring/sampling, the Control of Asbestos Regulations now requires an asbestos clearance certificate to be issued prior to re-occupation. The clearance certificate has to be issued by an independent United Kingdom Accreditation Service (UKAS) accredited analyst.

5. Cartridge Operated Fixing Tools

All work must be planned to take into account current Health and Safety standards.

Captive piston type tools of low velocity may only be used on site. All tools should incorporate a contact pressure safety device and drop-firing safety device to prevent accidental firing of the tool.

Employees must have completed extensive training as detailed below and demonstrated competence prior to using a cartridge operated tool. They must have

- Been authorized by management to use the tool.
- Received training in the use of the tool by the supplier or another competent trainer.
- Received a certificate of competence from trainer.
- Been issued suitable eye protection to BS EN 166B, Grade 1 impact, together with ear protection to BS EN 352.

The Site Supervisor must ensure that tools are securely stored whilst not in use and that all tools and cartridges issued (spent or unused) are returned to store on completion of the works or at the end of each working shift.

Regular maintenance and inspection in accordance with the manufacturer's instructions must be carried out.

6. Communal Areas

Where undertaking work in occupied premises and communal areas such as hallways, passageways and staircases, provision must be made to ensure the safety, including access and egress, of all persons.

The Site Supervisor must ensure that all work in communal areas is planned in advance to cause the least disruption. The Contracts Manager will make arrangements for alternative access routes, or for such work to be undertaken outside of normal working hours where passageways or staircases cannot safely be used while work is in progress.

All surplus materials and waste must be stored away from the immediate area, cleared from the site daily and emergency exits and pedestrian accesses kept clear at all times.

Operatives must ensure that all work areas are cordoned off or identified clearly by warning signs and/or barriers at all times.

Should work in communal areas extends over a period of days, operatives must ensure that cordons and barriers are maintained and positioned so as to prevent accidental access to the work area to any unauthorized personnel.

7. Company Offices

All offices and office facilities will be provided and maintained in accordance with the Workplace (Health, Safety and Welfare) Regulations.

Fire precautions shall be provided and maintained in accordance with the requirements of Regulatory Reform (Fire Safety) Order and recommendations given by the Fire Service.

The Contracts Manager, (or competent nominated person), must ensure that a procedure is drawn up to be followed in the event of fire. All personnel must be provided with fire safety training and the safe use of fire-fighting equipment. Fire drills must be carried out at six monthly intervals, the date of drill and comments must be recorded. This will be reviewed regularly to maintain and check compliance of the procedures. All fire extinguishers will be provided in accordance with the latest British Standard and will be serviced and maintained by the manufacturer at regular intervals. All fire and smoke alarms will be checked monthly and the tests recorded. All fire exits will be checked for accessibility at the start of each day by the nominated responsible person.

The nominated person will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturer's recommendations. All staff required to use office machinery will be given training and instruction in its use.

Office layouts must be planned to avoid trailing cables and other trip hazards on floors to office equipment. Any combustible materials must be stored away from electrical equipment. All accesses, stairways, fire exits, etc. must be kept clear of materials and well lit.

Proper facilities will be provided for office staff required to reach items from high shelving.

8. Company Vehicles and Mobile Phones

All company vehicles will be maintained in a good roadworthy condition and regularly inspected and serviced in accordance with manufacturer's recommendations. All employees are expected to drive vehicles in full accordance with current road safety legislation.

Employees are reminded that at no time whilst driving should they attempt to answer or make any phone calls using their mobile phones unless using a hands free device. If no such device is fitted, any employee needing to make a call whilst on company business must pull off the road and park the vehicle safely where it does not cause an obstruction or hazard for other road users and pedestrians. The same procedure should be followed when checking emails and messages.

9. Compressed Air Power Tools

All work must be planned to take into account current Health and Safety standards.

The Contracts Manager will be responsible for ensuring that any compressor and compressed air tools, which are purchased or hired for use on site, are in accordance with the correct standards with regard to safety features and adhere to the company policy on noise. Training must be given to operatives in the correct use of the equipment to reduce noise, injuries, damage, etc.

The Site Supervisor must ensure that all necessary PPE and safety equipment, eg: eye protection, hearing protection, is available and used appropriately.

Any faults or defects in the compressor, hoses or tools must be reported immediately to the Site Supervisor and subsequently to the Contracts Manager or Hire Company.

The Site Supervisor will ensure that all operatives wear suitable protective footwear when using compressed air equipment, breakers, rammers etc.

Compressed air must not be used to blow down clothing etc.

Air must be turned off at source (lines must not just be folded and held or tied) when changing tools connected to compressed air lines not fitted with automatic cut off valves.

10. Confined Spaces

All work must be planned to take into account current Health and Safety standards.

The Confined Spaces Regulations apply to work in excavations, pits, tunnels and other enclosed or confined spaces. Ventilation must be provided to ensure a safe and healthy atmosphere. Atmospheric testing must take place before entry into any confined space. Suitable respiratory and rescue equipment must also be available at all times.

The Health and Safety Executive ACOP L101 Work in Confined Spaces provides information on the hazards involved, precautions and procedures required.

Before work commences, the Contracts Manager must establish if work in confined spaces is to be carried out and, if so, must arrange for any necessary equipment, working procedures, training etc. to have been provided, taking into account the hazards likely to be encountered.

All personnel required to carry out testing and monitoring of atmospheres must be suitably trained in the use of gas monitoring equipment. All personnel required to use breathing apparatus, reviving apparatus and rescue equipment must also have received the appropriate training and instruction. All persons must be trained in the use and application of the entry permit procedures etc.

Method Statements must be prepared by a competent person before any work in confined spaces can commence and all such works will require a valid permit.

The Site Supervisor will ensure that all personnel have the necessary equipment available on site, in accordance with the planned procedures, including the permit to work system and that only authorised persons are permitted to enter the confined space.

Any changes in working methods or conditions, which were not included in the Planning Procedure must be referred to the Contracts Manager before work recommences.

It is imperative that all safety equipment be inspected daily, calibrated and maintained. Any defects in equipment must be reported and attended to immediately.

The main hazards associated with confined spaces are:

- Asphyxiation due to oxygen depletion
- Poisoning by toxic substance or fumes
- Explosions due to vapours, gases, fumes or dusts
- Fire due to flammable liquids, oxygen enrichment etc.
- Electrocution from unsuitable equipment
- Rescuing injured personnel
- Drowning
- Infection (ie: Leptospirosis)

When conditions make it necessary, advice should be sought on carrying out sampling and air monitoring, preparing safe systems or work, permit to work systems etc., information provided on ventilation equipment, breathing apparatus, reviving apparatus, ropes, harnesses, monitoring equipment etc. as requested.

Reference must also be made to the site specific arrangements for the management of works involving Confined Space Entry, including site specific RAMS and a managed Confined Spaces Permit to Enter.

11.Construction (Design & Management) Regulations (CDM)

The main aims of the CDM Regulations are to improve the standards of health and safety within the UK construction industry, including occupational health standards and welfare provision on construction sites.

The CDM Regulations impact on all aspects of construction undertaken by the company, including the feasibility and design stages long before any actual site works are undertaken.

As a company we take an integrated approach to the management and coordination of health, safety and welfare on each of our construction projects. The Contracts Manager is responsible for ensuring that suitable and sufficient resources are available to comply with the requirements of the CDM Regulations throughout the duration of all works.

The CDM Regulations place specific duties on the key stakeholders involved in the construction process. These duty holders being:

- **Clients** - The person/organisation that commissions the work
- **Principal Designer** - The person/organisation appointed by the Client, in writing, to coordinate and manage the pre-construction health and safety aspects of the contract
- **Designers** - Any person/organisation who carries out or manages design work
- **Principal Contractor** - The person/organisation appointed by the Client as Principal Contractor to undertake or manage the construction work
- **Contractors** - Any person/organisation who carries out or manages construction work

The CDM Regulations also make reference to the need for specific documentation, these documents being:

- **Pre-Construction Information** – readily available information about the project, including the planning and management of the project; specific health and safety hazards
- **Form F10** – Online form used to officially notify the HSE about notifiable projects
- **Construction Phase Plan** - A document recording the health and safety arrangements, site rules and any special measures for construction work
- **Health & Safety File** - A file containing safety-critical information that will assist in the future operation, maintenance, refurbishment and demolition of the structure

Competence is a key component of the CDM Regulations and all parties MUST ensure that they have the necessary ***skills; knowledge and experience***, as well as (where applicable) the necessary ***Organisational Capacity*** to safely manage the implementation of the construction works. Ames Air Conditioning Ltd will therefore ensure that our project teams possess the necessary experience, manpower, training and plant/equipment and have access to competent construction based health and safety advice.

In most cases Ames Air Conditioning Ltd will fulfil the role of a Contractor or the Principal Contractor, although we may also fulfill the role of a Designer or Client. Regardless of our role on the project, Ames Air Conditioning Ltd will fulfill its duties under the Construction (Design and Management) Regulations 2015.

All work will be priced and planned to take account of the requirements of the CDM Regulations. Pre-Construction Information will normally be required from the client and all tenders will include sufficient resources and time allocation to carry out the work safely and in accordance with our own Construction Phase Plan.

Where appointed as the Principal Contractor we will continue to develop the Construction Phase Plan as the project progresses. Where we act as a contractor we will provide the Principal Contractor with information about our works and organisation to help in the coordination of the works and the development of the Construction Phase Plan.

All sub-contractors engaged by Ames Air Conditioning Ltd, for construction and design roles will be assessed to ensure they are competent and capable of completing the specific work package.

The Contracts Manager will ensure that any information relevant to the Construction Phase Plan/Health & Safety File is maintained and circulated to all relevant parties.

Ames Air Conditioning Ltd will ensure that all contractors working under the company will be made aware of the contents of the Construction Phase Plan and of any significant or unusual hazards on the site. Furthermore ongoing cooperation and coordination of the works and communication of the hazards will be carried out between all parties.

Notifiable CDM Projects

Under CDM 2015, construction works have to be notified to the HSE where the construction work is planned to:

a) Last longer than 30 working days and have more than 20 workers working simultaneously at any point on the project; or

b) Exceed 500 person days.

The Client is the duty holder responsible for ensuring the HSE is notified.

Notification of the Project should be made to the HSE as soon as practicable. Notification should be completed using the HSE's online F10 Notification Form which can be found on the HSE Website:

https://www.hse.gov.uk/forms/notification/f10.htm

In accordance with the requirements of the CDM Regulations, Ames Air Conditioning Ltd will not commence the construction phase of any 'Notifiable Project' before a satisfactory Construction Phase Plan has been prepared. In addition to this, Ames Air Conditioning Ltd will ensure that satisfactory welfare arrangements are in place at the start of the contract and a signed copy of the F10 is prominently displayed on site.

The Client

Clients are individuals or organisations for whom construction work is carried out.

Clients can be either non-domestic (commercial) or domestic (where the work is **not** done in connection with a business). The CDM Regulations apply in full to non-domestic (commercial) clients, but do not apply to domestic clients. Under CDM Regulation 7 the duties of the client are transferred to other duty holders, namely the Contractor (for single contractor projects) or the Principal Contractor. The Principal Designer can also take on the duties of the (domestic) Client, but only where he agrees to in writing.

The key duties of the Client include:

Making suitable arrangements for managing the project. This includes ensuring:

- other duty holders have been appointed;
- sufficient time and resources are allocated;

Making sure:

- relevant pre-construction information is prepared and provided to duty holders;
- the principal designer and principal contractor fulfil their duties;
- adequate welfare facilities are provided and in place.

Furthermore, on '**Notifiable projects'**, the client must:

- ensure that Notification of the project is made to the HSE as soon as is practicable and before the construction phase starts (this may however be completed by others on behalf of the client)
- ensure that an up to date copy of the F10 Notification is displayed prominently on site
- make sure that the construction phase does not commence unless:
    - Adequate welfare facilities on site, and
    - A suitable Construction Phase Plan has been prepared.
- upon completion of the works, retain and update as necessary the Health and Safety File for the project, whilst making it available to those who may need access to it in the future.

Clients will often source expert health and safety assistance to help them discharge their duties. This is particularly relevant when assessing the competence of organisations they appoint and when assessing the suitability of the Construction Phase Plan.

Designers

Designers can be an individual, or an organisation that carries out construction design work, this includes temporary works design. Designers can include architects, consulting engineers, surveyors, draughtsmen, equipment suppliers and contractors. The term 'design' is wide ranging and includes drawings, design details, specifications, calculations and BoQ's.

The designer is key duty holder and can have significant influence over the health & safety of those who are to construct, maintain, operate, repair or use the proposed facilities, as well as those who will later be involved in the dismantling and demolition of a project. Failing to give sufficient consideration to health and safety during the design stage can result not only in those

constructing the works being placed in danger, but also it can result in costly delays to the project. Giving due consideration to health and safety can make it easier for contractors to devise safe systems of work, and prevent the client from having to make costly changes.

All designers have the potential to make a significant contribution to reducing the health and safety risks associated with their designs. And often the most significant opportunities are presented during the concept and feasibility stages before the main design proposals are fixed.

Despite this, even during the detailed design stage, designers can still influence how the structure will be put together, allowing them to specify specific materials and highlight safe sequences of work etc.

The key duties of the Designer are:

- A designer must not commence work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations.

- When preparing or modifying a design the designer must take into account the general principles of prevention and any pre-construction information to eliminate, so far as is reasonably practicable, foreseeable risks to the health or safety of any person—
  - carrying out or liable to be affected by construction work;
  - maintaining or cleaning a structure; or
  - using a structure designed as a workplace.

- If it is not possible to eliminate these risks, the designer must, so far as is reasonably practicable—
  - take steps to reduce or, if that is not possible, control the risks through the subsequent design process;
  - provide information about those risks to the principal designer; and
  - ensure appropriate information is included in the health and safety file.

- A designer must take all reasonable steps to provide, with the design, sufficient information about the design, construction or maintenance of the structure, to adequately assist the client, other designers and contractors to comply with their duties under these Regulations.

The Principal Designer

The Principal Designer must be appointed in writing by the Client, failing to formally appoint a Principal Designer will result in the Client automatically assuming the role and legal duties (liabilities) of the Principal Designer.

The Principal Designer (be it an individual, company, partnership or other organisation) is in effect the lead designer and is responsible for the overall coordination and management of the health and safety issues on the project.

In addition to the duties of a 'Designer', the Principal Designer has the following additional roles and duties:

- Plan, manage and coordinate the pre-construction phase relating to development of the design and the associated health and safety matters
- Ensure that they are themselves and any other designers they are responsible for appointing have the required knowledge, training and experience and are competent to take on their respective roles.
- Provide competent advice and assistance to clients to enable them to comply with all their duties under CDM.
- Manage and coordinate the flow of health and safety information between all stakeholders.
- Identify and collate pre-construction information.
- Advise the client on the need for any additional surveys or investigative works to fill significant gaps in the pre-construction information.
- Distribute pre-construction information to relevant parties.
- Assist the client with the assessment of the Construction Phase Plan
- Assist the client in determining if sufficient welfare facilities have been provided.
- Liaise with the Principal Contractor regarding the Health and Safety File.

Contractors

The term Contractors covers all contractors (other than the Principal Contractor) irrespective of their role. It also covers labour only, self-employed persons in most instances.

The key duties of contractors include:

- Not commencing work before the client has been made aware of his duties under CDM.
- Ensuring that all construction work undertaken by direct employees or sub-contractors under their control is planned, managed and monitored. This will include preparing Risk Assessments, Method Statements and other safety controls such as permits to work.
- Ensuring all workers and sub-contractors engaged by the company are competent.
- Providing relevant health and safety information to their workers.
- Ensure that the site is properly managed and safe, and that the provisions of Part 4 (General Requirements for All Construction Sites) of CDM are complied with.
- Ensuring that the Principal Contractor is provided with key information about the significant hazards and risk assessments associated with the planned works. Further information should also be provided detailing how these works will be safely carried out, and the general safety management arrangements that will be put in place.
- Cooperating and coordinating all works with the Principal Contractor.
- Complying with the site safety rules and other arrangements detailed in the Principal Contractors Construction Phase Plan.
- Ensuring the Principal Contractor is informed of all accidents, illness or dangerous occurrences that occur on the site.
- Providing the Principal Contractor with information for the Health and Safety File.
- Preparation of the Construction Phase Plan (on single Contractor projects).
- Ensuring that all necessary training, instruction, information and supervision are given to those carrying out the works.
- Securing the site to prevent unauthorised access.
- Ensuring suitable and sufficient safety signage is erected.

- Ensuring adequate welfare facilities are put in place and maintained for the duration of the works.
- Fulfilling the CDM Client duties when working on single contractor projects for Domestic Clients, unless other arrangements are made in writing.

The Principal Contractor

The Principal Contract must be a contractor in his own right; the Principal Contractor is responsible for planning, managing and controlling all aspects of health and safety during the **construction phase**. Principal Contractors must be appointed in writing by the client. If the client fails to make the appointment in writing, the client will automatically assume the role and responsibilities of the Principal Contractor.

Under CDM a Principal Contractor must be appointed on ALL projects (notifiable or non-notifiable) involving more than one contractor. In reality this will mean all but the very simplest of projects will require the appointment of both a Principal Designer and a Principal Contractor.

Under CDM, no site works are permitted to start until a satisfactory Construction Phase Plan based on the requirements of the Pre-Construction Information Pack, has been developed by the Principal Contractor.

The key duties of the Principal Contractor (in addition to those of the Contractor) include:

- Development of a satisfactory Construction Phase Plan prior to the commencement of works.
- Planning, managing, monitoring and co-ordinating the construction phase.
- Ensure, as far as practical, that all persons comply with the provisions of the Construction Phase Plan.
- Ensuring everyone on site completes a Safety Induction specific to the site.
- Ensuring all contractors coordinate their works and co-operate with one another.
- Having access to competent construction based health and safety support.
- Securing the site to prevent unauthorised access.
- Ensuring adequate welfare facilities are put in place and maintained for the duration of the works.
- Requesting copies of risk assessments, method statements and safe systems of work etc. from contractors and suppliers etc.
- Displaying a copy of the F10 in a prominent position on site.
- Liaising with the Principal Designer on all design matters including key safety information and programme/construction constraints etc.
- Liaising with the Principal Designer with regards to completion of the Health & Safety File.
- Providing the Principal Designer with details of any special requirements for safe working (for example, temporary propping of unstable structures).
- Ensuring any designers (included supplier and temporary works designers) used are competent.
- Ensuring any appointed contractors are competent for the work they are appointed to carry out.
- Monitoring health and safety performance.
- Providing health and safety information those who need it, on the key and unusual risks associated with the project or any specific construction techniques used.

- Ensuring that all employees are provided with the proper information, instruction and training needed to safely carry out their works.
- To provide a forum or other means of communication to enable anyone working on site to discuss and to make known their views or concerns on any health and safety matters.

Pre-Construction Information

Under CDM Designers and Contractors (including the Principal Designer and Principal Contractor) are to be provided with '**Pre-Construction Information**'.

The purpose of the Pre-Construction Information is to provide health and safety information to the design and construction teams about any known (significant or unusual) hazards or restrictions that may impact on the health, safety or welfare of those constructing, using, maintaining, modifying or ultimately demolishing the structure. This will allow the relevant parties to be informed and knowledgeable of the hazards/restrictions, so that the design/construction works can be carried out safely.

The contents of the pre-construction information will vary greatly from project to project, and also at the stage of the project when the information is issued, but it will typically include:

- A general description of the proposed works.
- Programme constraints.
- Details of any known 'significant' health and safety risks and hazards.
- Hazard information from designers about risks that they are unable to eliminate.
- Information required by tendering Contractors/Principal Contractors to help identify the competencies and resources required for the project.
- Information on which to base a Construction Phase Plan.
- Copies of contract drawings; historic as-built drawings; topographical plans etc.
- Copies of any surveys and site investigation works.
- Information on any hazardous substances which may be present such as asbestos, lead or contaminated ground.

The Construction Phase Plan

Under CDM a Construction Phase Plan is required on ALL projects, irrespective of whether or not the project is notifiable.

The Principal Contractor is normally responsible for the Construction Phase Plan, but on single Contractor projects, the Contractor will be responsible for the Construction Phase Plan.

The full requirements for the Construction Phase Plan are detailed in the HSE Publication 'Managing Health and Safety in Construction (L153), although the key requirements are:

a) Site specific health and safety arrangements for the management of health and safety during the construction phase;
b) Site safety rules; and
c) Specific details to address any works that that fall within one or more of the categories listed in Schedule 3 of the CDM Regulations – see HSE Publication L153.

The Construction Phase Plan should be live document which is developed and updated as the project progresses to account for changing project circumstances/work phases. It is the main document used to set out and record the project specific arrangements for managing on-site health and safety during the construction phase of a project and is used to help communicate these arrangements to all persons involved.

When compiling the Construction Phase Plan it is important to ensure that the information included is directly relevant to the proposed works and contains enough information about the required site safety arrangements; site safety rules and site set up. But the Construction Phase Plan must be proportionate to the scale and complexity of the project and the risks involved. Therefore for some projects the plan will be short and simple, but for others it will be far more involved and complex.

The Health & Safety File

The Health & Safety File contains the information needed by the client or end user. The File should give details of health and safety risks that will have to be managed during maintenance, repair, renovation or demolition, together with information concerning those who built the facility, how it was built and how it should be maintained. It does not need to repeat information contained in other documents such as Operation and Maintenance Manuals, though where necessary it should make reference to them.

The Principal Designer is responsible for ensuring the Health and Safety File is prepared and handed over to the client. Although where the Principal Designers role has not been continued during the Construction Phase, the Principal Contractor will become responsible for ensuring the Health and Safety File is prepared and handed over to the client

General Requirements for All Construction Sites

Part 4 of the CDM Regulations detail general requirements that apply to all construction sites and which all Contractors and Principal Contractors must comply with. Some sections of Part 4 clearly will not be relevant to all projects, full details can be found in Part 4 of the HSE Publication 'Managing Health and Safety in Construction (L153).

Part 4 of the regulations aims to help ensure that construction sites are properly managed to safeguard the health, safety and welfare of not only those working on the site, but also others who may be affected by the works.

The areas covered by Part 4 include but are not limited to:

- safe access and egress;
- site security;
- site lighting;
- inspection of cofferdams, excavations and scaffolds;
- demolition and the stability of structures;
- traffic routes;
- emergency arrangements.

Health Safety and Welfare Requirements

Under CDM all Contractors and Principal Contractors must provide and maintain adequate on-site welfare arrangements in accordance with Schedule 2 of the CDM Regulations. Sufficient welfare facilities must be in place at the very start of works. Welfare facilities should include:

- Sanitary conveniences
- Hand washing facilities (hot and cold running water)
- Drinking water
- Changing rooms and lockers
- Dry, warm facilities for rest and in which workers can have a hot/cold drink and something to eat

12.Contractor Management

These procedures outline the arrangements for the control and management of contractors undertaking work on behalf of the company. Many accidents happen to contractors and others when working on third party sites. Lack of information about the premises, what goes on within it or what is required of them while they are on the premises can all be contributing factors. Alternatively, the contractor may be at fault due to a lack of training, knowledge, skill or adequate information/resources being made available to them.

Eliminating accidents by ensuring the appropriate selection of 'competent contractors' for each specific task is therefore a pre-requisite. Most contractors utilised by the company will have a satisfactory track record of working directly with us on a selection of similar projects. Their competence and areas of skill/expertise is therefore generally well known to the company and such organisations are selected on the basis of past experience and direct knowledge of the organisation, though periodic checks must still be made. Notwithstanding this relevant safety information and details of specific procedures to complete the job safely must still be delivered to all contractors as part of any appointment.

Managing contractors therefore aims to:

- Ensure competent contractors are engaged
- Protect all employees of the contractor and client, members of the public and others affected by the works.
- Provide an exchange of information between the client, contractor and other relevant parties, with regards to the hazards and risks associated with the works.
- Safeguard plant, equipment and property.

With regards to the use of new contractors, their competency will be scrutinised through the safety record and management systems, along with accident records and details of similar completed projects. Client references will be requested and reviewed prior to any decision being made. The company reserves the right to review any organisations health and safety

policy and procedures where 5 or more persons are employed. This may be followed up with an interview where necessary to confirm any capabilities and competence brought into question.

The initial assessment of Contractors will be completed through the completion and subsequent evaluation of the Ames Air Conditioning Ltd Contractor Pre-Qualification Questionnaire (PQQ). All Contractors/Sub-Contractors will be required to demonstrate compliance with our Health, Safety and Environmental (HSE) Assessment Standards. The HSE assessment will be completed by the Contracts Manager, with (where necessary) the assistance of our Retained H&S Advisor, who will require the responses provided on the PQQ, together with the supporting information. Current in-date membership of a relevant SSIP Scheme may also be used to demonstrate compliance with our HSE Standards.

Membership of trade/professional organisations will often be a key consideration, such as Electrical Contractors must be NICEIC (or equivalent); Gas Engineers must be Gas Safe Registered and plant hire companies should be CPA registered etc. Professional/Trade Training, as well relevant Health and Safety Training is an essential requirement for all contractors engaged by the company. For example, in-date and relevant CSCS/CPCS (or equivalent) Cards and Asbestos Awareness Training should be available from all those undertaking works for the company.

At an organisational level, membership of an SSIP Accreditation scheme (or similar) is desirable and the company must be able to demonstrate that they have the relevant insurance, skills, knowledge and experience to undertake the proposed works.

All contractors need to be made aware of the potential hazards and risks associated with the proposed works and in the same manner Ames Air Conditioning Ltd will need to be made aware of any additional hazards likely to be generated as a result of the working methods of the contractor. The exchange of safety related information relevant to the project will therefore be managed and coordinated by the contracts Manager.

Following the appointment of any contractor, Ames Air Conditioning Ltd will continually consult with the contractor, not only on technical matters, but also on any safety and management related issues necessary to facilitate the works in a safe and controlled manner.

Ames Air Conditioning Ltd does not permit any of its appointed Contractors/Sub-Contractors to further sub-contract any element of its works without the prior written approval of the Ames Air Conditioning Ltd Contract Manager.

13.Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations, or COSHH Regulations cover the control, handling and safe use of all potentially hazardous materials.

Before using any potentially hazardous material, a COSHH Assessment must first be completed by a competent person, this would normally be the Contracts Manager or the company's retained Safety Advisors.

When completing COSHH Assessments, reference must be made to the latest edition of the HSE Publication 'EH40 — Workplace Exposure Limits'. EH40 details the workplace exposure limits

(WELs), these being the levels at which exposure to the specified substances must be prevented and/or managed. The workplace exposure limits are constantly reviewed and the latest limits should always be checked when undertaking any assessment. In addition to EH40, reference must be made to the products Material Safety Data Sheet (MSDS) which provides important information about the hazardous ingredients of the product and the safety precautions that should be adopted. Finally, consideration must also be given to the environment, circumstances and conditions in which the product is to be used.

Further information and guidance is also available from the HSE website including various Guidance note and the COSHH Essential website. Reference should also be made to the HSE Publication 'Control of Substances Hazardous to Health – ACOP and Guidance' L5.

Further information and guidance can also be obtained from the Construction Industry Advisory Committee publications, the HSE Construction Information Sheets and our retained Safety Advisors.

The company will prepare written COSHH Assessments for all potentially hazardous products. The Contracts Manager will ensure that the requirements of the COSHH Assessments are communicated to those carrying out the works and that any necessary PPE is provided.

The Site Supervisor will ensure all operatives are provided with the necessary training and instruction needed in the safe use of any hazardous product and that they are using in accordance with the COSHH Assessment and MSDS.

The company will keep records of all completed COSHH Assessments, data sheets and health surveillance as required in the regulations. All COSHH assessments will be reviewed and updated at regular intervals to ensure they remain current.

GHS Hazard Warning Symbols



14.Covid-19 Policy

The aim of this policy is to provide clear and transparent information to staff and clients of the safety measures that have been instigated as a result of the Coronavirus Covid 19 pandemic. All our procedures have been produced following advice given and are in line with government guidance.

This policy includes measures actively being undertaken to mitigate the spread of Covid 19. All staff are expected to follow and adhere to these control measures in order to help maintain a healthy and safe workplace. This policy is subject to ongoing updates and amendments with the introduction of additional governmental guidelines. All staff will be informed of such updates as soon as possible by email.

Sick leave arrangements:
If you have any of the published symptoms of Covid 19:

- High Temperature
- Persistent Cough
- Loss of taste or smell

You should stay at home, notify your Line Manager immediately and self-isolate as per current government guidelines.

If you suspect you have Covid-19 or have had a positive Covid-19 diagnosis, you can return to work no earlier than 14 days since your first symptoms. You must make contact with your Line Manager prior to returning to work.

Working from home requests:

- Approval to work from home must be specifically obtained from your Line Manager.

General hygiene rules:

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use any of the hand sanitizers that are located around the workplace.
- Cough/sneeze into a tissue where possible or your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open office windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.

Use of PPE:
All normal PPE is to be used for normal work practices. Additional PPE specific for Covid 19 is available for all staff including:

- Face masks
- Gloves
- Anti-bacterial wipes
- Hand sanitisers

As per government guidelines, face masks are only advised in situations where employees are unable to socially distance. Employees in the field are asked in all instances to social distance, if this is not feasible, this must be discussed with their Line Manager before proceeding. If a client requests for our employees to wear a face mask even if social distancing is maintained, whilst on their premises, the client's wishes should be adhered to.

Traveling to work / The use of work vehicles:
All employees should travel to work independently whether this is to either the office or to client's sites.

Meetings and site Visits:
Site visits and meetings with clients are an essential part of our work, however, these need to be achieved safely and within current guidelines. Numbers should be limited wherever possible and social distancing should be maintained at all times. All correspondence via telephone, video conferencing and email should be carried out first and face to face meetings must be where essential only.

Prior to any meetings, when the appointment is booked, clients will be asked if they/anyone in their household/workplace has symptoms, if social distancing is able to be maintained and if there are hand washing facilities available.

On arrival at site, a risk assessment should be carried out, including Covid 19 questions. If the answers indicate anyone at the premises has Covid-19, the visit should cease immediately.

Office procedures:
All staff to enter via Reception where they should complete a temperature check before proceeding. Once approved, they must leave the reception area and head immediately to their area.

We are able to maintain safe social distancing within the offices and where necessary additional screens will be erected to provide extra security/protection for our staff.

There should be no more than 1 member of staff in a kitchen area at a time. Staff should only prepare food and drink for themselves.

Hand sanitiser stations are available throughout the building.

All staff are required to keep a clear paperless desk where possible and sanitise their work stations at the end of each day. Additionally each office is to have a designated member of staff to sanitise heavily used areas such as door handles both mid-morning and mid-afternoon.

Our overall aim is to help play our part in controlling the spread of Covid-19 whilst maintaining a viable business. If we work within the guidelines set out in this document, this will go a long way to achieving that. However, the decisions we make as individuals are the main driving factor in the successful outcome of this policy.

15. Demolition

Other than minor dismantling works, all significant demolition work carried out by Ames Air Conditioning Ltd will be undertaken by a competent specialist demolition contractor on our behalf.

All demolition work will however be completed in accordance with the Construction (Design and Management) Regulations and British Standard Code of Practice BS 6187 "Code of Practice for Demolition", which gives guidance on the planning and execution of demolition work. BS 6187 Code of Practice for Demolition offers best practice recommendations for the demolition (both full and partial) of facilities, including buildings and structures.

Detailed Method Statements and a comprehensive Programme of Works will be prepared and held on site to help ensure that the demolition works are properly planned and executed, whilst taking account of the health, safety and welfare of those carrying out the works, and those who may be affected by their work.

A qualified CCDO Supervisor and CCDO Topman will be responsible for ensuring that all demolition work is undertaken safely, in a controlled and structured way and in line with the Method Statement.

During any active demolition works, the Contracts Manager will ensure that an appointed competent CCDO Supervisor/Topman shall remain on site at all times. It is imperative that this person be experienced in demolition work and has been provided with full training to enable him to competently undertake his role.

Security of the site during demolition works is even more important and the Contracts Manager is responsible for ensuring that sufficient site security/fencing and warning signs are all in place

and maintained to prevent unauthorized access and to protect the safety of the public and visitors to the site. Specific consideration must be given to preventing access to and safeguarding children who may be drawn to the site.

Demolition surveys must be completed prior to the start of any demolition works; these surveys should include, but not be limited to the following, as considered necessary:

- Asbestos
- Lead
- Hazardous materials
- Services (Gas, Electric, Oil, Water, Compressed Air, etc…..)
- Structural
- Drainage
- Geotechnical
- Bat
- Habitat (Flora/Fauna)

All supervisors, operatives and visitors to site will be required to complete a site safety induction and wear the appropriate PPE at all times. All plant and machinery must be suitable for demolition work, fit for purpose, have the necessary in date test/inspection certificates and be provided with any necessary safety features to protect the operator and colleagues.

Where applicable the location of buried and hidden services should be identified and clearly marked on site and where applicable the disconnection and isolation of any services into the site must be confirmed in writing by the relevant services provider/competent person prior to the commencement of work.

16. Display Screen Equipment (DSE)

All workstations and Display Screen equipment should be subject to a DSE assessment, this should be carried out by a competent person and the any identified risks should be dealt with appropriately. The findings of the assessment shall also be communicated to those affected. The aim of such assessments is to prevent work related upper limb disorders (WRULD), lower back problems, eyestrain, stress and repetitive strain injury (RSI).

Assessment factors considered include:

I. The identity of persons at risk.

II. The duration of exposure to DSE risks.

III. Provision of breaks, task rotation and requirement for constant information transfer.

IV. Ability of the ‘user’ to dictate the pace of the work.

V. The physical environment such as: temperature; level of desk clutter; adjustability of furniture/monitors and glare factors.

VI. Software features such as: ability to recover from errors; colour contrast; size of fonts

VII. Individual factors such as health, level of training/experience and pre-existing health conditions.

The company takes the impact of such factors (if adverse) on the health of employees very seriously and shall endeavour to reduce the risk wherever is reasonably practicable.

The safe use of Display Screen equipment and workstations in general are covered in the Health and Safety (Display Screen Equipment) Regulations 1992.

Further information is contained in the appropriate Approved Code of Practice.

The use of display screen equipment and workstations should be planned so that there are regular breaks or changes of activity. Workstations must satisfy the minimum requirements which are set for the display screen itself, keyboard, desk and chair, working environment and task design and software. Seating, workstations and Display screens should all be fully adjustable to suit the individual.

The Contracts Manager (or other nominated person) will be responsible for ensuring that the requirements are adhered to.

The company will provide all information and training necessary to comply with the relevant regulations.

The company will provide eyesight tests to users of display screen equipment in line with current statutory requirements and, where necessary, supply specialized eyewear where appropriate.

17. Documentation

The Contracts Manager will retain a complete copy of, or where appropriate, relevant extracts from the company Health and Safety policy. This will be made available at the site/workplace for reference. The current Employer's Liability Insurance Certificate and Principal Contractors' site rules must be displayed prominently.

All necessary statutory notices, regulations and registers and accident report forms will be issued to and maintained on site.

The Site Supervisor must ensure that all registers, site inspection reports and other documentation relating to health and safety are returned to his office for safe keeping upon completion of the contract. The Managing Director is responsible for ensuring this documentation is maintained in a safe place for a minimum of three years.

18. Driving & Road Safety

Up to 1 in 3 road crashes involves a vehicle being driven for work. Every week around 200 road deaths or serious injuries involve someone driving for work. Many of these deaths and injuries could have been prevented. As an employer Ames Air Conditioning Ltd is committed to reducing the risk of work related road traffic crashes and collisions. Ames Air Conditioning Ltd recognises its duty under the Health and Safety at Work etc. Act 1974 to ensure the wellbeing of all our employees as far as reasonably possible. This includes work related driving activities.

Company management will ensure that all necessary journeys are scheduled to a realistic timetable and are planned to take into account the essential need for adequate rest periods and potential delays. Any employee who feels that their schedules are unrealistic and they need to take risks/break speed limits to complete them, must voice their concerns with their line manager as soon as possible. The management will monitor weather conditions and will reschedule deliveries and/or appointments etc., if conditions become too dangerous for the drivers.

All new employees driving on behalf of the company will have their driving documents checked to ensure they are properly licensed for the class of vehicle that they will be driving. They will also complete a driving assessment to ensure that they are competent. All employees will be required to present their driving documents every six months for inspection.

All employees must inform their line manager of any imposed or pending driving penalties or convictions within 5 working days. These will be dealt with on a case by case basis.

All employees must report all at work crashes and collisions promptly to their manager.

All employees are required to report any road safety concerns that they have within a reasonable period of time. All employees are required to wear seat belts at all times when driving.

The management will ensure that all vehicles used on behalf of the company are regularly inspected and strictly maintained/serviced using at least the manufacturer's recommended service schedules.

Employees are required to complete the daily record checks for each vehicle that they drive. Record sheets must be dated and signed and kept in the vehicle as well as submitting copies to Ames Air Conditioning Ltd's office.

Employees are required to carry out basic checks of vehicles on each occasion before use, this should include ensuring all lights are operating, tyres are satisfactory, fluids levels are satisfactory, brakes are working and that there are no obvious signs of damage. All reported defects will be dealt with promptly. Any vehicle with a serious defect making it unsafe for employees and/or members of the public will be taken off the road immediately until a repair has been carried out.

Should any employees drive their own vehicle on behalf of the company, they will be required to present their vehicle registration document (V5), insurance certificate and MOT certificate (if applicable) on an annual basis. Employees should ensure that their vehicle is insured for business use, reasonable costs for any additional business use insurance costs will be reimbursed.

Employees must ensure that their own vehicle is kept in a safe and roadworthy condition at all times. The management accept that employees may be without their vehicle when repairs are necessary to keep the vehicle in a safe and roadworthy condition. However, employees must give as much notice as possible so that alternative arrangements can be made.

Management must ensure that employees who drive their own vehicle for work purposes:

- Have insurance for business use
- Have a current tax disc and MOT certificate if applicable
- Ensure their vehicle is maintained in a safe and roadworthy condition at all times
- Do not drive their vehicle until any identified defects have been rectified.

Mobile phones are now as an essential means of communication. However, it is illegal to use a handheld mobile phone while driving. All drivers will be provided with a hands free kit; however a mobile phone should only be used when it is absolutely necessary and drivers may still be prosecuted for using a 'Hands Free' mobile phone while driving. Whenever possible, mobile phones should be switched off while driving and a message facility used. Messages should only be picked up and responded to when it is safe to do so. Drivers must not dial out while in motion. They should find a safe place to stop before making any calls.

Ames Air Conditioning Ltd operates a zero tolerance Drink and Drug Driving Policy. Under no circumstances shall any employee be permitted to work, operate any machinery or drive any vehicle whilst under the influence of alcohol or drugs. Employees must inform their managers if on prescription medications which could impact on their ability to work safely, operate machinery or drive vehicles/plant.

All drivers must report any pending prosecutions and/or cautions immediately, regardless of whose vehicle they were driving at the time. Failure to do so will result in disciplinary action. Any driver prosecuted for such offences will be subject to a serious disciplinary which may result in dismissal.

19. Dust

Construction dust is not just a nuisance, regular and long-term exposure can cause life-changing lung diseases, such as lung cancer, silicosis, chronic obstructive pulmonary disease (COPD) and asthma, often resulting in permanent disability and, in some situations, the consequences may be fatal.

There are three main types of construction dust:

- **Silica dust** (also known as Respirable Crystalline Silica or RCS) – created when working on silica-containing materials such as concrete, mortar and sandstone;
- **Wood dust** – created when working on softwood, hardwood and wood-based products like MDF and plywood; and
- **Lower toxicity dusts** created when working on materials containing very little or no silica. For example gypsum (in plaster/plasterboard), limestone, marble and dolomite.

Construction workers have a higher risk of developing respiratory/lung diseases as a result of construction tasks which can create high levels of dust. Activities such as cutting bricks, blocks and kerbs; chasing concrete/masonry; cutting road surfaces; raking mortar; cutting roofing tiles; grinding; soft strip demolition; dry sweeping; cutting and sanding wood; and sanding plasterboard joints.

Silica is otherwise known as quartz and is the principal element of sand which is used in many building products. The products and processes that would typically cause most concern, and for risk assessments should be prepared are:

- Bricks – when cutting with a disc cutter or chasing out
- Blocks – when cutting with a disc cutter or chasing out
- Mortars – when raking out
- Concrete roof tiles - when cutting with abrasives such as angle grinders
- Concrete and Masonry Walls – when drilling for fixings or diamond coring
- Ceramic tiles – when cutting with abrasives such as angle grinders
- Joint filling compounds – when sanding down
- Road surfaces - when cutting with abrasives such as angle grinders or road saws
- Dry cement, plaster powder, grout, tile adhesive etc. – when emptying bags and mixing

The cutting, drilling, mixing of these products typically creates a mixture of inhalable (larger) and respirable (smaller) particles which are released into the air.

The Workplace Exposure Limit for Respirable Crystalline Silica dust as detailed in HSE Publication EH40 is 0.1mg/m^3 over an 8 hour period.

In order to ensure that the exposure of our workers to RCS is kept below this limit, the following precautions will be taken:

- Avoid producing the dust – at design stage, consider the use of alternative materials or pre-cut materials
- Build in service routes and conduits to eliminate the need for chasing out or coring holes for pipes/cables
- Reduce the dust at source by wetting down the cutting operation
- Use LEV systems to extract and contain the dusts
- Issue the correct RPE – correctly fitted FFP3 masks filter out 95% of the dusts
- Ensure RPE is worn, by providing adequate training and supervision
- Ensure all RPE is face fit tested to be assured of its effectiveness

The objective of this policy is to comply with the current requirements of the COSHH Regulations. Silica dust exposure is estimated to result in 500 or more deaths each year. Employees who are likely to be regularly exposed to respirable crystalline silica dust will be placed under respiratory health surveillance.

20. Electrical Power Tools

All electrical power tools and equipment used on company sites, or other workplaces, will be supplied, installed, maintained and used in accordance with the Electricity at Work Regulations. Regular testing of all such electrical equipment will be carried out and all equipment will be tagged to show its status and when the next test is due.

No power tools or electrical equipment of greater voltage than 110 volt shall be used on a construction site, unless special arrangements are made and approved by the Contracts Manager. Lower voltage tools, lighting etc., may be required in damp or confined situations. Office equipment operating at 240v will be permitted within site offices. Electrical tools and site equipment operating at 240v will not normally be permitted for use on construction sites, even if it is used in conjunction with an RCD.

The Site Supervisor will ensure that any temporary electrical supplies are installed and tested as planned. All sub-contractors equipment must be in good condition and evidence of electrical testing and inspection must be provided upon request.

The Site Supervisor must ensure that any portable generator, or other electrical equipment fitted with an earth rod that is maintained in a good condition and linked to the earth rod at all times.

All defective electrical equipment must be taken out of use and reported to the Site Supervisor/Contracts Manager immediately so that the appropriate steps can be taken. Only authorized qualified persons shall be permitted to repair electrical equipment.

All cable connections must be properly formed by a competent person. Insulation tape must never be used for any repair or joint in power leads or extension cables.

Power tools must be maintained in good condition. The casing and cables must be intact and a label fitted showing the operating voltage and other information. Regular inspections of all electrical equipment on site will be carried out by a competent electrician and records maintained to demonstrate compliance.

21. Electricity & Electrical Risks

The Contracts Manager will ensure that only bona-fide electrical contractors will be employed to install, construct and maintain electrical supplies. Proof of competence is required. No unqualified operative will undertake any installation, maintenance or alteration work to any electricity supply line.

The Contracts Manager, in conjunction with the Site Supervisor and electrical contractor, will plan any temporary electricity supply and distribution on site in accordance with the current standards.

Live working will not normally be permitted and the appropriate permit to work or certificate must be obtained prior to any live work, including cutting-off, shutting down or decommissioning an existing electrical supply. If any electricity cables are unexpectedly encountered whilst undertaking work, that work must be stopped immediately and the Contracts Manager notified. Works must not recommence until the electricity supply has been made safe/isolated, or a safe system of work put in place.

All electrical supplies to tools and equipment used on site must be rated at and supplied from a 110V source. 240v supplies, tools and equipment will not normally be permitted for use on construction sites, even if it is used in conjunction with an RCD.

Electrical risks will be managed and controlled through the adoption of the following control measures:

- Visual inspections of all electrical equipment to be carried out by the users of the equipment before use.
- Documented testing and inspection (PAT) of all portable electrical equipment – carried out by a competent person. A register of such equipment will be maintained and

updated as necessary on each site and in each office. The frequency of such testing will be in accordance with current best practice requirements.

- Carry out periodic testing and inspection of all fixed electrical installations, followed by the compilation and issue of Electrical Condition Reports (EICR).

- All hand held electrical power tools should be of low voltage type (110v or less) or cordless/battery powered.

- No employee or contractor should be permitted to access any live electrical installations without an approved safe system of work in place.

User Checks

User checks should always be carried out before any electrical equipment is used and while the equipment is disconnected from the electrical supply. Employees should be checking to ensure that the equipment is in good working condition and be looking for:

- damage to the lead including fraying, cuts or heavy scuffing;
- damage to the plug, including the cover or bent pins;
- tape applied to the lead to join or repair leads;
- coloured wires visible where the lead joins the plug (the cable sheath is not being gripped where it enters the plug);
- damage to the outer cover or casing of the equipment itself, including broken/split covers, loose parts or screws;
- signs of overheating, such as burn/scorch marks or staining on the plug, lead or piece of equipment;
- equipment that has been used or stored in an unsuitable environment, such as wet or dusty environments or where water spills are possible; and
- cables trapped under materials, equipment or furniture.

These checks also apply to extension leads, associated plugs and sockets.

It is important where faults are identified, that the use of the equipment is stopped immediately and that the equipment is put aside and marked as faulty/do not use. The Contracts Manager should then be informed and the equipment removed from the site until repaired or disposed of.

Visual inspections

Visual inspections do not need to be carried out by an electrician. But those carrying out the inspections do need to know what to look for and must have sufficient knowledge to avoid endangering themselves and others. Simple training by a competent person and basic electrical knowledge is sufficient to enable visual inspections to be competently undertaken. Visual inspections will normally be completed by the Site Supervisor and/or the Contracts Manager.

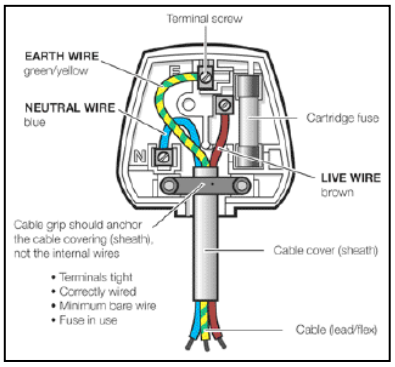
The visual inspection will include checking that:

- the electrical equipment is being used in accordance with the manufacturer's instructions;
- the equipment is suitable for the job that it is being used for;
- there has not been any change of circumstances; and

- the user has reported any concerns or issues regarding the equipment or its use.

Additionally, the visual inspection should include all of the User Checks and, where possible, will include removing the plug cover and checking internally that:

- there are no signs of internal damage, overheating or water damage to the plug;
- the correct and proper fuse is in place;
- the wires including the earth, where fitted, are attached to the correct terminals;
- the terminal screws are tight;
- the cord grip is holding the outer part (sheath) of the cable tightly; and
- no bare wire is visible other than at the terminals.



For equipment/cables fitted with moulded plugs only the fuse can be checked

Testing Of Portable Electrical Equipment

Portable Appliance Testing (PAT) does not have to be carried out by an electrician. PAT Testing does however need to be carried out by a Competent Person with the appropriate training, knowledge, experience and equipment needed to test the electrical appliances. They should also know how to use the test equipment and how to interpret the results.

It is still essential that user checks are carried out on all electrical equipment, even when such equipment has been recently PAT tested, because the PAT testing can only give an indication of the safety of an appliance at the time of the test and does not guarantee that the item will continue to be safe after that point in time.

A portable or movable electric appliance is any item that can be moved, either connected or disconnected from an electrical supply. Portable or movable items generally have a lead (cable) and a plug.

Portable and movable equipment includes the following:

- electrical equipment that can be easily moved around, such as: power tools, portable lighting, electric concrete mixers, extractor fans, kettles, toasters, vacuum cleaners, floor polishers, portable heaters, TV's/radios, PC projectors; etc.
- larger items that could be moved (but only rarely), such as: water chillers, fridges, small generators, microwaves, photocopiers, vending machines, washing machines, electric cookers, desktop computers etc. are considered to be movable items;
- mobile phone and other battery-charging equipment (such as those used for cordless power tools) that is plugged into the mains (but the phones themselves and any other battery-powered tools would not be included); and
- extension leads, multi-way adaptors and connection leads.

Electrical testing for earth/insulation integrity using a portable appliance tester will be carried out by a competent person at the frequency as outlined below.

Double Insulated Equipment

Class II (Double Insulated Equipment) is constructed with extra insulation within the construction of the equipment to prevent accidental contact with live parts, even if there is a fault. Class II equipment does not need an earth connection to maintain safety and as such does not need to be PAT Tested. User checks and visual inspections should still be carried out as the integrity of the casing is a key safety feature.

Frequency of Electrical Testing and Inspection

The frequency at which electrical inspection/testing should be undertaken, as recommended by the Health and Safety Executive is as follows, although adjustments can be made to this in the light of practical experience such as increased number of faults or poor site conditions etc.

Type of business		User checks	Formal visual inspection	Combined inspection and test
Construction Site Based	**Battery Operated (<40 volts)**	No	No	No
	Extra Low Voltage (<60 volts AC)	No	No	No
	Double Insulated (Class II) Hand Held Equipment	Yes, daily/ every shift	Yes, 6 months	No
	110V equipment	Yes, weekly	Yes, monthly	Yes, before first use on site then 3-monthly
	230V equipment	Yes, daily/ every shift	Yes, weekly	Yes, before first use on site then monthly
	Fixed RCDs	Yes, daily/ every shift	Yes, weekly	Yes, before first use on site then 3-monthly (portable RCDs monthly)
	Equipment site offices	Yes, monthly	Yes, 6 monthly	Yes, before first use on site then yearly
Office information technology rarely moved, eg: desktop computers, photocopiers, fax machines		No	Yes, 2-4 year	No if double insulated, otherwise up to 5 years
Double insulated (Class II) equipment moved occasionally (not hand-held), eg: fans, table lamps		No	2-4 years	No
Hand-held, double insulated (Class II) equipment, eg: some floor cleaners, some kitchen equipment		Yes	Yes, 6 months - 1 year	No

Type of business	User checks	Formal visual inspection	Combined inspection and test
Earthed (Class I) equipment, eg: electric kettles, some floor cleaners	Yes	Yes, 6 months - 1 year	Yes, 1-2 years
Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment	Yes	Yes, 6 months - 4 years depending on type of equipment it is connected to	Yes, 1 - 5 years depending on the equipment it is connected to

22. Emergency Procedures

Fire Safety on site must be established. Alarms, Handbells, whistles, klaxons or manually operated sounders may be practical. They must be clearly audible above all background noise in all areas and be readily identifiable as being a fire alarm.

All persons on site will be familiar with the Written Emergency Procedures displayed in prominent locations around the site and made aware of their responsibilities in the event of a fire. The names, locations and actions to take in the event of an emergency will be displayed at appropriate areas on the site.

A fire evacuation route from the site and buildings must be maintained and kept clear of obstructions at all times.

Appropriate fire safety signage including emergency exit signs must be provided and maintained throughout the workplace to ensure safe evacuation of all personnel in the event of a fire or other emergency. Pre designated personnel will be responsible for unlocking doors, gates, etc. in the event of an alarm.

23. Excavations

An excavation is a cavity in the earth's surface, intentionally formed via earth removal.

All excavation work will be carried out in accordance with The Construction (Design & Management) Regulations 2015 (CDM 2015). Reference should also be made to the Health and Safety Executive (HSE) publication; HSG185 Health and Safety in Excavations; Be Safe and Shore which provides guidance on good practice and requirements when undertaking excavation work.

Prior to excavation work starting the location of underground services is to be established.

Set out the extent of the excavations and ensure that a competent trained operative carries out a services scan every 100mm, using a Cable Avoidance Tool (CAT) and signal generator (Genny) along the full length of the proposed excavation, prior to it being excavated. All identified services must be clearly marked out on site.

Also check with the site manager regarding the presence of buried services and refer to existing services drawings from all potential utility providers for any information relating to known buried services in the working area.

Also check with the client and **Linesearch Before you Dig/Dial Before you Dig** regarding the presence of buried services and refer to existing services drawings from all potential utility providers for any information relating to known buried services in the working area.

Safe excavation techniques, including hand digging within 1000mm of all known buried services and checks for buried services must be explicitly followed at all times and the banksman must be used as a lookout during the excavation works.

Competent trained person to carry out a services scan using a calibrated Cable Avoidance Tool (CAT) and Genny to detect the presence of any hidden/buried services within the area being worked.

All operatives should be trained in the requirements of **HSG 47 Avoiding Danger From Underground Services**.

Excavations in poor or unstable ground must have side that are adequately supported or battered back to a suitable angle of repose for the material being excavated. Suitable trench support systems must be available on site before the start of works.

All excavations must be carried out under the supervision of a competent and authorised person. HSE Information Sheet 'CIS 18' shall be considered prior to deep excavation.

During backfilling operations a banksman or stop blocks must be provided to aid the plant operator.

All excavations are to be subject to daily inspections by a competent person and a record of all such inspections must be maintained on site.

Trenches are narrow excavations that extend below the surface of the ground. In general, the depth of a trench is greater than the width.

Trenching and excavation are dangerous tasks because they pose the risk of cave-ins. Workers involved in trenching and excavation also risk falls, falling loads, hazardous atmospheres, and vehicle collisions. For these reasons, your company must take extra precautions to only work in protected trenches.

In addition to ensuring the stability of the excavation, barriers must be erected around all excavations at ground level to protection others from accessing or falling onto the excavations.

Excavations will generally be classed as Confined Spaces and access into excavations will be strictly controlled with a permit system. In general access into excavations will not normally be required and most works will be completed from ground level without the need to access the excavation.

However, a safe and secure means of access and egress into the excavation must be provided where applicable. This can be facilitated either via sloped/battered access into the excavation; a secured ladder; or for larger excavations a scaffolded staircase.

Protective Systems

Benching is a protective system that involves excavating the sides of the trench to form horizontal levels, usually with vertical or near-vertical surfaces between levels. Benching results in a step-like appearance along the sides of a trench.

Sloping is a protective system that cuts back the trench wall at an angle inclined away from the excavation.

Shoring is a protective system that requires the installation of supports to prevent soil movement and cave-ins.

Shielding is a protective system that uses trench boxes or other types of supports to prevent soil movement and cave-ins.

To determine the appropriate protective system for a trench, one must consider the soil classification, trench depth, climate, surcharge loads, and other operations in the vicinity.

Temporary Works

"Temporary Works" is a widely used expression in the construction industry for an "engineered solution" used to support or protect an existing structure or the permanent works during construction, or to support an item of plant or equipment, or the vertical sides or side-slopes of an excavation, or to provide access.

The construction of most types of permanent works will require the use of some form of temporary works. As a responsible company, we have interpreted BS5975 and will ensure that Temporary Works coordinators (TWC) and if necessary, a Temporary Works Supervisors (TWS) are formally appointed for each project. We will ensure compliance with BS5975 by ensuring all employees have the required competencies and have been briefed on company procedures and documents relating to Temporary Works such as those needed for the support of excavations.

24.Fire Safety

The Company shall complete a fire risk assessment for each of its premises, including any temporary site offices. The fire risk assessment will be regularly reviewed to ensure that it remains valid and fit for purpose and that the outlined control measures are effective and are being utilised. Any recommended amendments following fire drills must be implemented into the assessment.

Appropriate fire extinguishers will be provided and located at strategic points throughout the workplace. Staff will be instructed and trained in the use of office extinguishers so if required they may use them safely and effectively.

The company will where applicable, enter into a contract service and inspection arrangement to ensure that all portable extinguishers are inspected and maintained in line with current guidelines.

Safe System of Work - Office

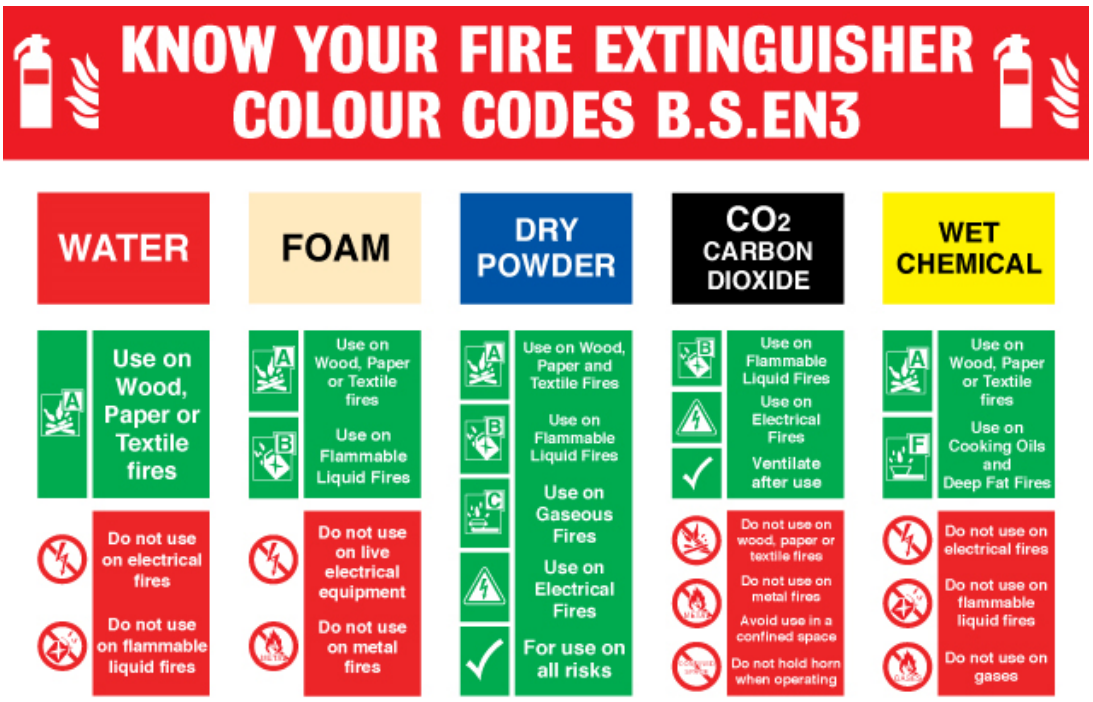
The Contracts Manager, (or company nominated person), will undertake the specific duties outlined earlier in this policy. In summary these include:

- Instigate procedures for the safe evacuation of all offices in the event of emergency
- Ensure all procedures are executed in such an event
- Alert the emergency services immediately an incident is reported
- All emergency exits checked daily
- Fire alarms checked monthly and results recorded
- Ensure access and egress are kept free of obstruction
- Ensure fire extinguishers are subject to periodic testing and inspection by a qualified engineer

Safe System of Work - Site

The Site Supervisor will undertake the specific duties outlined earlier in this policy. In summary these include:

- Instigate procedures for the safe and prompt evacuation of all buildings on site in the event of emergency
- Ensure all procedures are executed in such an event
- Alert the emergency services immediately an incident is reported
- Fire extinguishers of an appropriate type will be kept on site and adjacent to any activity deemed vulnerable to the outbreak of fire
- Where applicable, all emergency exits checked daily
- All site staff will be trained in the use of portable fire extinguishers
- Ensure fire extinguishers are subject to periodic testing and inspection by a qualified engineer



25.Health and Safety Signs

The Health and Safety (Safety Signs and Signals) Regulations 1996 require employers to provide and maintain **safety signs** where there is significant risk to health and safety that has not been avoided or controlled by other means (e.g. safe systems of work).

Road traffic signs may also be necessary in workplaces to regulate road traffic and pipework markings where **pipework** contains dangerous substances.

Health and Safety Signs normally consist of the five types of signs as shown.



26. Health Hazards

This section of the policy covers general health hazards, other sections of the policy deal with more specific health hazards.

Historically, health issues have often only been given secondary consideration compared to the more immediate safety issues. However, health risks are often not as visible or as well understood as safety issues, but health issues have the potential for generating long lasting ill effects in workers. These can range from the inhalation of noxious substances, dermatitis, asbestosis, work related upper limb disorders, occupational diseases or disabilities. The serious of such issues should therefore not be overlooked. The Contracts Manager therefore has responsibility for ensuring that prior to the commencement of work, information is obtained on any material or substance to be used, or which is likely to be encountered which could present a hazard to the health of operatives or others affected by our works. This information will be used to assess the risks and to develop a safe system of work that protects the health (and safety) of those involved and those who may be affected by the works. Wherever possible, arrangements must be made to source and used alternative, less hazardous materials.

Where applicable all necessary protective clothing, equipment, enclosures, extraction equipment, hygiene facilities, medical examinations will be provided and put in place before the commencement of works. The Site Supervisor is responsible for ensuring that all persons involved are provided with the appropriate training and instruction on how to safely undertake the works, the potential health hazards associated with the work and the precautions needed to safeguard themselves and others.

Where applicable air sampling, noise monitoring, medical examinations etc., will be carried out as required and records kept on site during the operations. Personal hygiene is another important consideration, particularly where contamination may be present such as in contaminated ground or escaped sewage etc.

Typical ways in which hazardous and toxic substances can result in Ill health effects include:

- **External contact** — corrosive, skin absorption, dermatitis etc. (eg: Cement, Acids, Epoxy Resins, and Adhesives etc.)
- **Ingestion** — swallowing (Contamination on hands etc.)
- **Inhalation** — gases, fumes, dusts, vapours (Silica, Lead, Asbestos etc.)

27.Health Surveillance

Health surveillance is not needed for most workers, but in some work situations health surveillance is needed and is in fact a legal requirement in some instances.

Health surveillance involves looking for the early signs of ill health caused by substances and other hazards at work, such as exposure to lead or asbestos. It includes keeping health records for individuals and may involve routine self-checks, medical/health questionnaires or more formal medical examinations to establish if corrective action is needed.

All employees will be provided with health surveillance if deemed appropriate, due to work related hazards identified by risk assessments. Examples of occasions where the implementation of health surveillance would be considered necessary include exposure to:

- high levels of noise or vibration
- hazardous levels of solvents, fumes, dusts, biological agents and other substances hazardous to health
- asbestos, lead or work in compressed air
- ionising radiations or commercial diving – these require a particular type of high-level medical surveillance, which must be carried out by a doctor appointed for these purposes by HSE

When health surveillance is considered necessary, it will be normally be continued for the duration of the employee's employment with Ames Air Conditioning Ltd unless the health effects are considered to be short term. Health surveillance will be recorded on each employee's confidential personnel records, while the frequency of such Health Surveillance techniques will be determined on the advice of a suitably qualified practitioner.

Health surveillance can take the form of regular health examinations or medical check-ups which help to identify collate evidence of occupational disease or incapacity at an early stage. This can help in the early diagnosis and treatment of potential conditions lessening the effect and impact on the employee.

Health surveillance can also include employee health examinations or medical check-ups on their return to work, following any illness or injury and is concerned with ensuring that the employee is fit to continue work activities.

Typical Health Surveillance techniques adopted by the company include:

- Completion of medical questionnaires
- Enquiries about symptoms, inspection and examination by occupational health specialists
- Biological monitoring and testing
- Inspections of readily detectable conditions by a **competent person**
- Clinical examinations

Legislation under which the requirements for health surveillance are enforced, include:

- Control of Asbestos Regulations
- Control of Lead at Work Regulations

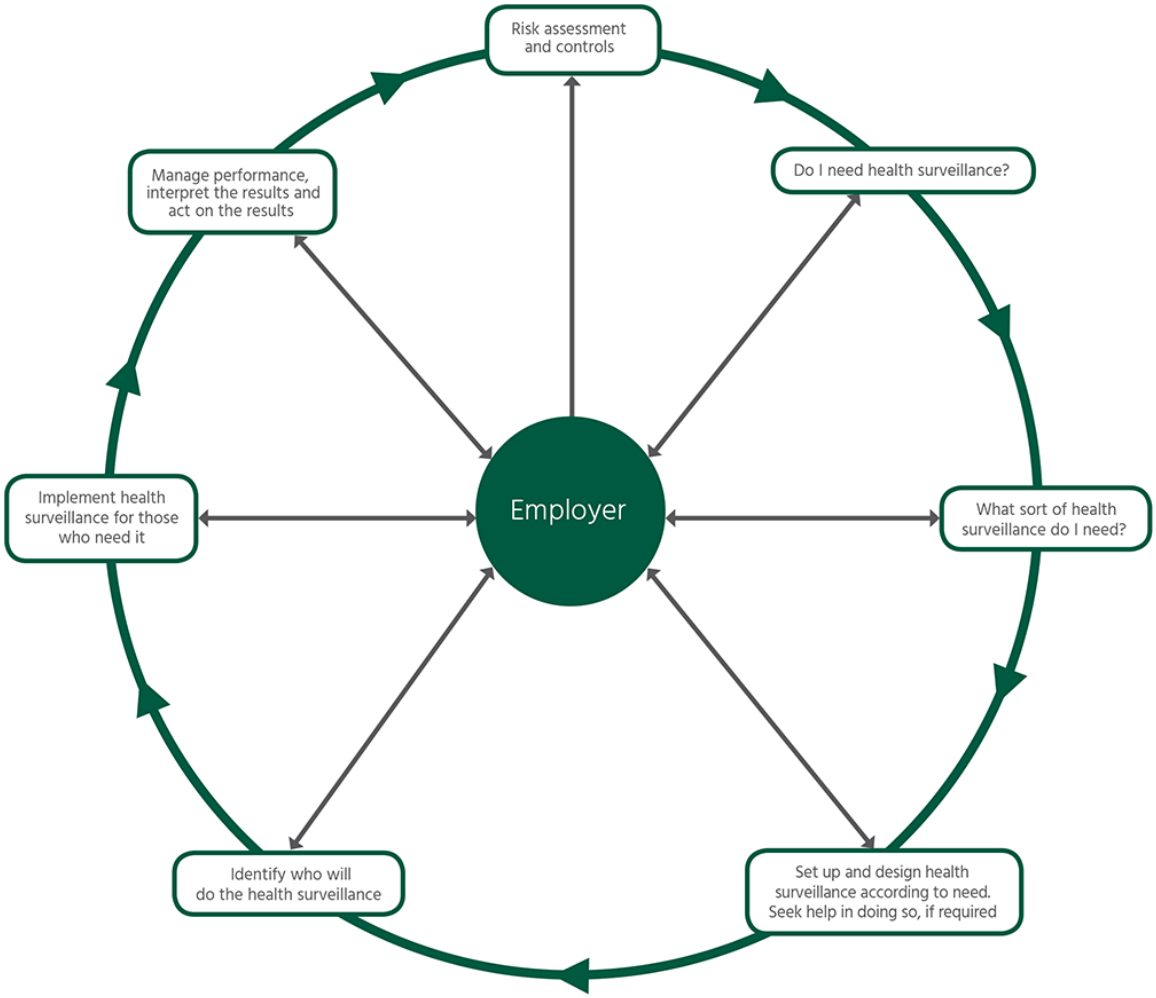
- Control of Noise at Work Regulations
- Control of Substances Hazardous to Health
- Control of Vibration at Work Regulations
- Health and Safety at Work etc. Act
- Health and Safety (Display Screen Equipment) Regulations
- Management of Health and Safety at Work Regulations

A risk based assessment will form the basis of and the starting point for all health surveillance assessments. Where a requirement for health surveillance has been identified as part of the assessment, the personnel at risk will be provided with all necessary protective clothing and equipment and shall be provided with the appropriate ongoing health surveillance as deemed necessary by the **appropriate occupational health specialists**.

The Results of all Health Surveillance will be shared with the respective employee.

The findings of the Health Surveillance will be used to help determine if additional Health Surveillance is required or if additional actions need to be taken to help protect the respective employees.

The following diagram illustrates the Health Surveillance Cycle and as can be seen, the Employer has a central role in all aspects.



In the event that any company personnel may be exposed to Asbestos fibres or other hazardous substances during their normal working processes, then ongoing health surveillance will be initiated for the directly affected employees, for the remaining duration of their employment with the company.

Should any employee contract an occupational disease as defined under RIDDOR, whilst at work, health surveillance will again be implemented and the online version of Form F2508 will be completed and submitted to the HSE.

So far as reasonably practicable the following health surveillance arrangements will be implemented and maintained as needed.

1. **Self-Certification Scheme**
   All personnel employed by the Company will complete a Medical Questionnaire immediately after joining the company. Where necessary, advice on the responses provided will be sought from our Occupational Health advisors.

2. **Illness Monitoring**
   The Contracts Manager will monitor illness and absenteeism trends to help identify potential areas of concern.

3. **Welfare**
   Welfare support forms an important part of the company Health Surveillance programme including the provision of home visits, one to one interviews and changes to the workplace and work arrangements to cater for specific individual needs.

Copies of all health surveillance and associated medical records will be maintained by the company for a minimum of 40 years. The company will always seek competent external advice and support from an accredited Occupational Health Specialist whenever a need for anything other than the most basic level of Health Surveillance is needed. It is likely that different specialists will be required according to the specific identified requirements. For example in some instances a GP may be needed, in other cases an audiologist; dermatologist; general Occupational Health specialist or other party may be needed.

When determining and evaluating the specific needs for Health Surveillance, reference will always be made to the current version of HSE Publication HSG61 - Health Surveillance at Work.

28.Highly Flammable Liquids (HFL's)

The use and storage of highly flammable liquids are covered by the Dangerous Substances and Explosive Atmospheres Regulations and the Petroleum (Consolidation) Regulations 2014. They must be stored and used in accordance with those regulations. This section also applies to the storage of petrol and equipment containing petroleum on site or other premises.

The Contracts Manager will ensure that suitable storage facilities are provided, for all highly flammable liquids that are used and stored on site. Appropriate guidance can be found in the Dangerous Substances and Explosive Atmospheres Regulations, as well as HSE publication HSG150 – Health and Safety in Construction and the CITB publication Construction site safety - The comprehensive guide (GE700).

The Contracts Manager will identify suitable storage facilities and make it available for liquids not defined as highly flammable, but which could become a fire hazard if inadequately stored. Arrangements will be made for any necessary firefighting equipment or materials to be readily available before work commences.

The Site Supervisor will ensure that HFL's are contained within suitable fire resistant structures. Absorbent spill kits will be available to soak up any spillage of highly flammable liquids. This material must be immediately disposed of safely after use.

A weekly check will be carried out by the Site Supervisor to ensure that any firefighting equipment, storage facilities, signs, notices, containers etc., are fit for purpose and any action necessary taken to rectify defects are noted.

Professional advice will be sought when there is any doubt about precautions required, or where highly flammable liquids are used in large quantities or in unusual situations.

29. Ladders, Step Ladders, Trestles & Staging

Ladders

All ladders must be provided and used in accordance with the Work at Height Regulations 2005.

Only ladders constructed in accordance with current British/European Standards and have been designed specifically for the intended use will be used.

All ladders are classed as 'work equipment' for the purposes of the Provision and Use of Work Equipment Regulations 1998. A risk assessment should be carried out in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999.

The information and recommendations in Health and Safety Publication INDG402 "Safe Use of Ladders and Step-ladders" will be applied to all ladder work.

All work must be planned to take into account current Health and Safety standards.

The means of securing ladders will be planned as far as possible and sufficient materials made available. Ladders must also extend 1m above the landing point/platform.

Training provided to employees will include the hazards and precautions relating to ladders and their use, as well as the hazards of working at height in general.

Ladders must always be checked prior to use to ensure that there are no defects. A ladder found to contain defects or damage will be removed from service with immediate effect. The company will ensure that proper storage is provided for ladders, under cover where possible, and with the ladder properly supported throughout its length.

Employees will check that ladders in use are secured, have a solid, level base and are being used correctly. Ladders must not be used to provide access, or a working position, if the type of work cannot be carried out safely from the ladder, (eg carrying large items, work requiring both hands etc.).

Methods of use resulting in damage to the ladder, will not be permitted, eg securing ladder with scaffold clip, placing board on rungs to form working platform, or ramp etc.

The main hazards associated with ladders are:

- Not securing the ladder properly
- Unsafe use of ladder (over-reaching, sliding down, etc.)
- Using a ladder where alternative working method should have been adopted
- Using a ladder with defects
- Unsuitable base to ladder
- Insufficient handhold at top of ladder, or at stepping off position
- Insufficient foothold at each rung
- Using ladder near overhead electrical cables, crane contacts etc.
- Ladder at unsuitable angle, swaying, springing etc. (recommended angle one in four or 70°)
- Insufficient overlap of extension ladders
- Failure of the ladder causing persons or equipment to fall
- Items falling from the ladder
- The ladder touching / earthing an electrical supply
- Overloading of the ladder

Any person using a ladder is especially at risk, when working on the ladder, when ascending or descending, or when positioning or removing it. Other persons working near to, or passing by, a person working on a ladder could be in danger from tools, equipment or the person falling from a height.

Where ladders are to be used, strict accordance with the Work at Height Regulations 2005 and 3 points of contact (ie: 2 feet and 1 hand) must be maintained with the ladder at all times. Ladders should only be used for short duration, non-repetitive works and only then when subject to a specific risk assessment.

The preferred means of access should be a set of podium steps for low level works and a full access scaffold or mobile tower scaffold or Mobile Elevated Working Platform (MEWP) for works at higher levels.

The information and recommendations in Health and Safety Executive Publication INDG402 “Safe Use of Ladders and Step-ladders” will be applied to the work on site.

All work must be planned to take into account current Health and Safety standards.

The Contracts Manager will arrange for the required number and type of ladders to be provided, taking into account the above standards and the work to be carried out.

All ladders must be secured prior to use and sufficient materials made available to accommodate this.

Training provided to Site Supervisor and operatives will include the hazards and precautions relating to ladders and their use, as well as the hazards of working at height in general.

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

Step Ladders

All step-ladders will be provided and used in accordance with the Work at Height Regulations 2005. Only British/European Standard approved and equipment design for the required usage will be used.

The information and recommendations in Health and Safety Executive Publication INDG402 "Safe Use of Ladders and Step-ladders" will be applied to the work on site.

All work must be planned to take into account current Health and Safety standards.

Training provided to employees will include the hazards and precautions relating to this equipment, its use and working at height in general.

All equipment will be checked by a competent person before use to ensure that there are no defects and will then be checked, at least weekly, while on site.

Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately and replaced or where possible repaired by a competent person.

The main hazards associated with step-ladders are:

- Unsuitable base, eg unlevelled, packing pieces, loose material etc.
- Unsafe use of equipment (ie: placed onto scaffold platforms, roofs etc., where special precautions are not taken)
- Overloading
- Use of equipment where safer method should be provided
- Using defective equipment

Step ladders should only be used for short term work (<30 minutes).

All step-ladders will be provided and used in accordance with the Construction (Design and Management) Regulations and the Work at Height Regulations. Only British/European Standard approved and equipment design for the required usage will be used.

Trestles and Staging's

Where trestles and staging's are in use, they must be fully boarded out and provided with secure rigid handrails and toeboards in accordance with the Work at Height Regulations 2005. Wherever practicable, other more suitable working platforms should be provided, such as podium steps, mobile tower scaffolds and proprietary low level working platforms complete with handrails etc.

The preferred means of access should be a set of podium steps for low level works and a mobile tower scaffold or Mobile Elevated Working Platform (MEWP) for works at higher levels.

The information and recommendations in Health and Safety Executive Publication INDG402 "Safe Use of Ladders and Step-ladders" will be applied to the work on site.

Training provided to the Site Supervisor and operatives will include the hazards and precautions relating to this equipment, its use and working at height in general.

All equipment will be checked by a competent person before use to ensure that there are no defects and will then be checked, at least weekly, while on site.

Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately and replaced or where possible repaired by a competent person.

The Site Supervisor will check that the equipment is being used correctly and is not being used where a safer or more practical method should instead be provided.

The Site Supervisor will ensure that proper storage is provided for step-ladders, trestles or stages, undercover where possible.

The main hazards associated with trestles and staging's are:

- Unsuitable base, eg unlevelled, packing pieces, loose material etc.
- Unsafe use of equipment (ie: placed onto scaffold platforms, roofs etc., where special precautions are not taken)
- Overloading
- Use of equipment where safer method should be provided
- Overhanging of boards or staging at support ("Trap Ends")
- Using defective equipment
- Excessive span of scaffold boards when used with trestles (must not exceed 1.5m where 38mm board used)
- The minimum width of all working platforms should be 600mm

All trestles and stagings are classed as 'work equipment' for the purposes of the Provision and Use of Work Equipment Regulations 1998 (PUWER). A risk assessment should be carried out in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999.

30.Lead

Exposure to lead is potentially dangerous and The Control of Lead at Work Regulations have been developed to help manage and minimise the risks associated with lead exposure. The Control of Lead at Work Regulations apply to all work involving lead where operatives are exposed to the risk of ingesting, inhaling or absorbing lead or its compounds, into their bodies. Workplace Exposure Limits have been established for lead to help ensure the safety and wellbeing of those working with and exposed to lead. Where engineered solutions (such as extraction systems) are unable to control exposure within acceptable levels, operatives will be provided with the suitable Respiratory Protective Equipment (RPE), protective clothing and welfare facilities.

Occupational medical surveillance, consisting of initial screening followed by blood tests, will be carried out where significant exposure to lead has occurred, as required by the Control of

Lead at Work Regulations.

Where there is a possibility that our operatives may be exposed to lead, a risk assessment will be carried out and a safe system of work will be put into place before the start of the works.

- Lead is often found in old paint work. When heat or dry abrasive methods are used to strip such paint, the lead contained in the fumes and dust can be absorbed into the body of those exposed, resulting in lead poisoning.

- Where lead is known to be present in paintwork which requires stripping, the method used to strip the paint will be such as to prevent dust or fumes being generated. COSHH assessments will be required for chemical stripping.

- If hot work or abrasive methods are used for stripping paint, air monitoring will be implemented and appropriate personal protective equipment will be issued and used.
- All those engaged in working with lead will receive training, information and instructions as to the hazards of working with lead and how to carry out their works safely without endangering themselves or others.

- Lead is also found in old water pipes, during demolition, refurbishment work and roofing works.

- The Control of Lead at Work Regulations contain biological monitoring indicators to help employers evaluate the effectiveness of their control measures in keeping lead in blood or urine levels at acceptable concentrations. These are referred to in the Regulations as 'Action levels' and 'Suspension levels'.

'Action levels' are concentrations of lead in the blood, set below the appropriate suspension limit (see below). If these levels are reached or exceeded we will:

- Carry out an urgent investigation to find out why;
- Review our control measures; and
- Take steps to help reduce the operative's blood lead concentration back below the action level.

'Suspension levels' are concentrations of lead in blood (or urine) at which employees are taken away from the work to prevent further exposure to lead and where we will:

- maintain health surveillance records for at least 40 years
- conform to the HSE guidance contained in HSE Publication L132

The current Action Levels and Suspension Levels are detailed in HSE Publication L132.

31. Lifting Operations

The Contracts Manager will ensure that a suitably qualified and experienced 'Appointed Person', as required under Lifting Operations and Lifting Equipment Regulations (LOLER), coordinates and plans all lifting operations, taking into account the siting of lifting appliances, provision of suitable lifting gear, the weights and positions of loads to be handled etc. Suppliers will be asked to provide information on weights, lifting points, safe sling procedures, etc. of

materials or articles supplied.

Any height, weight, overhead service or other restrictions on or adjacent to the site will be considered before work starts, especially taking into account the safety of the public.

Servicing and maintenance of all lifting appliances must be planned before being taken into use on site. Training will be provided for operators of lifting appliances, banksmen and slingers.

The Site Supervisor will ensure that any lifting appliance and lifting gear provided or delivered for use on site has been tested, thoroughly examined and inspected in accordance with the above regulations and that copies of certificates, register entries, etc. are available on site. Any unapproved or uncertified equipment will not be used to carry out lifting operations.

The Site Supervisor will check that lifting appliances, such as gin wheels, pulley blocks, etc. are correctly erected and used.

Only authorised competent operatives will be permitted to operate lifting appliances, sling loads, or give signals. The authorised persons must be over the age of eighteen and be competently trained to carry out the duties. Where there is any doubt of the competency of the authorised operatives, the Contracts Manager must be informed immediately.

Any defect noted in any lifting appliance machine, gear or tackle, must be reported immediately and the equipment taken out of use if the defect could affect its safe use.

In the event of adverse weather conditions which could affect the safety of lifting operations, the Site Supervisor will cease operations until conditions improve.

A competent person will ensure that all lifting appliances are inspected before use and a record of the inspection made in the Site Register.

The main hazards associated with lifting operations are:

- Overloading of lifting appliance
- Overloading or incorrect use of lifting gear
- Incorrect positioning of lifting appliance
- Insecure attachment of load
- Contact with overhead electricity cables (see separate section)
- Improper use of equipment
- Failure of equipment due to lack of maintenance
- Incorrect signals

All personnel working with, or near, lifting appliances must wear safety helmets at all times.

All lifting appliances must be secured and left in safe condition at the end of each working period, taking into account the safety of children.

Areas where lifting operations are to be carried out must be cleared and loads must not be carried over personnel. If it is necessary to inspect the bottom faces of heavy loads, purpose made, tested standards must be used.

Loose items must be secured, or covered, when being handled by a lifting appliance.

If any lift, hoist, crane or excavator collapses or overturns or any load bearing part fails, the company must contact the HSE immediately in accordance with RIDDOR.

Lifting Gear

All work must be planned to take into account current Health and Safety standards. The safe working load (SWL) shall be clearly displayed and must not be exceeded.

The Contracts Manager will ensure the provision of lifting gear is planned, taking into account the size, weight and type of loads to be lifted and the conditions in which the lifting gear is to be used. All lifting equipment should be supplied in accordance with current British/European Standards and be accompanied by the relevant inspection certificates.

Training must be provided for operators, slingers and supervisors.

The Site Supervisor will ensure that any lifting equipment has a valid test certificate and has been thoroughly examined in accordance with LOLER.

The Site Supervisor will arrange for proper storage of all lifting gear and accessories.

Only authorised slingers, over eighteen years of age, are permitted to use lifting gear.
Where defects are noted or reported, the equipment must be taken out of use immediately and reported to the Site Supervisor/Contracts Manager.

The main hazards associated with lifting gear are:

- Overloading
- Incorrect use (ie: too wide an angle between legs of sling, use of eyebolt at an angle etc.)
- Abuse (ie: use of sling as towing rope etc.
- Use of defective equipment
- Damage to slings, ie lack of packing to load
- Incorrect slinging method

All personnel working with or near lifting appliances must wear safety helmets and where necessary protective gloves.

Repairs to lifting gear must not be carried out on site. A test certificate must be obtained for any repaired item of lifting gear.

Slings and other lifting gear must not be used for operations for which they were not intended and must not be altered or adapted by unsafe methods, ie knots, bolt through links, etc.

Sufficient materials for packing between sling and load must be provided.

32.Liquefied Petroleum Gas (LPG)

The Dangerous Substances and Explosive Atmospheres Regulations give the main storage and

use requirements for LPG. A number of official publications deal with the precautions to be adopted in the storage and use of LPG and other compressed gases including the LPG Industry Technical Association, Public Codes of Practice and advisory literature on the use of cylinders and appliances.

Other advice for use is published for specialist applications by bodies such as National Joint Council for the Felt Roofing Contracting Industry.

British Standards cover the construction and colouring used for compressed gas cylinders, as well as the materials of fittings, cylinders, hoses etc. to be used with LPG and other compressed gases.

All work requiring the use of LPG and other compressed gases will be planned to take the above standards into account.

The Contracts Manager will ensure that the provision, installation of equipment and storage facilities for LPG, and any other compressed gases that will be used on site/workplace by sub-contractors, are planned in accordance with the above standards and that, where necessary, consultation takes place with the local Fire Brigade to establish the safe storage and siting of facilities.

The Contracts Manager will ensure that any necessary training in the Safe Working Practices, or Emergency Procedures, associated with LPG or compressed gases, is arranged and carried out before work starts.

The Site Supervisor will ensure that the planned storage facilities are erected and maintained in accordance with the above standards.

The Site Supervisor will check all storage facilities including appliances, hoses, fittings, connections, firefighting equipment etc., at weekly intervals. This may be sooner in the event of a reported incident. Immediate action must be taken to rectify any defects noted.

Appropriate action will be taken against any person who disregards any instructions given for the safe use and storage of LPG or compressed gases or who misuses any equipment provided.

Advice will be sought where large quantities of LPG or compressed gases are to be used or stored, or where LPG or compressed gases are to be used in confined spaces or unusual situations.

33. Lone Working

Lone working is not generally permitted and will be avoided wherever possible, however where lone working cannot be avoided, the following precautions must be implemented to help safeguard the employee:

- Means of communication must be provided (charged and working mobile phone or radio device in areas without signal).
- The employee is required to inform his immediate manager of where he is going and for how long.

- The employee is required to call/make contact with a nominated person in the main office at set times to confirm their location and wellbeing. If contact is not made at the scheduled times, action will be taken to contact/locate the employee.
- If a risk of violence against the employee is considered possible, then lone working will NOT be permitted.
- No employee shall enter a void site alone if there is a significant risk of the site being occupied by unauthorised persons liable to commit acts of violence if disturbed.
- No employee shall enter a void site alone if the state of the premises is unknown and a risk of falling due to unsound structural materials exists or if the risk of structural collapse exists.
- Upon completion of the lone working, the employee must contact head office and inform them that they have now completed the works and vacated the area.
- Travelling between sites in company or personal vehicles is not considered lone working.
- Working alone in a room, where other persons are present in adjacent/nearby rooms is not considered to be lone working.

In case of an Emergency if the employee feels that they are at risk of imminent danger or face a serious risk, they should immediately call 999 and ask for the Police, stating their location and the nature of the emergency. If the situation is not life threatening or of a less serious nature, the employee should immediately call Head Office for assistance and support. In-house training will be provided to all staff as a part of their induction process.

34.Management of Health and Safety at Work

The company will, in accordance with the Management of Health and Safety at Work Regulations, carry out the following activities to ensure the health and safety of their employees.

- Assess the risks to the health and safety of each employee and of anyone else who may be affected by the work activity. All foreseeable hazards and risks must be identified in order to enable the necessary preventive and protective control measures to be implemented.
- Each assessment will outline the hazards and level of risk associated with each working activity. Controls will be instigated to eliminate the risks and hazards identified.
- This risk assessment will be recorded and copies issued to all those affected.
- A competently trained person(s) will be appointed to assist in health and safety matters.
- Effective arrangements will be put in place for the planning, organisation, control and monitoring & review of health and safety.
- Plans and procedures will be in place for dealing with emergencies and for work in dangerous areas.
- Adequate information and training and consultation with employees on health and safety matters will be provided.

The Site Supervisor will bring to the attention of the workforce all the necessary precautions detailed within the risk assessment.

The Site Supervisor will monitor the operations to ensure that each operative is acting in accordance with the details outlined in the written assessment.

The company will make arrangements and/or liaise with contractors for putting into practice all the control measures which have been identified as being necessary in the risk assessment

and any associated method statements.

A health surveillance programme for employees will be provided where the risk assessment shows it to be necessary.

Emergency procedures will be set up to provide employees with information they can understand concerning health and safety matters.

The company will co-operate with other sub-contractors sharing the workplace and will ensure that operatives have adequate health and safety training and are sufficiently capable at their jobs to avoid risks.

Temporary, new and young workers will be given particular health and safety information to meet their special requirements. All operatives have a duty to follow health and safety instructions and report any dangerous aspects.

Before commencing work on a new site, all employees will receive a site safety induction by a competent person. The competent person may be the Contracts Manager, Site Supervisor or the Principal Contractor.

35.Manual Handling and Lifting

It is the company's policy that all potentially hazardous manual handling operations shall be avoided where practical and that mechanical assistance is provided to help reduce/eliminate the risks associated with the manual handling operation.

The manual handling regulations require the following three steps:

1. Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load needs to be moved at all and, if it must, whether it can be moved mechanically either by forklift truck or some form of cranage.

2. Assess adequately any hazardous operations that cannot be avoided. You should consider the shape and size of the load in addition to its weight. Additional consideration needs to be given to the way a task may be executed, the handler's posture, the working environment, eg is it cramped or hot, and the individual's capability, eg is unusual strength required can all have implications on the task involved. A written record is required unless the assessment is very straightforward.

3. The correct use of accurate risk assessment processes will ensure the risk of injury is reduced as far as reasonably practicable.

Inevitably, some handling and lifting of loads will be required. In these instances, the Site Supervisor will ensure that all operatives have been instructed in the correct handling and safe lifting methods. A supply of suitable gloves or equipment will be available for use, as required, for the handling of any materials which could cause injuries.

The company will ensure that all persons on site wear safety footwear. The Site Supervisor will caution any sub-contractor employees wearing unsuitable footwear. They will be required to

cease work immediately and only recommence work once the appropriate safety footwear is worn.

The company does not require any operative, particularly a young person, to lift without assistance, a load that is likely to cause injury.

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc
- Hernias
- Lacerations, crushing of hands or fingers
- Tenosynovitis, beat conditions
- Bruised or broken toes or feet
- Sprains, strains, etc.

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that accesses are safe is especially important.

The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

The company shall assess the risks posed by assessing relevant risk factors. Elements affecting the risk of injury include:

- Load factors such as size, weight, rigidity, movement, centre of gravity, shape and surface factors.
- Task factors such as: duration, repetition and the requirement to make awkward bending or twisting movements.
- Environmental factors such as route length, lighting, obstruction, weather effects, floor surfaces and distractions.
- Individual factors such as health, level of training, mobility and pre-existing injuries.

36.Mental Health and Wellbeing

As a company we strongly believe that promoting and protecting the mental wellbeing of the workforce is important for individuals' physical health, social wellbeing and productivity.

As a sign of our commitment to this, the company supports the Lighthouse Club's 'Building Mental Health Charter'.

Mental health issues in the workplace are any conditions that affect employees' state of mind. These conditions may include mild depression, stress and severe anxiety which may result in burnout and nervous breakdowns. Substance abuse may also perpetuate mental health issues.

Mental health problems manifest in different ways. Some employees may suffer with no physical side effects, while others may experience physical symptoms (e.g. increased blood pressure, lethargy, changes in eating habits.)

Employees may experience mental health issues for various reasons and that an employer cannot control (e.g. Hereditary, Family conflicts, general health.) but, there are also work-related reasons for mental health problems, including:

- Job insecurity.
- Excessive pressure.
- Work life imbalance.
- Lack of appreciation.
- Hostile workplace conditions.
- Unsatisfactory job or workload.
- Unpleasant relationships with colleagues or managers.

Understanding and addressing the factors which affect people's mental wellbeing at work has a wide range of benefits, both for individuals and the organisation. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work. Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health.

Furthermore, all staff have the duty to identify and report any significant issues arising from mental health and wellbeing that may affect their time at work and where possible identify any noticeable difference of their colleagues to their line manager should they show any signs of poor mental health.

Our workplace mental wellbeing policy covers the following aspects of mental health and wellbeing:

Promoting the mental wellbeing of all staff through:

- providing information and raising awareness about mental wellbeing, particularly through Toolbox talks; Safety Briefings and Posters/Information displayed around the workplace
- providing opportunities for employees to look after their mental wellbeing
- providing training for Mental Health First Aiders
- promoting policies and practices that promote wellbeing.

Management skills - Developing skills for managers and supervisors to:

- promote the mental wellbeing of employees
- deal with issues around mental health and stress effectively.

Support - Providing support to employees through:

- providing a work environment that promotes and supports mental wellbeing for all employees
- offering assistance, advice and support to people who experience a mental health problem while in employment

- support for staff returning to work after a period of absence due to mental health problems.

37.Method Statements

Method statements (or Safe Systems of Work) will be prepared for all potentially hazardous activities and will be used to help communicate to those undertaking works the correct and safe working methods and sequence of works.

Method statements will only be completed once the potential hazards have been identified and the risks assessed as part of a Risk Assessment. The scope and complexity of the Method Statement will depend on the nature and size of the job and is intended to show how the work will be executed safely. Method Statements must be completed by a competent person with knowledge and experience of the work and also of the health and safety requirements associated with the works.

38.Mobile Access Equipment

Mobile access equipment includes Mobile Elevating Working Platforms (MEWPS) and Mobile Tower Scaffolds. All such equipment will only be operated by persons trained, certificated and competent to do so. Emergency procedures to deal with power failure, fire, injury to or collapse of the operator will be established as part of the safe system of work and emergency plans, and all personnel will be made aware of these requirements.

Equipment must be suitable for its intended use, be soundly constructed and regularly maintained with records of the maintenance kept.

The safe working load (SWL) shall be clearly displayed and must not be exceeded.

The condition of the surface on which equipment is to operate shall be checked for its suitability and stability and equipment shall not be permitted to be operated on excessively uneven or sloping ground in accordance with the manufacturers recommendations.

Equipment shall be installed, modified and dismantled only by competent persons.

Adequate barriers shall be installed to prevent persons, property or vehicles being struck by the moving platform, or from falling materials.

No part of the equipment shall be allowed closer than 15m to an overhead electricity cable carried on a steel tower, or 9m to a cable on a wooden pole, except by arrangement with the electricity company. Suitable precautions shall be taken to prevent any part of the equipment from touching any overhead electricity cable or from approaching close enough to allow arcing.

Base units and outriggers (where fitted) shall be protected from damage or disturbance. Special consideration must be given to the effects of inclement weather, especially high winds when siting and using the equipment.

At the end of each day, platforms should be cleared of all tools and materials, isolated from power and secured against unauthorised use.

All persons operating or riding on mobile access equipment shall wear suitable harnesses, the lanyards of which shall be securely clipped to a suitable part of the platform.

Care must be taken when traveling with the platform elevated to avoid overturning, collision, or displacement of the occupants or anything carried on the platform. Only platforms which have been designed to travel whilst elevated shall be used in such a manner.

Mobile access equipment must not be used as a jack, prop, tie or other support, as a crane or lifting appliance primarily for the transfer of goods or materials.

39.Noise

Regular monitoring of noise levels and frequencies will be carried out where it is considered necessary following the completion of the risk assessments.

Instruction and training will be provided to supervisors and operatives required to work in premises, or with plant, which is likely to result in exposure to high noise levels.

Where personnel are required to work in situations where high levels of noise are likely to be encountered, the Contracts Manager will ensure that full information is obtained on the levels and frequencies of noise. Any measures to reduce noise to below levels considered to be safe will be planned. The Site Supervisor will ensure that supplies of ear defenders, or other hearing protection, are made available for any operations where it is not practicable to reduce the noise level to a safe limit. These will be issued to operatives as required and must be worn at all times when an operative is exposed to noise.

The Contracts Manager must ensure that information on the noise level of any plant, which it is intended to hire or purchase, is obtained and taken into account before hiring or purchase takes place. He will, in conjunction with any relevant sub-contractor required to use or work near such plant, ensure that any static plant to be installed on site, or in the workshop, is planned to be in a position which takes account of the effects of noise on workers, the general public or the end users of the facility.

The Site Supervisor will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc., and that all equipment and noise reducing doors etc. are used. All noise control items fitted to plant, or in premises, will be maintained in good order and any defects noted will be reported to the responsible person immediately.

The safe system of work to be adopted whenever noise is a potential problem is:

- Carry out a written noise assessment to establish levels and frequencies of noise for individual items of plant and machinery
- Consider if works can be re-programmed when the noise problem will no longer be present
- Consider alternative methods of working
- Provide suitable noise control mechanisms such as sound dampening and noise attenuation devices
- Reduce the time that operatives are exposed to the noise
- Provide suitable personal protective equipment
- Ensure suitable warning notices are clearly displayed around the affected area

- Regularly monitor noise levels and frequencies
- Give advice on noise control measures

Where noise levels are suspected of being above the statutory level the Company will carry out noise surveys/spot checks to determine the level of noise present within the workplace.

For guidance if an operative can talk to someone 2 metres away without having to shout to be understood, then the noise levels are acceptable. If they have to shout, the noise from the equipment or operation is probably loud enough to damage their hearing, so action must be taken, ear protection should be offered.

A competent person will be employed to assess the noise levels.

ACTION LEVELS:

First Level: 80 decibels - Notify employees of risks and offer ear protection on request.

Second Level: 85 decibels - Establish protection zones and enforce wearing of hearing protection.

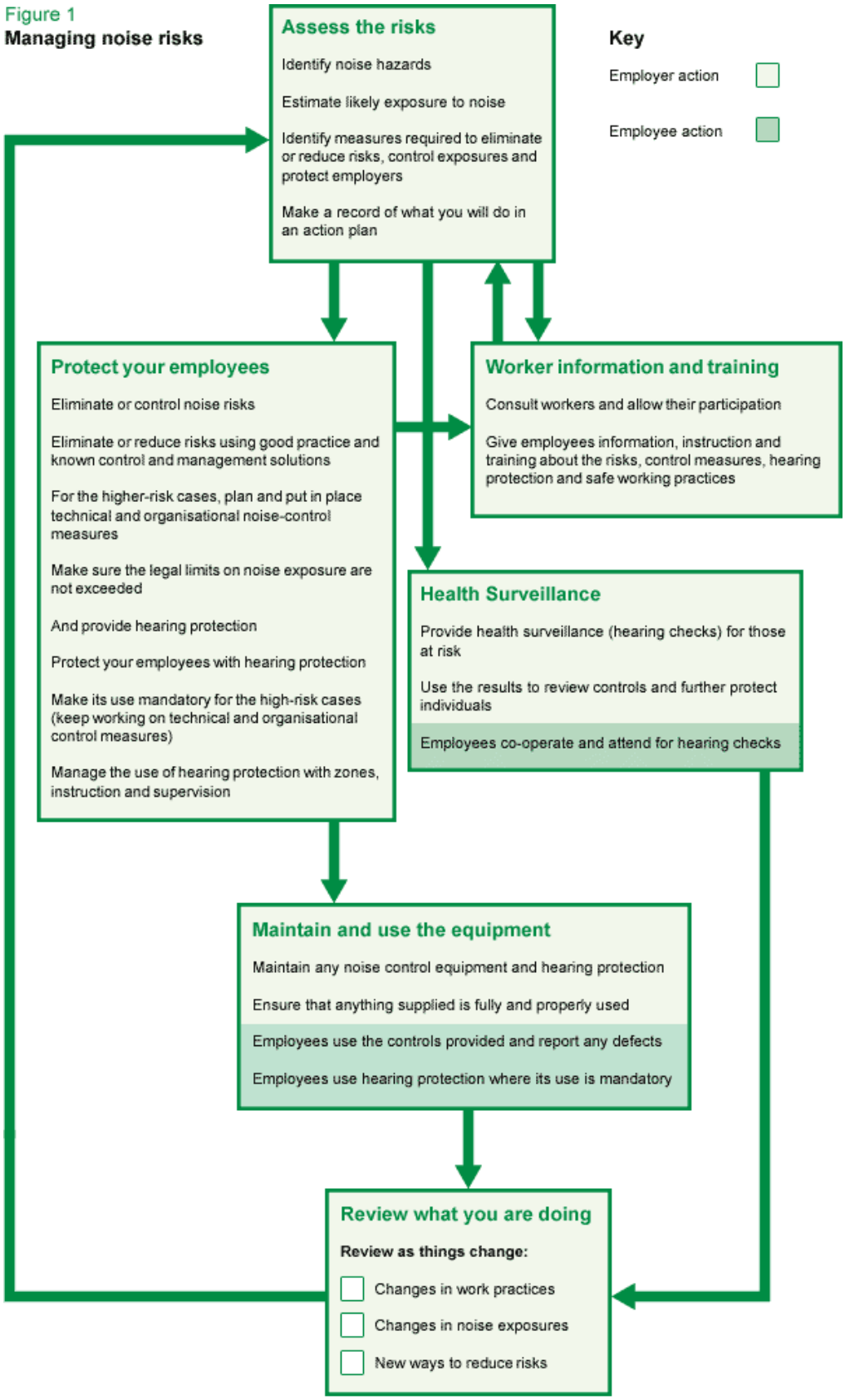
The following flow chart provides a summary of the Noise Management actions that will be taken when assessing and managing noise risks.

Use will also be made of the online HSE Noise Assessment Calculators and Ready Reckoners when preparing Noise Risk Assessments.

AMES AIR CONDITIONING

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Figure 1
Managing noise risks



40.Notifications

The Contracts Manager is responsible for ensuring any notifications to the Fire Service, Ambulance Authority and HSE etc. have been made.

The Contracts Manager will inform relevant authorities as required by specific legislation and company policies, e.g.: Underground and Overhead Services, Explosives, Demolition, Local Authorities, HSE etc.

The Contracts Manager will ensure that the Health and Safety Executive have been informed of all new sites which are notifiable under the CDM Regulations. Where appropriate, the Contracts Manager will ensure that details of the Client, the Principal Designer, Designers and the Principal Contractor are prominently displayed on site using Form F10, this will also be updated as necessary.

41.Permit to Work

Permits to Work will be utilised when the risks and hazards associated with the work are significant and an additional level of control is needed to manage the works and protect those carrying out the works. Examples of activities that typically require the use of a Permit to Work include:

- Ground Disturbance/Excavation Works (Permit to dig)
- Hot Works (Hot Works Permit)
- Energy Isolation (Electrical and Mechanical)
- Work on live electrical installations (Live Working Permit)
- Confined spaces entry (Permit to Enter)
- Breaking flanges, opening valves or cutting into operational pipework
- Work in explosive or hazardous atmospheres
- Work on plant when protective guards have been removed
- Work near overhead cranes
- Work at height

Limitations

Simply preparing a Permit to Work does not make anything safer, Permits to Work are an added procedural control that are used to help manage and control the hazards associated with the works being carried out, with a view to reducing the residual risk levels.

The effectiveness of any Permit to Work is therefore only as good as the people operating and supervising them. Those responsible for supervising Permits to Work must therefore:

- Be competent and experienced in the type of works being carried out
- Ensure that those undertaking the works understand what is required and why
- Closely supervise to ensure that the conditions specified by Permits are being implemented
- Rigorously enforce the requirements of Permits to Work

Usage

Permits to Work must always be managed and issued by a nominated competent person and it is important that the following conditions are met:

- Permits to Work are issued and signed off by the nominated competent person.
- Each Permit to Work shall be given a unique number which will be recorded on a register of Permits for each site.
- Copies of the Permit will be issued as follows:

First Copy *To the permit holder/operators*
Second Copy *Retained by Issuer*
Third Copy *Issue to the Principal Contractor or Client*

Permit to Work Form

Permit to Work forms should contain the following details as a minimum:

- **Permit Number**
- **Date and Time of Issue**
- **Date and Expiry time of the Permit**
- **Site Address/Location**
- **Work Activity Covered by the Permit**
- **Scope of Permit**
  Definition of the scope of work to be undertaken; the type of work to be covered by the Permit (Confined Space Entry, Live Electrical working, Excavations etc.).
- **Restrictions**
  Activities, tasks, locations etc. that are excluded and for which the Permit is not valid.
- **Hazards**
  Detail of any residual hazards and risks that may be present during the works.
- **Precautions**
  Details of the control measures for managing the hazards listed above. Any protective equipment, PPE, tools, atmospheric/gas monitoring, emergency alarms, or procedures that are required, should be detailed in this section.
- **Approval of Permit**
  Prior to issue and approval, the appointed competent person must ensure that the precautions defined above, have been complied with and discussed with the person to whom the permit is to be issued (the permit holder).

- **Receipt of Permit**
  Upon receipt of the permit, the permit holder shall ensure that he fully understands the limits, restrictions, hazards and precautions etc. detailed in the Permit to Work. Only once satisfied should the form be signed as he then accepts responsibility for the implementation of the permit and the associated controls to safeguard those undertaking the works.

- **Clearance**
  The permit shall be signed and dated as completed:

  - *When the work is complete*
  - *Before the permit holder leaves site*
  - *When the Permit Time has expired*

  If either of the last two occur before the work has been completed then the Permit must be cleared, cancelled and a new permit raised.

- **Cancellation**
  In order to cancel a Permit to Work, the permit holder must return it to the appointed competent person. A Permit to Work can only be cancelled by the appointed competent person, in the presence of the permit holder.

  When a permit has been cancelled the First and Second Copies must be marked on both sides with a clear diagonal line, corner to corner. The cancelled permits must be retained on file.

If the nominated permit holder leaves site, the permit must be cleared, cancelled and then re-issued in the name of an alternative competent person who will be present on site to manage the permit.

If at any stage the precautions seem insufficient or the conditions defined by the permit have changed, then all work must stop, the area made safe and the permit cancelled. The works should then be reviewed and a new permit raised to take account of the differences and any additional control measures necessary to protect the safety of those undertaking the works.

42. Personal Protective Equipment (PPE)

All safety equipment purchased for use on company sites will be in accordance with the appropriate European Standard.

All PPE must be manufactured and supplied in accordance with current Health and Safety standards, including:

Eye Protection EN166 1.B
Head protection EN397
Hearing protection EN352
Respirators Grade EN149 FFP3
Hi-Viz EN471 Class 2/3
Safety footwear EN345

Prior to work commencing, the Contracts Manager will ensure that adequate supplies of all necessary protective clothing or equipment is available on site and suitable for the specific

processes for which it is provided. A record will be kept when issued to employees. The Contracts Manager will also ensure that satisfactory facilities are provided for the storage and where appropriate, the drying or maintenance of all protective clothing and equipment.

The Site Supervisor will ensure that when sub-contractors employees are set to work they have been provided with any necessary protective clothing and equipment as required by the Sub Contractors Agreement.

Any person on site observed failing to use protective clothing or equipment where required, will be informed of statutory and/or company policy requirements and instructed not to continue working until regulatory protective clothing and/or equipment is obtained.

All Management and supervisory staff will set a good example by wearing safety helmets, protective footwear etc., and will use all protective clothing and equipment where required.

All staff are required to wear suitable footwear while at work or visiting company sites, typically this requires footwear to be fitted with steel toe cap, though in certain circumstances steel sole plates and chemically resistant soles may be required.

All persons issued with protective clothing, or equipment are responsible for maintaining it in a satisfactory condition and must immediately report to their Supervisor any loss or defect in the equipment.

Safety Helmets

The Personal Protective Equipment at Work Regulations 1992 (as amended) requires the provision and use of head protection on sites where there is a risk of head injuries. Employers must provide safety helmets, issue instructions on the wearing of helmets and take action if helmets are not worn as required. Personnel issued with safety helmets must wear the helmets as instructed by the employer. Turban wearing Sikhs are exempt from these regulations.

Safety helmets provided must be to EN397 and replaced whenever damaged or in accordance with the manufacturers recommendations.

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

The Contracts Manager will ensure that Site Supervisor and sub-contractors are aware of company policy and the requirements on the wearing of safety helmets before the commencement of each new site.

Signs warning that safety helmets to be worn will be displayed at access point to working areas.

Instruction on the provision and use of helmets will be included in training courses provided for staff.

The Site Supervisor will ensure that signs and helmets for visitors are available and that sub-contractors are aware of company policy. The Site Supervisor will ensure that other company staff visiting sites will wear a safety helmet at all times on site.

The Contracts Manager will ensure that it is a condition of the Sub-Contract Agreement that all contractors will provide safety helmets (together with all other required PPE) to all their

employees, and that they are instructed in the requirements of this company's policy.

The Site Supervisor will report any disregard of this policy by sub-contractors employees to the contractor concerned. The contractor will be obliged to remove from site any employee who continually fails to comply with this requirement.

Safety helmets which are damaged, have received a heavy blow, have parts missing, have been weakened by drilling holes, sunlight or painting, or have been in use for more than three years must be replaced. A regular visual inspection will take place.

Safety helmets will be worn by all staff, sub-contractors, employees, visitors, purchasers etc. at all times and in all areas of the site. However, helmets need not be worn in the following areas if construction operations are not taking place in these areas:

- Site office and welfare facilities
- Areas where premises are occupied
- Inside buildings after second fix complete

All persons working in these areas deemed "exempt" will, however, be required to always have their safety helmets with them so that they can wear them immediately they exit such areas.

43. Protection of the Public

All necessary measures required for the protection of the public will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work etc. Act 1974 and in particular, the recommendations contained in HSG151 Protecting the Public – Your next move.

Consideration will be given at the planning stage to any operation for the protection of the public. All working areas should be protected with suitable barriers, fencing or screens to reduce the risk of injury and prevent unauthorised access into the working area by the general public or unaccompanied visitors.

44. Risk Assessment

Risk Assessment forms the cornerstone of Health and Safety Management within the UK. The requirement for risk assessment is enforced through various health and safety legislation, most notably Regulation 3 of the Management of Health and Safety at Work Regulations which places a duty on employers to prepare risk assessments for all potentially hazardous work. Other applicable legislation includes:

- Health and Safety at Work etc. Act
- Management of Health and Safety at Work Regulations
- Control of Substances Hazardous to Health Regulations (COSHH)
- Control of Asbestos at Work Regulations
- Working at Height Regulations
- Confined Spaces Regulations

Risk assessments do not need to be complicated, risk assessments are simply a structured approach used to identify the hazards associated with our works; these hazards are then assessed to determine the risk and then controls can be put in place to eliminate or mitigate

those risks. Where a company employs 5 or more persons (inc. office staff and labour only subcontractors) all risk assessments need to be recorded in writing.

Risk assessment methods often vary in their complexity and whilst the company has a preferred format, client or project specific requirements may determine that more complex or alternative methods of assessment are needed. It is company policy that all risk assessments are recorded in writing and must be available for inspection upon request.

The five step risk assessment process promoted by the HSE is:



The risk assessment process first needs an effective means of identifying the significant hazards associated with the works. Experience and relevant knowledge are important elements in this respect and it is essential those carrying out the assessment are familiar with the activity being assessed. Help and assistance in the preparation of the risk assessment, should be sought from our Safety Advisors where necessary.

The Risk Assessment process should only be concerned with the 'Significant' and 'Unusual' hazards and risks. A competent workforce will be in place and it is not necessary to tell them about minor hazards and risks which any competent contractor should be expected to foresee.

Once the hazards have been identified, the level of risk needs to be assessed. To assess the level of risk, you need establish the likelihood of something occurring (High, Medium or Low) and the potential severity (High, Medium or Low) of the hazard, if the hazard should happen. Numerical levels can then be associated to the assessment, with High scoring 3: Medium scoring 2; and Low scoring 1.

A simple calculation can then be performed to determine the Risk Level which ranges from a score of 1 to 9.

Likelihood x Severity of consequence = Risk Level

Once the Risk Levels have been determined, action can be taken to change the way the work is done, or to implement additional controls to help eliminate the risk or reduce the risk to "as low as reasonably practicable".

Where the elimination of 'significant' hazards is not practical, additional control measures must be considered and implemented to help manage and reduce the impact of these hazards. The remaining or 'Residual Risk' associated with the hazard should then be reassessed as in some cases the control measure can introduce additional hazards that also need to be assessed.

Each step of the risk assessment must be documented and recorded as part of the risk assessment process. The company utilises a standard Risk Assessment template in this respect, but accepts that other formats may also be utilised, the important part of the risk assessment process is simply that they are completed to satisfactory level by a competent person, the design of the form used is of secondary importance.

Once completed, the final stage of the risk assessment process is to communicate the findings of the assessment to those carrying out and supervising/managing the works.

Copies of risk assessments may also need to be provided to the Client; Principal Contractor and/or Principal Designer.

At a Corporate level Ames Air Conditioning Ltd have identified the significant risks and hazards which have the potential to impact upon the company's operations and activities. These risks are regularly reviewed and appropriate control measures will be instigated to mitigate and manage the impacts upon the company.

45.Roof Work

A specific risk assessment will be required for all works at height.

The Contracts Manager, in conjunction with the contractor, will plan the following arrangements:

- Edge protection barriers in the form of a full access scaffold to prevent falls
- Protection of the public, or other operatives who may be at risk
- Safe means of access to the roof
- Where necessary, roof ladders, staging etc. to provide safe access to roof, taking into account pitch of roof, surface conditions etc.

Short duration work will also be carefully planned to identify hazards and arrange equipment as necessary. Training will be provided for supervisors and operatives required to work on roofs.

The Site Supervisor will not permit work to commence on a roof until the planned safety precautions have been provided. Work on roofs must not be permitted when high winds or gusting is experienced. The roof surface must be checked at the commencement of work after rain, frost or snow.

Materials must not be dropped or thrown down from roofs, other than by means of a chute, or suitable safe method.

The main hazards associated with work on tiled/slated roofs are:

- Falls from the edge of the roof
- Falls between rafters/trusses of roofs before tiles/slates fixed
- Materials, tools falling from roof
- Contact with overhead electric cables (see separate section)
- Falls through roof lights or other fragile material
- Manual Handling

Timber battens must not be used as a foothold for access on a roof if they are fixed to rafters, or trusses, more than 400mm apart, or are not of the quality specified in HSG33 (Health and Safety in Roof Work)

Only properly constructed roof ladders are to be used which do not rely for anchorage on the ridge capping or ridge tile. All personnel required to work near or below roof tiling/slating operations must wear safety helmets.

Outside of working hours, measures must be implemented to prevent unauthorised access onto ladders/roofs, particularly by children.

All roof work, no matter how small, eg: small areas of flat roof on porches etc., will be carried out to the above standards.

46.Scaffolding

All scaffolds erected on company sites, or used by employees, will be erected in accordance with the Construction (Design and Management) Regulations 2015, SG4:15, the Work at Height Regulations 2005 and TG20:21/BS EN 12811.

All work involving the erection and use of scaffolding will be planned to take the above standards into account and erected using competent trained scaffolders.

The Contracts Manager will arrange for full details of the required usage and loading of the scaffold, to be provided to the scaffolding contractor.

No person, other than a competent scaffolder, will be permitted to alter, erect, dismantle or otherwise interfere with any scaffold erected on company sites or for use by company employees.

A hand over certificate from the scaffolding contractor must be provided before accepting a scaffold erected by a specialist scaffolding contractor for use by the company's employees. The Site Supervisor will ensure that the scaffold is thoroughly inspected and a signed certificate obtained. No scaffolding shall be used until such a certificate has been received.

The Site Supervisor will ensure that all scaffolds are erected in accordance with the above standards. At the beginning of each week or after high winds or adverse weather conditions, the scaffold will be inspected by a competent person and any defect rectified. A written report of each inspection will be retained on file and a record of the inspection entered in the Site Inspection Register and signed by the person carrying out the inspection.

All materials used for scaffolding will be provided in accordance with the relevant British Standards and will be checked before use by a competent scaffolder. All materials will be properly stored and maintained on site.

The Site Supervisor will ensure that all scaffolds are erected on ground or surfaces that have been prepared, leveled and consolidated.

All scaffolders erecting scaffolds on company sites must hold a current CITB, CSCS or equivalent card. All scaffolds must be suitably tied and/or braced in accordance with the Code of Practice requirements. Where the provision of ties is impracticable, then the method of ensuring that the scaffold is adequately supported must be clearly specified and recorded.

Any scaffold being erected, altered or dismantled, or otherwise not suitable for use, must have a notice clearly displayed warning that it is incomplete and unsuitable for use.

Fall Prevention

Fall prevention is an essential consideration during all scaffolding operations. All Scaffolding Operatives must therefore be provided with and use suitable and approved fall arrest equipment at all times whilst involved in any work at height. Each scaffolder will be responsible for the inspection and safe keeping of their own equipment in this respect.

All fall arrest equipment must conform to the relevant British and European Standards and each Scaffolding operative will typically be issued with the following fall arrest equipment, as a minimum:

- Full body harness complete with rear dorsal ring to BS EN 361.
- Twin 1.75m fixed length lanyards complete with shock absorbing device to BS EN 355.
- Scaffold hooks with 55mm opening to BS EN 362 attached to each lanyard.

All scaffolding operations will be undertaken out in accordance with the National Access and Scaffolding Confederation (NASC) Guidance Note SG4:15, 'Preventing Falls in Scaffolding and Falsework', though additional safety precautions may also be specified for fall prevention and protection within the relevant risk assessments and method statements.

All scaffolders are to be provided with a copy of the NASC Guidance Note SG4:15 for their own reference.

All scaffolding operatives involved in the erection, alteration and dismantling of scaffolding must be trained in accordance with the requirements of SG4:15 to help prevent and protect against falls from height. Site managers and supervisors should also be familiar with the requirements of SG4:15 to help ensure full compliance on site.

All fall arrest equipment must be subject to a thorough examination and servicing inline with the manufacturer recommendations and NASC guidance note 16 every 3 months. Records of thorough examination will be maintained within the companies offices.

Each operative must carry out a pre-use inspection of their fall arrest equipment on each occasion before use. The requirements of the pre-user inspections are covered in the SG4:15 training package.

Rescue plans will also be developed for different situations and all staff are to ensure that they are fully familiar with the procedures for both self rescue and assisted rescues.

Materials

All scaffolding components and associated materials including ladders must be regularly inspected to ensure the integrity and suitability of the components. All such inspections will be carried out by a competent person who must ensure, where applicable, that any defective components and materials are immediately withdrawn from use and are clearly labelled as being defective.

Operatives must not use defective materials. If defective materials are identified they must be immediately segregated and the manager/supervisor informed.

All scaffolding materials must be handled in a controlled manner (e.g. hand to hand) and NEVER thrown or 'Bombed' or be allowed to fall/drop to the ground or other platform below. Any person found bombing material will be referred for disciplinary action.

Inspection, Commissioning & Handover

All complete scaffold structures will be inspected and commissioned by a nominated competent person (usually the Lead Scaffolder or other nominated competent person), to ensure that it has been erected to the required standards and is safe to use, prior to handover.

If the structure is a designed scaffold then the scaffold inspector must ensure that the structure has been erected in accordance with the drawings and without any significant changes.

A handover certificate will be used to handover and sign off the completed scaffold structure and this must be signed by the client's representative to confirm acceptance of the scaffold. The handover certificate is important and is used to certify that at the time of completion that the scaffold is complete and has been erected in accordance with the NASC Guidelines and the contract/clients additional requirements.

Following the completion of the scaffold, further statutory inspections must also be carried out by a competent person in accordance with Regulations 12 and 13 of the Work at Height Regulations 2005. These inspections must be undertaken in accordance with the following:

- Before being taken into use for the first time; and
- After any substantial addition, dismantling or other alteration to the scaffold; and
- At regular intervals not exceeding 7 days since the last inspection.

Testing of Masonry Anchors

The testing of masonry anchors used as scaffold ties is an essential element of the scaffold commissioning and handover process. Manufacturer instructions must be followed for the specific type and make of anchor used. The extent of the testing carried out on masonry ties should be as follows:

No. of Ties per Structure	No. of Pull Out Tests required

Up to 20	Minimum of 3
More than 20	1 in 20 (5%)

The results of the pull out tests should be recorded on the scaffolding handover certificate unless a specific report is prepared, in which case this should accompany the handover certificate.

Scaffold Design

All scaffolding will be designed in accordance with the recommendations of TG20:21 and BS EN 12811, the Work at Height Regulations 2005 and the construction (Design and Management) Regulations 2015.

Where a non standard scaffold is required, this must be designed by a competent scaffold designer and erected in strict accordance with the design drawings prepared by the scaffold designer. All significant changes from the original design criteria which are encountered during the erection of the scaffolding must be communicated to the Scaffold Designer immediately to help ensure that the structural integrity is not compromised.

47.Site Offices

Where applicable, site offices will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 or the Construction (Design and Management) Regulations 2015 as applicable.

The Contracts Manager will undertake a fire risk assessment as required under the Regulatory Reform (Fire Safety) Order. All fire precautions in accordance with current best practice shall be supplied and maintained. All fire extinguishers shall comply with the relevant British Standard and will be serviced and maintained at regular intervals. Training will be provided to members of staff in their use.

All site offices must be cleaned out daily and emptied of waste paper which could cause a fire hazard.

Any liquefied petroleum gas heating appliances shall be used in accordance with the requirements of company policy. Please refer to the relevant section on LPG in this policy for further information.

All electrical installation shall be to the requirements of the IET Regulations and shall only be installed, tested, altered and maintained by competent qualified electricians.

48.Site Tidiness & Housekeeping

Site tidiness and the maintenance of high standards of housekeeping are a cornerstone of good practical health and safety management. As such Ames Air Conditioning Ltd adopts the philosophy of a **'Tidy Site is a Safe Site'**. Every effort will therefore be taken to keep sites clean and tidy at all times.

The Construction (Design and Management) Regulations (CDM) for example deal with the need for construction sites to be kept clean and clear of debris and other materials. In particular CDM Regulation 18(1) states:

> *Each part of a construction site must, so far as is reasonably practicable, be kept in good order and those parts in which construction work is being carried out must be kept in a reasonable state of cleanliness.*

In addition to the statutory requirements, a tidy site and workplace results in increased efficiency, the potential for fewer accidents and better public relations, site tidiness will therefore be prioritised on all company sites.

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

The Contracts Manager will ensure that, before the site commences, pedestrian/vehicular access routes are established, deliveries are planned and that excess materials are not stored on site. Dedicated storage areas will be established for materials and welfare facilities will be located where they do not impact upon the works.

Every operative has a duty of care to ensure that his workspace and that of those around him are kept in a clean and tidy state and the Site Supervisor will ensure that subcontractors are made aware of the requirements with regard to the storage of materials, clearing up waste and maintaining a good level of tidiness throughout the work area.

Slips, trips and falls are a major cause of accidents and injuries and in this regard all employees and sub-contractors will be instructed on the need to ensure the safe disposal of steel and nylon bandings which are often used to contain materials delivered to site, these are a major cause of accidents. Similar requirements will be placed on trailing cables, ropes and other materials that have the potential to cause trip and entanglement hazards.

All openings in floors must be clearly marked and securely covered/barricaded to show that there is an opening below. Similarly all open edges where a fall risk exists, such as those around stair landings, ladder openings or similar must be protected with suitable hand rails to safeguard against falls from height.

Debris and materials must never be thrown or dropped from scaffolds or buildings unless a dedicated rubbish chute is provided together with a skip or other suitable receptacle.

The Site Supervisor will ensure that suitable and sufficient resources are provided to enable clearing up and maintenance of safe access routes and the cleaning of welfare facilities etc.

49.Stop Work Authority

Purpose

The purpose of Ames Air Conditioning Ltd's Stop Work Authority (SWA) Program is to provide employees and contract workers with the responsibility and obligation to stop work when a perceived unsafe condition or behaviour may result in an unwanted event. Ames Air Conditioning Ltd considers no activity to be so urgent or important that its standards for environmental protection, safety or health may be compromised. Employees and contract workers have the right

and responsibility not to perform tasks or activities they feel pose undue risk to themselves, co-workers or the environment.

Stop work actions take precedence over all other priorities and procedures.

It's Ames Air Conditioning Ltd's policy that:

- All employees, contractors and employees of contractors have the authority and obligation to stop any task or work when the control of health, safety and environmental (HSE) risks are not clearly established or understood.
- No work will resume until all SWA issues and concerns have been adequately resolved.
- No form of retribution or intimidation directed at any employee exercising their stop work authority will be tolerated.

Scope

This program applies to all Ames Air Conditioning Ltd employees and contract workers at Ames Air Conditioning Ltd project sites.

Stop Work Authority Roles And Responsibilities

- **Ames Air Conditioning Ltd employees and contract workers,** employees and contract workers are responsible for initiating stop work intervention when appropriate, supporting the intervention of others, reporting all stop work actions and assisting in the investigation of SWA matters.
- **Site Supervisor, supervisors and managers**—Site Supervisor, supervisors and managers should promote a culture where SWA is exercised freely, work to investigate and address SWA concerns and ensure all SWA concerns are addressed before work resumes. These individuals ensure all necessary stop work follow-up is completed and that all stop work reports are filed and reviewed.
- **Safety directors**—Safety directors provide training on workplace HSE risks. They also provide training materials, support employees, maintain associated documentation and monitor compliance of the SWA program. All SWAs concerns will be documented by the safety director to assess trends and share lessons learned.
- **Senior management**—Senior management creates a culture that promotes SWA, allows SWA to be exercised freely, establishes clear expectations and responsibilities, resolves SWA conflicts when they arise and holds accountable anyone who chooses not to comply with established SWA policies. They also hold employees and contractors accountable for full compliance with the SWA program. All stop work reports will be reviewed by senior management.

Stop Work Authority Procedures

SWA is executed using a several-step process that generally includes **STOP, NOTIFY, INVESTIGATE, CORRECT, RESUME, FOLLOW UP and DOCUMENT**. While situations may differ, the following steps should be the framework for all SWA interventions.

1. **Stop work**—When a person identifies a perceived unsafe condition, act, error, omission or lack of understanding, a SWA intervention shall be immediately initiated with the person(s) potentially at risk. Once a stop work intervention has been initiated, all work must stop immediately. If the supervisor is readily available and the affected person(s), equipment or environment is not in imminent danger, coordinate the stop work action through the supervisor. The stop work action should be clearly identified as a stop work

action and initiated in a noncombative manner directly with those at risk. Stop work interventions should be initiated in a positive manner by briefly introducing yourself and starting a conversation with the phrase "I am using my stop work authority because." Using this phrase will clarify the user's intent and set expectations as detailed in this procedure.

2. **Notify**—Notify all affected personnel and supervisors of the stop work action. If necessary, stop work activities that are associated with the work area in question. Make the area(s) as safe as possible by removing personnel and stabilizing the situation.
3. **Investigate**—Once the work is stopped and all affected personnel and supervisors are notified, the issue will be investigated to determine the cause of the unsafe condition, act, error, omission or lack of understanding and potential ways to correct the issue.
4. **Correct issues**—If all parties come to an agreement that the condition or behaviour is safe to proceed without modifications, then resume work. If it is determined and agreed that the stop work issue is valid, then every attempt should be made to resolve the issue to the satisfaction of all affected persons before work is restarted. This may require modifications of the working environment or the introduction of new controls. If the stop work issue cannot be resolved immediately, suspend work until a proper resolution is achieved. When opinions differ as to the validity of the stop work issue or adequacy of the resolution actions, the Company Directors make the final determination.
5. **Resume operations**—The affected area(s) will be reopened for work by personnel with restart authority. All affected employees and contractors will be notified of what corrective actions were implemented and that work will recommence. No work will resume until all issues and concerns have been addressed.
6. **Conduct follow-ups**—The desired outcome of any SWA intervention is to address safety concerns to the satisfaction of all involved persons/parties prior to resuming work. While most issues can be resolved in a timely fashion, occasionally additional investigation and corrective actions may be required to identify and address root causes of the safety concern. SWA interventions that require additional investigation or follow-up will be handled utilizing Ames Air Conditioning Ltd existing protocols and procedures for examining HSE risks.
7. **Document**—All SWA interventions initiated under the authority of this program shall be documented on Ames Air Conditioning Ltd "Stop Work Authority Reporting Form." Reports should include as much detail about the intervention as reasonably possible. At minimum, all reports should include the following information:
    a. Date of the SWA intervention;
    b. Employee(s)/worker(s) involved;
    c. Description of the unsafe condition or hazard that triggered the SWA intervention;
    d. Corrective action used to correct the condition or hazard, if applied; and
    e. Remaining unsafe conditions or hazards that must be addressed.

All SWA incident report forms will be reviewed by Ames Air Conditioning Ltd's safety directors and senior management to ensure compliance with this program, determine the quality of intervention, identify and address workplace hazards, and identify opportunities for improving the program. All SWA incident reports will be maintained by Ames Air Conditioning Ltd for a minimum of 12 months after the completion of the works.

Stop Work Authority Training

Training regarding this SWA program will be conducted as part of all new employee and contractor orientations. This training will include education on:

- The importance of SWA
- The benefits of SWA
- Ames Air Conditioning Ltd commitment to SWA
- SWA roles and responsibilities
- The contents of this program and SWA procedures

50. Tendering and Planning

When planning new projects, the requirements of this company policy, the Pre-Construction Information and any client specific safety management requirements must be taken into account.

Where a Health and Safety File from previous works and/or Pre-Construction Information exists, the contents will be reviewed and all pertinent information extracted and communicated to those planning the works. If necessary pre-contract meetings will be held and specific safety matters discussed.

Where we fulfil the role of the Principal Contractor, a Construction Phase Plan, in accordance with the requirements of the CDM Regulations will be prepared. Additionally, Risk Assessments and Method Statements will be prepared for all potentially hazardous works which will take into account the project specific health and safety requirements.

Contractors/Sub-Contractors

Prior to the award of any contract or works package to any sub-contractor, Ames Air Conditioning Ltd will carry out a Health and Safety Competence Assessment to ensure that those being appointed by the company have the necessary competence and resources required to successfully carry out the works. It should be noted that it is not necessary to carry out a new assessments on the same company, each time they are appointed to carry out works for us. However, periodic checks should be made to ensure that the assessment remains up to date and valid.

All sub-contractors shall be issued with a copy of the Company Health and Safety Policy together with a list of site Specific Safety Rules and Requirements, both of which all sub-contractors will be required to comply with.

All contractors will be required to complete a Site Safety Induction before being allowed to commence any site works and where applicable copies of their Risk Assessments, Method Statements, training certificates and insurances etc. must also be provided.

51. Vehicle Operations

The Regulations, which are relevant to the Organisation, for vehicle operations, include:

- The Health and Safety at Work Act etc 1974;

- The Management of Health and Safety at Work Regulations 1999 (as amended), and;
- The Road Traffic Act 1988.

Driver - means the person who drives a vehicle, which includes riders, and operators of mobile work equipment.

A goods-vehicle operator's licence, is required by owners of one or more goods vehicles (or combination of a vehicle and trailer), with a gross plate weight of over 3,500 kilograms, or a gross-unladen weight of more than 1,525 kilograms, where there is no plate weight. Compliance with the terms of any licence will help the Organisation to operate its vehicles safely.

Ames Air Conditioning Ltd will take all reasonable steps to ensure the health and safety of people involved with or affected by our vehicle operations. Therefore, the organisation has set appropriate arrangements to help comply with our legal responsibilities, and to control risk.

The Managing Director will arrange to store and maintain vehicles, legally, and to operate them safely, in a condition fit for their intended purpose: Ames Air Conditioning Ltd will not knowingly allow drivers to use a vehicle with significant, or dangerous defects.

An approved garage will inspect and maintain the Organisation's fleet vehicles.

The Directors will act as the point of contact between all parties, whilst also ensuring that all vehicle documents are maintained. Ames Air Conditioning Ltd will also arrange for provision of relevant information, instruction and training for each driver, to ensure they can operate vehicles safely, store them securely, and remain in control of their vehicle.

Therefore, as appropriate, Ames Air Conditioning Ltd shall:

1. Register the Organisation's vehicles, which will be used on public roads, with the Driver and Vehicle Licensing Agency (DVLA);
2. Obtain where necessary, and maintain operational, or other licences appropriate for the Organisation's work, and ensure workers act in accordance with their terms;
3. Ensure vehicles have up-to-date MOT certificates, road tax and appropriate insurances;
4. Ensure all vehicles are maintained in a legal and road worthy condition, confirmed by periodic inspection, tests and servicing.
5. Ensure any vehicle, on hire will be legal, and fit for purpose; and
6. Periodically monitor and review the Organisation's compliance to, its operational arrangements for vehicles, and its driver standards. Corrective and/or improvement action will be taken as necessary.

Vehicle Loading

Ensure, where necessary, that a competent person directly supervises a vehicle being loaded or unloaded: This person will normally be the driver of the vehicle, the driver of the vehicle has a responsibility for checking and ensure that his load is secure; properly distributed and that the vehicle is neither unsafe nor overloaded.

The Driver must ensure:

- Vehicles are not loaded beyond their safe working load and when applicable, the load must not exceed the vehicle's gross plate and axle-weight limits;
- When a vehicle is loaded, the articles and substances on board must be, contained, stable, and secure, with load weight evenly distributed before the vehicle moves. If necessary redistribute the load and/or provide additional straps and nets etc to safely restrain the load;

Driver Selection and Eligibility to Drive

Ames Air Conditioning Ltd will usually provide vehicles for use by its workers, where it is necessary for them to carry out the company's work.

The company will select drivers carefully. A driver must be reliable, responsible, and have a reasonable level of intelligence; as well as the physical and mental fitness required for the work and class of vehicle they will use.

Where insurance and licencing requirements allow and only when strictly authorised, may workers use a vehicle for their personal use.

Employees will only be permitted to drive vehicles when they comply with the following requirements:

1. Employees must not drive any vehicle without strict authorisation from the Managing Director;
2. Employees must not drive any vehicle without having the required competence; appropriate age; licence categories; qualification or certificate, for the specific class of vehicle, unless driving under the direct supervision of a competent person as part of their driver training.

Therefore, as relevant:

- Drivers must provide the company with copies of up-to-date evidence of their licence, qualifications, and/or other certification. All 'professional' drivers will be subject to driver CPC in line with DVSA requirements;
- Drivers must annually submit copies of their licence etc to the company; and
- Drivers must notify the company of any changes, or pending changes to their driving licence, which includes any driving ban, limitation, and recordable offences.

Private Vehicles

Employees who use a private vehicle at work will produce a valid driving licence, and their vehicle insurance and MOT certificate, (if it is more than three years' old), to the Office Manager. The insurance must cover 'Work use' if it is being used for work purposes, other than commuting to and from a place of work.

Driving, and Vehicle Responsibility

Under Section 7 of the Health and Safety at Work Act etc 1974, employees have a responsibility to assist their employers to comply with their legal duties. Also, they must take reasonable

care to ensure the health and safety of themselves and others who may be affected by their acts or omissions. Drivers also have legal responsibilities under the Road Traffic Act 1988 and are required to comply with the requirements of the highway code at all times.

All drivers must cooperate, as required by officers from the Health and Safety Executive (HSE), the Police, or the Driver and Vehicle Standards Agency (DVSA).

Personal health, rules for drivers

Drivers must:

1. Have had an eye test within the last two years, whether they drive at a worksite, or, on a public road and as necessary use corrective appliances to meet safe driving standards;
2. Have the standard of vision, as the DVLA requires to drive vehicles on public roads, which is appropriate for the class of vehicle they will drive;
3. Notify the company, if they have, or develop a notifiable medical condition, or disability that could affect their ability to drive safely, on or off road: Drivers who use vehicles on public roads, must also notify the DVLA;
4. Inform the company of any ill health, injury, or their use, of medication, which may affect their ability to drive safely;
5. Ideally, have no alcohol in their system; if they do, it must be below the legal limit before they drive;
6. Never be under the influence of an illegal drug that may affect their ability, to drive safely; and
7. Take breaks to rest, when driving for continuous periods on public roads: These should be about every two to three hours, or whenever tiredness sets in.

Routine vehicle checks and maintenance

At the start of each shift or following a change of driver during that shift, the responsible driver, shall:

1. Once a week, conduct and keep a record of their vehicle's weekly inspection on the Company's 'Weekly Vehicle Inspection' form;
2. On other days, conduct and keep a record of daily inspections on the Company form;
3. Submit inspection forms and inform the Office Manager of vehicle defects by the fastest means – usually by telephone or text;
4. Not use a vehicle in an un-roadworthy condition; and
5. Drivers, if they think their vehicle has a fault which is 'safety' critical, will take it out of service immediately. They must attach a 'DO NOT USE' notice to the vehicle's steering wheel and windscreen.

If a vehicle operates over more than one shift, each driver must carry out a separate vehicle check.

It should also be noted that drivers, who commit an offence under the Highway Code or the Road Traffic Act (RTA), will incur any penalty that the authorities issue, unless, the offence was owing to the Company's negligence, or breach of law. Action may be taken against drivers who frequently or excessively breach the Highway Code; RTA; or DVLA, Standards. The

authorities may, of course find both the driver and company at fault and so both may incur individual penalties.

The Managing Director will only allow workers to drive on a public road, when they comply with the following driver rules:

Drivers must:

1. Comply with the guidance of the HC;
2. Comply with the requirements of the RTA;
3. Comply with the drivers hours requirements if they drive a large goods vehicle (LGV), in which case they must also use and comply with the tachograph requirements including:
    - Drivers must look after their tachograph-cards;
    - The company will in accordance with legislation, keep-hold of driver tachograph-cards; and
    - For vehicles fitted with a digital-tachograph, require drivers to either have, or to apply for a driver's card.
    - Drivers must ALWAYS use their Tachograpghs (where fitted), by inserting their Tacho Cards into the reader and removing the cards or pausing the device when the vehicle is not in use.

General rules, for drivers, and other workers

1. Drivers, and other workers, must comply with any reasonable rule, instruction and/or training which the company provides, in relation to loading; unloading; the handling and distribution of articles or substances, making up a load; passengers; travel; and any other aspect, relating to the use and storage of vehicles:
    - As a general-rule, workers should not get onto the back of trucks, without a safe means of access and egress, and collective measures to reduce the risk of a fall from the truck bed;
    - Where the need to get on the back of a truck is unavoidable, this must be for the minimum amount of time.
2. Drivers should follow any advice given on route-planning;
3. Drivers must bring any matters which relate to the company's vehicle operations, to the attention of the Office Manager. This includes details of accidents/incidents and any shortcoming in the Organisation's arrangements;
4. Drivers must not carry passengers aboard their vehicle unless it has a design to do so and they have prior authorisation from the company to do so;
5. Drivers must not use their vehicle for an unauthorised purpose;
6. Drivers must ensure the safety and security of their vehicle, and as applicable, their passengers, or load;
7. Drivers must ensure loaded goods are evenly distributed and secured to prevent any movement which could cause damage to the vehicle/trailer; loads being carried; or cause any nuisance or danger to other road users;
8. Drivers and other workers, are responsible for the use and safe keeping of any articles, such as a belts, straps, chains, nets; or ropes etc which are used to secure any load and must ensure that they have an adequate supply of such equipment to carry out their work safely;
9. Drivers and as applicable their passengers, must not smoke any substance, which includes e-cigarettes, within their vehicle;

10. Drivers must as soon as it is practicable report to their supervisor/manager any load that seems insecure, or unsafe;
11. Restraints or seat belts when provided, must be used by people aboard a vehicle;
12. Drivers must act courteously, with due regard for others at a worksite and as relevant, public-road users, especially, pedestrians, cyclists and bikers;
13. Drivers must keep to speed-limits;
14. Drivers must not exceed any maximum working hours for driving;
15. Drivers must always park vehicles safely in an appropriate place, and;
16. Drivers if they need to leave their vehicle unattended, must ensure it is secure with the doors locked and the keys removed.

Use of mobile telephones or other electronic, devices

1. It is a criminal offence to drive or have another person drive a motor vehicle while using a hand-held mobile telephone or other electronic device, such as satellite- navigation equipment or mp3 players.
2. For the purposes of the legislation, 'driving' will include sitting in a stationary vehicle with the engine running and a 'hand-held' mobile telephone will include any 'hands-free' mobile telephone if it is held at any point during the call. It will not be an offence to use a hands-free mobile phone, while it is in its holder.
3. Legislation does not prevent passengers in vehicles from using hand-held mobile telephones; however, they must not hold it for the driver to use in a moving vehicle.

Emergency procedure for accidents or breakdowns

Drivers and if appropriate, passengers, shall in an accident or emergency:

1. Call the emergency services; and
2. Keep a record of any incident.

Drivers and if appropriate, passengers, shall in a breakdown:

1. Avoid stopping in a dangerous place;
2. On a motorway, if the vehicle breaks down, if possible move and park it to the left side of the hard-shoulder and switch on its hazard warning lights:

    - All people to get out of the vehicle and move to a place of safety; ideally behind the crash barrier;
    - Place a warning triangle at least 45m on the same side of the road behind their broken-down vehicle. You may use another permitted warning device. (Use caution when placing or retrieving warning devices), and;
    - Summon break-down assistance.

52. Vibration

Ames Air Conditioning Ltd will comply with the requirements of the Control of Vibration at Work Regulations 2005. All activities which may place operatives at risk of exposure to vibration will be reviewed and risk assessed by a competent person and wherever practical

alternative methods of working which eliminate exposure to harmful levels of vibration will always be considered.

The two main types of vibration which are likely to affect our workforce are:

Hand-arm Vibration (HAV) – Vibration that is transmitted to the hands from tools, equipment and certain processes that produce vibration.

Whole Body Vibration (WBV) – Vibration that is transmitted through the body of the operative, this usually occurs through the seat of the plant or through the feet.

The risk and extent of harm depends on a number of factors including:

For HAV:

- How high the vibration levels are.
- The duration of exposure to the vibration.
- How awkward the equipment is to use or hold.
- How firmly the equipment needs to be held/gripped.
- The general environmental conditions, cold and/or wet conditions can impact of the severity of exposure.

Additional considerations for WBV include:

- Ergonomic factors such as the operators posture and seating position.
- The design of the controls.
- Operator visibility levels.
- Any additional handling and/or lifting operations associated with machine's operation.
- Personal factors including experience, general health and level of fitness etc.

As with all risk assessments the following hierarchy of control measures will be adopted:

1. **Elimination –** Alternative ways of undertaking the work which avoids the need for exposure to harmful levels of vibration will always be given consideration first. For example the scabbling of concrete construction joints can be completely eliminated through the use of concrete retarders applied onto the joint. Once cured, the retardant and top layer of concrete can simply be jet washed off.

2. **Reduction –** potential ways of reducing vibration levels include:

   - making sure only low vibration tools are purchased/hired;
   - using tools with built in vibration controls/monitors;
   - using the right tool for the job;
   - limiting the duration of exposure;
   - keeping all equipment well maintained and in good working order;
   - not applying more force than necessary when using tools and machines;

- taking regular breaks;
- ensuring exposure levels are not exceeded;
- exercising hands and fingers to improve blood flow.

3. **Isolation –** splitting the task so that multiple operatives are involved. For example if a task takes 60 minutes, 3 operatives each working for 20 minutes reduces the exposure to any one operative.

4. **Controls –** using control to reduce the risks associated with vibration include:

- providing information, instruction and training to all operatives in the correct use of tools and equipment;
- communicating the requirements of risk assessments and method statements to those carrying out the works, so that they understand the risks and what should be done to limit their exposure;
- recognising the early signs of symptoms related to vibration induced health issues;
- providing health surveillance where the use of high vibration tools is unavoidable;
- keeping warm and dry;
- using anti-vibration PPE such as anti-vibration gloves.

Ames Air Conditioning Ltd has a policy of ensuring that the noise and vibration produced by work equipment is an integral consideration, together with price when new equipment is being purchased. We consider equipment which is advanced in technology and equipped with vibration reducing features in order to help limit and reduce the level of exposure to our operatives.

We recognise that a common cause of hand-arm vibration is the prolonged use of rotating hand tools for cutting, grinding, chipping, hammering and drilling. In the first instance we will look at means of eliminating such operations, although where this is not practical, mechanical methods which do not exposure the operative will be adopted. However, where exposure to the operative cannot be avoided, job rotation and a reduction in the exposure time will be used.

The following table provides a summary of the exposure times required to reach the action level for different vibration levels. Use will also be made of the online HSE Vibration Calculators and Ready Reckoners when preparing Vibration Risk Assessments.

Vibration values in m/s^2	Exposure time required to reach action level $2.8m/s^2$ A (8)	
	In minutes	In hours
2.8	480	8.00
3.0	418	6.97
3.5	307	5.12
4.0	235	3.92
4.5	186	3.10
5.0	151	2.51

Vibration values in m/s²	Exposure time required to reach action level 2.8m/s² A (8)	
	In minutes	In hours
5.5	124	2.07
6.0	105	1.74
6.5	89	1.48
7.0	77	1.28
7.5	67	1.12
8.0	59	0.98
8.5	52	0.87
9.0	46	0.77
9.5	42	0.69
10.0	38	0.63
10.5	34	0.57
11.0	31	0.52
11.5	28	0.47

53. Violence and Harassment

The company operates a Zero Tolerance approach to Harassment and Violence. Harassment and Violence towards our employees or by our employees will not be tolerated under any circumstances. Training will be provided to employees to help educate, prevent and deal with the risks and/or consequences of harassment and violence in the workplace. Should any employee be the victim of Workplace Violence or Harassment, support will be made available to help and support them as deemed necessary.

By the nature of the business, employees are often required to undertake works in a range of different environments, some of which may pose a risk of verbal abuse and in extreme cases, physical assault. To help protect against this the company will keep neighbours up dated and informed of the progress of our works and provide advance warning of any potentially disruptive works.

Not withholding this, the company is fully aware of its duties under the Health and Safety at Work etc. Act 1974 to ensure both the mental and physical wellbeing of its employees.

Employees are advised to diffuse potential hostile attacks by remaining calm, summoning assistance and/or leaving the area when it is safe to do so. Operatives should avoid displaying valuable items such mobile phones, jewellery, equipment etc. in public areas as far as possible.

Any hostile acts or aggression directed towards our staff be they verbal or physical must be immediately reported to the Contracts Manager and recorded as an incident in the accident book. Where appropriate, the Police will be informed and counselling offered to any affected employees.

54. Welding & Cutting Operations

A hot works permit and risk assessment must be prepared prior to any welding or cutting works being carried out. From this a safe system of work will be developed and outlined within a method statement. The method statement should detail all necessary protective clothing,

ventilation equipment, respirators, fire resistant sheets, fire extinguishers, screens etc. which need to be provided as part of the works.

Welders and any person assisting them must be provided with eye protection to BS 679 or BS 1542. Suitable screens must be used to prevent injury to other persons working or passing near welding or cutting operations. Hot Work Permits must be complied with in full, together with the rules on fire prevention, detection and fighting.

Only trained and experienced operatives will be permitted to carry out any welding or other (hot work) cutting operations. All welding/cutting equipment must be checked daily, prior to commencement of work by a competent person and any defective parts repaired or replaced before use. Due to the hazards associated with exposure to welding fume, all areas subject to welding activities will be well ventilated with extraction hoses and ducts (LEV) being used to help extract and direct all such hazardous fumes away from the work area. Additionally, all persons involved in welding operations will be provided with suitable PPE and RPE to protect them from the range of hazards that exist when welding operations are being carried out. In particular, all welders will be with suitable and sufficient Respiratory Protection Equipment (RPE) to protect them from the hazardous welding fumes.

The Contracts Manager is responsible for ensuring all welding operations are properly planned and executed.

The Site Supervisor will ensure the adequacy of the ventilation facilities in areas where welding operations are in progress. He will also ensure the equipment being used, the electricity supply, gas cylinders/hoses and earthing arrangements etc. are to the standards required.

The Site Supervisor will check to ensure the equipment being used has been maintained and inspected in accordance with PUWER and the manufacturer's requirements.

The Contracts Manager will ensure that operatives undertaking welding/cutting operations have undergone suitable training and have the relevant in-date certifications.

Welding operatives must check the adequacy of the electrical supply and earthing arrangements prior to starting work.

All necessary protective clothing will be provided and operatives will co-operate with the company in using such equipment/clothing at all times when engaged in electric arc activities.

Welding or (hot works) cutting operations will not be permitted in any flammable area.

A 30 minute Fire Watch will be maintained after all Welding Operations and Hot Works, the areas will be dampened down and any combustible materials will be removed from the work area.

Operatives will, if they discover a fault in any of the equipment issued to them, stop work immediately, make the area safe and report the fault to their supervisor.

The company will provide all necessary protective clothing and equipment for use when welding or cutting is in operation. Operatives must use all protective clothing and equipment issued by the company and report any defects without delay.

55.Welfare & First Aid

The Construction (Design and Management) Regulations 2015 detail the welfare arrangements and facilities which should be provided on all construction/building sites while the Workplace (Health, Safety and Welfare) Regulations 1992 detail corresponding requirements for offices etc.

As a minimum, all construction sites will be provided with, or access will be provided to:

- Toilets
- Hot and cold running water
- Rest facilities (somewhere warm and dry to sit and eat/drink during breaks)
- Facilities to make hot drinks
- First Aid provisions

With regards to the provision of First Aid equipment, facilities and personnel, an assessment will be made based on the requirements of the Health and Safety (First Aid) Regulations, together with the associated ACOP and Guidance Notes. The exact provision will vary according to the nature of the works being carried out; the perceived level of risk; the numbers of persons affected and any other external factors which could impact on the safety of the carrying out the works.

Where Ames Air Conditioning Ltd is fulfilling the role of the Principal Contractor (or Sole Contractor), then the Contracts Manager will ensure that the welfare and first-aid requirements and put in place before the commencement of site works and the Site Supervisor will ensure that the facilities are maintained throughout the works.

Where Ames Air Conditioning Ltd is working as a Contractor (sub-contractor), then checks will be made by the Contracts Manager at the planning stage to determine if the use of shared facilities will be made available to the company, or if Ames Air Conditioning Ltd needs to provide its own dedicated facilities.

First Aid boxes are provided in the kitchen/staff welfare area of the company's and in the staff welfare units on all sites. The contents of the first aid boxes will be checked and replenished by the company's Appointed Person for first aid. Expired items will also be replaced in a timely manner. First aid kits are also provided in all company vehicles, the employees responsible for the vehicle are responsible for ensuring the first aid kits in their vehicles are maintained.

A First Aid Risk Assessment will be completed to help determine how many trained first aiders are needed by the company. First aiders on site may be employed directly by the company; be part of the Principal Contractors team; or be part of our sub-contractor teams. Irrespective of this, the names of all first aiders will be clearly displayed on site and all first aiders will be required to wear a First Aider helmet sticker.

First Aid Risk Assessments will consider:

- The number of persons working on site
- The nature of the work being carried out
- The history of incidents during similar works
- The likelihood and severity of any potential accidents
- The risks others who may be affected by the works

- The distances between workers on a site
- The details of any other first aid provisions available from the client or principal contractor
- The location of medical facilities (local hospital, A&E etc.)

56. Work at Height

See Also:

- Ladders, Step Ladders, Trestles & Staging
- Mobile Access Equipment
- Roof Work
- Scaffolding

Wherever it is practical to do so, work at height will be avoided. Where work at height cannot be avoided, priority will be given to establishing a safe system of work which provides protection to everyone, as opposed to the individual as required under the Work at Height Regulations 2005 (WAHR).

All work at height will be risk assessed by a competent person and alternatives to working at height will always be considered where practical. The use of ladders will be limited to 'short duration' works and will only be approved where other more suitable safe means of work at height is not considered to be appropriate.

The hierarchy of control measures to be adopted when Working at Height are:

1. Avoid working at height if possible
2. Use an existing safe place of work
3. Provide work equipment to prevent falls
4. Mitigate distance and consequences of a fall
5. Instruction and training and/or other means.

The hierarchy of control measures will be followed when planning work at height and when preparing work at height risk assessments and method statements. Other factors such as the location and duration of the work; the weather conditions; the task to be carried out and the competence of those carrying out the works will also be considered.

When working at height, the following principles will be adopted:

1. All work at height must be carefully planned by a competent person
2. Restrict the use of securely footed/tied off ladders to no more than 30 minutes, non-repetitive work
3. Think about where and how the work is to be done
4. Prepare a Risk Assessment and Safe System of Work (Method Statement)
5. Undertake works from ground level where practical and avoid any work at height unless it is completely unavoidable
6. Where possible utilise an existing structure and access, which will allow safe access and provide a safe working platform.
7. Where work at height cannot be avoided, provide a working platform which is:
   - Safe and securely positioned on stable ground

- Suitably rated for the loads (personnel, equipment and materials) that are to be placed on it
- Stable and unlikely to overturn

8. Take account of the ground, especially where mobile platforms are used. Does it slope, is it undulating, is it firm or soft?
9. Ensure double guardrails and toeboards are provided
10. Ensure all open edges, holes and openings whether within the working platform or part of the connected work area, are protected and covered/barriered off.

ALWAYS ensure adequate clearance between access equipment and overhead power lines; and around nearby structures when mobile equipment is being used.

Only CE certified, Category III approved Personal Protection Equipment should be used for work at height. Domestic grade access equipment or PPE must NEVER be used.

57.Work Equipment

All work equipment is covered by the Provision and Use of Work Equipment Regulations 1998 (PUWER). The classification of work equipment is wide ranging and includes everything from non-powered hand tools such as a hammer or screwdriver to an entire air conditioning plant, excavator or welding kit. It also includes non-construction related equipment such as cleaning and office related equipment. The requirements of PUWER include the starting, stopping, repairing, modification, installation, dismantling, programming, setting, transportation, maintenance, servicing and cleaning of the equipment.

PUWER has specific requirements regarding the safety and guarding of hazardous work equipment to provide protection against specific hazards, such as ejected materials and substances; rupture or disintegration of work equipment parts (such as abrasive wheels); equipment catching fire or overheating; unintended or premature discharge of articles and substances; and protection against explosion.

The requirements of PUWER also cover work equipment parts and substances at high or very low temperatures; control systems/devices; the safe isolation of equipment from power sources; the stability of the work equipment; the provision of adequate lighting for its safe operation, use and maintenance etc.; and the provision of warnings and markings.

The company will where applicable carry out assessments to ensure that the work equipment is suitable for its intended use within the proposed workplace environment.

Work equipment must only be used for operations and under conditions for which, it is designed and intended to be used by the company. All work equipment will be maintained in safe working order and in a good state of repair in accordance with the manufacturer's recommendations. Furthermore all users of such work equipment will, where applicable, be provided with information, instruction and training for the use of the work equipment they are required to use in the course of their work.

Selection

The Contracts Manager is responsible for the selection of work equipment and when selecting work equipment he must ensure that it is suitable and designed for the intended use (fit for purpose). All work equipment must be:

- Supplied with operating instructions, including maintenance and cleaning instructions
- Sourced from a supplier approved by the company
- Provided with all necessary safety documentation, including EC Conformity documentation

The selection of work equipment will usually be first identified when preparing the Risk Assessments for specific work tasks. All significant risks associated with the use of the equipment must therefore be included within the risk assessments for the work task. Alternatively, it will also be acceptable to prepare a generic specific risk assessment for the use of the work equipment. However, this must take account of who is to use the equipment, how it is used and the environment in which it will be used.

All work equipment must be visually checked, by the user of the equipment before use. Defective equipment must be taken out of use, reported to the Contracts Manager and not used.

Hired Equipment
Hired equipment should always be sourced from reputable hire companies such as members of the Construction Plant-hire Association (CPA) or the Hire Association Europe (HAE). This helps to ensure that high standards of supply are maintained through the provision of properly maintained equipment that is safe to use and suitable for the job. The hire company must also be asked to provide information and instruction on the safe use and operation of the equipment. Upon receipt, all work equipment must be inspected to ensure it is in good working order.

Borrowed/Loaned Equipment
The borrowing and/or loaning of equipment between companies shall not be permitted, all equipment must be sourced from reputable providers and provided with all applicable documentation, instruction and training to enable its safe use and operation. Borrowing and/or loaning equipment is only likely to increase the risks as a result of the equipment falling between different inspection/testing regimes etc.

Privately Owned Equipment
Any privately owned equipment, such as for example electricians using their own tools and equipment must conform to the same requirements for testing and inspection as all other equipment.

Operation and Use

Work equipment must only be used by suitably trained competent persons who have received appropriate training/instruction in the use of the equipment. Such training may be formal, informal or gained as part of their trade/professional training.

Maintenance and Testing

The Contracts Manager is responsible for ensuring that work equipment is maintained and tested.

All equipment must (at all times) be maintained in a safe working condition and be subject to regular testing in accordance with the manufactures recommendations. Suitable written records will be maintained to help document the testing and inspection regime.

The maintenance and testing of work equipment will be completed by competent persons, although where repairs are not considered to be economic, the equipment will be replaced.

Defective equipment must be taken out of use and clearly labelled as 'Defective – Do Not Use'.

Where applicable, a planned maintenance schedule, otherwise known as preventative maintenance or routine servicing of work equipment will be implemented to help maintain the work equipment and reduce the risk of failure.

Inspection and Examination

The Contracts Manager is responsible for ensuring that all work equipment inspections are completed. The arrangements that Ames Air Conditioning Ltd will typically put in place in this respect include:

a) A simple visual inspection completed by the user of the work equipment prior to use.
b) Documented weekly/monthly/quarterly/annual inspections. Examples include Equipment Inspection Registers, PAT Registers and Ladder Registers.
c) All hired equipment must be provided with evidence of current thorough examinations (aka statutory inspections), and routine inspections completed by the hire company prior to be being hired.
d) The competent persons undertaking the inspections must be competent and have the appropriate practical and theoretical knowledge/experience to enable them to detect defects or weaknesses and assess their importance in relation to the safety and continued use of the equipment. Some inspections will therefore be undertaken using in-house staff, where other inspections may require external specialists. However, if 'in-house' examiners are used, they must have genuine authority and independence to ensure that examinations are undertaken properly and that any recommendations are made without fear or favour. In most cases though the competent person for thorough examinations (aka statutory inspections) would be supplied by an engineering insurance company.

58. Workplace (Health, Safety and Welfare) Regulations

The Workplace (Health, Safety and Welfare) Regulations cover the general working environment, workplace safety (general construction of, arrangements, first aid provision etc.), welfare facilities (washing, eating, changing etc.) and housekeeping requirements. These regulations do not apply to construction sites, but they do apply to the finished facilities that we ultimately construct, so the requirements of the regulations need to be taken into account to ensure that they are constructed in such a way so as to conform to the requirements of the regulations.

Furthermore, the Workplace (Health, Safety and Welfare) Regulations do apply to our head office and other non-construction site based activities. The Contracts Manager, or Office

Manager (as applicable), will ensure that the welfare and first-aid requirements are fully complied with and maintained to the required standards.

With regards to the general working conditions and the working environment, the company will ensure:

- Company offices are maintained at a minimum temperature of 16°C.
- Workplaces are suitably ventilated with sufficient fresh air, or purified air if natural ventilation is not available.
- Suitable and sufficient lighting is provided and wherever possible natural light is used.
- Suitable and sufficient emergency lighting will be provided.
- Sufficient working space will be provided in the workplace taking into account the number of employees, furniture and equipment etc.
- Suitable workstations are provided for employees.
- Floors and traffic routes are kept free from obstructions and trip hazards at all times.
- Measures are put in place to prevent persons being struck by falling objects.
- Windows and transparent areas in doors, walls and partitions etc. are made of safety/laminated glass and marked where applicable to help prevent accidents.

59.Young Persons

Young persons may be at greater risk when at work, when compared to experienced workers, due to their lack of experience, risk awareness or immaturity. It is however important to differentiate between a Young Person and a Child:

- **Young Person** – An employee or work placement student who has not attained the age of 18.
- **Child** – Person who is not over the compulsory school leaving age (16)

The 'Health and Safety at Work etc. Act 1974' places a duty on employers to secure the health and safety of its employees at work, as well as anyone else who may be adversely affected by the employer's undertakings, so far as is reasonably practicable.

Furthermore the 'Management of Health and Safety at Work Regulations 1999', requires employers to risk assess the work-related risks to all of their employees, and more specifically it requires a specific risk assessment to be carried out for Young Persons.

It is likely that when a risk assessment is carried out, the risk assessment will detail suitable control measures to protect all persons at work, including young persons. However, this may not always be the case and therefore additional controls, such as further training or more

supervision may need to be implemented to help safeguard the young person. In some instances it may even be necessary to prohibit the young person from certain activities.

The young person should always be provided with the relevant healthy and safety information from the risk assessment and the relevant control measures which are put in place for his and his colleague's safety. All employees, including Young Persons have responsibility for their own health and safety and for the safety of their colleagues. This duty will be clearly explained to all young persons as they are potentially more likely to 'mess about' or play practical jokes without being aware of the possible consequences.

When completing a Young Person's Risk Assessment, Ames Air Conditioning Ltd will give consideration to the following factors:

- the nature of the work to be carried out and the associated risks
- level of health and safety training provided
- their level of work experience
- their level of immaturity
- their lack of awareness of safety risks
- the layout of their workstation and workplace
- the extent of any exposure to biological, chemical or physical agents
- the type and use of work equipment
- the way in which the work is planned/organised

AMES AIR CONDITIONING

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Appendices

Key Health and Safety Acts and Regulations

Key Health & Safety Acts and Regulations:

The following list of acts and regulations are the key statutory instruments applicable to the management of occupational health and safety in the UK. As new acts and regulations are introduced on a regular basis, those acts listed below may from time to time be supplemented or superseded by newer regulations.

- Building Regulations (Various dates)
- Building Safety Act
- Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009
- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Asbestos Regulations 2012
- Control of Lead at Work Regulations
- Control of Major Accident Hazards Regulations 2015 (COMAH)
- Control of Substances Hazardous to Health Regulations (COSHH)
- Control of Vibration at Work Regulations 2005
- Dangerous Substances and Explosive Atmosphere Regulations (DSEAR)
- Electricity at Work Regulations 1989
- Gas Appliances (Safety) Regulations 1995
- Gas Safety (Management) Regulations 1996
- Hazardous Waste Regulations 2005
- Health and Safety at Work etc. Act 1974
- Health and Safety (First Aid) Regulations 1981
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (Information for Employees) Regulations 1989
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Ionising Radiations Regulations 1999
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER 98)
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Noise at Work Regulations 2005 (NAWR)
- Notification of New Substances Regulations 1993
- Personal Protective Equipment Regulations 2002
- Personal Protective Equipment at Work Regulations 1992
- Personal Protective Equipment at Work (Amendment) Regulations 2022
- Pressure Equipment Regulations 1999
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998 (PUWER 98)
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Safety Representatives and Safety Committees Regulations 1977
- Simple Pressure Vessels (Safety) Regulations 1991
- Supply of Machinery (Safety) Regulations
- Work at Height Regulations 2005
- Working Time Regulations 1998
- Workplace (Health, Safety and Welfare) Regulations 1992

Reference should be made to the following webpage for up to date details of current Health and Safety Legislation and for links to the specific Statutory Instruments:

http://www.hse.gov.uk/legislation/statinstruments.htm

Copies of HSE guidance documents and other publications can be downloaded from the following web page:

http://www.hse.gov.uk/pubns/books/index-catalogue.htm

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