




# The Health and Safety Policy

<b>ISSUE</b>	Rev.08			
<b>DATE</b>	05/02/19			
<b>PREPARED BY</b>	Ian Burnett			
<b>REVIEWED BY</b>	Kat Ely			
<b>APPROVED BY</b>	Peter Ely			

## APPROVAL

The signatures below certify that this Health and Safety Policy has been reviewed and accepted and demonstrates that the signatures area aware of all the requirements contained herein and are committed to ensuring their provision.

ISSUE	Name	Signature	Position	Date
<b>PREPARED BY</b>	Ian Burnett		HSQE Manager	<a href="#">05/02/19</a>
<b>REVIEWED BY</b>	Kat Ely		Training Service Director	<a href="#">05/02/19</a>
<b>APPROVED BY</b>	Peter Ely		Managing Director	<a href="#">05/02/19</a>

### Project Skills Solutions Managing Director Details.

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 0800 0213 263

This policy will be reviewed annually by the HSQE Manager.  
 Venues will be assessed annually by the HSQE Manager.



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**Introduction**

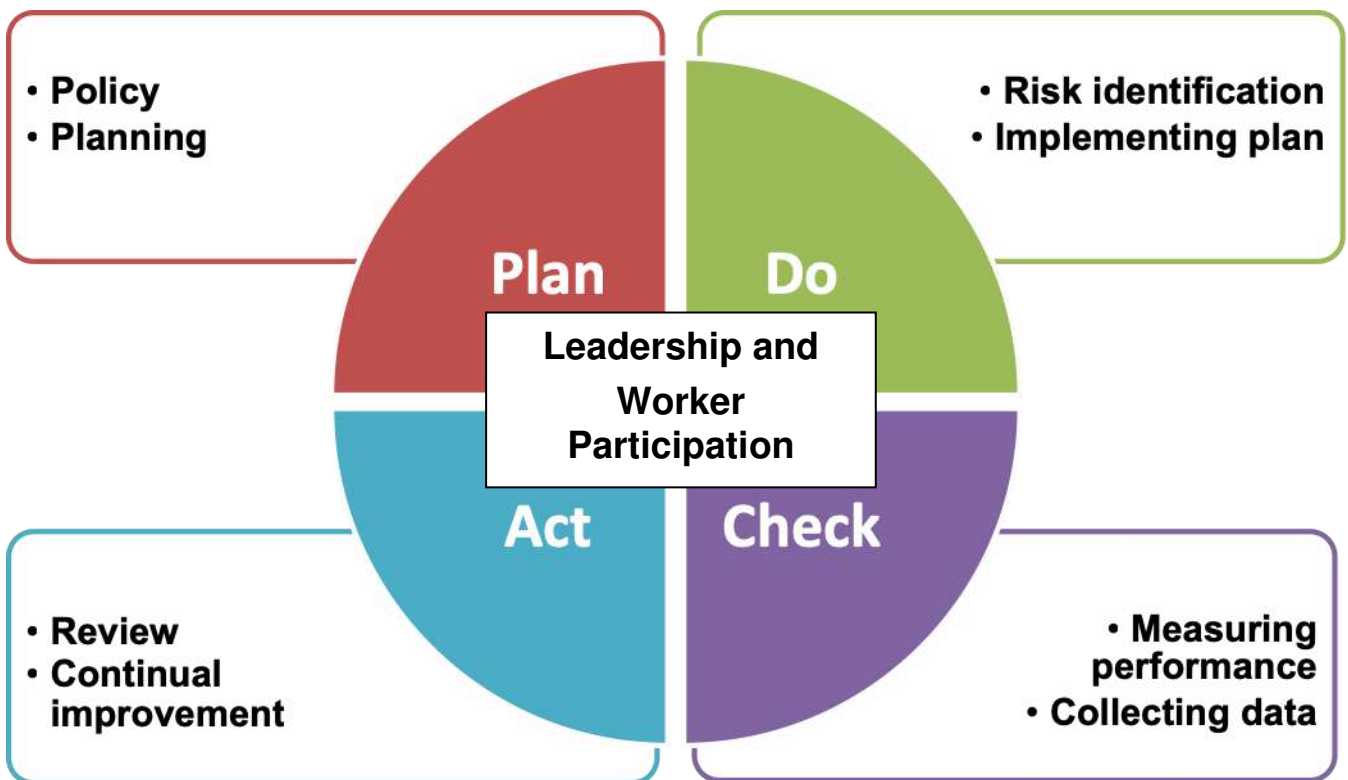
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Project Skills Solutions directors and managers set health and safety strategy, policy and objectives, confirming the effectiveness of the systems through monitoring systems including management review. Project Skills Solutions management consult with workers to develop a culture in which the company safety management system can operate efficiently and effectively.

Project Skills Solutions is a worker focused company who ensure workers are protected from harm and ill-health through safety procedures, practices and policies. The Project Skills Solutions workforce are able to put forward their own health and safety proposals as well as reporting health and safety issues without the fear of reprisals as their ideas and concerns will help to improve the company safety management system.

As a model for continuous improvement the Project Skills Solutions Safety Management System use a systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures. Project Skills Solutions follow the Plan, Do, Check, Act approach achieving a balance between the systems and behavioural aspects of management, treating health and safety management as an integral part of good management, rather than as a stand-alone system.



## Communication System Statement

Good communication is vital in all fields of ~~the construction industry, not least with regard to~~ health and safety. All Project Skills Solutions workers will be made fully aware of the company's obligations and procedures for health and safety.

Project Skills Solutions communication methods will include:

1. Policies, procedures, RAMS and COSHH assessment
2. Safety Management System
3. Safety inspections
4. Safety Audits
5. Induction training
6. Toolbox Talks
7. Prestart briefings
8. Formal training
9. Signs
10. Notices and posters
11. Face-to-face communication
12. Emails, and other letters and handouts.

1. **Policies, procedures, RAMS, COSHH assessments**, will be prepared by [Ian Burnett](#) (Project Skills Solutions ~~PE1~~ HSQE Manager) ~~Health and Safety~~ but must be checked, approved and authorised by Project Skills Solutions Directors ~~Ltd Directors~~. Accountability and responsibility lie with company Directors and supervisors to ensure policies, procedures, RAMS and COSHH assessments are successfully implemented in the workplace. Site supervisors must pass on information contained in policies, procedures, RAMS and COSHH assessments onto Project Skills Solutions workforce and obtain their signatures on appropriate signature sheets for conformation, ~~Project Skills Solutions Directors must ensure that this is done~~.
2. **Safety Management System (SMS)**, pro-forma documents for record keeping are in place on each site and are to be completed, checked and filed as per the SMS protocol document that accompanies each set of pro-forma documents. SMS documentation will be maintained by the Project Skills Solutions ~~site supervisor~~ [work managers](#) on each project and will be held in the ~~site~~ [project](#) health and safety file, which will be handed to the Project Skills Solutions Project Manager for archiving at the end of a project.
3. **Safety inspections**, ~~weekly site inspections~~ will be carried out by Project Skills Solutions ~~Decorators Ltd~~ [sitework](#) supervisors, using the appropriate pro-forma from the Safety Management System to highlight and good or bad aspects of the work area. The completed documents will be emailed to the Project Skills Solutions ~~Project Manager on a weekly basis~~ HSQE Manager for assessment and review.
4. **Safety Audits**, will be carried ~~out 2 weekly or monthly dependent on the scale of a project by the external health and safety auditor (Malcolm Thompson), company~~ HSQE Manager, the audit report will be emailed to the Project Skills Solutions ~~Project Manager and Burnett H&S (Ian Burnett)~~ [Managing Director](#) on completion for assessment and review.
5. **Induction training** is used to introduce Project Skills Solutions workers to the specific hazards and control measures used on each project that they work on. All Project Skills Solutions workers will be given information on the structure and main roles of Project Skills Solutions ~~Decorators Ltd~~, particularly with regard to health and safety. Induction training will be recorded by the Project Skills Solutions ~~site manager~~ [work supervisor](#) on each project and will be held in the site health and safety file, which will be handed to the Project Skills ~~Solutions~~ [Project Manager](#) HSQE Manager for archiving at the end of a project.
6. **Toolbox Talks** will be carried out weekly by Project Skills Solutions supervisor on each site which will consist of a short presentation to the workforce on a single aspect of health and safety. Toolbox training will be recorded by the Project Skills Solutions site manager on each project and will be held in the site health and safety file, which will be handed to the Project Skills Solutions HSQE Manager for archiving at the end of a project.
7. **Prestart Briefings** will be carried out daily by a Project Skills Solutions supervisor on each site which will cover the work activity for the day in a step-by-step manner. The discussion will address which work is to be performed and how, it will outline potential hazards and how these hazards are to be avoided. The prestart briefing will give workers information on general and potential safety issues, specific safety issues, hazard avoidance for the work activity, and what activities adjacent to the

worksite may affect them. Prestart briefing training will be recorded by the Project Skills Solutions site manager on each project and will be held in the site health and safety file, which will be handed to the Project Skills Solutions HSQE Manager for archiving at the end of a project.

8. **Formal training**, as well as induction, toolbox talks and prestart briefings formal training will be carried out including SMSTS, SSSTS, HSA, First Aid and National Vocational Qualifications as necessary. Formal training records and certificates will be recorded by the Project Skills Solutions site manager on each project and will be held in the site health and safety file, which will be handed to the Project Skills Solutions HSQE Manager for archiving at the end of a project.
9. **Signs** will be placed around site in line with Health and Safety (Safety Signs and Signals) Regulations 1996, safety signs will be used if there is no way of completely controlling a particular risk and the workforce needs to be warned of the presence of that risk.
10. **Notices and posters**, the health and safety law poster will be clearly displayed on each project, Project Skills Solutions workers work on, or they will be issued with a pocket card. Other notices on display will be the contact details for first aiders and fire emergency instructions. The fire emergency instructions will include a map or diagram showing the route to the nearest fire assembly point. Posters will be used to as an additional means of communicating health and safety issues to workers.
11. **Face-to-face communication** will be used to boost collaboration and creativity through the sharing of ideas while helping to detect body language, feelings, tone, and reactions, which can often be misinterpreted through digital means. Face-to-face communication will be achieved through informal chats, meetings, induction, toolbox talks and prestart briefings. A year end meeting will be carried out each year by Directors and the HSQE for Project Skills Solutions [Decorators Ltd](#) to review the performance of the current year and look towards the next year to ensure continued improvement and development of the company.
12. **Emails, and other letters and handouts** Email correspondence will be used for communicating information within Project Skills Solutions [Decorators Ltd](#) and with other interested parties such as the Principal Contractor, Client, HSE etc. It is a paperless, and therefore environmentally friendly, method of communication. While not wanting to encourage excessive use of paper, there are times when a physical letter or memo delivered directly to a person is more effective than an email that can easily be ignored or even deleted unread. To ensure their effectiveness, letters or memos will be to the point, as short as possible and clear.

The Health and Safety Law poster is displayed in the head office (Kitchen) and on each site health and safety notice board. Health and safety advice is available from Ian Burnett (07974 364 344).

Supervision of young workers/trainees will be arranged/undertaken/monitored by Project Skills Solutions supervisors/managers.

At Project Skills Solutions we have established four general principles for effective supervision to help ensure control of our core operations, due to the mainly peripatetic nature of the work, and compliance with the established performance standards - for all elements of the business – not just health and safety.

The four general principles for effective Supervision are: -

1. Every job should be surveyed, and a suitable and sufficient risk assessment and method statement carried out.
2. Ensure the correct competence levels of those allocated duties, in relation to the task(s) to be undertaken and the work equipment to be used.
3. Ensure the effective communication of the required performance standards and essential information. E.g. Control measures.
4. Establish and implement the suitable levels of imposed and self-supervision depending upon the degree of risk and the competence levels of the operatives involved. Always ensure a minimum level of imposed supervision.

Signed copies of this H&S Policy will be kept in the company head office, Project Skills Solutions operatives are to sign for this H&S Policy on page 60.



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**Amendment Record**

This health and safety policy will be reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date
P.1	Changes made to front cover to define Directors requirement to accept accountability and responsibility for the health and safety policy and commit to its contents.	8	17/01/19
P.2	Plan, do, check, act diagram added to introduction including additional write up	8	17/01/19
P.3 & 4	Communication System Statement added to Policy to demonstrate the company's commitment to consultation and feedback at all levels of the company	8	17/01/19
P.5	Amendment Record added to health and safety policy so changes to the policy can be easily identified	8	24/01/19
P.57	Appendix 1: Health and safety legislation placed in alphabetical order for easier identification with additional legislation added along with review date	8	24/01/19
All pages	The H&S Policy has been reorganised to clearly show the policy statement, organisation, arrangements, monitoring, auditing and review sections.	8	24/01/19
P.32	Reference to user guide removed and replaced with Display Screen Equipment (DSE) workstation checklist by HSE.	8	05/02/19
Multiple pages	Reference to HSQE Consultant changed to HSQE Manager	8	05/02/19

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**HEALTH & SAFETY POLICY STATEMENT**

The objective of **Project Skills Solutions Ltd** policy, as a fundamental part of its health and safety management system and in accordance with the Health and Safety at Work Act 1974 is to prevent, so far as is reasonably practicable during the course of the work or duties being undertaken, any accidental occurrence which may directly or indirectly result in: -

- Injury or occupational ill health to any person
- Damage to or loss of any plant, equipment property, materials or products.
- Delays in any processes or operations
- Events, which may otherwise be detrimental to efficiency
- Adverse impact upon the environment

The application and promotion of the policy is the responsibility of **Project Skills Solutions Ltd** senior management. Whilst duties and tasks may be delegated the overall responsibility remains with the senior management to ensure that **Project Skills Solutions Ltd** complies with all relevant statutory health and safety legislation and Approved Codes of Practice.

**Project Skills Solutions Ltd:**

- Treats health and safety as seriously as other aims.
- Believes that injuries and occupational illness can be prevented.
- Will set and maintain high standards of health and safety at all locations.

**Project Skills Solutions Ltd** aims to act responsibly to ensure, so far as is reasonably practicable, the health and safety of its employees whilst at work.

**Project Skills Solutions Ltd:**

- Set and monitor safety objectives.
- Be committed to continual improvement in safety performance.
- Provide and maintain safe systems of work which will minimise risk to health.
- Carry out an assessment of risk to all employees whilst at work.
- Provide sufficient resources for the management of health and safety.
- Provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees.
- Seek the full co-operation of employees and clients in implementing this policy and promoting good safety practices.
- Ensure all employees are fit for the work they are required to do.
- Minimise risk of injury or illness created by work activities.
- Provide adequate resources to ensure satisfaction of this safety policy.
- Ensure that senior management actively involve the workforce – including part-time and agency workers – as part of a developing health and safety culture.

**Each employee has a duty to co-operate with the company by:**

- Complying with appropriate legal requirements and company health and safety rules.
- Wearing and using the protective clothing and equipment provided.
- Applying good housekeeping to work areas.
- Reporting incidents or hazards which could lead to injury or damage.
- Attending safety training in accordance with **Project Skills Solutions Ltd.'s** requirements.
- Working safely in the interests of themselves and others.



Peter Ely (Director)

DATE **04/05/2019**

Review Date **04/05/2020**

**Project Skills Solutions Limited**

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## 2 - ORGANISATION

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This section sets out who is responsible for specific actions within Project Skills Solutions.

### 2.1 Board of Directors Responsibilities<sup>[PE2]</sup>

Overall responsibility for the health and safety of all persons within the company rests with the Board of Directors of Project Skills Solutions Limited.

The Board of Directors delegates this responsibility to the individual operations managers for the purposes of the day to day running of the operation with the direct assistance of individual line managers and supervisors.

Project Skills Solutions Limited has a nominated HSQE Manager who has overall group responsibility for reviewing and making recommendations on all matters relating to health and safety.

#### 2.1a HSQE Manager Responsibilities

The HSQE Manager who has responsibility for the day-to-day safety operations will be Ian Burnett.

The HSQE Manager will ensure through the management organisation that:

- All persons employed by the company receive adequate health and safety training. In addition, employees will receive adequate instruction and supervision to enable them to undertake their work in a safe manner.
- All plant and equipment are suitable for their intended purpose and that it is maintained in a safe condition at all times.
- All persons working on site, whether or not employees of the company, are adequately notified of all known hazards and protective measures.
- That the company risk assessments, along with all other safety documentation, are brought to the attention of all relevant parties.
- All employees are required to comply with their legal requirements under current National statutory provisions. All staff must co-operate with the management of the company to allow it to comply with the legal requirements for health and safety.
- Individual members of staff, who have any concern regarding their own safety, or that of a third party, are responsible for reporting the matter to their manager without delay.
- All members of staff will receive a copy of this safety policy and will be required to sign to state that they have read and understood it. New members of staff will be required to read and sign a copy of this safety policy before they start work and their manager will familiarise, explain and assist them to begin work in a safe manner.

#### 2.1b Management Responsibilities

**Installation Project Managers** are responsible for:

- The management of health and safety matters relating to the activities under their control.
- Ensuring that Project Skills Solutions health and safety policies are implemented by site supervisors who report directly to them.
- Ensuring site supervisors complete safety management system documentation accurately and with suitable information.
- Providing the external health and safety adviser with relevant information in a timely manner to enable them to conduct their duties.
- Ensuring accident and near-miss reporting procedures are understood and complied with and assist with accident investigations where appropriate.
- Ensuring all Project Skills Solutions workforce are suitably trained/competent to carry out the prescribed task and that the necessary training such as CSCS, IPAF, PASMA etc. are in place and appropriate to the work activities been undertaken.

- Ensuring the statutory notices, the safety policy, insurance certificate and the names of appointed first aiders are displayed and maintained in prominent locations.
- Ensuring that all new employees in the company are provided with a copy of the policy statement, receive such induction training as may be laid down in procedures, are issued with personal protective equipment as required and their personal responsibilities as set out in this policy risk assessments, method statements and COSHH assessments.
- Reprimanding any Project Skills Solutions operative for failing to discharge their health and safety responsibilities.
- Setting a personal example with regard to health and safety matters.
- Passing site health and safety files given to them by site supervisors at the end of contracts to the company secretary so they can be archived for future reference.

Project Skills Solutions have a duty to all employees, casual workers, part-time workers, trainee, visitors and sub-Installation Engineers/Contractors who may be in the Organisation or using the equipment provided by the Company. Consideration must also be given to our neighbours and the general public.

**Office/Training/Management** will carry out their duties by ensuring they: -

- Assess all risks to members of staff and bring the findings to the attention of key members of staff.
- Provide safe machinery, equipment and tools that are always suitably maintained.
- Provide a safe place of work for staff and visitors with adequate facilities and safe access and egress.
- Provide adequate training and information to all members of staff regardless of their position within the Organisation.
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide health surveillance to employees where it is deemed necessary by any Risk Assessments.
- Carry out Risk Assessments relevant to all work activities and bring the findings to the attention of employees.
- Appoint competent persons to help comply with Health and Safety Law.
- Provide employees with suitable training and information in clear and concise terms.
- Provide Health and Safety information and training to temporary workers and Installation Engineers/Contractors who may be working in the premises.
- Co-operate with other employers who may share the work premises.

## **2.1c Supervisor Responsibilities**

**Installation Site Supervisors** are responsible for:

- Day to day quality, safety and environment adherence on site of all Project Skills Solutions personnel.
- Ensuring Project Skills Solutions health and safety policies and procedures are implemented in the activities they manage Site supervisors will ensure that persons they supervise receive appropriate supervision, instruction, information and training to enable them to be competent to undertake safely the tasks assigned to them.
- Co-operation with Project Skills Solutions efforts to promote the wellbeing of its workforce and minimise and avoid wherever possible potential stressors by treating individuals reporting to them with consideration and dignity and promoting a culture of mutual respect in the teams they manage.
- Ensuring there is good communication within their team and there are opportunities for individuals to raise concerns about their work. Site supervisors should seek advice from project managers and the external Health and Safety adviser where appropriate and adhering to sound management principles and human resources procedures.
- Completing safety management system documentation on site and pass completed information onto their project manager
- Maintaining the site health and safety records and passing the files onto project managers at the end of contracts so they can be archived for future reference.
- Passing on information about changes to Project Skills Solutions workforce on site to allow the external health and safety adviser to update training records monthly.
- Reprimanding any employee for failing to discharge their health and safety responsibilities.
- Setting a personal example regarding health and safety matters.

## 2.1d Employees Responsibilities

**Project Skills Solutions workforce** have duties under the Health and Safety at Work Act 1974, and they are informed of their personal responsibilities to take due care for the Health and Safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. They are also informed that they must co-operate with the Project Skills Solutions in order that they can comply with the legal requirements placed upon them and in the implementation of this Policy.

All employees have to:

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

Employees are obliged to: -

- Always follow Safety Rules, avoid improvisation and comply with the Health and Safety Policy.
- Only perform work, which they are qualified to undertake.
- Always store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Always practice safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Inform their manager of all accidents that occur.

In addition to the above, Section 8 states that under no circumstances must employees purposely interfere with or misuse anything provided in the interest of safety or welfare such as guards, signs or firefighting equipment.

The Management of Health and Safety at Work Regulations require all employees to: -

- Utilise all items that are provided for Safety.
- Comply with all Safety instructions.
- Report to Management anything that they may consider to be of any danger.
- Advise Management of any areas where protection arrangements require reviewing.

## 2.2 Information for Employees

Information regarding Health and Safety Law is provided by several methods, as follows: -

- Employees are provided with a copy of the Company's Employee Health and Safety Handbook or the new Health and safety Law pocket cards.
- The approved poster "Health and Safety Law – What You Should Know" is displayed in the site office. Posters will always be kept in a legible condition with the address of the Local Enforcing Authority and the names of responsible persons entered in the appropriate spaces provided.
- Management and employees have access to the Health and Safety General Policy that contains all relevant information regarding recording and monitoring.

## 2.3 Joint Consultation<sup>[PE3]</sup>

The Health and Safety (Consultation with Employees) Regulations 1996 requires all employers to consult with employees.

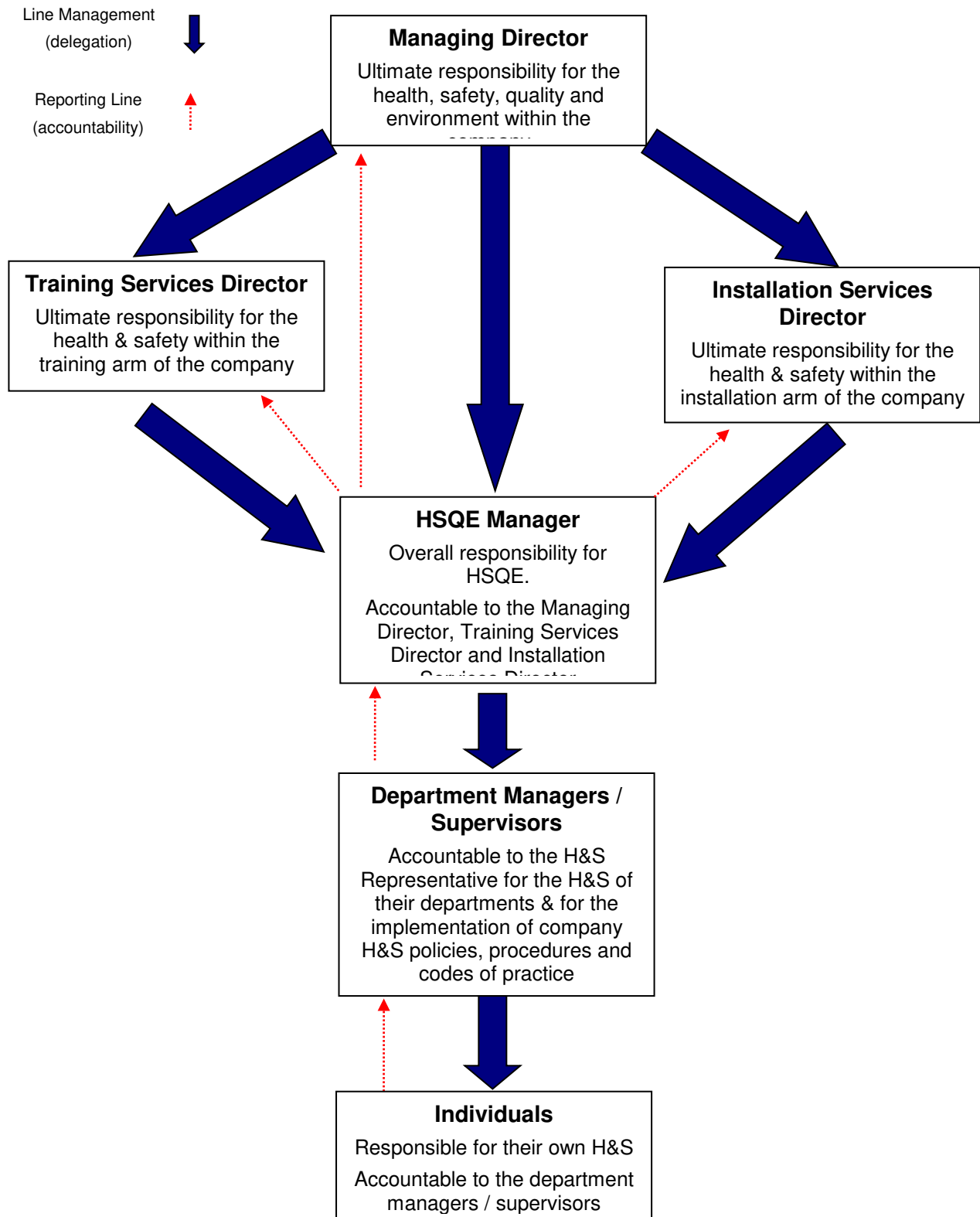
This consultation can be carried out directly with the employees or through one or more elected employees. These representatives are known as Representatives of Employee Safety and their duties and rights are like Safety Representatives.

Project Skills Solutions will ensure that all relevant Health and Safety information is communicated through Managers and the HSQE Manager. Project Skills Solutions will make themselves aware of any change in

Health and Safety Legislation that affects the Organisation's undertakings and will advise all subordinate employees accordingly.

If the member of the public or the visitor raises any concerns regarding Health and Safety, Managing Director will investigate the incident and implement the appropriate remedial action.

**2.4 Organisational Chart**



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### 3 - ARRANGEMENTS

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This section describes the arrangements for ensuring that the Project Skills Solutions aims and objectives for securing a safe and healthy working environment, as set out in the Safety policy are achieved.

These arrangements cover common occupational health and safety issues. It is not an exhaustive list. We will review, amend and add to it as required. In addition to these arrangements, departments or services whose activities may give rise to specific risks will produce their own arrangements for managing these risks.

#### 3.1 Alcohol and drugs

**Project Skills Solutions Limited** is aware of its responsibilities to provide, as far as is reasonably practicable, a safe and healthy working environment, and recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct, and safety, or the safety of others whilst in the workplace.

All employees, regardless of status, are expected to adhere to, and observe, current and future legislation, and both **Project Skills Solutions Limited** and client policies and rules regarding the consumption of alcohol and/or drugs whilst on, or reporting for, duty or whilst on company or client premises.

The consumption of alcohol on **Project Skills Solutions Limited** premises is not allowed except at authorised company functions or with the prior consent of senior management. Any employees, regardless of status, found consuming either drugs or unauthorised alcohol on company premises, or thought unfit to carry out their normal duties through the unauthorised consumption of such, may be subject to disciplinary action.

**Project Skills Solutions Limited** expects all employees to co-operate with any justifiable request to produce breath, blood and/or urine samples, either by the company, client or any officer of the enforcing authorities. Failure to comply with such a request is a dismissible offence.

**Project Skills Solutions Limited** reserves the right to remove from site and suspend from work any employee suspected to be in breach of this policy through misuse of alcohol or drugs, pending further investigation.

Any employee found to be in breach of legislation and/or either company or client policy or rules may be subject to disciplinary action for gross misconduct that may lead to summary dismissal.

Staff working on Transport Systems will be given a copy of this Drugs and Alcohol Policy which their supervisor will explain to them and will be required to sign the "Employee Declaration on Alcohol and Drugs", giving their consent to initial and random testing.

Anyone taking prescribed or over the counter medication should inform his or her manager on reporting for duty and before actually commencing work.

**Project Skills Solutions Limited** would prefer to help staff who might have a problem, not penalise them. Staff who seek help and declare a belief that they have a problem concerning either alcohol or drugs will be dealt with sympathetically by the Company and support will be given where possible.

No alcohol shall be consumed by Installation Engineers/Contractors' personnel at any time. Those persons reporting for duty and believed to be under the influence of alcohol shall be refused entry. It is the contractor's responsibility to ensure all his employees are made aware of this requirement and to enforce compliance.

Failure to comply with these requirements will result in the immediate removal of the offending employee from the contract. Repeated non-compliance with these requirements may lead to termination of the contract.

#### 3.2 Asbestos

Asbestos was used extensively in buildings up to the early 1980's; it may have been used in buildings up to as late as 1999. The material cannot be easily identified by appearance only and is often concealed by other materials or coatings. Asbestos—containing materials that are sealed and in good condition do not pose a significant risk to health. The risk to health arises when the asbestos-containing material is disturbed such that it gives off fibres that can be inhaled.

**Asbestos**

On discovering any asbestos, the contractor shall immediately notify the HSQE Manager. **NO ATTEMPT SHALL BE MADE TO REMOVE THE ASBESTOS.** It shall be left undisturbed until further instructions are given by the Managing Director of Project Skills Solutions Limited. In addition, notices warning others of the presence of the asbestos should be posted.

**Design and Planning.**

Where hazardous substances have been specified the designer must evaluate to see if:

- A. They are strictly necessary for the process.
- B. They can be substituted for a safer alternative substance.
- C. An alternative method or process can be used to eliminate or reduce the hazard.

If it is not possible to adequately eliminate or control exposure to a hazardous substance then the contractor will need to ensure that suitable and sufficient personal protective equipment is provided to all affected employees and that they are adequately instructed on how, why and when it is to be used. The potential effects to other persons must also be considered by the contractor.

**Hazardous Material Assessments.**

1. A material assessment shall be carried out for every substance brought onto site, copies of assessment and material data sheets shall be readily available for the Safety Manager to examine. A suitable and sufficient risk assessment should be made.
2. When necessary, an operating procedure shall be produced for the safe handling, storage and use of a particular substance. A copy shall be given to the Safety Manager.
3. All personnel shall be informed of any potential health hazards associated with any substance they may use or handle. The contractor shall ensure that correct use is made of the appropriate safety equipment provided by him.
4. All personnel shall have sight of the assessment that shall be available in the event of an incident that requires first aid medical treatment or firefighting.

**Community Effects.**

The Installation Engineers/Contractors' materials risk assessment, selection procedure and exposure control measures must adequately consider the possible effects of products such as fumes, sprays or dust etc. both on and off the site. Examples would be the use of solvent-based paints and adhesives.

**Handling.**

1. After handling hazardous substances personnel shall wash their hands prior to eating, drinking and smoking.
2. Personnel shall not eat, drink or smoke in the proximity of stored hazardous substances.

**Explosives.**

The bringing of explosives on to site is strictly forbidden.

**Waste Arising.**

The contractor shall be responsible for the safe disposal of waste arising from construction activities under his management and for ensuring that disposal is carried out in accordance with the legislation relevant to the waste category involved.

Waste materials likely to present a hazard to site personnel shall be disposed of as soon as practicable or on the request of Project Skills Solutions Limited.

Access to and from tips must have local authority approval and evidence available to the Safety Manager plus authorisation to use the tip.

All waste arising to be segregated as appropriate.



The contractor shall be responsible for any damage or contamination caused by waste under his control and shall bear the full cost of any remedial measures that the responsible authorities or Project Skills Solutions Limited may direct. The contractor shall ensure strict compliance with Waste Disposal Regulations.

**Construction Works**

- When the presence of asbestos-containing materials is suspected within a building a survey must be completed to identify so far as is reasonably practicable, the location, type of material and its condition. This survey must be completed by a competent person.
- Where demolition or major refurbishment work is to be carried out on structure a fully intrusive survey in accordance with MDHS 100 must be completed before any works commence.
- The company's site operatives will be given suitable information, instruction and training in asbestos awareness.

If the above requirements are complied with by the Client and Principal Contractor, there should be no circumstances in which Project Skills Solutions employee can come into contact with asbestos. If, however, a substance is discovered that may be asbestos, the following precautions must be taken immediately:

**All work in the area must cease and the area sealed to prevent access together with suitable signs posted to warn persons of the presence of asbestos.**

**3.3 Compressed Gas Cylinders.**

All such cylinders must always be supported . Only trained and authorised personnel may use compressed gas. Flammable gases and oxidizing gases must be kept strictly separate.

**3.4 Confined Spaces**

Installation Engineers/Contractors are responsible for the supply of all safety equipment including all portable gas detection devices, escape breathing apparatus, harnesses and other escape equipment and safety equipment must be in good order.

Installation Engineers/Contractors must be familiar with the system of clarification, the appropriate procedures that apply and follow a safe system of work in order that danger both to themselves and others is avoided. A permit to work may be required.

Installation Engineers/Contractors staff who enter a confined space must be formally trained and hold an up to date certificate of competence.

**3.5 Contractor - Appointments by the Contractor [PE4]**

The contractor shall ensure that the following duties are fulfilled only by appointed persons who have achieved an appropriate or statutory level of competence through experience and relevant training. Records should be maintained to document the names of appointed persons and their training achievements. Where appropriate approved schemes for the certification of competence should be considered.

The following list of appointed duty holders is not exhaustive. The contractor may extend the policy as appropriate

Risk Assessment coordinator	Slinger/Signaller / Slinging
Safety Supervisor	Hoist operation
Material Assessments	Use of Cartridge Appliances
Noise Assessments	Driver/Operators of Major plant
Scaffold Erection and Statutory Inspection	Fitting of Abrasive Wheels
Lifting Appliance inspections	Gas Detection Equipment Supervisor
Excavation Inspections	First aiders
Temporary Workers coordinator	Demolition Operatives

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Crane Driving	Woodworking Equipment Operatives
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**3.5a Contractors - Code of Practice for Contractors**

The contractor where appointed should note that, in accordance with conditions of contract, they are responsible for the safety of site operations.

The contractor shall comply with all the requirements described herein without detracting from their responsibilities under the contract.

The contractor shall throughout the progress of the works comply with their duties under all approved codes and all relevant health and safety legislation. Where no specific legislative requirements exist, the contractor shall comply with guidance provided by codes of practice or industry standards as a minimum standard of safety.

The contractor shall be responsible for ensuring compliance with this document throughout the project including the activities of their appointed sub-Installation Engineers/Contractors or temporary visitors.

The contractor shall submit with any tender, or if there is no tender required prior to any works commencing, the following, as per the HSQE Questionnaire:

1. Company Safety Policy Document
2. Details of any prohibition or improvement notices and prosecutions by the enforcing authorities, during the last 5 years.
3. Risk Assessments and method statements
4. Copies of employer's liability and public liability insurance certificates

**3.5b Contractors - General Safety Requirements for****Training**

The contractor shall ensure that all employees (including sub-Installation Engineers/Contractors) are adequately trained to carry out their particular duties or tasks including driving plant and operating equipment.

**Risk Assessment**

Before any work commences on site the contractor shall nominate a competent person to be responsible for coordinating risk assessments of all operations where risk is foreseeable and ensuring that appropriate control measures are established and incorporated into safe systems of work. The contractor shall use these safe systems of work as the basis for the health and safety method statements. All method statements shall be developed in reasonable time to allow co-ordination of hazardous works.

All risk assessments shall be reviewed and revised as necessary to accommodate any changes in methods of working, plant, equipment, material and/or site development. The management team will be available to liaise on all matters of health and safety relevant to these risk assessments.

**3.5c Contractors General Plant and Equipment.**

The contractor shall ensure that employees are trained, competent and authorised to drive or operate any plant or equipment that they may use, whether regularly or on an occasional basis. Training records should be maintained and may be requested by Project Skills Solutions Limited. Such equipment shall include, but not restricted to:

- \* Dumpers
- \* Forklift Trucks
- \* Lorries
- \* Hoists
- \* Cranes
- \* Excavators
- \* Mobile elevating work platforms
- \* Hand tools

Documentary evidence of such authorisation shall be provided as required.

Only training which is specific to the actual plant or equipment to be used will be considered acceptable.

All equipment provided shall be in good order and suitable for the use for which it is intended for. The contractor shall ensure that site plant and equipment is inspected and thoroughly examined at regular intervals by person(s) who are appropriately skilled and authorised to do so and that records of such inspections/examinations are maintained in a register which may be available for examination by Project Skills Solutions Limited upon request. When selecting equipment, the contractor shall consider the working conditions and potential site hazards.

All construction plant shall be maintained in such a manner that smoke is not emitted.

### 3.6 - Control of Substances Hazardous to Health (COSHH)

Employers must ensure that the exposure of employees to substances hazardous to health is either prevented or, where this is not reasonably practicable, adequately controlled. To comply with this requirement, it is necessary to keep on file up-to-date and relevant information about any substances that are used, handled or produced or stored on the employers' premises, together with any substances transported or delivered.

The information required should cover the following points: -

- [a] substance identification
- [b] substance hazards
- [c] substance risk assessment
- [d] risk reduction methods

**It is the policy of Project Skills Solutions Limited that no hazardous substance shall be used until an assessment has been undertaken and suitable control measures implemented. "Used" is defined as substances being poured, mixed, pumped, topped up or otherwise handled in a non-packaged form or produced.**

#### Assessment Procedure

1. Identify and make an inventory of all hazardous substances that might be present or produced in the workplace including substances warehoused and/or transported.
2. Having identified all the substances you should ask the following questions of each substance.
  - (a) Is the substance used for the same purpose as any other of the substance(s) on the list and if YES - can you reduce the number of substances used.
  - (b) When was the substance last used? If it is only used occasionally, is it really needed? If not eliminate. If it cannot be eliminated move to 2 (c).
  - (c) Can the substance be substituted by a non-hazardous or less hazardous product? If yes eliminate and replace with non-hazardous product. If no move to 4 below.
3. Having identified all the substances that are simply being stored you should refer to 7 below regarding the need for an accidental spillage plan. For substances in use you should refer to 4 below.
4. Having now identified all substances in use e.g. poured, mixed, pumped or otherwise handled in a non-packaged form or produced, you should complete an Assessment Form for each identified substance paying particular attention to the section relating to material usage. The completed Assessment Form and the supplier's hazard data sheet, if available, should then be forwarded to the user.
5. Once control measures have been implemented it is necessary to ensure that the control measures are kept in working order and good repair. For example, if the control measure is an engineering control such as local exhaust ventilation then these should be examined and tested every six months.

It is a legal responsibility to ensure that control measures are being used properly and there must be arrangements to monitor their use and effectiveness. All employees are required by law to use any control measures and safe systems of work which have been introduced to reduce the risk of

exposure to hazardous substances and to inform or report to their management any defects in the control measures.

Where the requirement for monitoring of exposure of employees to hazardous substances has been identified further information should be sought from your occupational health professional.

In certain cases, health surveillance may be required if there is a reasonable likelihood that disease or ill-effect will occur due to an exposure of a hazardous substance. Advice should be sought from your occupational health professional.

6. Wherever a hazardous substance has been identified then all employees who use the substance or are likely to be affected by an accidental spillage must be informed of:

- a) the risks to health created by exposure
- b) the precautions to be taken to prevent an exposure
- c) emergency procedures in the event of an accidental spillage

In addition, where there are specific control measures in place, then employees should receive adequate training to enable them to comply with the control measures. Details of all such information and training must be recorded on individuals personnel file.

First Aid Personnel should always have access to the first aid information relevant to any identified substance.

**Assessment Review**

All assessments should be reviewed at least annually and immediately if it is suspected that the existing assessment may no longer be valid. Details of reviews undertaken to be recorded on Assessment Review Control Form.

COSHH stands for the Control of Substances Hazardous to Health and covers most workplaces. The Regulations set out how employers must control risks to health arising from substances used at work. Substances hazardous to health include:

- Any chemicals that have by law to be labelled as ‘very toxic’, ‘harmful’, ‘irritant’ or ‘corrosive’.
- Any substance with a maximum exposure limit or occupational exposure standard.
- Any other substance that creates a comparable health hazard.

Why know about COSHH?

The reason why it is important to know about COSHH is because your health and that of your colleagues is at stake.

Knowing about COSHH helps you to understand what hazards are present and how to protect against ill health. The co-operation of all employees is essential, as keeping the workplace safe and healthy is a team effort.

**General**










The contractor shall ensure that risk assessments have been undertaken by a competent person for all products intended for use during the works or materials evolved during the work and that written procedures for the handling, application, storage and disposal of hazardous products have been prepared.

The Security Officer must be informed in writing of all substances intended for use on site which are classified as toxic, very toxic, corrosive, flammable, highly flammable or explosive

**3.6a - COSHH Do’s and Don’ts**

<b>Don’t</b>	Taste chemicals or touch them with your bare hands
	Try to identify chemicals by their smell
	Smoke or drink in the workplace
	Leave unmarked chemicals around – label as original container
	Be afraid to ask questions

<b>Do</b>	Read the product label and any other information provided so that you understand the hazards of the job before you start work
	Wear the required personal protective clothing and equipment until the job is completed
	Make sure the personal protective equipment is well maintained and fits properly
	Make sure all containers are closed when you are not using them
	Keep your work area clean and tidy
	Clean all spills as they occur
	Follow all instructions on the storage and transportation of chemicals

New COSHH Symbols				
				
<b>Hazardous to environment</b>	<b>Toxic</b>	<b>Gas under pressure</b>	<b>Corrosive</b>	<b>Explosive</b>
				
<b>Flammable</b>	<b>Irritant</b>	<b>Oxidising</b>	<b>Harmful Carcinogen / respiratory sensitiser Long term health affects</b>	

**3.6b COSHH - Handling of hazchem spillage**

Existing Controls:

1. In the event of a hazardous material spillage the entire facility should be evacuated if there is any public health risk.
2. In the event of a hazardous material spillage the emergency must be dealt with by the HSQE Manager or another competent person.
3. Contact must be made with the Fire Authority by the HSQE Manager to advise of the spillage of any hazardous substance if it is major.
4. The room where the substance has been spilt must be ventilated for at least 60 minutes prior to any clean up procedure being instigated.
5. Clearance should only be initiated by staff wearing full personal protective equipment as determined by the relevant material assessment for the product concerned.
6. Clearance should only commence when independent advice has been taken by contacting the supplier of the product concerned.
7. Clearance must always be supervised by the HSQE Manager.
8. Cleared spillage should be double bagged and placed in a sealed bin for disposal. Such spillage must not be carried at any time inside a passenger compartment of any vehicle.

**3.6c COSHH - Use and handling of Liquid Petroleum Gas**

Existing Controls:

1. LPG must be stored externally in a well-ventilated and clearly marked storage area.
2. LPG may only be used by trained personnel.
3. In the event of a defective LPG cylinder the immediate area must be evacuated, and the emergency services must be summoned.
4. LPG cylinders are stored strictly separate from all other combustible and oxidizing products.
5. The complete elimination of LPG is recommended from the site where possible.

**3.7 - Disciplinary rules**

Please note that you will be subjected to disciplinary action and may be dismissed if after an investigation you are believed to have acted in the following way: -

- Deliberately broke any of the safety instructions.
- Removed or misused any piece of equipment, label, sign or warning device, which is provided by the Organisation (or its agents) for the protection and safety of its employees.
- Used naked flame in no smoking areas.
- Failed to follow the laid down procedure for the use of Flammable or hazardous substances. Toxic materials or Items of lifting equipment.
- Behaved in any manner that could lead to accidents including practical jokes etc.
- Undertook any action that may interfere with an accident investigation.

**3.8 - Document Control**

This Policy, RAMS, COSHH assessments & SMS are subject to the Company's quality management procedure for document control, please see Project Skills Solutions document and records control policy.

**3.8a Documentation - Policy Formulation and Standard Setting**

The Managing Director is responsible for setting standards for safety within Project Skills Solutions with advice and guidance from the HSQE Manager. Proposed policy is presented to staff at toolbox talk meetings for consultation and joint approval. Proposed policy changes or additions will result from Legislation, Guidance Notes, Approved Codes of Practice (ACOP) and benchmarking with similar organisations.

**3.8b Documentation - Records Management**

All records of formal monitoring and auditing, accident investigation reports, training records, PPE registers, records of inspection and testing, minutes from review meetings, risk assessments and medical reports shall be kept for a minimum of five years.

Accident statistics and details of enforcement action should be indefinitely.

All records should be kept in such a manner that they are ready retrievable and protected where practicable from damage, deterioration or loss.

**3.9 Display Screen Equipment (DSE) User & Operator****Introduction**

Employers must ensure that regarding all fixed electrical installations and to all portable electrical equipment there is in place a safe system of work that ensures: -

- \* Compliance with relevant legislation
- \* All fixed installations are safe and tested
- \* All electrical appliances and cables are tested and maintained

- \* Only safe equipment is used.
- \* This system applies to all places of work
- \* There are no voltage restrictions
- \* Legislation places absolute duties on employers, employees and the self-employed to comply with all matters regarding electrical safety that are within their control.

### Requirements

1. Any installation use and maintenance of equipment must reflect specific safety requirements with regard to adverse conditions i.e. weather effects, exposure to corrosive or flammable environments, operation in a dusty atmosphere.
2. Connections should always be suitable for the purpose for which they are being used and the use of electrical tape alone for connections is forbidden.
3. It must be ensured that any protection for electrical installations and equipment e.g. fuses and residual current devices (RCD's), are suitably rated, sufficient and within safe working limits. In the case of RCD's the test trip button should be operated regularly.
4. All electrical installations and equipment must have adequate means to enable them to be isolated from the electric supply in order to prevent danger.
5. All isolator switches should be easily accessible and passageways to them kept clear at all times.
6. All switches and fuse ways must be clearly labeled as to indicate the circuit or function controlled and all switches and distribution covers must be kept closed at all times unless being worked on by a competent authorised person.
7. Adequate working space means access and lighting must be provided at all electrical equipment on which or near which work is being carried out which may give rise to danger.
8. There should be adequate arrangements to ensure that electrical equipment that has been made "dead", whilst work is being carried out on or near such equipment, cannot be electrically charged if this would then present danger.  
  
This can be physically achieved by ensuring that a "lock-out" system is used, i.e. the isolator controlling equipment is physically locked in the "off" position. Where a "lock-out" system cannot be used then there should be a procedure for ensuring that fuses are removed and held by the authorized person carrying out the work.  
  
Any work being undertaken on an electrical installation or equipment should be subject to a safe system of work and the Permit-to-Work Procedure.
9. Where work on electrical equipment is being undertaken by "in-house" competent persons then suitable protective equipment must be provided. Examples of such equipment may be goggles, gloves, insulating mats, insulated tools and test probes.
10. Notices giving details of emergency resuscitation procedures in the event of electric shock should be displayed at those locations where the risk of electric shock is greater e.g. sub-stations and electrical test areas.
11. Only competent authorised persons, i.e. those with sufficient experience and training, should be engaged in any work on an electrical installation or equipment.

### 3.9a Electricity - Procedure for The Inspection of Portable Appliances (PAT)

The inspection of portable electrical appliances used in IDM Safety Training Services Limited operations will be carried out at three separate levels. These will be user checks prior to each use, formal visual checks by in-house competent persons and finally testing by an external body.

#### 1. Visual Checks by Users

All persons about to use an item of electrical equipment should carry out a visual check. The check should look for:



- 
- \* damage to plug
  - \* damage to cable
  - \* taped joints are poor wire connections
  - \* insecure cable at entry to plug
  - \* exposed internal insulation showing below cable sheath
  - \* evidence of dampness or water contamination
  - \* evidence of physical damage to equipment
  - \* missing guarding to equipment
  - \* evidence of appliance or plug overheating.

Any item of equipment, lead, plug or extension cable found to be faulty by the user must be immediately removed from service and should be reported to the HSQE Manager for Project Skills Solutions Ltd.

## 2. Visual Checks in House

Visual examination of all low risk equipment will be carried out on an annual basis by an in-house competent person. This task will be assigned to a nominated authorised manager who is competent and experienced in electrical safety. Low risk equipment is defined as all appliances which are earthed, and which have a fully insulated casing to protect the user. For example, computer screens, computer drives, facsimile units and answer telephones would be included but kettles, free standing lights and battery charging equipment would not be. The check will include, in addition to the issues looked at in the user examination, the following:

- \* correctly rated fuse
- \* secure cable wire holding
- \* provision and security of earth fitting
- \* effective cord grip
- \* signs of internal plug damage
- \* signs of ingress of water
- \* signs of overheating.

The inspection will be recorded in writing and records will be held for a minimum of 5 years.

Equipment which is suitable for in house examination is:

Battery operated equipment, computers, photocopiers, fax machines, fans and lamps.

Equipment which is not suitable for in house examination and which requires external inspection (see below) is:

Floor cleaners, electric kettles, extension leads, metal lamps, electric hand tools.

### External Testing

All high-risk portable appliances will be subject to an external test on an annual basis whilst low risk appliances such as those detailed above may be tested only every three years at the discretion of the Project Skills Solutions Limited HSQE Manager. The test should be carried out by an approved contractor. The test shall include the following:

- \* visual inspection
- \* insulation test
- \* flash test (if appropriate)
- \* earth leakage test
- \* load test.

All tested appliances will be labeled as follows:

1. Test - passed/failed
2. Date of test
3. Next due test date
4. Initials of tester

5. Reference number

Defective and faulty equipment will be removed from service at once and will be quarantined subject to repair or disposal.

**3.9b Electricity – Preventing Contact with Electricity**

1. All electrical equipment is to be inspected by a competent person at least annually.
2. Employees should be required to report defective electrical equipment to the Operations Manager without delay for isolation.
3. Work on electrical systems should only be undertaken by qualified electricians who are members of a relevant inspection/installation accredited body.
4. Ideally all circuits should be fitted with residual circuit breaker devices where appropriate.
5. Work should only be permitted on isolated supplies.
6. Only trained personnel should carry out electrical work.
7. A permit to work should be issued before work on live electrical systems commences.
8. All isolated supplies must be locked off and tagged to ensure that they cannot be reconnected accidentally during work.
9. Electrical systems should be inspected by an electrician at least every 5 years. Any new systems or new parts of the original system should be certificated at the end of the installation by an electrician.

**3.10 Emergency Procedures**

**INSTALLATIONS - Accident Treatment/Accident Reporting/First Aid Facilities.**

The contractor shall provide adequate first aid facilities as may be required or permitted by Project Skills Solutions Limited.

Key personnel are to be trained first aiders and have a current training certificate. Trained first aiders should be clearly identifiable. First Aid stations should be clearly marked and regularly checked by the contractor. Where the treatment of an injured or sick person requires the use of a first aid room the facilities provided by and for Project Skills Solutions Limited may be used. The above first aid facilities are to be made available to all persons working on or visiting the site.

The contractor shall report all accidents to the Project Manager. All serious or potentially serious accidents/incidents are to be thoroughly investigated by the contractor and written reports produced indicating the proposed remedial actions. The contractor shall give a copy of all reports to Project Skills Solutions Limited.

**3.10a Emergency - Fire**

People’s lives and livelihoods are at risk when a fire starts. Fire prevention is critical in all Organisations.

As part of the Health and safety Act 2006, Smoke-free (Premises and enforcement) Regulations and Smoke-free (Signs) regulations for England there is a smoke free policy in place please see section 1.2 of the Health & Safety Policy. Those who do not comply with the smoke-free law may also be liable to a fixed civil penalty fine and possible criminal prosecution.

<b>Don't</b>	Overload any electrical socket or cable
	Allow combustible materials to accumulate in corners and/or under benches

<b>Do</b>	Reporting all defective electrical equipment
	Reporting the misuse of heating appliances
	Reporting any leaking flammable liquid
	Reporting any damaged fire equipment
	Extinguishing small fires on discovery if trained to do so. This should only be undertaken if you can

do so without taking risks. The first few seconds are critical
--

You can help the Organisation reduce the risk of fire by: -

It is important that you familiarise yourself with the fire precautions TODAY. This means knowing how to raise the alarm, where all the fire appliances are located and the emergency escape routes.

**FIRE ACTION** - If you discover a fire:

- Immediately operate the nearest alarm call point or notify the Senior Person present.
- Attack the fire, if trained to do so, with appliances provided but without taking personal risks.
- Call the Fire Brigade immediately by telephone.
- Lift the receiver, select a line and dial 999.
- Give the operator the Organisation's telephone number and ask for the Fire Brigade.
- When the Fire Brigade replies give the call distinctly:
- "We have a fire at ....." and give the operator the address.
- Do not replace the receiver until the Fire Brigade has repeated the address.
- Call the Fire Brigade immediately to every fire or on suspicion of a Fire.

On notification of a fire:

- Evacuate the building/site by the nearest available exit and proceed to the Assembly Point.
- The Senior Person present will take charge of any evacuation and insure that no one is left in the building.
- USE THE NEAREST AVAILABLE EXIT
- DO NOT STOP TO COLLECT PERSONAL BELONGINGS
- DO NOT RE-ENTER THE BUILDING/SITE UNTIL TOLD TO DO SO BY THE SENIOR OFFICER

**TACKLING FIRES – KNOW YOUR FIRE EXTINGUISHERS**

In a typical work premises, you will find four different types of fire extinguisher. It is very important that you know the different appliances and know how to use them; it may save your life.

All new fire extinguishers that are being used consist of a red body with various coloured writing; just because it is not red do not assume that the appliance is water. Unfortunately, the older type of fire appliance may be in use on the site which you are working for example red, blue, black cream bodies etc. It is therefore important to familiarise yourselves with the type of appliances which are on your work site at the earliest possible time. Below is a simple chart to help you recognise the various extinguishers: -

Extinguisher Type	Appliance Colours	Used on	Not to be used on
Water	Red body Red Band	Wood, paper, textiles Most combustible building materials	Live electrical equipment, burning liquids, flammable metals
Foam	Red body Cream Band	Burning liquids, oil fires, bitumen boilers	Live electrical equipment or flammable metals
Dry Powder	Red body Blue Band	Burning liquids and live electrical equipment	Flammable metals
Carbon Dioxide	Red body Black Band	Live electrical equipment and burning liquids	Flammable metals
Wet Chemical	Red body Yellow Band	Cooking oils and fats, such as lard, olive oil, sunflower oil, maize oil	Live electrical equipment, burning liquids,

		and butter.	flammable metals
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Always remember only attempt to extinguish a fire if you know what you are doing, and it is safe to do so.

**IF IN DOUBT, GET OUT.**

### 3.10b Emergency - First aid and accident reporting procedure

*Project Skills Solutions office* - The company will provide first aid facility in accordance with the requirements current National standards. The nominated first aiders will be published on the notice board.

If you suffer an injury, however slight, report it to your manager and the nominated first aider at once. The injury must be entered in the accident book and you will be required to provide a full explanation of the events surrounding the accident.

If a serious accident occurs the first aider should be contacted at once. The first aider will arrange for an ambulance to be summoned immediately.

If chemicals come into contact with your skin or eyes or if they are swallowed or inhaled, then seek immediate first aid. Your supervisor will have access to the company assessments within this manual which provide detailed advice on the measures to be taken to counteract the effects of each chemical used by the company.

Other premises such as construction site or hired training venues then the Principal Contractor/person in control of premises will ensure that all First Aid Kits that are provided are fully stocked at all times and will only contain items that the First Aider has been trained to use, therefore will not contain any medication of any kind. Notices are displayed around the premises in prominent locations giving the location of the First Aid equipment.

Records of all First Aid incidents will be recorded in the Accident Book and will be completed by the person administering first aid treatment.

**ALL** accidents, no matter how small, are required to be reported. Even a scratch can become a serious if not properly treated so it is important that you carry out the following procedure: -

Seek medical attention from the Principle Contractor/Company's First Aider or Appointed Person.

Ensure the details are recorded in the Accident Book.

The names of the First Aiders can be found on notice boards, which are displayed in prominent locations around the site.

The First Aid Kit can be located in the Site Office.

If medical treatment is required dial 999 and ask the emergency services to send an ambulance, giving the address and the nature of the injury. If necessary, post a look out for the ambulance and crew so that they can be directed to the casualty quickly.

After all accident, details must be recorded in the Accident Book, which is kept in the Site Office and is to be completed by the person administering first aid treatment.

The Accident Book contains information that must be recorded by law and is regularly reviewed by Management to ascertain the nature of incidents that occur in the workplace in order to decide whether further control measures require implementing.

The contents of the First Aid Kits will be checked and replaced as required by the First Aid Supervisor.

Records of all reportable injuries will be kept for a minimum of three years. All accidents that occur when away from the premises must be reported to Project Skills Solutions HSQE Manager.

**NEAREST HOSPITAL WITH ACCIDENT AND EMERGENCY FACILITIES - See site notice board for nearest Hospital location in relation to site being worked on.**

### 3.10c Reporting of Injuries Diseases & Dangerous Occurrences Regulation RIDDOR

RIDDOR puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

#### Reporting online

THE HSQE Manager will complete the appropriate online report form listed below, when informed of any of the following. The form will then be submitted directly to the RIDDOR database.

- Report of an injury
- Report of a dangerous occurrence
- Report of an injury offshore
- Report of a dangerous occurrence offshore
- Report of a case of disease
- Report of flammable gas incident
- Report of a dangerous gas fitting

#### Telephone

All incidents can be reported online but a telephone service is also provided for reporting fatal and specified injuries **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

#### Paper forms

There is no longer a paper form for RIDDOR reporting, since the online system is the preferred reporting mechanism. Should it be essential for you to submit a report by post, it should be sent to:

#### RIDDOR Reports

Health and Safety Executive, Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS

### 3.11 Excavations and Openings.

All excavations and openings shall be maintained with adequate structural support, access and egress and provision of fences and handrails.

Lights shall be used to mark the edge of excavations and openings at night.

Services clearance must be obtained before any excavation commences.

### 3.12 Gas safety, preventing escape of gas

1. All gas fittings and gas connections must have been installed by trained engineers.
2. All gas shut off valves must be painted yellow and should be properly marked.
3. The direction of flow of gas must be clearly indicated with an arrow on gas supply pipes.
4. All main gas shut off valves have must be clearly labeled with a sign which is located external to the room where the valve is situated.
5. Any work with the gas supply system should be carried out by a registered engineer only.
6. A permit to work should be issued for all works on the gas supply.

### 3.13 High Temperature Hot Water (HTHW) Systems (Working on or in the vicinity of)

The contractor shall conform to the requirements of engineering instruction when engaged in working on or near or where works affect the HTHW or steam installations under the control of Project Skills Solutions Limited. All work must be carried out by competent persons.

**3,14 Hot works.****General.**

Installation Engineers/Contractors must conform to the requirements of Fire Safety Standards for Project Skills Solutions Limited.

The fire risk assessment and emergency procedures shall be discussed with the Project Manager and fire precautions shall be agreed prior to commencement of works.

The contractor shall ensure that operatives on site are familiar with the risk assessment and emergency procedures.

Adequate means of extinguishing fires as detailed in the hot work permit shall be provided by the contractor, to the approval of the Safety Manager.

The contractor shall ensure that all site staff are adequately briefed and instructed on fire safety arrangements for the site and may be required to present proof.

The use of petrol driven plant (excluding staff cars) or equipment shall be prohibited at all locations on the site unless written permission is granted by Project Skills Solutions Limited.

All combustible materials shall be stored in a position and in a manner approved by The HSQE Manager.

**Access for Emergency Services.**

Areas should be set aside for the access of firefighting equipment or other like appliances including ambulances and shall be maintained; always kept clear of obstructions and marked/signed accordingly.

**Hot Working**

Hot working includes all types of welding work involving the use of bitumen heaters and thermic lance equipment and any work involving naked flames or sparks.

Prior to any hot work being carried out by the contractor a correctly endorsed Hot Work permit shall be obtained from The HSQE Manager. The permit will carry endorsements as to the type of firefighting equipment to be provided by the contractor, and the authorizing person will enter the starting and completion times. Upon the completion of the work the permit must be returned to The HSQE Manager for cancellation.

**Site Welding**

No welding shall be carried out in the site without prior approval from the contract engineers through the HSQE Manager which shall not be given until all conditions stipulated by the Hot Work permit have been met. The contractor shall give reasonable notice of his requirements to carry out welding on the site.

The contractor shall ensure that any welding operations are screened or carried out in such a way as to prevent the flashes from the process affecting any persons immediately adjacent to the operation, including any persons who have gained unauthorized access, from the effects of "arc eye".

**3.15 Housekeeping**

Housekeeping is of paramount importance. Installation Engineers/Contractors shall set down and make available to the management team their system for maintaining a clean, tidy and safe site. Installation Engineers/Contractors shall ensure the site is continuously monitored to ensure standards are maintained. The use of skips and disposal arrangements shall be agreed with Project Skills Solutions Limited.

1. When floors are cleaned or when they are affected by spillage then this should be clearly brought to the attention of all persons by warning notice boards.
2. Guidance notices should be placed out before cleaning of floors commences.
3. Staff involved in cleaning floors should be instructed to avoid using excessively wet systems and should be told to dry excess water from the floor immediately after cleaning has taken place. Dry cleaning is always preferable to wet cleaning.

**3.16 HSE - Dealing with the Enforcing Authorities**

The Managing Director/Directors will meet any representative of an Enforcing Authority e.g. the Health and Safety Executive, Local Authority, Environment Agency, Police etc., unless this responsibility has been delegated to another appointed person. The visiting officer must be directed to the Manager/Foreman or if they wish to proceed unaccompanied the Manager/Foreman must be notified directly.

Full co-operation must be given to assist them in the execution of their duties.

If enforcement action is taken such as a Prohibition Notice or Improvement Notice issued, then the Manager/Foreman to whom it is issued must comply with any immediate requirements and contact Managing Director, a Director and the Independent Health & Safety Advisor directly.

The Independent Health & Safety Advisor will be able to provide Project Skills Solutions with any practical interpretation and advice on the necessary corrective action required to comply with the Notice.

The HSQE Manager will liaise with the relevant inspector and inform him/her of corrective action taken and confirm this in writing.

If as part of an investigation by the enforcing authorities, any employee is required to make a statement or interview under caution, then the company appointed solicitor should be present.

If as part of an investigation by the enforcing authorities, any employee is required to make a statement or interview under caution and the Police and Criminal Evidence Act (PACE), then the company appointed solicitor should be present.

**3.16a HSE - Health and Safety Publications**

Project Skills Solutions HSQE Manager will be able to provide information on request, alternatively the Health & Safety Executive publications are available on the Internet at <http://www.hse.gov.uk/>.

**3.16b HSE - Health and Safety Notes**

The Management of Health and Safety at Work Regulations 1999, Regulation state that Safety Notes permit the rapid dissemination of safety information. This will often be in response to a new piece of law and may therefore be in the form of a generic risk assessment. They provide information on the action required to comply with legal requirements and aspects of this Policy Statement.

**3.17 Induction Procedure for New Employees and Agency or Other Temporary Workers****Introduction**

In order to adhere to the Company safety policy, it is the intention of Project Skills Solutions that on their first day of employment all employees (whether short term or permanent staff) will be advised of their general terms and conditions of employment and of the basic safety standards within the business. Additional specific training will be provided as and when required depending on the duties of each individual.

**Recording**

Training will be recorded using the induction training form IND 1.

Employees will be required to sign to accept that the defined training has been provided.

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**Person Responsible**

The site HSQE Manager will appoint a deputy who will be responsible for carrying out safety induction training. This person will be the site-training officer for health and safety.

The site-training officer must review the training of permanent new employees after a period of one month to determine what additional training and what re-training may be required.

During all induction training the new employee must be given an opportunity to ask questions to clarify any point of the health and safety arrangements and employees should be encouraged to do so before signing to agree that training has been provided.

**3.18 Lifting Operations and Lifting Equipment (LOLER)**

The contractor shall ensure that all lifting equipment is of an approved type and used in the approved manner. A current copy of the examination and insurance certificates shall be kept on site and made available to the Safety Manager upon request.

Each item of lifting equipment shall be marked with its safe working load (SWL), which shall not be exceeded, and also with its unique identification marks. All lifting equipment shall be maintained in a safe condition and when not in use stored as safe as possible.

The contractor shall ensure that lifting equipment and plant is tested, inspected and examined at specified intervals by an insurance company inspector who is trained and authorised to do so and that records of the examination are maintained in the relevant statutory register.

Any lifting equipment showing signs of wear or damage to safety critical parts shall be taken out of service immediately.

Only authorised Slinger/Signaller shall give approved signals to crane or plant operators. The contractor shall ensure that the crane or plant operator accepts signals only from an authorized Slinger/Signaller. The authorised Slinger/Signaller shall be readily identifiable.

Lifting Tackle, ropes etc. shall be of an approved type to the relevant British Standard.

Any chain or strap etc. used for restraining load shall not be used if showing signs of wear or damage.

The contractor shall ensure that any temporary platform shall be securely attached or fixed. It shall have handrails, intermediate guardrails and toe boards to prevent persons or materials falling from the platform. If the platform is attached to hydraulic or rope operated plant, then in the event of a hydraulic power failure a "fail safe device" shall be fitted to the item of plant.

The following items of equipment maybe used by Project Skills Solutions installation operatives:

- Mobile cranes
- Telehandler
- Forklifts
- Scaffold hoists
- Genie Lifts

Where circumstances require them to be used then the following procedures will be adhered to.

All lifting operations on site under the control of Project Skills Solutions will be carried out using equipment which is suitable and sufficient for the task.

Lifting operations will be planned, organised, supervised and carried out in a safe manner. Lifting Appliances will be clearly marked with their safe working load

Any lifting appliances for lifting persons will have a thorough examination carried out every 6 months. The certification must be seen before use and should be available from hire companies. Lifting appliances that are not for lifting persons will have a Thorough Examination every 12 months.

Only competent persons will be permitted to operate lifting devices on site. Plant operators will be expected to complete a regular periodic inspection of their equipment in order to comply with the lifting Operations and Lifting equipment Regulations 1998.



Only qualified slinger/signallers can direct cranes on site when authorised to do so.

Lifting plans will be drawn up prior to any lift involving a mobile or tower crane etc.

Certification will be required for any lifting accessories such as chains, slings or strops.

### **3.18a LOLER - Failure/Collapse of Lifting Equipment**

1. Only approved lifting gear shall be used, and a current certificate of inspection must be available before any work commences.
2. Lifting gear can only be used by trained and authorized personnel.
3. Where lifting gear is required for the movement of unusual items (e.g. hoist or fork lift truck) the authorized user of the equipment must determine that the load is secure, that the plant is capable of lifting the load and that the system is safe.
4. Only trained and certificated staff may use powered lifting plant such as forklift trucks.
5. Constant supervision of powered lifting plant drivers must be in place and strict disciplinary action must be taken against any driver who does not adhere to a safe system of work. This will include suspension of the driver until re-training has been carried out.
6. Where powered lifting plant operates in close proximity to pedestrians, drivers must be instructed to take additional care.
7. Medical surveillance for truck operators should be considered.
8. Where practicable hand pull pallet movers should be used rather than powered lifting plant.
9. When moving drivers must be given clear instructions to always move forwards with a load, always lower the forks prior to movement and always sound the horn and drive dead slow where visibility is unclear or where pedestrians have moved into the operation area.
10. Personal protective equipment in the form of protected shoes or boots should be provided for all staff working in areas where contact with powered lifting plant is likely.
11. Signs should be used at the entrance to the areas where powered lifting plant is operated stating that forklift trucks are working in this area and that protective footwear is mandatory.

### **3.19 Manual handling**

The manual handling of loads has long been recognised as a major source of occupational injury and ill health. National legislation provides a structured approach through which risks can be identified and corrective measures applied, with the aim of bringing about a significant reduction in the toll of injury and disablement caused by manual handling in the workplace.

#### **Manual Handling Injuries**

More than a quarter of accidents reported each year to the enforcing authorities are associated with manual handling strains and sprains which account for around 65% of injuries in this category arising from incorrect application and a prolongation of bodily forces. Poor posture and excessive repetition of movement can be important factors in their onset. Sometimes injuries are cumulative and not always the result of a single accident.

Injuries can occur to many parts of the body and not just the back. However, it is important to remember that back injuries can be very painful and are notoriously difficult to cure, and indeed diagnose.

The challenges for the safe manual handling of loads are found right across industry and are by no means restricted to the movement of heavy loads. In fact, small loads in awkward places and in difficult environments may often present a greater challenge to the body's muscular and skeletal systems. The problem is further compounded by the fact that many people see small loads as too small a problem to concern themselves with.

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### Duties of Employers

- \* Minimise the need for manual handling
- \* Where it is required assess handling tasks
- \* Reduce risk of personal injury as a result of manual handling
- \* Provide information to the employee on how to reduce the risk of personal injury.

### Duties of Employees

- \* Employees must make full and proper use of any equipment or system of work provided by the employer.
- \* Employees must inform the employer of any existing physical conditions that might affect their ability to undertake manual handling operations safely.

More detailed information relating to the legal responsibilities of employers and employees follows.

#### Six Steps to Correct Lifting

1. Feet apart (shoulder width) one foot ahead of the other in the direction of the intended movement
2. Knees bent (not squat) - again most effective power from thigh muscles mid position the best
3. Back straight - not necessarily vertical (15-20 degrees) from vertical is all right. Centre of gravity over the load
4. Arms close to the body - nearer the centre of gravity
5. Hands palms grasp - roots of the fingers + palm of the hand
6. Head chin out and up - otherwise round shoulders and curved spine

Where manual handling operations may cause an injury at work a risk assessment shall be carried out.

Manual handling is a cause of many work-related injuries particular care is needed when handling awkward or uneven loads.

Managing Director and site supervisors will seek to eliminate hazardous manual handling activities. Consider will be given to whether the hazardous manual handling activity is actually necessary or whether the desired result could be achieved in an entirely different way by, for example:

- Carrying out the process in situ.
- Bringing the process to the load rather than the other way around.
- Automating or mechanising the process (e.g. the use of cranes, material hoists, forklift trucks, hand operated pallet trucks or trolleys).

Where hazardous manual handling activities cannot be eliminated, Managing Director will ensure that a manual handling assessment is undertaken, and adequate control measures are introduced in order to reduce the risks.

These manual handling assessments will be recorded on the Manual Handling Assessment Forms, which incorporates a checklist of risk factors to look for. Manual handling assessments will be reviewed annually or sooner if there has been a significant change in the activity to which they relate

Managing Director will ensure that employees and sub-Installation Engineers/Contractors are provided with sufficient information, instruction and training about the manual handling tasks that they are required to undertake.

<b>3.20 Metal Drums - Re- use of</b>
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Serious danger exists from cutting into empty metal drums. Metal Drums are not to be re-used without adequate purging and gas freeing procedures being strictly followed.<sup>7</sup>

**3.21 Noise**

Sources of noise should be eliminated where practicable. Installation Engineers/Contractors are responsible for providing and ensuring the use of suitable hearing protection by their employees and their sub-Installation Engineers/Contractors.

**3.22 Non-English-Speaking Personnel**

The contractor shall ensure that all Non-English speaking or Non-English employees fully understand the site safety requirements and their duties covering safety, health and welfare whilst on site. This shall include any emergency procedures i.e. fire drill. The language needs of non-English speaking personnel must be adequately catered for during induction, other training and supervision.

**3.23 OFFICE - Display Screen Equipment (DSE) workstation checklist**

HSE's Display Screen Equipment (DSE) workstation checklist Introduction

The document provides guidance to employers and employees so that the risks arising from the use of VDUs and other display screen equipment used for work can be minimized.

Minimizing risks include the assessment of your existing furniture, equipment, work environment and job design. Any risks identified have to be rectified as soon as reasonably practicable.

The primary purpose of the workstation checklist is to ensure that you have equipment, furniture and surroundings that enable you to work in comfort.

The completion of assessments cannot be effective without the input of you, the user. The workstation checklist has been produced by the HSE to provide advice and guidance on how to comply with the law, to meet obligations and the part that you play in helping to meet them, together with providing a written training reference for your continued safe use of display screens etc.

This workstation checklist also gives some common-sense advice about how you can achieve comfort at your workstation and gives hints and tips on overcoming some of the problems that may arise.

There is no reason why you should not be able to carry out your work in complete safety, provided that a sensible approach is adopted by all concerned.

Please read the workstation checklist carefully, and always ask questions if there is anything that is unclear.

You will also be provided with information about: -

- \* The arrangements for eye tests if you request one
- \* How to report problems through the Defect Reporting Procedure
- \* The need for you to complete a workstation assessment
- \* Any risks that have been identified as a result of an assessment and the proposed action to remedy those risks.

HSE's Display Screen Equipment (DSE) workstation checklist is intended to meet the necessary training requirements. It is important you read it and refer to it, a copy of the pro-forma document can be found on the company system under main, office. Display Screen Equipment (DSE) workstation checklist.

**Screen**

The screen must be able to tilt and swivel easily so that you can adjust the viewing angle. Make sure that the mechanism works - report it if it needs servicing.

There should be a contrast or brightness control.

The screen should be separate from the keyboard. It should be capable of being safely placed at a height that is comfortable for you.

The images on the screen should be stable, without flicker and legible. Clean the screen regularly. Reflections or glare can usually be avoided by slightly changing the angle or position of the screen upon the desk. Use window blinds where these are available. If all else fails as a last resort, an anti-glare filter may be

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necessary. Special cleaning materials may be needed for screen filters. Try to position the face of the screen at 90° to any window.

### **Keyboard**

It should be possible to raise the height at the back of the keyboard, usually by little legs.

The cable on the keyboard must be long enough to enable you to place it where you want it.

The keys should be legible and should function correctly.

### **The Desk**

Your desk should be large enough to enable the screen and keyboard to be placed directly in front of you. The distance from front to back must allow at least 5cm between the front of the keyboard and desk edge. This is to enable you to rest your hands between keying tasks. You should be able to vary the position of the viewing distance of the screen.

Where the desk has built-in drawers, do not place your screen or keyboard above them or you will have to assume an unsuitable posture when keying. Make sure that you have enough leg room under the work surface - avoid storing materials beneath the desk. Older desks that have a drawer at the center front are not suitable for users of display screen equipment.

Newer desks may have mobile pedestal drawer units. If you have one of these, place it in a position that does not obstruct free access to the part of the desk that houses the keyboard.

The surface of the desk should not cause disturbing reflection of overhead lights.

If you have a second work surface such as an "L" shape, arrange the layout so that the area used for writing tasks is on the right if you are right-handed and on the left if you are left-handed.

Try and organise your work so that the desk is kept clear of unnecessary clutter and obstructions. If you identify a need for additional storage, discuss this with your manager.

### **The Chair**

You should be able to adjust your chair to achieve a comfortable seated posture. The seat should be adjustable in height (i.e. relative to the ground) and the seat back should be adjustable in height (also relative to the ground) and tilt. Provided the chair design meets these requirements and allows you to achieve a comfortable posture, it is not necessary for the height or tilt of the seat back to be adjustable independently of the seat. Automatic backrest adjustments are acceptable if they provide adequate back support. Check that you understand how the adjustments function and that they are in good working order.

The chair should be stable and should enable you to vary position without undue effort.

There is no requirement for a chair to have arms; it is a matter of user preference. If your chair does have arms, make sure that they do not prevent you from drawing yourself close to the work surface.

Some older chairs with hydraulic seat-height adjustment mechanisms are unsuitable for people weighing over 16 stones. If this applies in your case, check with your manager.

It is quite possible for a person to have a fully adjustable chair and still to be uncomfortable. This may, for example, apply to people above or below average height or to those who suffer from a back problem. If you have a medical condition that may require a special chair, or you cannot achieve comfort for some other reason, make sure that this is disclosed to your manager.

### **Accessories**

#### **Document Holders**

Where a holder would be of benefit, you should request your manager to supply one. It should enable you to position the document at the same height and angle as the screen to reduce awkward neck movements. You may find it more convenient for the holder to be between the keyboard and screen if this does not interfere with comfort. Try to position it at a slightly different viewing distance than the screen.

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**Footrests**

Where you require the use of a footrest you should request your manager to supply one. The footrest should be stable and should enable you to place your feet flat upon it. For an explanation of why you might need a footrest please refer to the section entitled "Adjusting your Workstation".

**Mouse**

Where your job requires the use of a mouse, or some other input device, there must be adequate space for safe use. With a mouse, it is usual for a mouse mat to be used. This should be placed on your preferred side and should be unobstructed. The mouse itself can be specified for use by either a right-handed or a left-handed user - consult the HSQE Manager if yours is not suitable.

**Wrist Rest**

Some people may find the use of a wrist rest advantageous, particularly where the keyboard is of a very thick construction.

**Telephone**

Try to place the telephone on your preferred side of the desk, arranging for a longer cable if the present one does not reach. Avoid cradling the receiver between your head and shoulder during conversations- this is a common cause of neck and shoulder pains, and these may not occur until sometime afterwards.

**Adjusting Your Workstation**

You should aim to adjust your chair so that you can sit comfortably.

First, set the seat height so that there is approximately a right angle at your elbow, and your forearms are horizontal when using the home row (the letters "QWERTY" etc.) on the keyboard.

Second, check that your knee is approximately at a right angle, so that is at roughly the same height as your hip, and that you can place your feet flat on the floor. If you cannot achieve this, you may have the need for a footrest.

You should now be able to look at the top of the screen with a slight downward angle. If the screen is placed upon the disk drive unit, it is possible that you may find it too high. If so, seek guidance from the HSQE Manager.

Once you have set up the workstation as described you will have minimized the risk of discomfort, however prolonged sitting in a static position can be harmful. You should vary movement as much as possible during the working day. Do not get stuck in one position, your muscles are made to move!

Try to adjust the viewing distance from the screen during the day; this will help to reduce eyestrain.

**Work Breaks and Job Design**

Try and organise your work so that the time spent on screen is regularly broken by periods of non-screen activity. Many of the aches and pains associated with VDU use arise because people sit in a fixed position for too long. There are no recommended maximum periods for working at a screen and in general, it is better to take frequent short breaks than to have less frequent longer breaks. Taking a break from screen-work does not mean that you must stop work altogether, for you just do something else instead. A change is as good as a rest!

Not only will your arms, wrists and shoulders benefit from changes of activity but also your eyes will be helped too.

Of course, some people cannot dictate the pace of their own work. If your workload is very screen intensive, then your employer may have to adapt your workload to enable you to take breaks from screen. In such cases seek help and guidance from the HSQE Manager.

Fixed breaks are not usually in your best interests but are certainly better than none. The best solution is to be able to arrange your work activities to suit your own needs.

Remember that the purpose of a break or change of activity is to prevent the onset of fatigue. If you wait until you ache, the recovery time will be longer.

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## Software

The software that you use should be understandable and should enable the best use of the keyboard. One way that this can be achieved is by using commands that enable short cuts to be taken.

The system should give an audible or visual indication that it is following out your instructions. Delays in response times should be minimized.

## Eyes and Eye-sight

As a defined “user” of display screen equipment you have a statutory entitlement to eyesight testing. In certain specific circumstances you may be entitled to corrective appliances (normally glasses).

Correctly working with a display screen will not cause deterioration in your eyesight. Such work may however identify an existing defect and you may suffer visual fatigue after prolonged spells of concentration with the eyes continually focused at the same distance. Only a change in your work habits can overcome these problems - try to take “eye-breaks” regularly by looking away and relaxing the eye muscles.

You may also get sore eyes if you work in a very dry environment. This is not helped by the natural tendency to blink less whilst concentrating on the screen. Your employer must maintain adequate levels of humidity to try and reduce discomfort from dry air - a problem often associated with modern buildings that have self-contained environments.

You can help yourself by taking a few simple steps: -

- \* Clean your screen regularly
- \* Adjust the position of your screen to avoid reflections and glare
- \* Pause every so often to relax your eyes - refocus onto a distant object, or through a window or on a picture on the wall.

## Eyesight Testing

You can request your company to provide an eye test.

You cannot be forced to undergo a test against your wishes.

As the company will pay for the test they will require you to attend an optician of their choice. This may be a local organization (to minimize time away from work).

## Glasses

Where the results of an eyesight test show that you need glasses specifically to work with display screen equipment, the company will meet the cost of supplying the basic frame and lenses.

You will have to follow procedures laid down by the company - do not make your own arrangements and expect the company to pay retrospectively. If the company is to pay, then you must always obtain authorization via the HSQE Manager before instructing an optician to make up your glasses.

Note that **only basic appliances** need be supplied, and this does not include so-called “VDU glasses” that are incorrectly advertised as being a protection device. If you want to have more up-market glasses or frames, or tinted lenses, then you will be responsible for the extra cost. If you need glasses for everyday use then you will have to pay the cost. It is only where the need is specific to using your screen that the entitlement arises.

## The Work Environment

### Lighting

Lighting at the workstation can be artificial, from windows or, more usually, a combination of both. The amount of light needed to operate a display screen is a little less than for carrying out general paperwork tasks. This means that a compromise has to be reached. Ideally you will have some control over your local lighting and should be able to achieve a happy medium.

Where the general light level is low it may help for you to have task lighting, for example, a desk lamp. If you do have a desk lamp, try to make sure that it is placed in a way that does not cause a nuisance to people nearby.

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**Temperature**

It is rarely possible to reach agreement on what is a comfortable working temperature as different people have different preferences. Several factors have a bearing on this including work rate, clothing and individual health.

The company has a general duty to maintain a reasonable working temperature. For further guidance contact the HSQE Manager.

**Humidity**

Very dry air can cause discomfort, not only to the eyes. Going to the other extreme, excessive humidity can be most uncomfortable. Relative humidity should be maintained at a comfortable level. For further guidance contact the HSQE Manager.

**Noise**

Your workstation equipment should not be so loud that you are distracted or cannot hear a normal conversation. A common cause of noise is from printers - it may be possible to move these further away or to fit acoustic hoods. Seek further guidance from the HSQE Manager in such instances.

**Reflections and Glare**

There are some steps that you can take to reduce glare or reflection on the screen. Where you have window, blinds make sure that they are in good working order and use them as required. Remember that lighting conditions will change throughout the day and vary from summer to winter.

It is best for your screen to be positioned at right angles to the window. Where the screen backs on to the window this can result in excessive contrast in your field of vision. Where you have your back to the window this can result in glare from behind you, falling upon the screen.

In a well-designed workstation it will be placed in positions that avoid reflections from overhead lights. Sources of light should not be in the direct line of vision of anybody who uses display screen equipment.

**Display Screens and Health**

If you have any health concerns about the use of display screen equipment, it is most important that you bring these to the attention of the HSQE Manager at the earliest opportunity. The issues of eye fatigue and musculoskeletal problems have already been explained on earlier pages. There are other areas that sometimes cause worry to users and these are briefly considered below.

**Radiation**

Since the time that VDUs were introduced, many studies have been carried out to see whether there is a risk of harmful radiation exposure from screen-work. There is no conclusive evidence to support the fear, and many scientific papers show that the risks are insignificant.

Medical guidance has been issued on the subject and this states that it is not necessary for employers to take any action. Certainly, there is no benefit from so-called protection devices such as radiation filter screens. Some devices such as lead-lined aprons for pregnant women may actually be counter-productive.

**Cataracts and Epilepsy**

Cataracts in the eye cannot be caused by carrying out work with a display screen.

A small percentage of epileptics suffer from a condition called photosensitive epilepsy. It is theoretically possible, but unknown, for the flicker from a screen to trigger a seizure in those who already have the condition. Nobody else is at risk.

**Headaches**

There are many reasons why people get headaches. These include: stress, tiredness, extended periods of concentration, poor posture and circulation, visual fatigue and the general state of health. Some people who use display screen equipment may be more likely to experience several of these factors, but it is working with the screen, and not the screen itself, that has resulted in the discomfort.

<b>3.23a Display Screen Equipment - Procedures</b>
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Employers must ensure that all display screen equipment users are identified and subsequently provided with relevant information and training. The workstation from which a user operates must be assessed and any risks identified eliminated or reduced to their lowest practical level.

### Definitions

For the purposes of this procedure a: -

- [1] **user** is defined as an employee who uses display screen equipment as a significant part of their normal work
- [2] **workstation** is defined as the display screen equipment (together with any optional accessories such as a filter), disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface or other items peripheral to the display screen equipment.

### User Identification and Assessment Procedure

1. In order to decide whether an employee can be defined as a “user” it is necessary to identify all employees who use display screen equipment.
2. A “user” will be defined as an employee who uses display screen equipment for more than 1 hour each day. If the employee is not a “user” they will be advised accordingly.
3. If the employee is defined as a “user” then they will be given a copy of the ‘HSE Display screen equipment checklist’ and the date of issue will be recorded. Following this an assessment of the workstation must be undertaken by the “user” using the Assessment Form.
5. Once the assessment has been completed and action points identified then these shall normally be implemented by the user. When major office layout changes and/or purchase of furniture are required, details to be forwarded to the HSQE Manager who will monitor any such requirement.
6. All assessments should be reviewed annually or immediately if there has been a significant change in, for example, the workstation or office layout.

### 3.23b Office Safety

All clerical and administration employees are required to receive general office safety instruction and training, as appropriate.

### 3.24 Permits to Work

The Installation Engineers/Contractors shall ensure that when working within Project Skills Solutions Limited all “Permits to Work” or authorisations have been obtained from the Project Manager for the type of work covered in the following clauses of this document.

- \* Hot work permit
- \* Confined spaces
- \* Electrical equipment
- \* Excavations and openings
- \* Working at Height

Where the assessment conducted identify high risk activities which demand the strict application of an approved safe system of work, the contractor shall devise and operate appropriate control measures which may include a “permit to work” system under the direct supervision of an appointed competent person.

### Introduction

A permit to work system is a formal safety control system designed to prevent accidents including injury to employees, Installation Engineers/Contractors and third parties as well as to property. The permit sets out the work to be done and the precautions to be taken.



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**Procedure**

1. The permit must be completed by the designated HSQE Manager, following discussion and liaison with the person or contractor responsible for the task.
2. Where a specific permit is issued it is still necessary to issue a general permit to work.
3. Only persons competent to carry out work should be issued with a permit.
4. All persons affected either directly or indirectly by the permit must be advised in advance of the works commencing.
5. A permit is issued for a designated person only and cannot be passed from one person to another.
6. Where two permits are issued the parties responsible must liaise with one another.
7. Managers and staff must not permit any contractor to undertake work without evidence of the specific permit to work. If in doubt contact the security officer.

**3.25 Personal Protective equipment**

The contractor shall ensure that risk assessments are carried out to identify those aspects of the work for which personal protective (PPE) is to be prescribed. The contractor shall select PPE appropriate to the work hazards identified. Adequate arrangements are to be made for the storage, cleaning, maintenance and replacement of PPE.

Once a risk has been identified for which PPE has been prescribed and selected, the contractor must take all reasonably practicable steps to ensure that it is used correctly by the relevant persons. This will require the provision of information, instruction and training to staff.

Re assessment of all PPE provided shall be made at regular intervals as methods of working or working conditions change to ensure that the appropriate PPE is being used.

Project Skills Solutions shall ensure that suitable PPE is provided to their employees who may be exposed to risk to their health and safety while at work, except where and to the extent that such a risk has been adequately controlled by other means that are equally or more effective. PPE must: -

- Be of a standard that will adequately protect the person from the risks.
- Be replaced when worn out.
- Be properly looked after by the person using it.
- Be compatible with other PPE if more than one item is required.
- Be regarded as the last resort in risk control.

Project Skills Solutions will carry out an assessment before the use of any PPE to ensure that it is suitable, that it is used as a 'last resort' and that the risk cannot be eliminated by other means which are practicable. Whenever there are changes to the task or place of work, reassessment shall take place.

**3.26 Provision and use of Work Equipment.**

It is vitally important to ensure that:

1. all work equipment is both suitable for the purpose for which it is to be used and where it is to be used.
2. adequate maintenance systems are in force.
3. employees receive adequate information, instruction and training for the work equipment they use. This requirement also extends to the employees' immediate supervisor or manager.

Employers must ensure that work equipment used by employees meets the statutory requirements. In order to comply with this requirement, it is necessary to keep on file up to date and relevant information about any equipment used in the course of the employer's business.

The information required should cover the following points:

- (a) equipment identification
- (b) equipment assessment

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(c) risk reduction methods

### Definitions

The definition of “use” is very wide and means any activity involving the equipment e.g. stopping, starting, transporting, maintaining and cleaning. The definition of “work equipment” is also very wide encompassing the most complicated computer operated equipment to a simple hand tool whether owned, loaned, hired or used by employees.

### Assessment Procedure

1. Identify and make a list of all work equipment present in the workplace.
2. An assessment should be carried out on the equipment (other than equipment that has been assessed in accordance with other statutory requirements) using the Work Equipment Assessment form. This assessment can often be done on groups of similar equipment e.g. hand tools or if required on an individual item basis.
3. When the completion of the assessment confirms that action is required then any action points identified should be implemented.

Action points can be for example:

- (i) introduction of a safer system of work or change of equipment
- (ii) modification of equipment
- (iii) improved maintenance procedures
- (iv) the provision of information
- (v) introduction of personal protective equipment

(NOTE: personal protective equipment should only be used as a control measure when other forms of control are considered inadequate)

### Assessment Review

All assessments should be reviewed at least annually and immediately for new or modified equipment or if it is suspected that the existing assessment may no longer be valid or that the circumstances involving the use of the equipment have changed significantly.

#### **3.26a PUWER - Abrasive Wheels/Disc-cutters**

The contractor shall take all necessary precautions to avoid the risk of fire due to flying sparks.

The contractor shall also ensure that no person in the area is exposed to the risk of eye or other injury from sparks, dust or other flying debris.

No person shall mount or use an abrasive wheel unless they have received training, are competent to carry out mounting and have been appointed in writing.

A record of such appointment is required to be maintained in a register on site.

Any operative using abrasive wheels/disc-cutters must ensure that the correct type of Personal Protective Equipment is being used.

- Goggles to BS EN166(B).
- Ear defenders with attenuation level of at least 25dB (A) dependent on noise risk assessment.
- Dust protection (respirator face masks) etc should comply with BS EN149 FFP2 or FFP3 dependant on working conditions dependent on risk assessment.
- Gloves BS EN388 with top end abrasion resistance, blade-cut resistance, tear resistance and puncture resistance levels dependant on working conditions dependent on risk assessment.

When using rotary sanders and circular saws etc large quantities of dust could be produced, dust extractors must be fitted to equipment to prevent the creation of dust.

When using abrasive wheel/disc-cutter large quantities of dust could be produced, adequate measures must be implemented to damp down the operation to prevent the creation of dust. If this is not possible, adequate personal protective equipment will be worn (see above) to protect people against the inhalation of the dust. Abrasive wheels must be stored at an even temperature in dry conditions. The wheels must be kept flat, and no items must be placed on top of the wheels.

### **3.26b PUWER - Electrical Tools**

Wherever possible battery powered tools will be utilised, where this is not possible 110v equipment will be used.

Supplies to portable, electrically powered tools and temporary site lighting **must** be 110v.

The contractor shall produce an electrical safety plan and ensure that only equipment designed for operating at the supply voltage is used on site. Where supplies greater than 110v must be used the need must be fully justified, supported by a full method statement, before permission is obtained from the Project Manager. The tool shall be protected by an RCD and regularly checked and documented by a competent person.

The contractor shall ensure that all tools and distribution equipment including cables, plugs etc. are complete and examined for signs of damage or wear prior to use.

Trailing cables across operational or public areas are not permitted. Worn or damaged equipment shall not be used. Any non-compliant equipment found on site must be immediately removed. All 110v distribution equipment and cables, including lighting festoons must be routed and adequately supported to avoid creating hazards on site or damage to the cable or equipment.

- Only 110v electrical tools are to be used on site.
- All tools must be thoroughly inspected before use, and regularly whilst in use.
- All electrical tools should be tested and examined by a competent person every three months who should issue a certificate/report of safety (PAT).
- All tools, other than double Insulated or all insulated, must be properly earthed.
- All cables, plugs and socket connections must be maintained in good condition.
- No unauthorised tampering or repairs of tools is to be permitted, repairs must only be carried out by a qualified person familiar with that type of appliance.

### **3.26c PUWER - Hygienic Maintenance.**

It is most important for all Installation Engineers/Contractors, especially those engaged in maintenance operations who may be required to work in areas where computing equipment is being handled, to recognise that the way they organise and conduct their work can present a threat to the product. The threat arises from several sources:

- A. Accidental contamination of the product or equipment by foreign bodies for example: flakes of paint, dust, nuts, bolts, screws, gaskets and "O" Rings etc.
- B. Accidental contamination by failure to operate according to a reasonable code of practical hygiene.
- C. Use of unsuitable materials to lubricate or otherwise treat the surfaces of equipment.

It is therefore essential that due consideration is given to the way the work is to be done before starting, so that adequate precautions are taken to prevent contamination from all foreseeable sources.

### **3.26d PUWER – Preventing contact with equipment**

Existing Controls:

1. All plant must be provided with appropriate guarding which may not be removed.
2. Only trained personnel may use plant provided.

3. Protective clothing without loose elements must always be worn by staff working with plant.
4. Only trained staff should be permitted to carry out work on the equipment with prime movers.
5. All fixed plant should be provided with a mushroom style emergency shut off button.
6. Work on plant must only be permitted under a permit to work system when the plant in question has been isolated and locked out.

<b>3.27 Railway (Work on or near the railway)</b>
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All projects undertaken for the rail authority or a rail authority approved contractor on or near the railway must be carried out in strict compliance with the rail authorities document '*Contractor Conditions Safety*' and their line safety standards.

**3.28 Risk Assessment**

Project Skills Solutions has a duty under the Management of Health and Safety at Work Regulations and other legislation to undertake assessments of its work activities in order to identify significant risks, and determine what measures are required to manage these risks. Site managers are charged with ensuring that risk assessments are undertaken in the areas for which they are responsible.

Any occupational health and safety risk assessment should follow the process set out below:

- Identify significant hazards, i.e. factors with potential to cause harm, arising from a work activity.
- Identify who can be harmed and how.
- Assess the risk, i.e. the likelihood of the harm being realised.
- Decide what measures need to be taken to eliminate, reduce or control the risk to an acceptable level.
- Implement the control measures and make sure all those involved in or affected by the work activity are aware of what must be done to control the risk. This includes, where appropriate, Installation Engineers/Contractors, employees etc.
- Keep the assessment under review to ensure that the control measures are working as planned.

When deciding what must be done to control a particular risk, assessors must have regard to what is called the 'hierarchy of risk control' or the principles of prevention, which in practice means the following:

- Trying to avoid giving rise to the risk in the first place by avoiding the activity or doing the work in a different way.
- Combating the risk at source, e.g. repairing defective flooring rather than posting warning notices.
- Adapting the work to the requirements of the individual rather than making the individual adapt to suit the work, e.g. position work equipment so that it can be accessed without awkward stretching.
- Utilising technical progress, e.g. where possible introduce mechanical aids that remove the need for excessive lifting, carrying.
- Giving priority to measures that protect the whole workplace, e.g. remove processes that give rise to dust rather than issue dust masks.
- Protective clothing should be considered the last resort, where the risk cannot be controlled by any other means.

The risk assessment should be reviewed at regular intervals, or when circumstances change that may cause the original assessment to be invalid, such as changes in personnel, work patterns, or work equipment.

**3.28a Risk - Special consideration**

When assessing who can be harmed by a particular work activity, special consideration must be given to individuals that fall into the following categories:

- Female workers of child-bearing age
- Pregnant or nursing mothers
- Young persons under the age of 18
- Lone workers

**3.28b Risk - Assessing the risks to female workers of child-bearing age**

Because in many cases an individual may not know they are pregnant until the pregnancy has advanced a number of weeks, risk assessment must take account of any hazards such as exposure to radiation, vibration, chemicals or microbiological hazards, or excessive physical exertion, that could have an adverse impact on an individual's ability to conceive or affect the development of the foetus. It is unlikely that work activities undertaken by Project Skills Solutions will result in exposure to any of these hazards. However, managers need to be aware of the requirements of the management regulations.

<b>3.28c Risk – New &amp; Expectant Mothers at Work</b>
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**Project Skills Solutions Limited** does not equate pregnancy with ill health but regards it as part of everyday life and believes its health and safety implications can, in most cases, be adequately addressed by normal company health and safety procedures.

Where risk assessment shows there to be significant risk to the health and safety of new or expectant mothers, **Project Skills Solutions Limited** will take all necessary steps, so far as is reasonably practicable, to remove the hazard or prevent exposure to the risk. Where this is not feasible and normal control measures still leave a significant risk, **Project Skills Solutions Limited** will take appropriate steps to protect the new or expectant mother by: -

1. Temporarily adjusting her working conditions and/or hours of work. If this is not possible or would not avoid the risk
2. Offer her suitable alternative work if available. If this is not possible and there is still genuine concern for her child
3. Give her paid leave for the period of time necessary to protect her or her child's safety and/or health whilst she is breastfeeding.

Where an employee notifies her manager that she is pregnant, has recently given birth or is a nursing mother, the manager must review all risk assessments relating to work or tasks undertaken by the employee, to ensure that the mother or child is not placed at risk.

#### **Expectant and New Mothers: Guidance Notes**

In most circumstances normal company procedures and controls which comply with current legislation will significantly reduce any risk to Expectant and New Mothers. If your Risk Assessment shows this is not the case, then you must take steps to remove her from the risk (the attached table should help you with your assessment).

Apart from the hazards listed in the table, there are other aspects of pregnancy that may affect work as follows: -

Morning sickness	Early shift work/nauseating smells
Backache	Standing/manual handling/posture
Varicose veins	Standing/sitting
Hemorrhoids	Working in hot conditions
Frequent visits to toilet	Difficulty in leaving job
Increasing size	Protective clothing/confined areas/manual handling
Tiredness	Overtime/evening work
Balance	Working on wet slippery surfaces
Comfort	Confined spaces

Handling ability, agility, co-ordination, speed of movement and ability to reach may be impaired due to increasing size, these aspects may well change during the pregnancy and you will have to reassess the situation as time progresses.

#### **Steps to reduce the risk if still significant: -**

- STEP 1** Temporarily adjust her working conditions and/or hours of work  
If this is not possible or would not avoid the risk, you must move on to step 2
- STEP 2** Offer her suitable temporary alternative work if available on terms and conditions no less favorable than her current ones.  
If this is not feasible and after discussion with an Operational Director (who may wish to seek professional advice) you must move to Step 3.
- STEP 3** Suspend her from work on full pay for as long as necessary to protect her safety and/or health or that of her child.

**NIGHT WORK**

The Regulations state that you must give special consideration to new and expectant mothers who work at night. If an employee who is a new or expectant mother, and works at night, produces a medical certificate stating that night work may affect her health or safety, you must take the following action: -

**STEP 1** Offer her suitable alternative daytime work if available.

If this is not possible and after discussion with an Operational Director (who may wish to seek professional advice) you must move on to Step 2.

**STEP 2** Suspend her from work on full pay as long as is necessary to protect her health or safety.

Notes:

1. You are required to take these steps by law but only if the risk arises from work.
2. HSE experts are not at present aware of any risks to pregnant or breast-feeding workers or their children from working at night

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**THE TABLE BELOW SETS OUT THE HAZARDS, RISKS AND ACTION TO BE CONSIDERED FOR NEW AND EXPECTANT MOTHERS**

HAZARD	EXAMPLES	RISK		ACTION TO AVOID THE RISK
		EXPECTANT MOTHERS	NEW MOTHERS	
1. Shocks, vibration, movement	Driving/riding in off-road vehicles using a buffing machine. Heavy physical work, over stretching	Regular exposure to shocks, low frequency vibration, or excessive movement, may increase the risk of a miscarriage or premature birth	Exposure to shock, vibration or excessive movement may cause pain or discomfort to those who have recently given birth. Breastfeeding workers - no greater risk than other workers	Pregnant workers and those who have recently given birth should not be subjected to work involving whole body vibration or where the abdomen is exposed to shocks or jolts
2. Manual handling of loads where there is risk of injury	Carrying of heavy, large or awkward objects. Working at a high pace. Carry for long distances.	Pregnant workers are especially at risk from manual handling injuries - hormonal changes affect ligaments. Postnatal problems with increased size.	Those who have just given birth, especially via caesarean section are likely to have a temporary limitation in lifting and handling capacity. Breastfeeding workers - no greater risk than other workers	Reduce manual lifting and handling as far as possible, provide trolleys etc. breakdown the load or task
3. Ionizing Radiation	Working/contact with X-rays. Working/contact with radiotherapy. Working in areas marked with 'radioactive' signs.	Significant exposure can be harmful to the fetus.	Working with radioactive liquids or dusts could cause exposure to the child via contamination of the mother's skin	Pregnant and new mothers should not be employed in work where the risk of such is high. Procedures should be in place to keep radiation levels well below the statutory dose limit for pregnant women.
4. Extremes of Heat	Working near furnaces. Working in hot kitchens. Working in any hot environment	When pregnant, women tolerate heat less well and may faint or suffer heat stress.	Breastfeeding may be impaired by heat dehydration	Pregnant workers should not be exposed to prolonged heat at work e.g. working over hot stoves, near furnaces. Rest facilities and access to refreshments will help



HAZARD	EXAMPLES	RISK		ACTION TO AVOID THE RISK
		EXPECTANT MOTHERS	NEW MOTHERS	
5. Postural Problems	Standing for long periods. Heavy physical work. Working at heights - ladders etc. Working in confined spaces. Working at desks.	Fatigue from standing and other physical work will increase risk of miscarriage, premature birth and low birth weight.  Excessive physical/mental pressure may cause stress and increased blood pressure	Those who have just given birth especially via caesarean section are likely to have some temporary limitation in normal movement	Adjusting workstations or work procedures to reduce postural problems/risk of accidents. Ensure hours and volume of work is not excessive. Longer or more frequent breaks will help reduce fatigue
6. Biological Agents - Hepatitis B, HIV Herpes, TB Syphilis, Chicken Pox, Typhoid, German Measles, Toxoplasma, Cytomegalovirus, Chlamydia	Most workers are at no more risk of infection at work than from living in the community. Higher risk groups include working in laboratories, health care, looking after animals and dealing with animal products.	Many biological agents can cause abortion of the fetus or physical and neurological damage to the unborn child.	Can be transmitted to child by close contact or through breastfeeding	RISK ASSESSMENT - Nature of the agent - How is spread - How likely contact is - Control measures in place/required - vaccination <u>NOTE</u> - If there is a known high risk of exposure to a highly infectious agent, they should not be exposed
7. Chemical agents labeled with risk phrases	Work in chemical pilot plant Work in chemical production plant Work in some laboratories Work in pharmaceutical pilot plant Work in pharmaceutical production plant	Chemical agents labeled with risk phrases (e.g. R40, R61, R63 etc.) may cause heritable genetic damage to the unborn child	As above	As above

HAZARD	EXAMPLES	RISK		ACTION TO AVOID THE RISK
		EXPECTANT MOTHERS	NEW MOTHERS	
8. Mercury and mercury derivatives	Work in laboratories etc. where exposed to mercury	Organic mercury compounds could have adverse effects on the fetus, may poison the mother to be	New mothers - no great risk than other workers. Health effects on child from exposure of mother to mercury and derivatives uncertain	Follow Guidance Notes. EH17 - Mercury - H&S precautions MS12 - Mercury - Medical surveillance
9. Animitotic (cytotoxic) drugs	Work in chemical pilot plant Work in pharmaceutical pilot plant Work in pharmaceutical laboratory Work in pharmaceutical production plant	These drugs can cause damage to genetic information in sperm and eggs. Some may cause cancer, can be inhaled or absorbed through the skin	As (6) above	Those trying to conceive, are pregnant or breastfeeding should be fully informed of the reproductive hazard, should have been done on induction, may have to move worker to another area temporarily.
10. Dangerous chemicals absorbed through the skin	Work with some pesticides, herbicides. Pharmaceutical industry some laboratories	Can be inhaled via vapor or absorbed through the skin via splashes, most are toxic and cause severe damage to living tissue - may poison	As per expectant mothers	COSHH ASSESSMENT Control exposure prevent contact. Personal protective equipment, training.
11. Carbon Monoxide	Work in engine test cells Work in garages	Carbon monoxide readily crosses the placenta and may result in the fetus being starved on oxygen	New/Breastfeeding mothers - no greater risk than other workers	Follow Guidance Note EH43 - Carbon Monoxide Pregnant workers should be moved from the areas
12. Lead and lead derivatives	Work with lead or its derivatives in any form	May cause abortion, stillbirth and infertility	Lead can enter breast milk. Babies particularly sensitive to the toxic effects of lead	Neither expectant nor new mothers should be given work that significantly exposes them to lead

**NOTE: SOME EXPECTANT MOTHERS MAY EXPRESS CONCERN ABOUT WORKING WITH DISPLAY SCREEN EQUIPMENT (VDU'S) THE NATIONAL RADIOLOGICAL PROTECTION BOARD CONSIDERS, IN LIGHT OF SUBSTANTIAL EVIDENCE, THAT THESE CONCERNS ARE UNFOUNDED.**

**3.28d Risk - Assessing the risks to young persons**

Where a person under the age of 18 is employed or undertaking work experience, a risk assessment needs to be undertaken in order to identify any risks to their health or safety that may arise as a consequence of their immaturity, lack of experience or absence of awareness of risks.

A copy of the risk assessment should be given to the person's parent or guardian.

**3.28e Risk - Lone working<sup>[PE5]</sup>**

Managers must ensure that there are arrangements in place to address any health and safety issue arising from employees undertaking 'lone working'. In this context 'lone working' means someone working on their own without access to immediate support from colleagues and/ or supervisors and could include staff working from home.

Line managers should identify which members of their staff are required to work on their own for the whole or part of their working time.

As part of the risk assessment of any given work activity, managers must consider whether 'lone working' increases or creates additional risks.

Arrangements for lone working should include, where applicable, means of monitoring and communicating with the lone-working employee, both routinely and in emergencies, e.g. a system of logging in and regular checking on the condition of lone workers, especially those who are required to work outside normal hours. They should also include arrangements for dealing with emergencies, e.g. how the lone worker raises the alarm and summons assistance.

Staff working on their own on site 'out of hours', i.e. after 7pm on weekdays or any time at weekends, should inform their supervisor, so that they are aware of their location in the event of an emergency.

1. A permit to work is required where work has to be carried out in a restricted area in isolation.
2. If an employee is required to work alone then contact must be made with the supervisor advising of the location of the work and the expected time of completion.
3. Work in isolation must not be permitted when the site is otherwise unoccupied.
4. Lone working for high level work and electrical work must never be permitted.

**3.29 Silica**

- Silica occurs as a natural component of many materials used or encountered in the construction industry.
- Health hazards of silica come from breathing in the dust created during stone masonry, façade renovation, blast cleaning of buildings, demolition work, concrete scabbling, cutting and drilling

**Construction Works**

- When the presence of silica dust is present, exposure reduction processes will be introduced.
- Respiratory protective equipment (RPE) will also be provided.
- The company's site operatives will be given suitable information, instruction and training in silica awareness.

**3.30 Smoking**

Smoking is only permitted in authorised areas. **IF IN DOUBT - DO NOT SMOKE.**

**3.31 Sprinkler system (Working in the vicinity of)**

The contractor shall comply with the requirements of the contract Engineers instruction when working on or near or where works may affect any sprinkler system.

**3.32 Testing, Commissioning and Maintenance of Temporary Plant and Services.**

As with all other aspects of construction and installation work the contractor is required to conduct risk assessments and develop measures to eliminate or adequately control risks. The contractor shall appoint an authorised person who will be responsible when appropriate for issuing a permit to work prior to any commissioning or maintenance operations. The permit to work system will ensure that all operations follow a strict safe system of work.

Prior to any plant, equipment or service being placed into use, the contractor shall ensure that the plant, equipment or service is not used for purposes other than those it has been specifically designed for.

All moving plant shall have an audible warning that operates automatically when in reverse, and a flashing yellow hazard warning beacon.

The contractor shall provide a Slinger/Signaller whenever plant or equipment is being moved in the vicinity of other personnel or there is a possibility of personnel being in the vicinity or when the operator does not have a clear view around his item of plant or equipment.

**3.33 Vehicles and vehicle safety<sup>[PE6]</sup>**

1. Only trained and authorized personnel should be permitted to drive company vehicles in accordance with the valid permits on their driving license.
2. Company vehicles are to be serviced in accordance with the manufacturers' recommendations.
3. Alcohol is strictly prohibited for all drivers and any member of staff found to
4. have consumed alcohol during work or found to be above the legal limit for alcohol whilst driving may be instantly dismissed.
5. Smoking in the storage compartment of any vehicle is strictly prohibited.
6. All hazardous products are held in the rear compartment of vehicles and this must be in a separate area from the cab where the driver sits.
7. Delivery staff should be given specialist instruction on safe lifting and handling techniques and this training should be documented.
8. It is strongly recommended that high visibility jackets be worn by pedestrians working in the yard during the delivery of goods by large goods vehicles.

**3.34 Vibration**

Hand Arm Vibration Syndrome (HAVS) is a disorder, which affects the blood vessels, nerves, muscles and joints of the hand, wrist and arm. The syndrome can become severe disabling if ignored. The best-known form of HAVS is Vibration White Finger (VWF), which can result from the transmission of vibration from a vibrating implement (such as power sanders, occurring as a result of several years of regular exposure.

Primarily, it results in damage to the blood vessels and nerves of the hand resulting in skin blanching (White Finger) on exposure to cold, together with pains pins and needles, numbness and loss of manual dexterity. A person affected suffers symptoms on exposure to cold conditions with the time taken for recovery increasing as the condition develops. The condition may become permanent if early symptoms are not identified and action taken. It is important to recognise that the symptoms do not necessarily occur during or immediately after exposure to vibration but usually occur early in the morning when the weather is cold. Therefore, cold is the primary trigger for the symptom.

The principal symptoms are:

- Tingling and numbness in the fingers

- In the cold and wet, the fingers go white, then blue, then red and are painful
- You cannot feel things with your fingers (you have difficulty picking up small objects)
- You may have loss of strength in your hands

All controls established must as a minimum requirement be provided in accordance with those specified in the Health and Safety Executive's guidance booklets HS(G)88 Hand arm vibration and HS(G)170 vibration solutions.

### **3.35 Welfare Facilities.**

#### **Introduction**

It is the policy of Project Skills Solutions Limited to provide good welfare facilities for our employees. To this end the following standard will be followed.

#### **Requirements**

- [1] Employers are responsible for ensuring that the workplace which they control complies with the regulations and that the facilities required are provided. Arrangements can be made to use facilities provided by another person, e.g. landlord or a neighboring business, but the employer remains responsible for ensuring compliance with the Regulations.
- [2] People other than employers also have a duty under these Regulations if they have control to any extent of a workplace. For example, owners and landlords should ensure that common parts, common facilities, common services and means of access/egress within their control comply with the Regulations. These duties are limited to common parts of buildings, e.g. staircases, shared toilets.
- [3] Where employees work at a workplace that is not under their employer's control the employer should take any steps necessary to ensure that sanitary conveniences and washing facilities will be available.

#### **Provisions applicable to the workplace and to equipment, devices and systems therein**

- [1] Maintenance: -
  - {i} To be maintained in an efficient state, order and in good repair
  - {ii} Repair and maintenance work to be carried out as appropriate.
- [2] Ventilation: -
 

Effective and suitable provision should be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air and any plant used for this purpose shall include an effective device to give visible or audible warning of failure of plant.
- [3] Temperature in indoor workplaces: -
  - {i} Temperature should provide reasonable comfort without the need for special clothing. Where such temperature is impractical because of hot or cold processes, all reasonable steps should be taken to achieve a temperature that is as close as possible to comfort
  - {ii} Temperature should normally be at least 16°C, unless much of the work involves severe physical effort in which case the temperature should be at least 13°C
  - {iii} Care should be taken that harmful or offensive fumes produced from the heating apparatus are not produced
  - {iv} Thermometers should be available at convenient places to enable temperature to be measured.
- [4] Lighting: -
  - {i} Lighting should be sufficient to enable people to work, use facilities and move from place to place safely without experiencing eye strain
  - {ii} Where appropriate, local lighting should be provided at workstations etc., or other places of particular risk

- {iii} Wherever possible natural light should be preferred to artificial. Emergency lighting must be provided when persons at work are especially exposed to danger in the event of failure of artificial lighting
- [5] Cleanliness and waste materials: -
- {i} Every workplace and the furniture, furnishings and fittings within shall be kept clean
  - {ii} The surfaces of the floor, walls and ceilings of all workplaces inside buildings must be capable of being kept clean
  - {iii} Waste materials must not be allowed to accumulate except in suitable receptacles.
- [6] Room Dimensions and Space: -
- {i} All rooms should have enough space to allow people to get to and from workstations and to move within the room with ease
  - {ii} The total area of the room when empty divided by the number of people normally working in it should be at least 11m<sup>3</sup> per person. In making this calculation a room or part room which is more than 3m high should be counted as 3m high. In a typical room where a ceiling is 2.4m high a floor area of 4.6m<sup>2</sup> (for example 2 x 2.3m) will be needed to provide space of 11m<sup>3</sup>;
  - {iii} Lecture and meeting rooms are excluded as are control cabs or similar small structures where space is necessarily limited.
- [7] Workstations and seating: -
- {i} Workstations should be arranged so that each task can be carried out safely and comfortably. The workers should be at suitable height in relation to the work surface. Work materials and frequently used equipment including controls should be within easy reach, without undue bending or stretching
  - {ii} Workstations, including seating and access to the workstations, should be suitable for any special needs of the individual employee
  - {iii} Seating must provide adequate support for the lower back and a footrest provided for any worker who cannot comfortably place his or her feet flat on the floor.
- [8] Condition of floors and traffic routes:
- {i} Floor and traffic routes must be of sound construction and have adequate strength to consider loads placed on them and the passing of traffic over them. Floors should not be overloaded
  - {ii} Surfaces of floors and traffic routes should be free from any hole, slope or uneven or slippery surface which is likely to cause a person to slip, trip or fall, drop or lose control of anything or cause un-steerability or loss of control of vehicle and their loads
  - {iii} Slopes should not be steeper than necessary.
  - {iv} Surfaces of floors and traffic routes which are likely to get wet or be subject to spillage should be of a type that do not become unduly slippery and a slip resistant coating should be applied where necessary to combat this. Where processes may discharge or leak liquids, or there could be leakage or spillage which are likely to become a slippery hazard, steps should be taken to fence this off or mop it up or cover up with absorbent granules. If this is a more regular occurrence, then preventative measures should be taken to prevent the discharge or to retain it by means of a bund or some discharge point to a drain etc.
  - {v} Floors and traffic routes should be kept free of obstructions that may present a hazard or impede access
  - {vi} Every open sided staircase should be securely fenced.
- [9] Falls or falling objects: -
- {i} So far as reasonably practical suitable and effective measures must be taken to prevent any person falling a distance likely to cause personal injury and to prevent any person being struck by a falling object likely to cause personal injury
  - {ii} So far as reasonably practical, every tank, pit or structure where there is a risk of a person in a workplace falling into a dangerous substance therein, shall be covered or fenced. Similarly, every traffic route over, across or in an uncovered tank, pit or structure must be fenced

- {iii} Secure fencing should be provided wherever possible at any place where a person might fall 2m or more. Where many people pass through a certain route where there is a risk of falling, fencing should be provided;
  - {iv} When an opening or edge is being used to transfer goods and materials from one level to another it should be fenced as far as possible;
  - {v} Fixed ladders should be of sound construction, properly maintained and securely fixed
  - {vi} Where regular access is needed to roof space, suitable and safe access should be provided and there should be physical safe guards to prevent falls from edges
  - {vii} Fragile roofs or surfaces should be clearly identified
  - {viii} Changes of floor level which are not obvious should be marked to make it conspicuous
  - {ix} Materials and objects should be stored and stacked in such a way that they are not likely to fall and cause injury. Racking should be of an adequate strength and stability having regard to the loads placed on it and its vulnerability to damage
  - {x} The need for people to climb on the top of vehicles or their loads should be avoided as far as possible. Where it is unavoidable measures should be taken to prevent falls
  - {xiii} When fencing cannot be provided or has been removed effective measures should be taken to prevent falls.
- [10] Transparent or translucent doors, gates and walls: -  
Transparent or translucent surfaces in doors, gates, walls, partitions etc. should be of a safe material or be able to be protected against breakage that might result in personal injury to the user.
- [11] Windows, skylights and ventilators: -
- {i} It must be possible to reach, operate and control openable windows, skylights and ventilators in a safe manner. Where necessary, appropriate equipment such as window poles should be provided
  - {ii} Open windows should not project into an area where persons are likely to collide with them;
  - {iii} All windows and skylights must be of a design to enable them to be cleaned safely.
- [12] Organisation of traffic routes: -
- {i} Every workplace should be organized so pedestrians and vehicles can circulate in a safe manner
  - {ii} Traffic routes in the workplace should be suitable for the purpose of the persons or vehicles using them
  - {iii} Traffic routes will not be adequate unless they have taken into account suitable measures to ensure that: -
    - (a) Pedestrians or persons at work near the traffic route are not placed in any danger
    - (b) The entrance to and from doors or gates for pedestrians has sufficient separation between the two;
    - (c) Where vehicles and pedestrians use the same traffic route there is to be sufficient separation between the two
  - (d) All traffic routes are suitably indicated.
- [13] Doors and gates: -
- {i} All doors and gates shall be suitably constructed. The doors and gates shall not be considered suitably constructed unless: -
    - (a) Any sliding door or gate has a device to prevent it coming off its track during use
    - (b) Any upward opening door or gate has a device to prevent it falling back
    - (c) Any power operated door or gate has suitable and effective features to prevent it causing injury by trapping persons. Where a health and safety risk may be created by the failure of a power door or gate to be operated, manual operation of this door must be provided as an alternative if the power fails;
  - (d) Any door or gate which is capable of being opened by being pushed from either side if constructed in such a manner that when it is closed a clear view of space on the other side of the door is provided.

- [14] Escalators and moving walkways: -
  - {i} Any escalator or moving walkway must function safely and be equipped with necessary safety devices including one or more emergency stop controls which are easily identifiable and readily accessible.
- [15] Sanitary conveniences: -
  - {i} There must be suitable and sufficient sanitary conveniences provided at readily accessible places.
  - {ii} Sanitary conveniences shall not be suitable unless: -
    - (a) The rooms containing them are adequately ventilated and lit;
    - (b) The rooms containing them are kept clean and tidy
    - (c) Separate rooms are provided for men and women, except where the door of the room is capable of being secured from the inside.
- [16] Washing facilities: -
  - {i} Suitable and sufficient washing facilities, including showers if required because of the type of work, shall be provided at readily accessible places
  - {ii} Washing facilities must: -
    - (a) Be provided in the immediate vicinity of every sanitary convenience, whether provided elsewhere
    - (b) Be provided in the vicinity of any changing rooms
    - (c) Include a supply of clean, hot and cold, or warm water
    - (d) Include soap or some other suitable means of cleaning
    - (e) Include towels or other suitable means of drying
    - (f) Be in rooms that are sufficiently ventilated and lit
    - (g) Be in rooms that are kept clean and tidy
    - (h) Provide facilities for men and women, except where the door of the room is capable of being secured from the inside.
  - {iii} Guidelines for sanitary and washing facilities are as follows: -
    - (a) Where men and women work, a calculation as detailed below dictates the facilities required: -

Number of people at work	Number of Water closets	Number of wash stations
1 - 5	1	1
6 - 25	2	2
26 - 50	3	3
51 - 75	4	4
76 - 100	5	5

- (b) In places where men are based the following calculations can be used: -

Number of men at work	Number of Water closets	Number of Urinals
1 - 15	1	1
16 - 30	2	1
31 - 45	2	2
46 - 60	3	2
61 - 75	3	3
76 - 90	4	3
91 - 100	4	4



- {iv} Temporary work sites require suitable sanitary and washing facilities so far as reasonably practical. Wherever possible these facilities should include sufficient sanitary conveniences and running water. Otherwise, chemical toilets would have to be used which should incorporate a suitable deodorizing agent
  - {v} Legionnaire's disease is caused by bacteria which may be found where water stands for long periods at lukewarm or warm temperatures, for example in tanks or little used pipes. Generally, water hotter than 55°C will not allow any of the bacteria to develop. For further advice contact the HSQE Manager.
- [17] Drinking water: -
- {i} An adequate supply of wholesome drinking water must be provided for all persons and this must be readily accessible at suitable places and conspicuously marked by an appropriate sign
  - {ii} There must be provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet form which the persons can drink easily.
- [18] Accommodation for clothing: -
- {i} Suitable and sufficient accommodation must be provided for persons' own clothing which is not worn during working hours and special clothes which are worn by any person at work but not taken home;
  - {ii} The accommodation must be of a standard which provides suitable security, suitably located, allows facilities for drying clothing and, where there is a risk to health or of damage to the clothing, the accommodation is separated between work clothing and the person's own clothing.
- [19] Facilities for changing clothes: -
- {i} There must be sufficient facilities allowing persons at work to change their clothes when that person has to wear special clothing for the purpose of their work and that person cannot for reasons of health or otherwise be expected to change in another room
  - {ii} The changing facilities must include separate facilities for men and women.
- [20] Facilities for rest and to eat meals: -
- {i} There must be suitable and sufficient rest facilities provided for men and women;
  - {ii} The rest facilities provided must include: -
    - (a) Facilities to eat meals where food eaten at workplace would otherwise be likely to become contaminated
    - (b) Include arrangements to protect non-smokers from discomfort caused by tobacco smoke
  - (c) Provision for any person at work who is pregnant or a nursing mother to rest
  - (d) Sufficient facilities for workers who regularly eat meals at work
  - (e) Rest rooms that are kept clean and to a good hygienic standard.

### **3.36 Working at Height and Scaffolding**

A safe working platform with secure edge protection, intermediate guard rails and safe means of access shall be installed. In instances where this cannot be achieved alternative arrangements must be made to prevent persons or materials falling to the ground.

Crawling boards and similar safety equipment shall be used on fragile roof surfaces.

Adequate containment measures shall be included to ensure that tools or materials cannot fall, or barriers are to be erected to keep people away from areas where overhead work is being carried out.

The contractor shall ensure that fixed scaffolds and mobile scaffold towers comply fully with all statutory requirements before and during use.

When working at height in the office and training rooms will be minimal due to the nature of office work. Installation work by Project Skills Solutions will generally be working from mobile towers, cherry picker, and scissor lifts in compliance with all relevant legislation. When carrying out low level work the use of low-level

hop ups and mobile towers and for short duration work (under half an hour) stepladders maybe used with authorisation from supervisor in line with risk assessment and method statement.

The following requirements of The Work at Height Regulations 2005 (as amended) will be adhered to:

- Avoid work at height where possible
- All work at height will be planned and carried out by competent person
- Measures will be taken to prevent falls
- If falls cannot be prevented, then measures will be taken to reduce or minimise the consequences of a fall
- Suitable equipment for the task will be selected and kept in good working order
- Working platforms will be inspected at regular intervals by a competent person
- Access to dangerous areas will be prevented by means of a physical barrier
- Fragile materials will be protected by a physical barrier or adequately covered in order to make them safe
- Weather conditions will be monitored and if deemed hazardous, work will stop. This includes occasions when those working in MEWPs or on scaffolding may be affected by high winds

Any work that is undertaken above 3m then suitable access equipment will be supplied.

Scaffolding will be provided by third parties when necessary for use by Project Skills Solutions will be of an appropriate standard. Before working on any scaffold provided by third parties, Project Skills Solutions should check that the scaffold has been regularly inspected and that the scaffold register is up to date before using scaffolds.

A competent person should regularly inspect the scaffold in order to comply with The Work at Height Regulations 2005 (as amended). This inspection will take place:

- Following completion of any section of scaffold
- Following any event likely to have affected the stability of the scaffold structure such as severe weather or being struck by plant
- Following any addition or adaptation
- Every 7 days

Scaffolders will be expected to complete a handover certificate on completion of any section of structure.

If appropriate, a debris chute or loading bay and skips will be used to remove rubbish from the scaffold. In no circumstances will objects be thrown from the scaffold to the ground or into skips

If the scaffold is left incomplete for any reason, it should display adequate signage to indicate this. Scaffolding will only be adapted by competent persons. If the scaffolding is deemed to be unsafe or incomplete in any way, it should not be used. The Project Skills Solutions foreman should report to the scaffolding company immediately and ensure that the scaffold structure is made safe before use. This includes the clearance of debris left by other Installation Engineers/Contractors, missing toe-boards, brick-guards etc.

### **3.36a Working at Height - Access Towers [PE7]**

All Operatives will be trained in the Risk Assessment and method Statement, and in the use of the required PPE.

Operatives must be competent as follows:

- Tower Scaffolds are only to be erected or dismantled by PASMA trained personnel
- Foldaway, Portable Towers require an induction briefing into their erection and use

Access towers are only to be erected and dismantled by PASMA trained individuals, who are in possession of the manufacturer's instructions. Towers should be thoroughly checked before erection. Outriggers should be used as per manufacturer's instructions. The ground should be clear, compacted and level.

### **3.36b Working at Height - Mobile Elevating Work Platforms (MEWPs)**

This covers all power operated elevating work and access platforms including cherry pickers, scissor lifts and mast climbers. The main hazards associated with these items of plant include:

- Collision with another vehicle
- Parts of the machine encroaching into a traffic lane
- Proximity of overhead cables
- Falls from height of persons or materials
- Persons being caught or trapped in moving parts or “nip” points
- Overturning
- Incorrect use

The use of MEWP's will only be carried out after a full risk assessment. They will only be used on firm and level ground and not over any drain, basement etc.

All the manufacture records regarding inspections, maintenance and servicing will be available on site. All inspection, maintenance and servicing will be carried out to the manufacturer's recommendations. Thorough examinations will be carried out by the supplier every 6 months in accordance with people lifting equipment. The current test certificates will be made available by the supplier with the machine along with the operating manual. All machine operators will be fully trained and certificated by an accredited body.

MEWP operators will ensure the following: -

- MEWP has adequate guard rails around the edge of the basket and that there are toe-boards around the edge of the platform
- Safe working load and gradient are displayed on the machine and that he/she is working within these perimeters
- All outriggers are deployed during use where applicable
- When travelling in a machine with the platform occupied or the boom extended work must be carried out in accordance with the manufacturer's guidelines
- When working next to roadways, railways or other operations work must be carried out with barriers, cones, lights. etc. in place
- When working near to overhead power lines a full risk assessment must be produced in conjunction with electrical supply company and a suitable method statement produced including all relevant precautions taken to prevent an accident.
- Machines must be immobilised when not in use

### **3.36c Working at Height - Safety Harnesses.**

The contractor shall make safety harnesses and suitable training available for all employees who work where there is a risk of falling more than 2 meters and a safety barrier or cover or crawling boards cannot be practicably provided.

### **3.36d Working at Height - Use of Low-level hop ups**

Proprietary systems only will be used 600mm x 600mm. No makeshift platforms such as milk crates will be utilised on site. Operatives should check the condition of their hop ups on a regular basis for degradation, and any repairs should be made by a competent person.

**Appendix 1: Health and safety legislation**

The following list shows the regulations that Project Skills Solutions are complying with. Although this list is not exhaustive it demonstrates our commitment to current Health and safety legislation.	Date reviewed
<b>Construction (Design and Management) Regulations 2015:</b> cover safe systems of work on construction sites.	24/01/19
<b>Control of Asbestos Regulations 2012:</b> brings together the three previous sets of Regulations covering the prohibition of asbestos, the control of asbestos at work and asbestos licensing. The Regulations prohibit the importation, supply and use of all forms of asbestos.	24/01/19
<b>Control of Lead at Work Regulations 2002:</b> place a duty on employers to prevent, or where this is not reasonably practicable, to control employee exposure to lead.	24/01/19
<b>Control of Noise at Work Regulations 2005:</b> require employers to take action to protect employees from hearing damage.	24/01/19
<b>Control of Substances Hazardous to Health Regulations 2002:</b> require employers to assess the risks from hazardous substances and take appropriate precautions.	24/01/19
<b>Control of Vibration at Work Regulations 2005:</b> sets out action and limit values for hand-arm and whole-body vibration.	24/01/19
<b>Data Protection Act 1998:</b> controls how your personal information is used by organisations, businesses or the government. Everyone responsible for using data has to follow strict rules called 'data protection principles'. They must make sure the information is: used fairly and lawfully.	24/01/19
<b>Electricity at Work Regulations 1989:</b> require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.	24/01/19
<b>Employers' Liability (Compulsory Insurance) Act 1969:</b> require employers to take out insurance against accidents and ill health to their employees.	24/01/19
<b>Equality Act 2010:</b> legally protects people from discrimination in the workplace and in wider society.	24/01/19
<b>Health and Safety at Work etc Act 1974:</b> the primary piece of legislation covering occupational health and safety in the United Kingdom.	24/01/19
<b>Health and Safety (Consultation with Employees) Regulations 1996 (as amended):</b> sets out how employees must be consulted in different situations and the different choices employers have to make.	24/01/19
<b>Health and Safety (First Aid) Regulations 1981:</b> cover requirements for first aid.	24/01/19
<b>Health and Safety Information for Employees Regulations 1989:</b> require employers to display a poster telling employees what they need to know about health and safety.	24/01/19
<b>Lifting Operations and Lifting Equipment Regulations 1998:</b> aims to reduce risks to people's health and safety from lifting equipment provided for use at work.	24/01/19
<b>Management of Health and Safety at Work Regulations 1999:</b> require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.	24/01/19
<b>Manual Handling Operations Regulations 1992 (as amended 2002):</b> cover the moving of objects by hand or bodily force.	24/01/19
<b>Misuse of Drugs Act 1971:</b> sets out the offence for any person knowingly to permit the production, supply or use of controlled substances on their premises except in specified circumstances (e.g. when they have been prescribed by a doctor).	24/01/19
<b>Personal Protective Equipment at Work Regulations 1992:</b> require employers to provide appropriate protective clothing and equipment for their employees.	24/01/19
<b>Provision and Use of Work Equipment Regulations 1998:</b> require that equipment provided for use at work, including machinery, is safe.	24/01/19
<b>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013:</b> require employers to notify certain occupational injuries, diseases and dangerous events.	24/01/19
<b>Smoke-free (Premises and Enforcement) Regulations 2006:</b> sets out definitions of "enclosed" and "substantially enclosed" and the bodies responsible for enforcing smoke free legislation.	24/01/19
<b>Smoke-free (Signs) Regulations 2007:</b> sets out the requirements for no-smoking signs required under smoke-free legislation.	24/01/19
<b>Safety Representatives and Safety Committees Regulations 1977 (as amended):</b> sets out how employees must be consulted in different situations and the different choices employers have to make.	24/01/19
<b>Work at Height Regulations 2005, as amended by the Work at Height (Amendment) Regulations 2007:</b> apply to all work at height where there is a risk of a fall liable to causal injury.	24/01/19

## 4 - MONITORING

### 4.1 - Regular Safety Inspections

Project Skills Solutions carries out formal safety inspection as part of our proactive monitoring system. Employees who have had training in identifying hazards and assessing risks carry these inspections.

The results are recorded and evaluated so that they can be assessed identifying: -

- whether the health and safety standards in the company remain acceptable
- the extent to which your company is complying with the relevant health and safety legislation
- whether standards have improved or deteriorated since the last inspection.

This monitoring involves a systematic collection of information about the nature and scale of the hazards and it is an important aspect of health and safety performance measurement.

Priority is given where the risks are greatest. We look closely at those with the potential for serious injury or damage – bearing in mind what both the immediate and underlying causes of a possible accident could be.

A written report is compiled after the inspection. This, together with any supporting information, is referred to those people in our management structure who have the authority to sanction the appropriate remedial action to be taken

It is also an opportunity for a critical appraisal of all the elements of our health, safety and welfare arrangements.

### 4.2 - Safety Inspection Report and Checklist

We follow good practice by using a standard report form for safety inspections. The form includes:

- a checklist of the processes, activities and parts of our premises that are to be inspected
- a section for identifying hazards and potential risks
- space for comments on any remedial action that is recommended or has already been decided upon
- an agreed timetable for completing the remedial action.

### 4.3 - Taking Corrective Action

Whenever the need for remedial action is highlighted, we understand the importance of implementing actions as soon as practicable. This may involve reviewing our health and safety policy itself.

If a problem is identified as the result of an accident, or even simply in the course of normal working, we will rectify it immediately rather than wait for an impending inspection or audit.

Taking proactive measures that increase compliance with our health and safety arrangements immediately reduces the risk of accidents.

These measures may include training employees and empowering people to take suitable action whenever they recognise dangerous situations.

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**5 - REVIEW**<sub>[PE8]</sub>

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Project Skills Solutions is fully committed to continuous development and improvement of health and safety performance. To meet this commitment, Directors and Work supervisors shall ensure that their safety arrangements and plans for controlling risk and improving performance are reviewed and revised at appropriate intervals, or when deemed necessary due to known changes that affect the validity of any current document.

The Health and Safety Manager may undertake thematic reviews on health and safety matters within Project Skills Solutions as necessary.

This Policy, Guidance Notes and Procedures, which form the System, will be subject to review. Any changes to the Policy will be endorsed by Managing Director and the HSQE Manager: -

- As a result of changes to existing, or the introduction of new, legislation.
- As a result of changes in technology.
- As a result of changes to the organisation of Project Skills Solutions.
- As a result of significant learning following operation of the Arrangements.
- As a result of the findings of a major accident investigation.
- At the request of the Health and Safety Executive.

It will be the responsibility of the HSQE Manager to:

- Assess any requests for a review of the Policy, Guidance Note(s) or Procedure(s).
- Consult with Directors on the required change.
- Undertake the review and update the Policy, Guidance Note(s) and Procedure(s) as required.

All records of changes to the Policy and Arrangements will be retained for future reference and subject to audit as required.

Under the Health and Safety (Consultation with Employees) Regulations 1996 Project Skills Solutions are required to consult with our employees. As part of this consultation we are providing you with the opportunity to read, discuss and come up with any comments relating to the Health and Safety Policy.

**Each member of staff must read the statement below before signing.**

I have read this Health and Safety Policy, or it has been read to me, I fully understood and will comply with every part, if I have an issues, I will raise them with my supervisor/manager.

Name (Block Caps)	Signature	Job Title	Date	Comments