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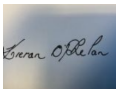
PHELAN CONSTRUCTION LIMITED

Health & Safety Policy

Approved by: Kieran O'Phelan

Job Role: Managing Director

Signed: 

Date: Dec 15 2021 14:05 GMT

This policy must be reviewed by the following date: Dec 14, 2022

Company Name:	PHELAN CONSTRUCTION LIMITED
Approved By:	Kieran O'Phelan
Review Date:	Dec 14, 2022

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General statement of intent – Health and Safety

This Statement has been prepared to define the way in which PHELAN CONSTRUCTION LIMITED intends to manage, comply, and implement all aspects of Health and Safety, the associated regulations, legislation and client requirements.

PHELAN CONSTRUCTION LIMITED recognise the importance of Occupational Health, Safety and Welfare in the successful operation of its activities.

PHELAN CONSTRUCTION LIMITED believes that it is everyone's responsibility to participate in the occupational health safety and welfare systems and to contribute towards achieving our overall objectives of the highest standards of accident prevention while continually improving health and safety for employees and others.

It is the policy of all operations of PHELAN CONSTRUCTION LIMITED to:

- Provide, so far as is reasonably practicable, safe methods / systems of work, safe working conditions and a healthy environment.
- Ensure the Health & Safety of all employees in connection with the use, handling, storage and transport of any articles or substances.
- Ensuring that sufficient welfare facilities are provided in all workplaces/sites prior to starting work and that checks are made to ensure that welfare facilities meet or exceed the minimum statutory requirements for the type of workplace.
- Provide and maintain safe access to and egress from any place of work under our control.
- Provide and maintain a working environment which is adequate as regards facilities and arrangements for the health and welfare of employees whilst at work.
- Strive for ongoing and continual improvement of its performance in managing occupational health and safety through implementing an H&S Management System.
- Communicate the contents of the policy to all employees with the intent that employees are made aware of their individual health and safety obligations.
- Provide training and / or instruction as may be necessary to personnel at all levels.
- Provide means of consultation on Health and Safety matters for all employees.
- Provide and display this policy and any such written instructions as are necessary to assist in the regulation of Health and Safety practices and operations.

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- Provide a copy of the policy to interested parties.

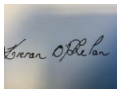
Occupational health, safety and welfare are the responsibility of all employees. Everyone is expected to contribute towards achieving the organisations, overall aims and objectives.

My aim is to encourage initiative and adopt best practice in a culture where employees and managers are aware of their individual health and safety responsibilities and are actively engaged and committed to improving standards of Health, Safety and Welfare and to maintaining our Management Systems and all necessary resources will be allocated in order to achieve this. I commit to providing all required resources, including financial resource, to ensure the full and proper implementation of this policy.

This policy is to be reviewed periodically to ensure that it remains relevant and appropriate to the organisation and takes account any changes in legislation or changes to company policy.

Approved by: Kieran O'Phelan

Job Role: Managing Director

Signed: 

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Organisation and Managerial Responsibilities

The company is owned and managed by Kieran O'Phelan who is directly responsible for Health and Safety matters within the company. The responsible person will seek external assistance where necessary to ensure that the company meets both its statutory obligations and the objectives laid down in this Health & Safety Policy.

The organisation of the workforce is the responsibility of the Company Directors, who remain responsible for ensuring that the company's Health & Safety Policy and associated procedures are implemented by all site operatives.

Day to day management of the company's operations is the responsibility of Kieran O'Phelan who may be supported by Works Supervisors, each responsible for one site or customer premises. Depending on the size and nature of the site, the responsible person may be supported by one or more supervisors responsible for the direct supervision of the company operatives.

Faction Health and Safety Group Responsibilities

Faction Health and Safety Group are contracted as the competent health and safety advisor for PHELAN CONSTRUCTION LIMITED in accordance with regulation 7 of the management of health and safety at work regulations 1999.

Faction Health and Safety Group are responsible for working with PHELAN CONSTRUCTION LIMITED based on the information provided by PHELAN CONSTRUCTION LIMITED and advising on measures to take in accordance with legislation, legal reference documentation, and HSE issued guidance documentation and industry best practice.

Faction Health and Safety Group provide this service to PHELAN CONSTRUCTION LIMITED for the period as stated on the certificate of services.

Employee/Contractor Responsibilities

All company employees and contractors have a statutory duty to take reasonable care in relation to their own personal health & safety, and the health and safety of any other person who may be affected by their acts or omissions.

Therefore, it shall be the duty of all employees/Contractors whilst at work to:

- Take reasonable care for the health & safety of themselves and others, that may be affected by their acts or omissions at work.
- Co-operate with the employer to ensure compliance with all the company Health & Safety policies and procedures.
- Refrain from intentional or reckless interference with equipment and/or systems provided in the interest of Health, Safety and the Environment.
- Co-operate with management when required on such things as accident prevention and all procedures with regard to Health, Safety and the Environment as set out in the Health & Safety at Work etc. Act 1974, the

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Environmental Protection Act 1990 and all associated Regulations and approved code of practices.

- Maintain excellent standards of housekeeping in our premises and on client premises.
- Report any accident or incident including near-misses (whether or not personal injury results) to the office.
- Report any defects in equipment without delay to their immediate Supervisor and not to attempt repairs which they have not been authorised and specially trained and competent to undertake.
- Ensure that no potentially hazardous item, substance or machine is brought on to the site or used without the prior knowledge and authority of their immediate Supervisor.
- Use and if applicable, wear any item of Personal Protective Equipment. It is a requirement of law that any equipment supplied for safety must be used, and when not in use it is properly cleaned, stored and maintained.
- Undergo any Health, Safety, Environmental and operational training deemed necessary by the company.

Staff Consultation

If an employee or contractor becomes aware of any potential breaches of health & safety legislation or unsafe working practices, they must notify the Site Supervisor who will duly report to the Company Directors.

If an employee or contractor feels that health & safety procedures may be improved, for example, by use of alternative equipment, they are encouraged to discuss any suggestions directly with the company management.

Specific Safety Functions and Named Responsibilities

Safety function	Person responsible
Overall responsibility	Company Director/s
Accident and incident investigation	Company Director/s
Provision of a safe system of work	Company Director/s
Provision of safe to use electrical appliances	Company Director/s
Providing information, instruction training and Supervision on projects	Company Director/s
Ensuring sufficient first aid provisions are available on each site and inspected accordingly	Company Director/s
Ensuring sufficient firefighting provisions are available on each site and inspected accordingly	Company Director/s
Liaise with Site Management and provide support and progress reports to Company Director as required	Works Supervisors
Reporting any issues	All employees and contractors
Taking care of their own health and safety and that of others who may be affected by their acts or omissions	All employees and contractors
Pre-Use equipment inspections	All employees, contractors and users of the equipment
Inspection of all equipment to protect workers from the risks associated with work at height	All employees, contractors and users of the equipment

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Provide health and safety advice and support as required by PHELAN CONSTRUCTION LIMITED	Faction Health & Safety Group Ltd

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Accident/Incident Reporting Procedure

PHELAN CONSTRUCTION LIMITED accept our duty under the current edition of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to report specific injuries and incidents to the enforcing authority. The purpose of this procedure is to ensure that this duty is fulfilled and that all accidents are investigated.

Incident Reporting

If you are injured in our offices when travelling between sites, the injury should be recorded in our Accident Book, which is kept in the Office. The completed page of the book should then be removed and given to the Contracts Manager, who is responsible for ensuring that completed reports are kept secure. The injured person may take a copy of the page from the Accident Book if they wish.

If any company employee is injured whilst working on-site, it shall be recorded in the site Accident Book held by the Client or Principal Contractor. The IP or delegate should then ring PHELAN CONSTRUCTION LIMITED offices to ensure that it is recorded in our Accident Book, as above.

Where PHELAN CONSTRUCTION LIMITED are the Sole Contractor, the Site Manager or most senior person on site is responsible for ensuring that all accidents are recorded in the Accident Book.

Accident Investigation

It is our policy to investigate all accidents, dangerous occurrences and near misses. Whether the consequence of an incident is a severe injury, minor injury or no injury at all, lessons can be learnt to prevent the same sequence of events reoccurring. The implementation of corrective action to a near-miss incident can, therefore, avoid a repeat of the incident that may have more severe consequences in the future.

The Company Director is responsible will investigate all accidents. Incidents will be investigated by completing a copy of the Accident/Incident Report Form and measures necessary to prevent recurrence will be identified. This task may be delegated to members of management. For high potential accidents or reportable accidents or incidents as stipulated by RIDDOR PHELAN CONSTRUCTION LIMITED shall request additional support from Faction Health and Safety Group as required.

Subcontractor Arrangements for accidents on site

Subcontractors will enter the detail of any accidents requiring first aid treatment in the site accident book. They will report any accidents to their own employees and to the HSE in line with their own company procedures and will provide site management with copies of such details, along with details of any investigations undertaken and measures applied to prevent a reoccurrence. Copies of these details will be forwarded to Head Office.

Reporting accidents and incidents to the enforcing authority

The Company Director is responsible for reporting to the Incident Contact Centre (ICC) any injury, disease or

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dangerous occurrence covered by RIDDOR. If he is not sure whether an incident should be reported, they will contact Faction Health and Safety Group for advice.

It is PHELAN CONSTRUCTION LIMITED's policy that verbal communication regarding any accident is expressly forbidden. Any request for information by appropriate and relevant parties must be addressed to the Policy Holder in writing who will make our official response. This statement relates to both reportable and non-reportable accidents/ incidents. When an accident or dangerous occurrence takes place, it will fall into one of the following categories:

Minor accident to an Employee

- Ensure details have been entered in the accident book.
- Where an employee is incapacitated from work for more than three consecutive days (excluding the day of the accident but including any days which would not have been working days) because of any injury, complete internal report form and send directly to the company director.
- If the injured employee is admitted to hospital and is an in-patient for more than twenty-four hours, the accident becomes specified as 'major injury' and must be notified as described under that category below.

Minor accident to others

a. Complete the accident book and accident report form as detailed above.
b. Inform the injured persons' employer and workplace.

Specified Injury

a. Cease works on-site immediately.
b. Include information within the Site accident book.
c. Inform Director with overall responsibility for health and safety who will notify HSE and obtain written reports from all persons on site.
d. Comply with requirements of RIDDOR (Reporting of Injuries, Disease, And Dangerous Occurrence).
e. A record must be kept by employers of all notifiable/industrial diseases (form F2508A).
f. Where an employee has suffered an injury as a result of a reportable accident or dangerous occurrence which is the cause of health problems within one year of the date of the incident, the PHELAN CONSTRUCTION LIMITED shall inform the enforcing authority in writing as soon as it comes to our knowledge.

The following injuries are reportable:

- Fatality or Specified Injuries.
- Fractures, other than to fingers, thumbs or toes.
- Amputation.
- A dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injuries from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.

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- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

All of the above should be notified to the HSE at the earliest opportunity by telephone for death, via the online notification system for reportable/Specified injuries.

Over 7-Day Injury

If there is an accident connected with work (including physical violence) that is not a specified injury but results in a person being away from work or unable to do their normal work for more than seven days (including non-work days), the HSE must be notified by the employer within 15 days. We require a copy of the HSE notification report.

Members of the public

An injury to a member of the public, which results in them being killed or taken to hospital must be reported to the HSE at the earliest opportunity.

Reportable Dangerous Occurrences

Most relevant Construction based include:

- A collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- An explosion collapse or bursting of any closed vessel or associated pipework.
- Failure of any freight container in any of its load-bearing parts.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short circuit or overload causing fire or explosion.
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- Accidental release of biological agent likely to cause severe human illness.
- A malfunction of breathing apparatus while in use or during testing immediately before use.
- collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall.
- The unintended collapse of; any building or structure under construction, alteration or demolition where over five tonnes of the material falls; a wall or floor in a place of work; any false-work.
- Explosion or fire causing suspension of normal work for over 24 hours.
- A sudden, uncontrolled release in a building of 100kg or more of flammable liquid: 10kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500kg of these substances if the release is in the open air.
- Accidental release of any substance which may damage health.

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Reportable/Industrial diseases

If a doctor notifies the employer that an employee is or has been suffering from work-related disease, then the employer must notify the HSE at the earliest opportunity.

Examples of diseases that must be reported are:

- Certain poisonings.
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma.
- Infections such as leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus.
- Other conditions such as occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

Near Miss Reporting

A 'near miss' is an unplanned event that did not result in injury, illness, damage or product loss - but had the potential to do so.

All Employees and Sub-Contractors must report 'near miss' incidents as soon as practicable following the event.

The near-miss report form available from the site office should be used to report the incident. As much detail as possible should be provided to ensure a thorough investigation can be carried out. When completed the form must be returned to the office.

Where we are the Principal Contractor or Sole Contractor, the Site Manager or Most Senior person on site will collate the forms, discuss with the Company Director and carry out any required investigations.

For all other "Near Miss" incidents, the Site Manager will collate the forms and carry out any required investigations.

Civil Claims

PHELAN CONSTRUCTION LIMITED acknowledge that employees and others (contractors, visitors and members of the public) who may be affected by our activities have the right to make claims for compensation, where they consider that an injury is the result of negligence on our part. Such claims will be dealt with on our behalf by our Employer and Public Liability insurer provider.

Following the Woolf report, there is now a 'fast track' procedure that allows for small claims to be settled quickly. This procedure requires us to forward to our insurer any letter from a solicitor, alleging negligence on our part, within 21 days of receipt and providing evidence in our defence. The insurer then has 90 days to respond to the claimant's solicitor. To enable us, and our insurer, to comply with the requirements of the 'fast track procedure', the following procedures must be followed:

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- All incidents must be recorded, investigated and, where necessary, under RIDDOR, reported to the enforcing authorities as described in the Incident Reporting Procedure contained in this Policy.
- Any person receiving a letter from a solicitor must forward this immediately to the Managing Director.
- The Company Director will unless he instructs someone else to act on his behalf, send the solicitor's letter to our insurer along with any evidence in our defence.
- Direct correspondence with the claimant and/or his/her solicitor is strictly forbidden, as this may prejudice our defence.
- All correspondence relating to the claim must be forwarded to the Company Director immediately following receipt.

It is our responsibility to provide evidence in defence. Therefore, the Company Director is responsible for collating an 'Evidence File' for all reportable injuries and incidents and any other accidents where a claim is foreseeable. We may take a commercial view on minor accidents, balancing the possibility of a claim being brought against the cost of accident investigation.

Evidence may take the form of the following documents, but this is not an exhaustive list:

- Accident Book entries.
- Statements from the injured person(s), witnesses, supervisors and first aider. These should be signed and dated and contain only statements of fact, not supposition.
- Copy of the accident/incident investigation report, with any photographs and diagrams.
- Pre-and post-accident risk assessments.
- Copies of any written safety instructions given to the injured person(s).
- Records of any personal protective equipment issued to the injured person(s).
- Copies of any test certificates and/or records of maintenance and inspection of any equipment involved in the incident.
- Any disciplinary evidence relating to the occurrence.
- Copies of any statutory reporting document forwarded to the Enforcing Authority (F2508 or F2508A).
- Copies of any correspondence from the enforcing authority relating to the incident.

No evidence may be sent to our insurers without the permission of the Company Director.

A claim may be brought by an employee whether or not the accident has been recorded in the Accident Book or whether he/she has taken time off work as a result.

Key Documentation to comply with this Policy

Accident & Incident Internal Audit pro-forma

Accident and Near Miss Report

Injured Person Report

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Asbestos

Asbestos is the largest single cause of work-related fatal disease and ill health in Great Britain. It is a carcinogen and is responsible for lung diseases such as Asbestosis and Mesothelioma. Almost all asbestos-related deaths and ill health are a result of the exposure that happened decades ago.

Asbestos-containing materials (ACMs) were used in the construction industry for many years, primarily to deter the spread of fire or for their insulation properties. Although the use of such materials is now prohibited by legislation, they may exist in many older premises. Their presence needs to be effectively managed to ensure that they do not create a risk to the health of our employees, customers, contractors or anybody else on the premises. But, if kept in good condition and undisturbed, they should not pose a health hazard

Asbestos may be present in a wide variety of products including ceiling/wall boards; suspended ceiling tiles; floor tiles; soffit boards; roof panels; fire insulation; pipe lagging; boiler lagging; bitumen adhesives; door panels etc.

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

PHELAN CONSTRUCTION LIMITED acknowledge the health hazards arising from exposure to asbestos. We will, so far as it is reasonably practicable to do so, prevent exposure to asbestos by the use of appropriate control measures and safe systems of work, supported by training. This Policy requires your full co-operation. The Policy Holder is responsible for the implementation of this Policy.

It is our policy to:

- Ensure that a detailed survey and risk assessment of buildings and non-domestic property under our control are undertaken by an organisation which can demonstrate technical competence to undertake surveys for ACM's through accreditation by The United Kingdom Accreditation Service (UKAS) to ISO/IEC 17020;
- Ensure that the Competent Organisation has recorded details, including the location and condition, of all identified asbestos in an Asbestos Register and that an assessment has been recorded for each identified ACM. An up-to-date copy of the register will be held on the site to which it relates;
- Develop, and act on, a plan to manage the risks to our employees, customers, contractors or anybody else who may be affected by exposure to any asbestos or ACM's;
- Review and monitor the plan and the arrangements so that the plan remains relevant and up-to-date at all times;
- Use an appropriately qualified, competent or licensed person, subject to the level of risk posed by the asbestos or ACM's, to make safe any material found to be in a hazardous condition;
- Ensure that, where practical, any ACM's have been labelled;
- Maintain an up-to-date written record of the location and condition of asbestos or ACM's in the Asbestos Register provided by the Competent Organisation;
- Provide information on the location and condition of asbestos or ACM's to all interested parties, including

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anyone who is liable to work on or disturb them;
- Appoint a specialist consultant and licensed asbestos removal contractor to manage the removal of ACM's, where practical, as part of any refurbishment project;
- Not use or reuse any ACM's in any building refurbishment or maintenance work; and
- Ensure that any work with ACM's is carried out strictly in accordance with current legislation and 'industry good practice'.

Training and Competence

Before any employees starting work where they are liable to disturbing asbestos, all Operatives will be required to have completed Category A Asbestos awareness training. Asbestos Awareness Training will cover the health hazards associated with asbestos, correct work methods, the use of control measures, the use of protective equipment and hygiene procedures. Refresher training (including new information, standards and techniques) will be provided regularly. Sub-Contractors are responsible for the provision of their own asbestos awareness training.

Key Documentation to comply with this Policy

Asbestos internal audit pro-forma

Confined Space Working

Confined spaces are potentially dangerous places in which to work because they may trap hazardous concentrations of gases or vapours. Confined spaces are also liable to become deficient in oxygen due to a build-up of a gas or vapour which is not itself toxic, but which displaces the breathable air. Very often, the dangerous atmosphere is a result of the work being done – for instance welding, painting, flame cutting, the use of adhesives and solvents.

A confined space is defined as a place which is substantially, though not necessarily entirely, enclosed and one or more of the specified risks must be present or reasonably foreseeable. The specified risks are as follows:

- Serious injury due to fire or explosion.
- Loss of consciousness arising from increased body temperature.
- Loss of consciousness or asphyxiation arising from gas, fume, vapour, or lack of oxygen.
- Drowning from an increase in the level of a liquid.
- Asphyxiation arising from a free-flowing solid or being unable to reach a respirable environment due to being trapped by such a free-flowing solid.

One of the Specified risks does not need to be present for a space to be classed as a confined space, If one of the specified risks is likely as a result of the work being undertaken in the space or by activities ongoing outside of the space, the space may be classed as a confined space. HSE Legal reference document L101 provides a flow chart to facilitate in the determination of a confined or enclosed space.

- Carry out an initial survey to identify any activities where the presence of hazardous substances or physical

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features may cause that area to be classified as a confined space.
- Carry out detailed risk assessments on all tasks where entry into a confined space is unavoidable.
- Develop a safe system of work and control entry to confined spaces using a permit to work.
- Carry out atmospheric testing before entering a confined space.
- Provide adequate and effective communication for those persons inside and out of the confined space.
- Provide appropriate first aid equipment and trained first aiders.
- Put in place suitable and sufficient emergency arrangements.
- Carry out training and assess the competency of all those involved in work within confined spaces.
- Provide, issue and maintain appropriate personal protective equipment (PPE) as specified by a competent person.
- Ensure that all other equipment used to enable safe work in confined spaces is appropriate to the work and is maintained.
- Carry out health checks and ensure persons working in confined spaces are physically and mentally capable of undertaking the tasks they are required to carry out.
- Review the policy annually or more frequently if significant changes occur.

Key Documentation to comply with this Policy

Confined Space Working internal audit pro-forma

Construction (Design and Management) - CDM

Our work is often subject to the current edition of the Construction (Design & Management) Regulations. The purpose of the information below is to outline our arrangements for complying with our responsibilities as duty holders under CDM.

Client

The Client's responsibilities under CDM include:

- Assembling the project team and ensuring that roles, functions and responsibilities are clear and that there are arrangements between all the members of the team to communicate and co-operate effectively.
- Ensuring that health and safety standards are set and maintained on-site throughout the project.
- Providing the pre-construction information.
- Appointing a principal designer (where there is more than one contractor).
- Appointing a principal contractor (where there is more than one contractor).
- Ensuring duty holders comply with their duties under CDM 2015.
- Ensuring that the construction phase plan is prepared and maintained by the principal contractor.
- Notifying HSE of the project and confirming that they are aware of their duties (when the construction works lasts longer than 30 working days and has more than 20 workers working simultaneously at any point in the project or exceeds 500-person days).
- Ensuring that a health and safety file is produced by the principal designer (where there is more than one contractor).

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The client may delegate some of these duties. However, they are ultimately responsible under CDM 2015.

CDM 2015 reinforces the ongoing nature of the clients' duty to ensure that health and safety standards are set and maintained on-site.

Domestic Clients

A domestic client is not required to carry out the duties placed on commercial clients. Where the project involves- Only one contractor- the client duties must be carried out by the contractor. The contractor must then carry out the client duties as well as the duties they already have a contractor for the project. In practice, this should involve doing little more than managing the work to ensure health and safety.

More than one contractor- the client duties must be carried out by the principal contractor as well as the duties they already have as principal contractor. If the domestic client has not appointed a principal contractor, then the duties of the client will be carried out by the contractor in control of the construction work.

In many situations, domestic clients wishing to extend, refurbish or demolish parts of their own property will, in the first instance, engage an architect or another designer to produce possible designs for them. It is also recognised that construction work does not always follow immediately after the design work is completed. If they so wish, a domestic client has the flexibility of agreeing (in writing) with their designer that the designer coordinates and manages the project, rather than this role automatically passing to the principal contractor.

Where no such agreement is made, then the principal contractor will automatically take over the project management responsibilities.

Principal Designer:

The Principal Designer responsibilities under CDM include:

- Provide the Client with advice and assistance to enable him to fulfil their duties.
- Assist the Client with notification of the project to the HSE (using form F10) and provide the Client and Principal Contractor with a copy.
- Ensure that Designers co-operate and take health and safety into account when preparing designs.
- Establish procedures to ensure communication and information flow between all duty holders.
- Identify what pre-construction information is needed and obtain and pass this to all persons that need to know.
- Produce the Pre-Construction Information and distribute to the project team.
- Advise the Client about the suitability of the Construction Phase Health and Safety Plan.
- Liaise with the Principal Contractor regarding changes to designs.
- Collect and keep up-to-date information for the Health and Safety File and ensure that the file is passed to the Client when the project is complete.

A principal designer's role when working on a project for a domestic client is no different from the role undertaken for

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a commercial client. They must still carry out the same duties to the extent necessary, given the risks involved in the project. The client can transfer their duties to the principal designer in the form of a written agreement.

Designer:

The Designer's responsibilities under CDM include:

- Understand and be aware of significant risks that construction workers can be exposed to and how these can arise from design decisions.
- Take account of risks which may occur during the use and maintenance of a construction.
- Have the right skills, knowledge and experience, and be adequately resourced to address the health and safety issues likely to be involved in the design.
- Check that clients are aware of their duties.
- Co-operate with others who have responsibilities, in particular, the principal designer.
- Take into account the general principles of prevention when carrying out design work.
- Provide information about the risks arising from their design.
- Co-ordinate their work with that of others, in order to improve the way in which risks are managed and controlled.

Principal/Sole Contractor:

Where PHELAN CONSTRUCTION LIMITED is the Principal or Sole Contractor for a CDM project we shall:

- Receive pre-construction information from the Principal Designer and use this to develop a Construction Phase Health and Safety Plan, the relevant points of which will be communicated to all Contractors.
- Devote adequate time and resources to the management of health and safety.
- Ensure that a copy of form F10 is displayed on site.
- Check the competence of Contractors appointed to work on the project. This will include the examination of Contractors' risk assessments and method statements to ensure adequacy.
- Manage health and safety during the construction phase, ensuring co-operation between all Contractors and the incorporation of all Contractors' information on health and safety matters.
- Give reasonable directions to contractors, so far as is necessary, to enable us to carry out our duties as Principal Contractor.
- Work to the plan agreed at the tender award stage, except where circumstances require changes. When such changes are needed we will agree on these with the Client and/or Principal Designer before taking action.
- Advise the Principal Designer of any relevant health and safety matter that needs to be recorded.
- Ensure that suitable welfare facilities are provided throughout the project.
- Provide Contractors with information about training requirements for persons working on the project.
- Ensure that all persons working on the project attend Site induction before starting work.
- Ensure that site safety rules are complied with.
- Ensure that a Site Manager/Supervisor is on-site to consider the views of all workers.
- Ensure coordination of emergency procedures throughout the duration of the construction phase.
- Ensure coordination of shared equipment and facilities.
- Ensure site security by excluding all unauthorised persons.

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- Collect information needed for the Health and Safety File and ensure that this is passed to the Principal Designer.

Contractors

Where PHELAN CONSTRUCTION LIMITED is a Contractor on any construction project we shall:

- Provide the Principal Contractor (where more than one contractor) with any information he needs to develop the Construction Phase Health and Safety Plan and co-operate with him to ensure its implementation.
- Provide the Principal Contractor with details of any subcontractors we intend to use.
- Check that a Principal Designer has been appointed and the project notified to the HSE before starting work (where more than one contractor).
- Ensure that all persons working for us are suitably trained.
- Appoint a Supervisor to liaise with the Principal Contractor and supervise and monitor our work activities;
- Ensure that all persons working for us attend Site Induction before starting work.
- Provide persons working for us with any information they need in order to work safely and without putting their health at risk.
- Devote adequate time and resources to the management of health and safety on-site.
- Make adequate arrangements for the safety of our employees in any high-risk areas identified by the Principal Contractor.
- Comply with all reasonable directions from the Principal Contractor.
- Inform the Principal Contractor about any problems with the Construction Phase Health and Safety Plan or health and safety procedures.
- Provide the Principal Contractor with any information needed for the Health and Safety File.
- Inform the Principal Contractor about any accident or incident that caused, or could have caused, injury or damage.
- Provide the Principal Contractor with a Risk Assessment and Method Statement for the purpose of review and sharing with other contractors on site.

Notifiable and Non-Notifiable Projects

Construction work means the carrying out of any building, civil engineering or engineering construction work including demolition.

CDM 2015 also now includes assembly and disassembly of structures such as marquees.

A project is notifiable if the construction work on a construction site is scheduled to—

- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project. Or,
- Exceeds 500-person days.

CDM Project Documentation

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The CDM Regulations 2015 require project documentation to be compiled for all notifiable and non- notifiable projects. This information is useful in ensuring the effective health and safety management of all projects.

The project documents which may be required are:

- Pre-construction Information.
- Construction Phase Plan.
- Health and Safety file.

Points to note which will decide which documents are necessary:

- Appointment of a 'Principal Designer' – The client is required to appoint a principal designer if there is more than one contractor involved in the project at any one time.
- Appointment of a 'Principal Contractor' – The client is required to appoint a principal contractor if there is more than one contractor involved in the project at any one time.
- Preparation of a health and safety file – This file is required for projects involving more than one contractor.
- Construction phase plan - This is one key change for contractors. CDM 2015 requires a plan to be prepared and implemented irrespective of whether the project is notifiable or not. This duty applies to contractors whether or not a principal contractor is appointed.

Pre-Construction Information

The Client has the main duty of providing pre-construction information. They must provide this information as soon as practicable.

Pre-construction information provides the health and safety information needed by:

- Designers and contractors to enable them to carry out their duties.
- Principal designers and principal contractors in planning, managing, monitoring, and coordinating the work of the project.

Pre-construction information provides a basis for the preparation of the construction phase plan. Some material may also be relevant to the preparation of the health and safety file.

Pre-construction information is defined as information about the project that is already in the client's possession.

The information must:

- Be relevant to the project.
- Have an appropriate level of detail.
- Be proportionate given the health or safety risks involved.

When pre-construction information is complete, it must include proportionate information about:

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- The project, such as the client brief and key dates of the construction phase.
- The planning and management of the project, such as the resources and time being allocated to each stage of the project and the arrangements to ensure there is cooperation between duty holders and that the work is coordinated.
- The health and safety hazards of the site, including design and construction hazards and how they will be addressed- asbestos, contaminated ground etc.
- Any relevant information in an existing health and safety file.

Construction Phase Plan

The Client must ensure a construction phase plan is developed before the construction phase begins. For projects involving more than one contractor, the Principal Contractor is responsible for drawing up the plan. For single contractor projects, it is the contractor who is responsible for ensuring that the plan is drawn up. In the main, it is the responsibility of the Principal Contractor to develop the construction phase health and safety plan which will evolve and develop through the course of the project as is essential for effective health and safety management.

The plan should provide a basis for safe construction and must clearly explain the actions needed to control key risks and provide details of good working practice. The plan also needs to incorporate, or refer to, any required procedures, safety rules and monitoring arrangements and must be tailored to the particular project. It is important that the plan is well-focused, clear and easy for contractors and others to understand – emphasising key points and avoiding irrelevant material.

The initial construction phase plan must be prepared before any work begins and should address later activities that will require careful planning. It may only be practical to address such activities in outline form before work starts, and most will require revision in the light of developments.

Principal contractors and other contractors have a particular role in both implementing and monitoring the plan to ensure that it works in practice. Monitoring arrangements will need to be discussed and agreed with the client as they form part of the management arrangements.

The purpose of monitoring is to ensure that the precautions described in the construction phase plan are appropriate and followed in practice. Where contractors do not work safely or comply with the plan, principal contractors must take appropriate action to deal with the risk.

Principal contractors are responsible for ensuring the health and safety of everyone on-site, including the client, anyone working for the client and workers of utility companies. All parties must co-operate with the principal contractor to enable them to comply with their duties.

The plan needs to be routinely reviewed, revised and refined by the principal contractor as the project develops.

Health and Safety File

The Client must ensure that the Principal Designer prepares the health and safety file for a project.

The health and safety file is a file appropriate to the characteristics of the project, containing relevant health and

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safety information to be taken into account during any subsequent project. The file is only required for projects involving more than one contractor.

The file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition.

When preparing the health and safety file, information on the following should be considered for inclusion:

- A brief description of the work carried out.
- Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. Surveys or other information concerning asbestos or contaminated land).
- Key structural principles (e.g. Bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs.
- Hazardous materials used (e.g. Lead paints and special coatings).
- Information regarding the removal or dismantling of installed plant and equipment (e.g. Any special arrangements for lifting such equipment).
- Health and safety information about the equipment provided for cleaning or maintaining the structure
- The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.
- Information and as-built drawings of the building, its plant and equipment (e.g. The means of safe access to and from service voids and fire doors).

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work and be proportionate to those risks. The file should not include things that will be of no help when planning future construction work such as pre-construction information, the construction phase plan, contractual documents, method statements etc

Key Documentation to comply with this Policy

Construction, Design and Management internal audit pro-forma

Consultation and Communication with Employees

The aim of this communication and consultation policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work, and to comply with all relevant legislation, including:

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Safety Representatives and Safety Committees Regulations 1977.
- Health and Safety Information for Employees Regulations 1989 (as amended).
- Health and Safety (Consultation with Employees) Regulations 1996.
- The Equality Act 2010.

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To comply with the legislation and ensure that this policy is clearly understood throughout the company and that all activities are undertaken safely, in accordance with the risk assessment process, we will:

- Establish a Health and Safety Committee if at least two Appointed Safety Representatives request this, in writing. A committee shall be set up within three months of any written request; and
- Communicate and consult with our employees or their safety representatives to ensure that they fully understand the company's health and safety policies and procedures, as well as the information they require to carry out their duties safely;
- Ensure appropriate means of communication are used;
- Ensure that elected safety representatives and appointed safety representatives receive any necessary training to carry out their roles effectively;
- Meet the costs of any necessary training, including travel and subsistence costs;
- Ensure that representatives are given reasonable time off, with pay, to carry out their functions;
- Set up a safety committee if at least two appointed safety representatives request this, in writing. A safety committee shall be set up within three months of any written request;
- Ensure the membership of the Health and Safety Committee (if established) consists of management and employee representatives and is chaired by a person with authority.
- Ensure that adequate resources are made available to fulfil the requirements of this policy; and
- Review and, where appropriate, revise this policy at least annually but more frequently if significant changes occur.

Open Door Policy

Management at all levels is encouraged to adopt an open-door policy on any matter regarding Health and Safety. Employees are encouraged to voice concerns and to take positive actions to prevent unsafe acts or conditions occurring.

The telephone numbers of supervisors, contracts managers and directors are widely published and freely available, and employees are free to contact them at any time through the chain of command.

It is hoped that by senior management showing clear and visible commitment to Health and Safety, other employees will regard it with the same importance, thus creating a positive Safety ethos throughout the company.

Safety Alerts

Safety alerts are regularly issued on Health and Safety related topics. They are prepared with a view to keeping employees and subcontractors abreast of changes in Health and Safety legislation, changes in company policy or details of recent accident, incidents or HSE campaigns etc.

Training

All levels of training are used as a forum for discussing Health and Safety matters. On-site induction training and toolbox talks are used to convey the safety message on-site, while regular safety update training offers an ideal opportunity to exchange views.

Information

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Employees are provided with such information as is necessary to enable full participation in health and safety consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These may include, but will not be limited to, the following:

- Conversations with individuals.
- Staff meetings/team meetings.
- Information displayed on notice boards.
- Letters attached to payslips/remittance slips.

We encourage all employees to take an active interest in health and safety matters and welcome positive suggestions for improvement. If employees would like to raise a matter for discussion, this should be brought to the attention of the Company Director.

Key Documentation to comply with this Policy

Consultation and Communication with employee's internal audit pro-forma

Control of Substances Hazardous to Health (COSHH)

Some substances present, or used, in the workplace may be hazardous to health: these include chemicals, fumes, dust and bacteria. Repeated exposure to hazardous substances can be linked to serious diseases that may take years to develop.

Exposure to substances hazardous to health may be from contact with the skin or eyes, breathing in or swallowing. Punctured skin may also be a route for the substance into the body. Ill health can be prevented by introducing control measures to limit exposure. These measures should be checked periodically, to ensure that they remain effective.

To fulfil our responsibilities as outlined above, we will:

- Create a register of hazardous substances used or produced in any process (including closed systems).
- Use Safety Data Sheets (SDS) to identify risk control measures.
- Carry out specific risk assessments for all hazardous substances and relevant processes.
- Issue personal protective equipment where no other appropriate control measures are satisfactory.
- Carry out health surveillance or health monitoring, if appropriate.
- Ensure that no eating or drinking takes place near the areas where the hazardous substances are found. And,
- Provide information, instruction and training for employees whose activities involve the use of, or exposure to, hazardous substances.

Control measures

PHELAN CONSTRUCTION LIMITED, in order to ensure compliance with the COSHH Regulations, and to safeguard its employees, must achieve certain standards with regard to control, relating to inhalation, ingestion, or absorption through the skin, with regard to employees coming into contact with any substance hazardous to health.

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PHELAN CONSTRUCTION LIMITED, will ensure that staff are trained in safe working methods, and that staff have been trained to recognise hazards and are aware of the latest Global Harmonised System Safety Labels.

The following table depicts the Global Harmonised System Safety Labels:

GHS Classifications		
Pictogram	Number	Hazard Class (CLP)
	GHS-01	Explosives Self-reactive substances and mixtures, types A, B Organic Peroxides, types A,B
	GHS-02	Flammable gases, aerosols, liquids or solids. Self-reactive substances and mixtures. Pyrophoric liquids and solids. Self-heating substances and mixtures. Substances and mixtures, which in contact with water emit flammable gasses. Organic peroxides.
	GHS-03	Oxidising gases, liquids and solids
	GHS-04	Compressed gases, liquids and solids. Liquefied gases. Refrigerated liquefied gases. Dissolved gases.
	GHS-05	Corrosive to metals. Skin corrosion. Severe eye damage.
	GHS-06	Acute toxicity (Cat 1-3)
	GHS-07	Acute toxicity (Cat 4). Skin and eye irritation. Skin sensitisation. Specific target organ toxicity. Respiratory tract irritation. Narcotic effects.
	GHS-08	Respiratory sensitisation. Germ cell mutagenicity. Carcinogenicity. Reproductive toxicity, specific target organ toxicity. Aspiration hazard.
	GHS-09	Hazardous to the aquatic environment

Monitoring workplace exposure

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Regular monitoring must be undertaken with regard to ensuring that all control measures implemented are adequate and suitable for the purpose and that the correct procedures for the use of the control measures are strictly adhered to at all times.

Documented records must be formulated, with regard to all monitoring of control measures undertaken, stating procedures of use, location of where the monitoring was undertaken, and the names of the employees monitored.

Any inadequacies with regard to monitoring must be reported on an immediate basis, and they must be discussed with the Company Director, or the Contracted Health and Safety Consultant. Any required changes that may become necessary must be implemented on an immediate basis.

In the event of it not be possible to implement the required changes on an immediate basis, a complete prohibition on the use of the substance must be considered.

Control of chemical and hazardous substances

All chemicals and hazardous substances that are used in processes and stored at PHELAN CONSTRUCTION LIMITED operational sites are potentially dangerous. Extreme care and caution must be exercised by all employees when using or handling the same.

The required personal protective equipment and clothing issued, free of charge, by PHELAN CONSTRUCTION LIMITED and signed for by the employee, must be worn at all times when using or handling all chemicals and hazardous substances. All employees must acquaint themselves with the relevant first aid precautions. All chemicals and hazardous substances must be suitably segregated, according to their compatibility, also to comply with the COSHH Regulations 2002, by making reference to the relevant, mandatory substance Safety Data Sheet (SDS) for each chemical or hazardous substance. These substance Safety Data Sheets are held by the Company Director. Should employees have any doubt, advice must be sought from the Company Director, or the Contracted Health and Safety Consultant.

Key Documentation to comply with this Policy

COSHH internal audit pro-forma

Skin Protection assessment

COSHH Assessment template

Coronavirus / Covid 19

PHELAN CONSTRUCTION LIMITED recognise that Coronavirus / Covid 19 is a hazard that poses a significant risk to our workers and our industry has needed to react to control the cross contamination of this virus.

We have developed this policy so that all Employees (and sub-contractors working under our control) understand and respect how PHELAN CONSTRUCTION LIMITED will manage and maintain Coronavirus / Covid 19 routinely as part of our work, this includes social distancing at work along with arrangements for travelling to and from work.

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PHELAN CONSTRUCTION LIMITED shall comply with the requirements of the “Site Operating Procedures” document issued by the Construction leadership Council & any additional requirements stipulated by the Principal Contractor on sites where we are contracted to work.

All Operatives will be required to attend a Covid-19 toolbox talk and specific company Covid-19 induction.

Training and Instruction

All PHELAN CONSTRUCTION LIMITED Employees (and sub-contractors working under our control) will attend a Coronavirus / Covid 19 based toolbox talk which will be delivered by either the Works Supervisor or the Company Director.

Additional training may be provided by Principal Contractors in the form of site specific Covid 19 based induction for their site.

Risk Assessment and Method Statements

All PHELAN CONSTRUCTION LIMITED Risk Assessments and Method statements will include details on how contact with Coronavirus / Covid 19 pathogens will be reduced to an acceptable level.

Where required, we will add any site-specific information as required by the Principal Contractor following a review of our document.

Resources

As Coronavirus / Covid 19 is an ever-changing situation, PHELAN CONSTRUCTION LIMITED shall complete a daily check of the current status from the following sources

Covid 19: Guidance for employees, employers and businesses:
https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19

Site Operating Procedures: https://www.constructionleadershipcouncil.co.uk/news/

Following the identification of change in work practices, this will prompt a review of our risk assessments and method statements to ensure that they are in line with the latest guidance and instruction.

Stop the Job authority

In the event that any job cannot be completed safely, or if it is felt that other workers (Including co-workers, other workers on site, the Principal Contractor or Client) are not complying with site and company rules related to Coronavirus / Covid 19, they have full permission of PHELAN CONSTRUCTION LIMITED to stop the job and report this to the Company Director.

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We will support any person of this action in line with our whistleblowing policy

Display Screen Equipment

Display screen equipment' (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used, i.e. the desk, work surface, chair, input devices, software, printer and document holder.

The risk posed to office staff using DSE shall be assessed and controlled in accordance with the Health & Safety (DSE) Regulations and the Management of Health & Safety at Work Regulations 1999. The aim of such assessments is to prevent work-related upper limb disorders (WRULD), lower back problems, eyestrain, stress and repetitive strain injury (RSI).

Any employee that works with DSE for more than two hours per day, when averaged over a four-week period, will be classed as a "DSE User". All "DSE Users" will be provided with an eyesight test by a competent person, free of charge.

Where an eyesight test identifies that a "DSE User" requires special corrective appliances to work with DSE, we will contribute to the cost of providing such appliances. If this applies to you, you should contact the Company Director for details.

All workstations should be subject to a DSE assessment, this should be carried out by a competent person, and the findings of the assessment shall be communicated to those affected.

All employees are encouraged to break up the time spent working with DSE by working away from the screen for 10 minutes after 60 minutes of continuous use and If any employee you experience visual difficulties, headaches or pains in the upper limbs or shoulders when working with DSE you should bring this to the attention of the Managing Director.

To ensure that the use of Display Screen Equipment (DSE) will be undertaken safely and that our policy will be clearly understood throughout the company, we will:

- Identify all users of DSE.
- Complete a detailed assessment of each workstation to ensure potential risks are identified, taking into account the equipment, furniture, the work environment and the work being done, as well as any special needs of our individual employees.
- Ensure that all our workstations meet the requirements of DSE guidance.
- Give all our DSE users the opportunity to plan their work so that there are breaks or periodic changes of activity.
- Ensure that DSE users are aware of the arrangements for eye and eyesight tests and arrangements for the provision of corrective appliances if special ones are required for DSE use.

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- Provide health and safety training and information for all users of DSE equipment.
- Periodically assess accident records to identify any trends in DSE-related ill health and ensure that injuries are appropriately reported. And,
- Ensure that DSE users bring to our attention to any changes in their own medical conditions.

Key Documentation to comply with this Policy

Display Screen Equipment internal audit pro-forma

DSE Assessment (HSE)

Driving Company Vehicles

Driving and road use is a significant element in many business activities and forms part of many employees' job roles. Road traffic legislation imposes specific requirements on employers in respect of vehicle maintenance and use. And under health and safety legislation,PHELAN CONSTRUCTION LIMITED also has a responsibility to ensure the health and safety of their employees whilst driving.

To ensure the safety of drivers of company vehicles and others that could be affected by the use of vehicles, we will operate the following procedures:

- The Company Director is responsible for ensuring that all company vehicles are suitable for their intended purpose.
- All company vehicles will be serviced according to manufacturers' recommendations, and service logbooks will be maintained.
- The Company Director will ensure that, where required, vehicles hold a current MOT test certificate and are presented for testing as legally required.
- The driver is responsible for ensuring that a weekly vehicle check sheet is completed for each vehicle under their control.
- The Company Director is responsible for ensuring that company vehicles are driven only by persons holding a current, full licence for the type of vehicle and who has been authorised to do so.
- Before being allowed to drive a company vehicle, an employee will be required to present his/her driving licence for inspection. Thereafter, driving licences will be inspected annually.
- We do not expect employees to take risks when driving. Journeys should be planned in advance, allowing sufficient time to drive within speed limits and according to traffic conditions.
- Some prescription drugs and medicines carry a warning to persons taking them that they should not operate machinery or drive vehicles. Any driver prescribed such medication must inform the company immediately and must not drive until they have stopped taking the medication.
- Drivers are instructed to obey the Highway Code at all times.
- Drivers are instructed NOT to use a mobile phone while driving unless it is hands-free.
- The employee is responsible for paying any fines for driving or parking offences committed while he/she is in

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charge of a company vehicle.
- Any driver of a company vehicle must inform the company about any prosecution for a driving offence.
- Drivers are advised that on the morning following a night of excessive consumption of alcohol, their blood alcohol level may be above the legal limit. If a driver thinks that this is the case, he/she must not drive until they consider that their blood alcohol level is within the limit.

Driving a company vehicle without authorisation or one of the Directors or whilst under the influence of alcohol or illegal drugs are serious breaches of our health and safety rules. They will be considered as gross misconduct, which could lead to summary dismissal.

Key Documentation to comply with this Policy

Driving Company Vehicles internal audit pro-forma

Pre-Journey vehicle Checklist

Electrical Safety

Electricity has the potential to kill. This danger is increased because it cannot be seen. Electrocution can also cause burns and shorting of conductors can cause fire or explosion.

We accept that we have duties under the current edition of the Electricity at Work Regulations to take precautions against the risk of death or personal injury from electricity in work activities. The following procedures, aimed at eliminating risk or reducing it to an acceptable level, will be adopted:

- All electrical equipment must be suitable for the purpose, i.e. the use to which it may be put and the environment it may be used.
- All electrical equipment shall have a satisfactory means to ensure the equipment can be isolated.
- All electrical work must be done by trained and competent persons.
- Every electrical system must be inspected and tested at regular intervals.
- All electrical equipment must be regularly examined to make sure it is safe by the equipment user.
- The exposed metalwork of all electrical equipment likely to become electrically charged must be earthed unless the equipment is: Supplied via an isolating transformer; or, Double insulated; or, only supplied power at an extra-low voltage or safety extra-low voltage.

Competence

Work on any electrical systems may only be undertaken by suitably trained and authorised persons. All works carried out, and the methodologies used will comply with the Electricity at Work Regulations and any amendments thereto. It is important to ensure that these basic regulations are adhered to in all cases without exception. The Director will ensure that all employees are aware of the EAW regulations and that all requirements are built into work practices.

All electricians will be qualified and will be competent in the task they are undertaking. Any other person working on

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electrical installations will be competent in the task they are undertaking and be under the instruction or someone who has the appropriate training and qualification.

Trainee electricians, for instance, working towards an NVQ, carrying out any electrical work will be competent in the task they are undertaking and be under the instruction or someone who has the appropriate training and qualification.

All electrical contractors carrying out electrical work must be able to demonstrate that they are qualified and are competent to carry out the task they are undertaking. In addition to this, their employer must be affiliated to either the NICEIC or the ECA.

Contractors working on high voltage system (systems above 1000 VAC or 1500 VDC) must hold an appropriate and current certificate showing competence on high voltage systems. Only persons who have received specific training on high voltage systems may be authorised to work on systems above 1000 VAC or 1500 VDC.

Electrical Isolations

Work can only commence once adequate isolations of the power supply have been made. Where the point of isolation is not directly and continuously under control and within sight of the person carrying out the work steps should be taken to ensure the power supply is not inadvertently reconnected.

After any isolation is made the circuit will be tested with a voltage indicator that complies with the Electrical Test Equipment for Use by Electricians GS38. The tester will be tested on a known source to prove it is working correctly before and after the test is carried out on the isolated circuit.

The following is an absolute requirement

- Inform the user of the electrical system of the action to be taken and verify as far as possible the correct circuit has been identified
- Obtain an Electrical Permit where necessary.
- Padlock off isolator and apply a caution notice (either a completed yellow tag or a luggage label clearly identifying:
- The system being isolated the reason for the isolation
- The name of the person carrying out the isolation and their employer (EST or contractor company name) The date and time the isolation was made.
- The padlock number.
- Where it is not possible to padlock off the isolator, a luggage tag displaying all the information required above must be attached to the distribution board, and the distribution board door must be locked following isolation. A caution notice should be clearly and securely attached to the door.
- Where is it not possible to lock off the isolator or lock the distribution board door suitable electrical tape should be firmly applied over the isolator and a luggage tag displaying all of the details required in above attached to the distribution board. A caution notice should be clearly and securely attached to the door.
- If there is any concern that an isolation cannot be left safe, a second worker must be positioned at the distribution board for the duration of the work until it is safe to re-energise.
- Once isolated confirm by use of G38 approved tester or equivalent device that the circuit is dead proving the tester before and after on a live supply

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Isolation of Portable appliances

- Wherever practicable, equipment should be unplugged before removing covers or starting work – the on/off switch should not be relied upon to isolate the equipment.
- If the isolation can only be obtained using a switch a test meter or approved voltage tester with insulated probes must be used to demonstrate that the switch has effectively isolated the equipment.

Live working

PHELAN CONSTRUCTION LIMITED defines live work as: “Live work is working on or near a live conductor other than one suitably covered with insulating material so as to prevent danger.”

Live electrical systems can cause death. No person may work on or near live conductors unless:

- It is not reasonably practicable for it to be dead; and
- Suitable and sufficient precautions are in place to prevent injury; and
- An electrical permit to work has been issued

Except where necessary for the purposes of diagnosis, testing and certification, live-work will be prohibited.

Where live work cannot be avoided; the following will apply:

- Only those employees who have been assessed as competent and authorised in writing will be allowed to work on live electrical systems;
- No person working alone will be allowed to work on live electrical systems;
- When working on a live electrical system, the operator must use a rubber mat, rubber gloves and insulated tools;
- A sign stating “danger: live electrical work” will be displayed whenever live electrical work is in progress;
- A person trained to give resuscitation must be present whenever live work is being conducted.

Electrical Lone Working

In general, and where the isolation procedures outlined above are followed, lone working does not increase the risk of harm. However, the following tasks are not permitted to be carried out alone and require electricians to work in pairs:

- Removing the distribution board covers to expose live parts regardless of duration
- Work within a high voltage sub-station
- Live work

New Installations

Detailed standards about the installation of new systems, including handover, commission and test certificates,

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should be included in work specifications. Sufficient socket outlets, suitably placed to accommodate both present and future equipment requirements must be provided.

All works must be carried out in accordance with the current edition of BS7671 IET Wiring Regulations and other relevant European standards.

On completion of works the installation shall be subjected to a full test as detailed in Guidance Note 3 of BS 7671 and the following test certificates issued:

- Type of Work Test Certificate.
- Small jobs on the part of a system Minor Works.
- Inspection of existing installation Full Periodic Inspection and Test New Installations Electrical Installations Certificate.

All test certificates shall be either NICEIC or ECA approved.

Fixed Electrical Installations within company premises

Any modifications or extensions to the fixed electrical installations in our premises will be designed by a professionally qualified electrical engineer. To assist with this, persons purchasing equipment are responsible for obtaining from the manufacturer/supplier details of power requirements and for bringing these to the attention of the person designing the electrical system. All designs will comply with the current edition of the Institution of Engineering and Technology Regulations for Electrical Installation (IET Regulations).

Any maintenance work will be carried out by a competent person to the standard recommended by the current edition of the IET Regulations. Persons carrying out electrical maintenance work will be required to provide risk assessments for the tasks they will be carrying out.

Electrical switchgear and control equipment will be kept clean and free from obstruction at all times.

The fixed electrical installation will be inspected and tested at intervals of five years by a contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association (ECA).

Use of Extension Leads

Extension leads and multi-point adaptors are discouraged since their use introduces a safety hazard. Such expansion devices should never be used in conjunction with each other, i.e. only one expansion device may be used between the socket outlet and the equipment.

Selection and Procurement of electrical equipment

All tools purchased, whether new or second hand, for use on-site must be 110-volt or less with power supplied through an isolating centre tapped to earth if available. It is prohibited to introduce new 240-volt equipment unless there is no

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safer alternative available.

The safest available tool should always be selected for the task – it may be possible to eliminate the risk of electric shock from the equipment by selecting a battery-operated tool, and where this is not possible by using the lowest voltage equipment available.

Pre-Use Checks on electrical equipment

Users must check their electrical equipment for obvious defects before each use, including general computer equipment and portable electric tools.

Prior to use, the User should check:

- Cables to ensure there are no defects in the insulation.
- Any extension leads, and multi-point adaptors are in good condition.
- The plug to ensure there are no loose parts and the join between plug and flex is in good condition.

Portable Appliances

Portable appliance testing of PHELAN CONSTRUCTION LIMITED Electrical equipment shall be undertaken in accordance with the HSG guidance document HSG107.

- Where formal testing has been determined as a requirement, equipment should not be used if it does not display a current testing label. This is usually, but not always, displayed on the plug.
- User checks must be carried out before use.
- Equipment manufacturers maintenance and usage instructions must be followed.
- Battery-powered or 110 voltage tools with power supplied through an isolating centre tapped to earth should be used if practicable.
- An RCD or ELCB must be used with existing 240-volt equipment where there is no safer alternative. Such devices must be tested by operating the in-built test button every 3 months and inspected by a portable electrical tester every year as a minimum.
- The supply voltage to portable electric tools must be within the operating range marked on the tool.

Where PHELAN CONSTRUCTION LIMITED are required to use portable appliances on-site, the following plugs and sockets in accordance with BS EN 60309

Rated Operating Voltage or frequency	Colour Code
20 - 25 volts	Violet
40 - 50 volts	White
100 – 130 volts	Yellow
200 – 250 volts	Blue
380 – 480 volts	Red

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Industrial plugs and sockets are more robust than 13-amp type equipment manufactured in accordance with BS 1363. PHELAN CONSTRUCTION LIMITED prohibit the use of this type of equipment (BS 1363 compliant) on construction site except within office accommodation, or where there is no alternative available. This will be subject to a separate risk assessment.

Key Documentation to comply with this Policy

Electrical Safety internal audit pro-forma

Fatigue Management

The Working Time Regulations 1998 (as amended) (WTR) lay down the minimum legal requirements on how to organise working time. Some workers in certain sectors, such as the aviation industry and mobile workers in road and sea transport, are currently exempt from WTR and are subject to specific legislation that relates to working time.

PHELAN CONSTRUCTION LIMITED shall attempt to plan work during standard daytime hours where practicable. In accordance with HSG256, standard daytime hours are considered as “A work schedule involving an activity during the day, commonly for a period of eight hours between 7.00 am and 7.00 pm. There are usually two periods of work, one in the morning, the other in the afternoon, separated by a lunch-time break”.

Fatigue is the decline in mental and/or physical performance that results from prolonged exertion, lack of quality sleep or disruption of the internal body clock. The degree to which a worker is prone to fatigue is also related to workload. For example, work that is machine paced, requires constant attention, complex or monotonous will increase the risk of fatigue

To ensure that all workers and sub-contractors are able to maintain an acceptable level of concentration PHELAN CONSTRUCTION LIMITED shall comply with the Working time directive. In general, the Working Time Regulations provide rights to:

- A limit of an average 48 hours a week on the hours a worker can be required to work, though individuals may choose to work longer by "opting out".
- Paid annual leave of 5.6 weeks' a year (Only applicable to PAYE Employees).
- 11 consecutive hours' rest in any 24-hour period.
- A 20-minute rest break if the working day is longer than six hours.
- One day off each week.
- A limit on the normal working hours of night workers to an average eight hours in any 24-hour period, and an entitlement for night workers to receive regular health assessments.

There are special regulations for young workers, which restrict their working hours to 8 hours per day and 40 hours per week. The rest break is 30 minutes if their work lasts more than 4.5 hours. They are also entitled to two days off each week.

PHELAN CONSTRUCTION LIMITED shall:

- Ensure that adequate opportunity is available for employees, contractors and visitors to rest sufficiently before commencing work.

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- Monitor and control working hours, including overtime, to provide time arrangements that do not require excessive periods of time at work.
- Identify, develop and implement a fatigue management plan with control strategies to address fatigue-related risks within the workplace in consultation with the employees.
- Provide training to employees and contractors to develop a common understanding of fatigue management.
- Develop a culture of shared responsibility for fatigue management within the Company.
- Implement an appropriate employee assistance program to assist in managing fatigue.
- Promote a healthy lifestyle, both at work and at home.

Key Documentation to comply with this Policy

Fatigue Management internal audit pro-forma

Fire Safety

Fire safety refers to precautions that are taken to:

- Prevent or reduce the likelihood of a fire starting that could result in death, injury or property damage
- Alert inhabitants of a building if a fire starts
- Enable those that are threatened by fire to survive
- Reduce the damage caused by a fire.

Fire safety measures include those that are planned during the construction of a building or are implemented in structures that are already standing. The term includes the actions that occupants of the building have been trained to take in the event of, or to prevent, a fire.

Threats to fire safety are referred to as fire hazards. Fire hazards may include situations that increase the likelihood of a fire starting or those that may impede escape once a fire has started.

To ensure that all our activities are undertaken safely and that the risks from a fire are clearly understood throughout the company, we will:

- Carry out and record fire risk assessments for our operations, in accordance with the Government's Fire Risk Assessment Guides.
- Adopt a smoke-free policy.
- Prepare an emergency fire action plan taking into consideration employees and disabled people.
- Provide appropriate fire safety information and training for employees and others who may be affected.
- Carry out periodic fire drills.
- Maintain the fire safety measures identified by our fire risk assessments; and
- Record information and maintain records.

Site Fire and Emergency Procedures

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Prior to the commencement of and project, potential emergency situations must be considered. These may include fires or bomb threats, but dependent on the project, may involve work within confined spaces, or how to rescue persons at height etc. The emergency response arrangements will differ from project to project, but in each case, emergency contingency plans should be considered at the planning stage.

Fire evacuation procedures will vary from site to site. These will be communicated within the site induction. When working on some premises, a copy of the existing fire procedures will be provided. The fire procedures in place for the site will be included within the Construction Phase Plan and displayed. In all cases employees must follow the instructions given.

Where such arrangements are in place, employees must sign in and out whenever they enter or leave a site. All employees must familiarise themselves with the site fire procedures and escape routes before commencing work.

As a Principal or Sole Contractor

Whilst PHELAN CONSTRUCTION LIMITED act as a Principal Contractor, we will ensure that the fire procedures relevant to the site are clearly communicated to employees, visitors and sub-contractors. These procedures will be reviewed as the work progresses, and any changes will be communicated to the relevant persons. Site fire and emergency procedures will align with the requirements of HSG168 as a minimum.

As a Contractor or Sub-Contractor

Fire evacuation procedures will vary from site to site.

Where the Client or Principal Contractor provides a Site Induction, AllPHELAN CONSTRUCTION LIMITED must attend. Where Clients provide copies of fire procedures. All PHELAN CONSTRUCTION LIMITED Employees or Sub-Contractors are expected to read and understand the content in addition to following all verbal instructions given.

Where such arrangements are in place, employees and sub-contractors must sign in and out whenever they enter or leave a site.

If employees or sub-contractors are not informed about the fire procedures on a site, they must attempt to familiarise yourself with the site fire procedures and escape routes before commencing work. In the event of uncertainty, work must be suspended until each employee or sub-contractor is aware of the local site fire procedures and escape routes.

Fire and Emergency Action

Each site or workplace shall be assessed for the potential for fire or emergencies. Where assessments identify high risks, an action plan will be established at that site to deal with such situations.

Provision shall be made at each workplace for access on to sites of emergency and rescue service vehicles.

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In the event of an emergency, the most senior person on site shall summon by telephone all necessary emergency and rescue services.

Provision shall be made for the emergency services to be met at the site entrance and directed to the site of the emergency.

All persons not required to assist in any rescue operation shall be removed from the area of the emergency.

Planned escape routes shall be identified at every temporary site accommodation, permanent building and any structure under construction. Appropriate signage in accordance with the Health and Safety (Signs and Signals) Regulations shall be provided to ensure all persons are directed to a place of safety.

Instructions in case of fire or emergency shall be included in all induction training.

Fire Prevention

Rubbish and combustible material shall be regularly cleared away to reduce the number of fire hazards within the premises or site.

Suitable fire extinguishers shall be positioned at workplaces and available to use in the event of a small fire.

In partially built premises and premises being refurbished, arrangements shall be made to ensure that the building can be evacuated safely. Such arrangements shall include providing 'Fire Exit' signs and means of raising the alarm.

Where appropriate, fire detection equipment shall be provided.

Hot works will be controlled by the use of a "Hot works permit".

Key Documentation to comply with this Policy

Fire Safety internal audit pro-forma

Fire Risk Assessment

First Aid

It is important that employees who suffer an accident or ill health at work receive immediate attention and that there are procedures in place for the emergency services to be notified in serious cases. Fast action can save lives.

PHELAN CONSTRUCTION LIMITED Shall:

- Assess the risk to complete a first aid assessment and provide the appropriate level of first aid provisions.
- Ensure there is a suitably stocked first aid box. This is to be checked by the First Aider on a regular basis.

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- Ensure there is an appointed First Aider to take charge of arrangements. Their name and location of the first aid box are to be clearly displayed on the notice board and detailed within method statements and construction phase plans.
- Ensure details of the work premises, address and telephone numbers are clearly identified to advise the emergency services (if contacted).
- Have details available of local emergency services (telephone numbers, addresses).
- Ensure that all injuries sustained on-site (no matter how minor) are accurately recorded within the accident book.

First Aid Assessment

When completing a first aid assessment, it is important to assess the risk to determine the level of first aid cover required. Offices are generally perceived as low risk and construction sites high risk.

Adequate cover and provision should be considered for the specific workplace and activities being undertaken. There may be a requirement for additional cover due to a peak in the workforce or shift work.

When undertaking a first aid assessment, the following should be considered:

- Are there specific risks such as hazardous substances, machinery or loads?
- Are there parts of the works with higher risks needing particular attention? - consider previous records of accidents.
- How many people are employed in the workplace? - this may fluctuate
- Are there in-experienced persons, or those with a disability or specific health problems? - these must be ascertained at induction
- Are the works spread over a large area, where first aid provision may be time-dependent?
- Is shift work involved?
- Is the workplace remote from emergency services?
- Are there: work experience, visitors, maintenance personnel or the public at the workplace to consider?

Blood Borne Viruses

There are many blood-borne viruses (BBV), all of which should be considered as risks to human health. However, they are a risk only if a virus enters the bloodstream of the recipient. BBV is transmitted from one person to another via unprotected sexual intercourse; blood-to-blood contact (e.g. injecting drug use); mother-to-baby transmission.

BBV is not spread through the air or by touch, nor is there any danger from handling objects that have been used by an infected person, or from sharing an office or washroom.

Aids (Acquired Immune Deficiency Syndrome)

AIDS can occur in individuals following infection by a virus known as Human Immunodeficiency Virus (HIV).

As a result of this infection, the body's normal defences against illness may break down. Where this occurs, an

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individual is open to infections which otherwise would not have occurred.

Not all individuals who become infected with the virus will necessarily develop AIDS.

Hepatitis

Hepatitis B virus (HBV) and Hepatitis C (HBC) virus are BBV that can cause liver disease.

Symptoms range from flu-like in mild cases through to severe liver damage.

BBV can be transmitted where there is direct contact with blood or other bodily fluids (e.g. saliva, urine, stools, vomit, all of which have been visibly contaminated with blood) of infected individuals, particularly where the blood or bodily fluids can enter through an open wound.

The use by first aiders of the simple precautions listed below eliminates the risk of transmission:

- Cover all cuts, sores, chapped skin or other open wounds with a waterproof dressing.
- When giving first aid, wear disposable sterile surgical gloves.
- Wear disposable gloves when cleaning up spillages of blood or other bodily fluids with paper towels.
- Do not use your teeth when putting on/removing gloves.
- Pull off gloves so that they are inside out.
- Where practicable gloves and towels must be disposed of in a clinical waste bag and sent for incineration by a registered waste carrier.
- Hands must be washed with soap before and after applying dressings. Hands and other parts of the body must be washed immediately with soap and water after contact with blood, other bodily fluids and after removing gloves.

When spillages of blood or other bodily fluids (with the exception of urine) occur, these must be cleaned up immediately using paper towels using a solution of one-part bleach to ten parts water. NB. DO NOT use bleach on urine spillages. Use soap and water.

If lips, eyes, mouth, tongue or broken skin are in contact with blood or other bodily fluids, they must be washed with clean cold water, and medical advice sought.

Office First Aid

The First Aid at Work Regulations aim to provide suitable arrangements to enable injured employees to obtain first aid. PHELAN CONSTRUCTION LIMITED recognise that prompt action can save lives or prevent the condition of an injured person from deteriorating. While office work is generally lower risk, adequate first aid cover is still required as accidents can happen at any time in any place.

The Office manager is responsible for assessing first aid requirements within the office environment. The Company Director is responsible for ensuring that sufficient trained First Aiders and/or Appointed Persons are employed.

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Signs stating the names of the First Aiders/Appointed Persons and the locations of the first aid boxes will be displayed.

The First Aiders/Appointed Persons are responsible for ensuring that the contents of first aid boxes are checked regularly and topped up as required.

The following First Aid information will be available on notice boards throughout the office:

- Details of all First Aiders.
- Details of all appointed Persons.
- First Aid box locations.

All injuries, however minor, should be recorded in the Accident Book and reported through an incident report form.

Site First Aid Procedures

As a Principal or Sole Contractor

When PHELAN CONSTRUCTION LIMITED is the Principal or Sole Contractor for a project or the only contractor on the project we shall:

- Assess the need for first aid at all stages of the project, taking into account the types of work to be conducted and any hazards requiring special first aid arrangements.
- Ensure that first aid arrangements are described in the construction phase health and safety plan or method statement for the activity.
- Arrange for sufficient trained first aiders to be present on-site whenever work is in progress or for any subcontractors to provide their own first aiders.
- Arrange for adequate first aid facilities to be available whenever persons are on site.
- During site induction, inform people how they can obtain first aid while working on-site.
- Display signs stating the names of first aiders and the locations of first aid facilities at suitable locations.
- Ensure that first aid facilities and equipment are maintained in a satisfactory condition.

As a Sub-Contractor

When PHELAN CONSTRUCTION LIMITED is a Sub-Contractor for a project or the only contractor on the project we shall:

- Assess what types of first aid needed, taking into account the work to be conducted and any hazards requiring special first aid arrangements;
- Wherever possible, have access to first aiders and first aid facilities provided by the organisation controlling the site;
- Where it is not possible to have access to first aid arrangements provided by the organisation controlling a site, we will ensure that our team includes trained first aiders, with suitable equipment;
- Inform our workforce about the first arrangements on-site;

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- Inform our workforce about the accident reporting arrangements.
- First aid arrangements will be included within the method statement or construction phase plan for the project or activity.

Number of First Aiders required on work premises:

From your risk assessment, what degree of hazard is associated with your work activities?	How many employees do you have?	What first aid personnel do you need?
Low hazard For example, offices, shops, libraries	Fewer than 25	At least one appointed person
	25-50	At least one appointed person
	More than 50	At least one first aider trained in first aid at work (FAW) for every 100 employed (or part thereof)
Higher hazard For example, light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Fewer than 5	At least one appointed person
	5-50	At least one first aider trained in EFAW or FAW depending on the type of injuries that
	More than 50	At least one first aider trained in FAW for every 50 employed (or part thereof)

Key Documentation to comply with this Policy

First Aid internal audit pro-forma

First-aid needs assessment

Hand Arm Vibration

Hand-arm vibration (HAV) is vibration transmitted into the hands and arms when using hand-held, powered, work equipment. Excessive exposure to HAV can cause hand-arm vibration syndrome (HAVS) and carpal tunnel syndrome. HAVS affects nerves, blood vessels, muscles and the joints of the hand, wrist and arm: it includes vibration white finger, which can cause severe pain in the affected fingers. If ignored, HAVS can become disabling.

The Control of Vibration at Work Regulations have laid down key limits to vibration exposure. They are as follows:

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- The exposure action value (EAV) for hand-arm vibration - a daily exposure of 2.5 m/s2
- The exposure limit value (ELV) for hand-arm vibration - a daily exposure of 5 m/s2.

These values represent a high risk above which employees should not be exposed.

To ensure that we prevent or reduce risks to health and safety from hand-arm vibration and that our policy will be clearly understood throughout the company, we will:

- Identify work processes, tasks, activities and machinery that could expose our employees to risks caused by hand-arm vibration;
- Carry out an initial hand-arm vibration survey
- Ensure that the risks to employees from exposure to hand-arm vibration are assessed by a competent person, where we have identified a potential problem;
- Take the necessary action to reduce the exposure to hand-arm vibration that produces these risks, ensuring that the legal limits of hand-arm vibration exposure are not exceeded;
- Ensure that all work equipment provided is regularly maintained and tested under statutory requirements or manufacturers' instructions, where applicable, using competent contractors, where necessary;
- Provide suitable and sufficient information and training for employees;
- Provide employees with suitable hand-arm vibration protection (see the personal protective equipment policy) where vibration exposure cannot be reduced enough by the selection of low vibration equipment or through the use of engineering control techniques;
- Provide appropriate health surveillance where the risk assessment indicates that there is a risk to the health of employees; and
- Review, and amend as necessary, assessments on an annual basis, when a competent reviewer considers a change in circumstances in the workplace will affect hand-arm vibration exposure levels, when other significant changes or accidents occur or when we have any reason to believe the assessment is no longer valid.

Key Documentation to comply with this Policy

Hand Arm Vibration internal audit pro-forma

Hand Arm Vibration Screening question

Hand Arm Vibration Annual Health assessment

Hazard Reporting

PHELAN CONSTRUCTION LIMITED operate a hazard reporting system the purposes of which are to:

- Promote our employees’ interest and involvement in health and safety matters.
- Encourage employees to identify hazards and unsafe conditions in their work areas so that action can be

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taken to prevent incidents.
- Maintain written records of actions taken to eliminate hazards and unsafe conditions.
- Assist with the monitoring of the effectiveness of our procedures for managing health and safety.

Any employee who observes a hazard or unsafe condition that they are not able to take action to remove should record the details on a Hazard and dangerous environment report form. Forms should be handed to the Site Manager or Works Supervisor.

Where a Site Manager or Works Supervisor is able to take action to remove a hazard or unsafe condition, he/she will do so and will complete the Form, which will then be forwarded to the Company Director. Where a Site Manager / Supervisor is not able to take suitable action, the Form will be sent to the Company Director to provide detailed instruction on the actions to take to remove or control the hazard as required.

When suitable actions have been taken and the hazard or unsafe condition removed, the completed investigation form will be discussed with the originator, with a copy being kept by the Company Director.

Stop the job Authority

PHELAN CONSTRUCTION LIMITED encourage all Employees to report any potentially unsafe work environment including dangerous equipment, behaviours, machines, devices or any activity that they feel puts the health, safety and welfare of others at risk.

Should any Employee feel that the work that they are undertaking or are about to start may be unsafe, the following process should be followed:

The employee must immediately report any potentially hazardous working environment or activity to a company Director.

Work will be stopped by all persons within the vicinity, and the Director must immediately investigate the report in the presence of the worker. The Director may delegate this to a Manager or Health and Safety Consultant should they not be available.

During the investigation, the Investigator must record as many details as possible regarding the refusal by completing the notice of Hazard and dangerous environment report form. If required, the contracted health and safety consultant should be contacted by the Investigator for further clarification. The collated information shall then be relayed back to the Company Director pending a decision on the actions to take to remedy the situation.

Where required, the employee may be assigned alternative duties/work. Should such action be unavailable, the Employee may be required to return home.

While the investigation is ongoing, the work/task shall not be recommenced by any person before a decision being made by the company Director concerning whether the level of risk is acceptable to the business. Any Workers required to undertake the work in the absence of the Employee who raised the original issue shall be provided with all of the information concerning the refusal to work, including a copy of the original hazard and dangerous environment report. Please note, work within this location will generally only be permitted to enable remedies to be complete.

If the Director does not consider the refusal to be based on reasonable grounds, this shall be explained to the

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Employee who raised the initial concern. A decision on whether this Employee shall return to this activity will be made in consultation with the Employee. If the employee is still not satisfied, the activity will be assigned to another worker.

Following completion of the investigation, the findings will be discussed with the originator.

Key Documentation to comply with this Policy

Hazard and Dangerous Environment report form

Hazard and Dangerous Environment investigation report

Health Surveillance

This procedure underpins the measures that managers and employees of PHELAN CONSTRUCTION LIMITED need to take in the prevention of work-related ill health by implementing the appropriate control measures necessary to protect staff and effective health surveillance required where there is any residual risk to the employee's health and wellbeing.

Health surveillance is about putting in place systematic, regular and appropriate procedures to detect early signs of work-related ill health among workers who are exposed to certain health risks and acting on the results. Health surveillance information is particularly important where there is an identifiable disease or adverse health condition associated with the work, where there are valid techniques to detect indications of the disease or condition and a reasonable likelihood that this disease or condition might develop under the conditions at work.

This procedure applies to all employees.

PHELAN CONSTRUCTION LIMITED 's responsibility to provide health surveillance is specifically limited to employees; however, it is acknowledged that this causes some difficulties where Apprentices / trainees etc. may work jointly on projects and be exposed to the same risks; therefore the same provision should be extended to non-employees.

Health surveillance is a term used for any activity which involves routinely seeking information about any employee's state of health in relation to their work. The purpose of health surveillance is to:

- Detect adverse health conditions at an early stage.
- Check the effectiveness of the control measures in place.
- Provide feedback on the accuracy of the risk assessments.
- Identifying and protecting individuals at risk.

The means of determining when health surveillance is necessary is via risk assessment. The risk assessment process should identify if health surveillance is necessary, and this must be identified and recorded as a health risk control system.

Occupational health is a distinct branch of medicine concerned with how a worker's health can affect his or her ability to do the job and how the work environment can affect an employee's health and wellbeing.

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Initial Employment

Where required, a pre-employment screening questionnaire may be issued to an Employee following an assessment of previous work undertaken by the Employee. The requirement to provide pre-employment screening will be at the discretion of PHELAN CONSTRUCTION LIMITED and based on verbal discussions with the new Employee.

While the contents of pre-employment questionnaires are regarded as relevant aspects may need to be discussed with the nominated 3rd party specialist to ensure the safety of the individual concerned and to make necessary adaptations to the tasks/workplace.

Confidential information includes:

- Any occupational health questionnaire completed by the individual but excluding any information that the individual agreed at the time could be made available to specified members of PHELAN CONSTRUCTION LIMITED, e.g. health surveillance and manual handling assessment forms submitted following discussion with Supervisors.
- Any other clinical information.
- Details of clinical examination.

Non-confidential information includes:

- Basic information relating to employment.
- Any history of reported exposure to specific hazards.
- Relevant information relating to types and dates of immunisation, diagnostic tests, an accident at work and environmental monitoring data.
- Health surveillance survey information provided following discussion with Supervisors or management.

Annual Health Surveillance Checks

Annual health surveillance checks shall be undertaken for the following:

- Display Screen Equipment Eye Screening Programmes
- General health surveillance questionnaires covering the following topics:
    - Skin condition
    - Lead exposure (Where Applicable)
    - Vibration including hand-arm vibration and whole-body vibration
    - Respiratory performance
    - Noise exposure
- Immunisation Programmes for the following staff as required
    - Cleaners and caretakers
    - Those staff who are required to travel abroad as part of their duties
    - First Aiders for hepatitis B injections.

The risk assessment programme is available to identify what the health risks are and to establish the relevant aspects

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of health management, including:

- Monitoring (sampling) to characterise levels of exposure to health hazards
- Specifications of safe and healthy working practices and environments,
- Identification of opportunities for improvement addressing diversity – young persons, pregnant women, female night workers, disabilities, etc.
- Specific risk assessment - addressing the specific requirements to manage health risks, for example, in workers who are not working on-site, e.g. those that visit foreign countries.

The health surveillance for stress management is managed by the Company Director with a holistic approach in supporting staff and offering them staff development in the areas of mentoring, coaching, mediation, etc. to actively promote positive wellbeing for all staff.

The Occupational Health Adviser writes to the employee and Personnel, indicating whether the employee is fit for work with or without adjustments or additional follow up.

If the employee is fit for work with no adjustments or additional follow up, no further action is required. The Occupational Health Adviser sets the employee up into the health surveillance check process and will contact the employee when the next surveillance programme is scheduled.

If the employee is unfit to undertake the duties of their current role, the individual will be assessed by an Occupational health specialist where restrictions on duties will be advised depending on the severity of the conditions. The findings shall be shared with the employees via the Company Director

Record Keeping

A health record must be kept for all employees under health surveillance.

Records are important because they allow links to be made between exposure and any health effects. Health records, or a copy, should be kept in a suitable form for at least 40 years from the date of last entry because often there is a long period between exposure and onset of ill health.

Employee details should include:

- Surname
- Forename(s)
- Gender
- Date of birth
- Permanent address, including postcode
- National Insurance number
- Date present employment started

Recorded details of each health surveillance check should include the:

- Date they were carried out and by whom
- Outcome of the test/check
- Decision made by the occupational health professional in terms of fitness for the task and any restrictions required. This should be factual and only relate to the employee's functional ability and fitness for specific

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work, with any advised restrictions.

The record should be kept in a format that it can be linked with other information (e.g., with any workplace exposure measurements).

Key Documentation to comply with this Policy

Health Surveillance internal audit pro-forma

Hand Arm Vibration Screening question

Hand Arm Vibration Annual Health assessment

Skin Condition annual assessment

Lead Hazards assessment

Lead Health Surveillance

Respiratory annual health assessment

Noise annual Health assessment

Host Employment

Working for host employers exposes you to a variety of risks and hazards that are beyond the direct control of our organisation.

To safeguard the safety of our employees whilst working on external sites, it is PHELAN CONSTRUCTION LIMITED policy to:

1. Obtain full work brief assignment instructions prior to finalising contractual agreements;
2. Request & obtain Health and Safety information, policies, risk assessments, safe working guidance and practices from the host employer that is relevant to the activities at their premises and work to be undertaken by our Operatives;
3. Meet with the Host employer prior to our starting work to:

    - Establish rules and guidelines for our operations at their premises.
    - Obtain information on activities that may present a hazard to you and identify activities and actions that must be avoided.
    - Obtain information on emergency actions including fire, first aid and accident reporting arrangements.
    - Define the areas in which the work is to be carried out and any segregation arrangements.
    - Define areas that are not accessible during the course of work.
    - Agree on routes to and from the worksites and access to welfare facilities.

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- Obtain and review copies of all risk assessments relevant to the work being undertaken and areas of occupation.
- Obtain and review copies of all safe working practices / method statements and safe working guidance to be adhered to.
- Ensure site induction training, job training, instructions and notices and information to safeguard your health and safety is provided.
- Obtain details of any special occupational qualifications or skills necessary to be held by you to carry out work safely and provide appropriate employees based upon this criterion.
- Obtain details of the specific features of the jobs to be filled by those employees (in so far as those features are likely to affect their health and safety) and to provide appropriate employees based upon this criterion.
- Obtain any other information, instruction, training, equipment or facility that could reasonably be expected to safeguard the health and safety of the temporary worker.
- Stop working immediately if work appears unsafe, and establish that staff should report any concerns to a manager immediately.
- Ensure, so far as is reasonably practicable, that you are provided with comprehensible and relevant information on the hazards and risks and preventative and protective measures.

Key Documentation to comply with this Policy

Host Employment internal audit pro-forma

Hot Work

Hot Work comprises work activities that involve the application or generation of heat during their execution. Such activities include cutting, welding, brazing, soldering and the use of blow-lamps.

Hot Work, in the main, is associated with the application of heat either directly to, or adjacent to plant, tanks, vessels, pipes etc., that contain or have contained any explosive, flammable or toxic substance. However, for completeness, due to the fire risks intrinsic to any Hot Work Activity, and the risk of personal injuries due to hot debris, toxic fumes etc.

Before any PHELAN CONSTRUCTION LIMITED Employee or sub-contractor carries out any hot work, they must ensure that these activities have been adequately covered by the risk assessments for that task. These should be carried out by a suitably competent person(s). The Works Supervisor should have sufficient technical knowledge, training and practical experience of the Hot Work Processes and their associated hazards to supervise any hot work activity.

Hot Work should only be undertaken if alternatives have been discounted, i.e. mechanical fixing, sawing, adhesives etc.

If the Hot Work involves or produces substances hazardous to health, e.g. cleaning solvents, acids, welding fumes etc. then the work must include any additional control measures as necessary under the Control of Substances Hazardous to Health Regulations.

To control the risks associated with Hot Work operations, activities must be carried out in accordance with a Permit

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to Work.

All the control and preventative measures stipulated in the permit to work must be rigorously followed by the PHELAN CONSTRUCTION LIMITED Employee or sub-contractor and the other members of the work party (where appropriate).

The work area should be made as safe as possible before the work starts, and all the prescribed preventative precautions must be taken whilst the work is in progress.

On completion of the hot work, the area must be made safe and properly cleared up.

The Works Supervisor must decide whether to re-visit the work area, after a suitable period of time (usually 30 minutes), to ensure that there are no signs of possible causes of fires. This should be stipulated as part of the procedure or permit if appropriate.

All PHELAN CONSTRUCTION LIMITED Employee or sub-contractor shall adhere to the site rules regarding the management of hot work on all sites in accordance with the Principal Contractor's site rules.

Hot work in confined spaces

Hot work within confined spaces must only be undertaken with a confined space entry certificate issued by the Site Manager or Agent.

Further information regarding confined space entry can be found within the 'Confined Space Working' section of this Health and Safety Policy and supporting arrangements.

Duties of the Works Supervisor during hot work

The Works Supervisor shall have sufficient technical knowledge, training and practical experience of the Hot Work Processes and their associated hazards to ensure that the work is undertaken in accordance with the associated Risk Assessment for the activity.

The Works Supervisor has the following duties:

- Ensure that the hazards associated with the hot work activity are assessed and the potential effect on the surrounding area and processes considered.
- To ensure that the appropriate documentation is issued to the PHELAN CONSTRUCTION LIMITED Employee or sub-contractor and discussing the practicalities of the safety precautions and control measures required.
- Monitor that during the hot work activity, the work is carried out in line with the permit to work and sequence of works as detailed within the risk assessment and method statement.
- To ensure that on completion of the hot work the PHELAN CONSTRUCTION LIMITED Employee or sub-contractor has left the area in a safe condition and to cancel the permit to work in accordance with site rules.

Our duties in relation to Employees or sub-contractors during hot work

The PHELAN CONSTRUCTION LIMITED Employee or sub-contractor that is performing hot work shall be sufficiently trained and competent to perform hot work activities. Should the Employee or sub-contractor be undertaking the work as part of personal development, they should be under the strict supervision of a competent person to provide advice

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and support during the work.
The PHELAN CONSTRUCTION LIMITED Employee or sub-contractor has the following duties:

1. Ensure that a hot work permit is issued and completed in accordance with the site permit to work procedure before commencing with hot work activities.
2. Discuss the safety precautions required with the Works Supervisor and other members of the work party (If applicable).
3. Sign for acceptance of the permit to confirm understanding of the requirements and the obligation to carry out the instructions correctly.
4. Work in compliance with the permit to work and the risk assessment and method statement for the activity.
5. Ensure that all barriers, screens or other protective measures are erected around the perimeter of the work area and any potential drop zones.
6. Confirm the communication and/or reporting procedures for emergency situations before commencing with hot work
7. Observe all fire precautions.
8. Comply with any monitoring required by the documentation.
9. Keep the Hot Work Area clean, tidy and free from any combustible materials.
10. Restrict the use and application of heat to the stated points of work.
11. Leave the area in a safe condition if the hot work is suspended. The permit will need to be formally extended or a new permit issued if the hot work is to continue on a different day.
12. Comply with any requirements laid down in the risk assessment and method statement and carry out a personal inspection after a specified period following the last application of heat.
13. On completion or cessation of the Hot Work, confirm that the Hot Work area is safe and free from any source of ignition or any signs of any smouldering materials, tidy up the work area, remove/replace any fire fighting equipment, if a permit was issued, sign it off and return it to the Permit Issuer.

Key Documentation to comply with this Policy

Hot Work Management internal audit pro-forma

Legionella

Legionnaires' disease is an uncommon form of pneumonia caused by the legionella bacterium. The majority of cases reported are as single (isolated) cases, but outbreaks can occur. All ages may be affected, but the disease mainly affects people over 50 years of age, and generally men more than women. Smokers and the immunocompromised are at a higher risk.

PHELAN CONSTRUCTION LIMITED act as Duty Holder for all Company premises and bear overall responsibility for compliance with the control of legionella bacteria in premises where water is used, stored; and if there is a risk of creating and transmitting water droplets (Aerosols) which may be inhaled, causing a reasonably foreseeable risk of exposure to Legionella bacteria.

Legionella Risk Assessment

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PHELAN CONSTRUCTION LIMITED Shall ensure that a legionella risk assessment is undertaken on company premises where any of the following systems are installed:

- Cooling systems with cooling towers, evaporative condensers or dry/wet cooling systems.
- Hot and cold-water systems.
- Spa Pools.
- Plant and systems containing water that can create and increase the risk from legionella during operation or when being maintained.

Within Premises where PHELAN CONSTRUCTION LIMITED are not acting as Duty Holder, the person/company in charge of the building and subsequent maintenance retains responsibility for the completion of a legionella risk assessment.

All Companies contracted to undertake any Legionella risk assessment shall be deemed competent in accordance with thePHELAN CONSTRUCTION LIMITED Sub-Contractor control policy prior to contracting work to the Competent Organisation.

Where the risk assessment shows that there is a reasonably foreseeable risk of exposure to legionella bacteria. The Company Director retains the responsibility for the implementation of control measures following the completion of the risk assessment (where applicable).

Findings from the risk assessment shall be communicated with Safety Representatives, Employees, Sub-Contractors and other building occupiers (Where applicable).

Conditions that promote the growth of Legionella Bacteria

Legionella bacteria may contaminate water systems where the temperature is between 20 and 45˚C. It is uncommon to find any significant growth below 20˚C. The bacteria do not survive for any lengthy period above 60˚C. The optimum temperature growth is 37˚C.

The presence of sediment, sludge, scale and organic material can act as a source of nutrients for Legionella bacteria. Commonly encountered organisms in water systems such as algae, amoebae and other bacteria may serve as a nutrient source for Legionella. The formation of a biofilm (slime) within a water system will also play an important role in harbouring and providing favourable conditions in which Legionella can proliferate.

The presence of water stagnation can also play a significant part in legionella growth. An example of this would be a building that has little to no use of its water systems within a school holiday or disused pipework that is still live.

If the conditions mentioned above are eliminated or controlled, the likelihood of legionella growth will be significantly reduced.

Design and Installation of new or refurbished building services

All domestic water systems new or refurbished installations shall comply with current water regulations and ACOP L8

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/ HSG 274 guidance. It is important to ensure that potential hazards are designed out where possible before installation.

Management of legionella

Where the legionella risk assessment identifies that there is a reasonably foreseeable risk, and it is reasonably practicable to prevent exposure or control the risk from exposure, PHELAN CONSTRUCTION LIMITED shall appoint a competent person or persons to help undertake the measures needed to comply with the requirement within the Control of Substances Hazardous to Health Regulations (COSHH). This may be an internal employee or an external organisation depending on the level of risk identified during the risk assessment.

Where the assessment shows that there is a reasonably foreseeable risk of exposure to legionella bacteria, the use of water systems, parts of water systems or systems of work that lead to exposure must be avoided so far as is reasonably practicable. Where this is not reasonably practicable, a written scheme for controlling the risk from the exposure that shall be developed by a competent person and shall be properly implemented and managed.

Where the risks are insignificant and are being properly managed, no further action may be required.

The written scheme shall specify measures to take to ensure that it remains effective.

The written scheme should include, as a minimum:

- An up-to-date plan showing the layout of the plant or water system, including parts temporarily out of use (a schematic diagram is sufficient).
- A description of the correct and safe operation of the system.
- The precautions to take.
- Checks to carry out to ensure the written scheme is effective and the frequency of such checks.
- The remedial action to take if the written scheme is shown to be not effective.

Where required, water quality testing shall be undertaken by a suitably qualified and competent service provider. All water quality testing shall be undertaken in accordance with HSG247 for both cooling systems and hot and cold water systems.

Review of Control Measures

Where additional precautions are deemed necessary, they shall be reviewed to ensure that they remain effective. Where required, this shall be contracted to a suitably qualified and competent organisation.

Record Keeping

In accordance with Legal reference document L8, records shall be maintained including details on the:

- Appointed person(s) for conducting the risk assessment, managing and implementing the written scheme.
- Significant findings from the risk assessment.

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- Written scheme and evidence of its implementation.
- State of operation of the water system such as “in use” or “not in use” etc.
- Results of any monitoring inspection, test or check carried out and the dates.

All records shall be kept for a period of 2 years afterwards. Any monitoring inspection, test or check carried out, and the dates shall be kept for a period of 5 years (Minimum).

Key Documentation to comply with this Policy

Legionella Management internal audit pro-forma

Lifting Equipment

Lifting equipment is work equipment that is used for lifting or lowering loads. The term lifting equipment also covers the accessories that anchor, fix or support the lifting equipment. Lifting equipment is used for a diverse range of tasks, and the equipment has developed over the years so it can perform the simplest of tasks through to extremely complex ones

Examples of lifting equipment include forklift truck, cherry picker (mobile elevated work platform), car transporter, mobile crane, gantry crane, building lift, tail lift, stairlift. Lifting accessories include man-riding cages, web or wire slings, eye bolts or shackles.

PHELAN CONSTRUCTION LIMITED shall ensure that all lifting operations are subject to appropriate planning and that lifting equipment is suitable for its intended use, is maintained and tested regularly and used safely, we will:

- Prepare a register of all lifting equipment and accessories.
- Carry out risk assessments for the use of all our lifting equipment and accessories.
- Develop safe systems of work to include suitable lifting plans for all lifting operations, including routine ones.
- Create a detailed lifting plan for more complex lifting operations.
- Prepare and carry out planned preventative maintenance (ppm) regime to ensure that all our lifting equipment and accessories remain compliant with relevant statutory requirements and that all maintenance, tests and inspections are recorded.
- Make arrangements for the statutory testing and thorough examination of all lifting equipment and accessories by a competent person at required intervals and maintain records of such testing and examinations.
- Provide arrangements to have defective lifting equipment taken out of service.
- Provide the necessary information, instruction and training for employees who use lifting equipment and appoint them in writing.
- Provide adequate storage arrangements for lifting equipment and accessories.
- Make arrangements to check the fitness of personnel who operate lifting equipment.
- Ensure that all suppliers of hire equipment are competent contractors. And,
- Ensure that all the relevant maintenance, testing, inspection and thorough examination records of hired or leased equipment are maintained and checked.

Key Documentation to comply with this Policy

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Lifting Equipment internal audit pro-forma

Lone Working

PHELAN CONSTRUCTION LIMITED commit to ensuring that best practice methodologies and areas for consideration relating to any person(s) that are required to work along with planning such works to ensure that the activity is completed safely.

Lone and out-of-hours working poses a potential risk to those carrying out the activity, especially when issues such as emergencies, loss of communications and unexpected changes in circumstance take place.

When planned correctly, lone and out-of-hours working can be undertaken in a safe manner and is often the only practical way to complete certain types of work.

For most circumstances, there are no specific legal duties on employers in relation to lone working. However, PHELAN CONSTRUCTION LIMITED have a general duty under Section 2 of the Health and Safety at Work Act to provide and maintain safe working arrangements and ensure the safety of employees. Regulation 3 of the Management of Health and Safety at Work Regulations specifies the need to carry out a risk assessment of tasks to which their employees are exposed.

Lone working can is defined as:

Any work activity that is to be carried out in isolation from other workers by an individual or a small team. Typical operations carried out on sites which may necessitate lone working include: Site security/night watchmen, remote working, i.e. isolated works on road construction, and working outside of normal hours.

Additional control measures should be in place when managing individuals who may be working outside of audible range / line of sight of the rest of their working colleagues.

Out-of-hours working is defined as:

That generally considered being outside the normal working hours of a workplace where supervision and/or site activities are at a minimum or even non-existent. Such situations may include monitoring, surveying, testing and client-specific activities outside the contractual agreement between PHELAN CONSTRUCTION LIMITED and the Client themselves. In such situations, it is imperative that, where PHELAN CONSTRUCTION LIMITED is the Principal or Sole Contractor, an agreement has been reached in the planning stages as to how supervision and activities will be maintained.

Restrictions on Lone Working

The Company Director shall determine the restrictions on lone or out-of-hours working.

In some circumstances, the rules applicable to work in a particular location may not permit lone working. Wherever

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possible, the practice of lone working should be eliminated altogether.

For example, in certain circumstances, this may apply to elements of work associated with:

- Working over or near water.
- HV electrical work.
- Activities involving chemicals.
- Work at height.
- Confined Space entry and/or working.
- Working with some types of plant and equipment.
- Situations where the adequate provision of rest, hygiene and welfare facilities cannot be assured.
- The risk of violence from members of the public.
- Activities involving work on high hazard machinery (e.g. pneumatic / hydraulic presses, chippers, etc.).

In such cases, alternative methods of carrying out the work should be investigated, for example:

- Re-timing the work so that it can be undertaken when others will be present,
- Arranging for a second person to accompany the worker.

In all situations where such works are undertaken, the competence and fitness of the individual engaged in the activity must be confirmed.

The Contracted H&S Consultant will provide support as required.

The key to maximising personal safety and wellbeing wherever lone work is considered is through a suitable and sufficient risk assessment that addresses:

- Whether the work can be done safely by a single person.
- The required arrangements to ensure that the lone worker is at no more risk than employees working together.

Ensuring competency and fitness

It is essential that the worker identified to undertake the activity is competent and fit to do so. It is important that both the Works Supervisor and the Worker concerned appreciate the nature of the activity and the work involved.

The Works Supervisor must ensure the Risk Assessment and Method Statement for which the lone or out-of-hours work activity is to be undertaken is completed and reviewed to ensure that it is suitable and sufficient for the activity. They must take account of the individual, the location, the equipment and/or materials to be used and any emergency situation that could arise. s.

Work Supervisor must consider the following points during the risk assessment process (further guidance is available below):

- Remoteness and Isolation.
- Communications and personal alarms.
- Supervision and monitoring.

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- Medical suitability.
- Emergency situations.
- Information and training.
- Out of hours controls.
- Management of change (activity, location etc.).

Communications and personal alarms

It should be ensured that appropriate communications are maintained with the lone worker, especially when continuing supervision is required. The lone worker should be equipped with a means of two-way communication, a pager or a personal alarm.

The system should enable the worker to raise an instant alarm or be located accurately if assistance is required.

Automatic warning devices, which operate if specific signals are not received periodically from the lone worker, are also available. It should be remembered that mobile phones have limitations such as restrictions of the work environment, battery life, signal strength and incapacity of the lone worker.

Supervision and monitoring

Although lone workers cannot be subject to constant supervision, there is a duty on the company to provide appropriate control of the work. The extent of supervision required depends on the risks involved and the ability of the lone worker to identify and handle health and safety issues. The higher the risk, the greater the level of supervision required.

Procedures must be in place to monitor lone workers and ensure they remain safe. This may include:

- Periodic visits from Supervisors observing people working alone.
- Contact between Supervisors and lone workers using either a telephone or radio. Contact arrangements should be documented as part of the risk assessment and should include communication protocols when commencing and finishing work and returning to base / home.

The use of signing-in/logging system is useful for monitoring the safety of lone workers. Signing-in can be used as part of a monitoring system at sites that are regularly patrolled by security staff outside normal hours. However, in such situations, there must be an agreement with the security staff about their monitoring role; it cannot be assumed that they will carry out this function.

Contingency plans specifying the action to be taken should a pre-arranged contact not be made, or an alarm device operated, should be included as part of the risk assessment.

Medical suitability

The Company Director shall consider whether the job imposes any extra demands on the lone worker’s physical or mental stamina and if the lone worker suffers from any illness that might increase the task risks.

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Both routine work and foreseeable emergencies may impose additional physical and mental burdens on the individual.

Emergency situations

The risk assessment should identify foreseeable events and emergency procedures should be established, and employees trained in them, consideration should be given on how to communicate if the operatives' first language is not English.

Lone workers should be capable of responding promptly and correctly to emergencies and should have access to adequate first-aid facilities (the risk assessment may indicate that lone workers need training in first aid). In addition, those persons designated to respond in such an event must be available at all times specified and must act promptly and in accordance with the agreed system.

Information and training

Sufficient training and information must be provided to a lone worker to enable him/her to identify hazards and take appropriate action to avoid them. She/he must be entitled to leave the workplace if there is serious and imminent danger. Training is particularly important where there is limited supervision to continuously guide and help in situations of uncertainty.

In addition to this guidance, the Health and Safety Executive document, Working Alone (INDG 73), can be used as a further source of information.

Out-of-hours

The main issue is the type and level of control measures that are necessary in order to maintain well-being when undertaking out of hours working. Should the risks be considered too high for out-of-hours working by third party individuals owing to lack of supervision, PHELAN CONSTRUCTION LIMITED shall arrange for competent supervision to be provided and subsequent health and safety provisions to be made as necessary.

It is imperative that out-of-hours working is agreed in advance and that all hazards and risks in addition to those posed by lone working are identified. A Safe System of Work should be developed and include risk assessments and method statements, emergency procedures, site briefings (to include 'no go areas', etc.) and communications.

On contracts where out-of-hours working is likely owing to a client's need to have 24-hour access to deal with emergencies, for example, the interface with project out-of-hours status should be agreed between all relevant parties and written down in the form of a Safe System of Work.

Key Documentation to comply with this Policy

Lone Working internal audit pro-forma

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Manual Handling

Manual handling operations mean any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving of it) by hand or by bodily force. Many people hurt backs, arms, hands or feet lifting everyday loads, not just when the load is too heavy. Up to 2012, around a third of all over-three-day injuries reported to the Health and Safety Executive (HSE) and to local authorities were the result of manual handling activities.

Work-Related Upper Limb Disorders (WRULD's) can happen in almost any workplace where people do repetitive manual handling activities or work in awkward postures for prolonged periods of time or as a result of one-off incidents.

Early symptoms may be temporary muscular aches and pains, but if such work is not properly managed, they can develop into chronic and disabling disorders. Cumulative damage can build up over time, causing pain and discomfort in necks, backs, shoulders, arms, hands or fingers.

Most cases could be avoided by the provision of suitable and regularly maintained mechanical aids together with relevant training on using the equipment safely and manual handling.

To ensure that manual handling activities are undertaken safely and that safe system of work is clearly understood throughout the company, we will:

- Identify all manual handling operations and activities undertaken by our employees.
- Complete an initial appraisal of all operations to determine if a risk of injury to employees is present.
- Avoid, wherever possible, manual handling tasks where there is a risk of injury to employees.
- Complete a detailed assessment of each manual handling operation if the risk is unavoidable.
- Develop safe systems of work.
- Inform all employees involved in manual handling operations of any possible risks and how these can be avoided.
- Provide employees with sufficient information, instruction and training on approved, safe manual handling techniques to ensure their health and safety whilst undertaking tasks.
- Deliver appropriate training in the use of any mechanical aids employees are expected to use.
- Ensure appropriate health checks are made on the individuals performing the tasks, especially vulnerable people, and ensure that employees bring to our attention any changes in their own medical conditions. And,
- Periodically assess accident records to identify any trends in musculoskeletal injuries and ensure that serious injuries are appropriately reported.

Key Documentation to comply with this Policy

Manual Handling internal audit pro-forma

Manual handling risk assessment

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Method Statements

PHELAN CONSTRUCTION LIMITED's intention is to prevent injuries and ill health to employees and others who are liable to be affected by our activities.

To do this, we recognise that we must adopt safe systems of work. Therefore, assessments will be carried out to identify risks (see Risk Assessment Procedure). Based on these, safe systems of work will be prepared and used.

The safe systems of work to be used on a particular site will be communicated to employees and Clients and/or Principal Contractors by the use of written Method Statements.

Where work is subcontracted, we will not allow the work to commence until we have received and approved a Method Statement from the subcontractor.

Each Method Statement will include, but will not be limited to, the following information:

- Name of site.
- Name of Client, Principal Designer, Principal Contractor and any subcontractors.
- Location of work.
- Details of work, including work sequence.
- Any special controls to be used
- Supervisory arrangements
- Competence of those carrying out the work.
- Emergency Procedures.
- First aid arrangements.
- Special personal protective equipment to be used.
- List of plant, equipment and authorised users.
- Hazards and associated risks.

Responsibilities

The Company Director is responsible for ensuring that RAMs documents are prepared for work carried out by PHELAN CONSTRUCTION LIMITED.

The Company Director is responsible for obtaining and approving subcontractors' Method Statements.

Supervisors are responsible for bringing any significant findings of Method Statements to the attention of the persons concerned and for ensuring that procedures described in Method Statements are followed.

All employees and subcontractors are required to follow the Method Statements for the work they are carrying out.

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Mobile Phones at work

The use of mobile phones by operatives on a construction site can be a significant distraction. People involved in telephone conversations or sending text messages etc. are at increased risk of injury on site as they are not fully observant of hazards within their environment.

The main risks of using phones on site are:

- Distraction to the machine and plant operators.
- Distraction to people working at height or climbing ladders.
- Lack of concentration when using safety equipment
- Distraction to people walking across the site.
- Lack of awareness of things happening around you.
- The danger of stepping out in front of a machine.
- Distracts the user from observing and adhering to a warning.

As a general rule, the use of mobile phones will therefore not be permitted on site, outside of the site office and welfare facilities.

In low-risk areas away from traffic movements, plant and machinery and work at height, etc., Site Management may choose to designate safe areas where they deem it safe for persons to use phones. These 'phone zones' may only be formed if the Site Manager can demonstrate that a suitable risk assessment has been carried out.

Disciplinary action may be taken against persons using phones where they are putting themselves or others at risk.

Key Documentation to comply with this Policy

Mobile Phones at Work internal audit pro-forma

Monitor, Audit and Review

Performance monitoring is a proactive, as well as reactive, process that enables a business to monitor and measure its health and safety performance. Performance monitoring also measures the effectiveness of the safety management system, which is important to the business for several reasons, among them, financial, moral and legal. This policy and arrangements will be reviewed on at least an annual basis; the provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

PHELAN CONSTRUCTION LIMITED recognises the need for regular safety inspections and will ensure that these are undertaken and recorded. The Health and Safety at Work etc. Act 1974 requires that the Company Health and Safety Policy and its implementation be monitored and reviewed as necessary.

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The Management of Health and Safety at Work Regulations 1999 require the monitoring and review of arrangements to achieve progressive improvement.

All employees are encouraged, and expected, to bring to the notice of the Director any areas where the Company Policy on Health, Safety and Welfare appears to be inadequate or requires clarification.

All accidents will be investigated to enable the company to learn from these experiences and put effective controls in place to prevent a reoccurrence.

Where external assistance is required, the Director shall liaise with external Health and Safety Advisors, the Health and Safety Executive, Building Employers Confederation and other professional bodies, and actively seek advice and information regarding changes in Health, Safety and Welfare legislation and new or revised working practices.

Expert advice will be sought and taken as and when necessary, through a full and thorough yearly audit and regular safety inspections carried out to examine, develop and improve health and safety controls, techniques and applications already in place.

Monitoring shall be carried out on a daily basis by the management team on regular site visits and formally by an external Safety Advisor at regular intervals, dependant on the complexity of the project.

To ensure that all our work activities are undertaken with due regard for the health, safety and welfare of all our employees, it is of paramount importance that our policy on performance monitoring is clearly understood throughout the company. Consequently, we will:

- Review accident, incident and near-miss statistics and ensure remedial actions have been completed.
- Review results of regular health and safety inspections of the workplace and ensure that all agreed remedial actions have been completed, within agreed timescales.
- Review training records to ensure employees have been provided with adequate information, instruction and training to carry out their job roles.
- Ensure that an annual safety audit is undertaken which will be a detailed and analytical review of the management of health and safety across all the areas of the company.
- Set company objectives for the next 12 months. And,
- Review, and amend as necessary, our health and safety policy at least annually or more frequently if significant changes occur.

Key Documentation to comply with this Policy

Workplace inspection form

Site Inspection report

Management system audit form

H&S Policy Internal Audit pro-forma

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Non-English-Speaking Personnel

Employers are required under the Health and Safety at Work Act to provide their workforce with the information necessary to ensure, as far as reasonably practicable, their health and safety at work.

Non-English-speaking labour can comprise many occupations and trades - PHELAN CONSTRUCTION LIMITED have split this into the following categories.

Specialist international contractors: Equipment is often procured internationally. Contracts will often require international installation teams. It is common for only a few members of the team to speak English.

Tradesmen: Trades, typically supply chain, may comprise non-English speaking operatives, e.g. electricians and dry liners.

Unskilled Labour: Non-English-speaking workers will often be employed in unskilled positions on site. In many cases, these individuals will be contracted to PHELAN CONSTRUCTION LIMITED on a labour-only basis as well as our supply chain. These will typically include security operatives and cleaners.

It is difficult to categorise the level of English language that individuals possess. This document concentrates on operatives who have very limited English, including those who do not understand written English and who would not understand the basic elements of a site induction. Although this may not put individuals in danger directly, it may lead to an accident on-site if a misunderstanding takes place.

Regulation 10 of the Management of Health and Safety at Work Regulations requires the provision of information for employees, which is comprehensible and relevant, i.e. capable of being understood by the person for whom it is intended. This is supported by an Approved Code of Practice, “Management of Health and Safety at Work”, which states that:

- The information provided should be pitched appropriately, given the level of training, knowledge and experience of the employee.
- It should be provided in a form that takes account of any language difficulties or disabilities.

For employees with little or no understanding of English, or who cannot read English, PHELAN CONSTRUCTION LIMITED may need to make special arrangements. providing translations, such as using interpreters, or replacing written notices with clearly understood symbols or diagrams.

On projects where PHELAN CONSTRUCTION LIMITED utilise persons of non-English-Speaking background, the following mitigations shall be considered to reduce the level of risk to the individual and others on-site to an acceptable level:

- Using small manageable gangs with at least one supervisor who can act as interpreter. Ensure that the supervisor stays with the gang whilst working and is able to interpret/deliver inductions, toolbox talks, and routine instructions.
- Providing written safety instructions in native languages. The HSE provides various guidance in a variety of languages and free leaflets about health and safety

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- Not allowing the lone working of non-English speaking workers.
- Using internationally recognised pictorial safety signage.
- Providing additional training and/or training time.
- Using translation services.
- Exploring organisations that can deliver training in various languages.
- Considering language training for long-term workers, particularly where such training could increase efficiency and understanding between Costain and its personnel.
- Providing training for managers and supervisors.

Other key pieces of legislation include:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Equality Act 2010

Using fair, objective and innovative employment practices, our aim is to ensure that all personnel working for (including potential employees) or directly under the control of PHELAN CONSTRUCTION LIMITED:

- Are treated fairly and with respect at all stages of their employment.
- Have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour, whether based on gender, marital status, age, sexual orientation, disability, religion, colour, nationality or race.
- Have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- Are not discriminated against.

Key Documentation to comply with this Policy

Non-English-Speaking Personnel internal audit pro-forma

Noise at Work

Noise at work can cause temporary or permanent hearing loss. People often experience temporary deafness after leaving a noisy place, but usually, recover their hearing within a few hours. Permanent hearing damage can be caused immediately by sudden, loud, explosive noises, for example, from guns or cartridge-operated machines, but hearing loss is usually gradual due to prolonged exposure to noise. People may only realise how deaf they have become when damage, caused over the years by noise, combines with hearing loss due to ageing. Hearing loss is not the only problem. People may develop tinnitus (ringing in the ears), a distressing condition that can lead to disturbed sleep.

The Control of Noise at Work Regulations have laid down key limits to noise exposure. These are:

Lower exposure action values:

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- Daily or weekly exposure of 80 dB(A)
- Peak sound pressure of 135 dB(C)

Upper exposure action values:

- Daily or weekly exposure of 85 dB(A)
- Peak sound pressure of 137 dB(C).

To ensure that we prevent or reduce risks to health and safety from exposure to noise at work and that our policy will be clearly understood throughout the company, we will:

- Identify all operations within the business where there is a noise risk and who is likely to be affected;
- Carry out an initial noise survey;
- Ensure that the risks to employees from noise at work are assessed by a competent person, where we have identified a potential problem;
- Take the necessary action to reduce the noise exposure that produces these risks, ensuring that the legal limits of noise exposure are not exceeded;
- Provide employees with suitable hearing protection (see the personal protective equipment (PPE) policy) where noise exposure cannot be reduced enough by using noise control techniques;
- Provide our employees with adequate information, instruction and training in order to understand the noise risks that they may be exposed to and how to use noise control techniques and the hearing protection provided;
- Carry out health surveillance where the noise risk assessment has identified there is a risk to health; and
- Review, and amend as necessary, the noise risk assessment on an annual basis, when significant changes or accidents occur or when we have any reason to believe the assessment is no longer valid.

Key Documentation to comply with this Policy

Noise at Work internal audit pro-forma

Noise annual Health assessment

Occupied Premises

Where the PHELAN CONSTRUCTION LIMITED is involved with work in occupied premises care will be taken for the Health and Safety of the Occupier whilst the work is in progress.

We will operate within the conditions of the Client's contract and liaise with the Occupier and advise them on the work to be carried out and an approximate time scale for the contracted works.

Company operatives will wear any security / ID card if required by the Client.

All PHELAN CONSTRUCTION LIMITED operatives will be competent to undertake all tasks required in an occupied property and will adopt all emergency procedures put in place by the Client or Occupier.

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During the work, the operatives will not leave any materials or debris where it may become a trip hazard.

All reasonable precautions will be taken to obviate the impact when carrying out dusty and noisy operations; at all times they will be carried out with care and consideration.

The operatives will ensure that the property is left tidy during the works, to reduce the risks of injury to the occupier and the general public. Barriers and screens will be utilised and occupants made aware of any changes to hazardous areas throughout the working day.

Particular emphasis will be placed upon:

- Fire evacuation routes.
- The position and location of fire fighting equipment.
- Emergency evacuation procedures.
- Special circumstances relating to the personnel working within or visiting the premises.
- Safety plans specific to the building or any part of the building.
- Maintaining fire compartmentation standards.
- Permit to work conditions.

Key Documentation to comply with this Policy

Occupied Premises internal audit pro-forma

Office work

Offices can be dangerous places. Therefore, it is extremely important that you work in accordance with our rules and procedures. The major causes of accidents in offices are:

- Slips, trips and falls.
- Manual handling.
- Electrical equipment.

Lighting

All office areas shall be fitted with Sufficient lighting (either natural or artificial), to enable tasks to be completed safely. Windows shall be regularly cleaned, and light fittings maintained at regular intervals.

Access and egress

Office areas shall be laid out in the most appropriate way ensuring that each person has sufficient space and that they are offered unobstructed passageways. Electrical cables shall be positioned where tripping hazards are avoided.

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Material and other obstructions shall be kept clear of passageways, in particular cables and stationery boxes, which can cause trips and falls. If it is necessary to leave material in accesses for short periods, make sure there is alternative access and identify the obstruction to highlight the danger.

Display Screen Equipment

Please refer to the Display Screen Equipment section of this policy.

Electrical equipment

All Operatives shall ensure that they:

- Never tamper with electrical equipment or attempt to make repairs.
- Report electrical faults to the Managing Director immediately, so timely repairs can be carried out by a competent person.
- Always ensure that covers and doors protecting electrical apparatus remain securely in place. Keep trailing electrical cables to a minimum to avoid creating tripping hazards. If cables have to cross passageways or traffic routes, cover them with a cable ramp to avoid tripping.
- Do not enter a switch room or substation unless authorised to do so. If you do have occasion to enter, read carefully the information displayed.
- Always check equipment and cables for loose connections and exposed wiring before use and report any damage at the soonest opportunity.
- Do not overload circuits – check that the supply can safely deliver the electrical load required.

Seating

Suitable seats shall be provided for sedentary workers, and seats for typists and display screen users shall be fully adjustable to ensure comfortable postures. Footrests will be provided where necessary.

Welfare and First Aid

Sufficient first aid equipment under the control of a trained first aider or appointed person shall be provided at each office. Adequate washing and toilet facilities shall be provided, and there shall be means provided for making hot drinks and taking refreshments. A reasonable temperature of 16°C shall be maintained, as a minimum throughout the working day.

Lifting and Carrying

Lifting and carrying heavy or awkward objects shall be avoided where possible. Loads shall be broken down to the smallest unit practicable for carrying. Steps or hop-ups shall be provided for access to high-level shelves, etc.

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Contractors and Visitors

If contractors and visitors enter the offices and seem uncertain about correct procedures, refer them to the Company Director.

If contractors or visitors are observed acting unsafely, report it to the Company Director or Supervisor accordingly.

Key Documentation to comply with this Policy

Office Work internal audit pro-forma

Permit to Work

PHELAN CONSTRUCTION LIMITED has identified that certain high-risk activities require additional controls to ensure that dangerous situations are avoided. For any such high-risk activity, a Permit to Work must be obtained from the Site Manager. It is the responsibility of the person engaging contractors to work on the premises to advise the contractor about types of work for which a Permit to Work will be required.

Types of work that require a permit to work

A permit to work is required for the following activities:

- Hot Work
- Confined Space Entry
- Electrical Work
- Work at Height / Roof Work
- Permit to Dig

Persons undertaking any of the above will not be allowed to commence work until they are in possession of a signed permit appropriate to the type of work.

Hot work

- Oxy-acetylene or oxy-propane cutting.
- All types of welding.
- Brazing/soldering.
- Propane or butane gas/aerosol torches.
- Any grinding equipment in areas where highly flammable liquids or vapours may be present.
- Use of electrically powered hammers, drills, saws and lights and pneumatic drills/hammers where highly flammable liquids or vapours may be present;
- Any other operation that produces heat, sparks or flames where there is a risk of fire or explosion.

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Entry into Confined Spaces

A confined space entry permit is required for work in any vat, tower, tank, flue, pipe, duct, pit or similar place, open or closed, where there is likely to be one of 5 specified risks present, or made present during the course of work:

- Serious injury to any person at work arising from a fire or explosion.
- The loss of consciousness of any person at work arising from an increase in body temperature.
- The loss of consciousness or asphyxiation of any person at work arising from gas, fume, vapour or the lack of oxygen.
- The drowning of any person at work arising from an increase in the level of a liquid. Or,
- He asphyxiation of any person at work arising from a free-flowing solid or the inability to reach a respirable environment due to entrapment by a free-flowing solid.

Electrical Works

All work on electrical installations is subject to control by a Permit to Work, irrespective of the voltage concerned. All work must be carried out by a:

- Professional, qualified electrical engineer.
- Contractor approved by the national inspection council for electrical installation contracting (NIC EIC) or equivalent.
- Member of the Electrical Contractor's Association (ECA).

Work at height

A Work at Height Permit is required for the following:

- Roof access, roof work or work on a fragile roof.
- Window cleaning above the ground floor.
- Any construction or maintenance work where there is a risk of injury from falling.
- Working above plant, processes, persons or vehicles.

Permit to Dig

Permits to Dig must be reviewed before the commencement of work, when not closed out daily, to ensure that they are valid and up to date.

The works and application of the permit controls must be monitored at all times. The Works Supervisor in charge of the excavation should retain a copy of the permit and must remain at the excavation area at all times whilst work is ongoing. Should they have to leave the area, work must stop.

If there is a significant deviation from the situation on-site or the necessary precautions and controls recorded in the permit, cessation of work must be immediate, and the permit reviewed and re-issued as necessary.

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Once the work is complete, the permit shall be signed off in accordance with site/Principal Contractor procedures.

Key Documentation to comply with this Policy

Permit to Work internal audit pro-forma

Personal Protective Equipment (PPE)

The need to wear or use personal protective equipment shall be assessed at each workplace or site, and for each particular activity. Where it is not reasonably practicable to control exposure to hazards by any other means, PHELAN CONSTRUCTION LIMITED will provide suitable PPE free of charge.

PHELAN CONSTRUCTION LIMITED will determine where, when, and what PPE needs to be used when we conduct risk assessments. We will also identify any standards that apply to the PPE that Operatives will need to use.

Items of PPE will be selected to be compatible and, wherever possible, you will be consulted during the selection process. Where the protection of PHELAN CONSTRUCTION LIMITED's Operatives' health relies on the use of respiratory protective equipment (RPE) with a tight fitting face mask, PHELAN CONSTRUCTION LIMITED will arrange for a face-fit test to be carried out by a competent person.

If any Company Operative is required to use PPE, we will ensure that you are instructed in its use, maintenance and storage and, where necessary, that you are provided with written information. You will also be told how you can obtain replacements. PPE damaged through natural wear and tear will be replaced free of charge. All PPE provided shall be stored within the provided PPE kit bag and stored within lockers (Head Office or on-site) or in the company vehicle when not in use.

PHELAN CONSTRUCTION LIMITED provides to its employees any necessary protective clothing and equipment. This must be worn at all appropriate times. Failure to comply will lead to disciplinary action and ultimately could result in dismissal.

Areas that require specific PPE, for example, Hearing Protection, will be clearly marked with appropriate warning signage in accordance with the Health and Safety (Signs and Signals) regulations on display in a prominent location.

PHELAN CONSTRUCTION LIMITED identifies PPE as a last line of defence and actively looks to reduce the risk to employees through assessing the hazards present and implementing control measures to eliminate the risk where possible.

To ensure that the use of PPE will be undertaken safely and that our policy will be clearly understood throughout the company, we will:

- Identify all operations and activities that may require the provision of PPE;
- Avoid, wherever possible, the requirement for PPE by introducing other risk control measures;

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- Ensure our risk assessments identify the need for PPE as a control measure, where relevant, and that they take into consideration fit, comfort and compatibility with other items of PPE used simultaneously;
- Train all employees in the risks presented by their work activities and how these can be controlled by using PPE in the correct manner;
- Arrange for adequate accommodation for the correct storage of PPE;
- Implement steps for the correct maintenance, cleaning and repair of PPE, according to manufacturers' instructions;
- Implement a fault reporting system for employees to report broken or damaged PPE;
- Replace PPE provided as necessary and at no cost to the employee;
- Monitor the use of PPE in the workplace to ensure it is being worn correctly as outlined in the risk assessment process; and
- Review, and amend as necessary, risk assessments on an annual basis, when significant changes or accidents occur or when we have any reason to believe the assessment is no longer valid.

Key Documentation to comply with this Policy

PPE issue record

PPE internal audit pro-forma

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Protection of the Public

PHELAN CONSTRUCTION LIMITED acknowledge and accept our duty under Section 3 of the Health and Safety at Work Act and other subordinate regulations to take reasonably practicable or practicable steps to ensure the health and safety of persons who are not in our employ, such as members of the public.

PHELAN CONSTRUCTION LIMITED shall:

- Plan, provide and maintain suitable perimeters and barriers at locations where it is necessary to separate the public and others from work, based on risk assessment principles.
- Ensure access is controlled, based on risk assessment principles. We will ensure specific hazards and risks are controlled.
- Discuss with the client and take appropriate precautions where there are selected groups or persons that may require special attention such as Vulnerable persons such as children, those with impaired mobility or the Elderly.

Where reasonably practicable occupied premises will be fully or partially evacuated. The decision on evacuation will be made at the planning stage based on:

- The nature of the premises;
- Who will be around;
- The extent and nature of the works;
- The risks to occupants;
- The time to complete the works;
- The significance of any risks associated with the evacuation;
- The cost of the evacuation, including the costs of alternative arrangements.

Key Documentation to comply with this Policy

Protection of the Public internal audit pro-forma

Risk Assessment

A risk assessment is a careful examination of what, in our work and environment, could cause harm to people. It enables us to determine whether we have taken enough precautions or should do more to prevent harm. It is an important step in protecting workers and our businesses, as well as complying with the law. Risk assessments help us focus on the risks that really matter in our workplaces: the ones with the potential to cause harm. In many instances, straightforward measures can readily control risks.

PHELAN CONSTRUCTION LIMITED recognise that the purpose of risk assessment is to identify significant hazards in order to ensure that risks are eliminated or reduced to the lowest reasonably practicable level (where more stringent duties are not enforced).

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Any task or operation shall be subject to a risk assessment being undertaken before works commence. Where a foreseeable risk is identified, the Site Manager must ensure that a more formal risk assessment is undertaken, and the results of that assessment recorded.

Our target is to:

- Identify significant hazards to health and safety;
- Identify all persons at risk from the hazards identified;
- Ensure that controls are sufficient to reduce risks to acceptable levels;
- Where necessary to ensure that risks are controlled adequately, action further controls;
- Review risk assessments periodically, if the task has changed, following an accident or incident or there is any reason to suspect that an assessment is no longer valid;
- Record an individual risk assessment for each young person (16 -18 years of age) employed;
- Record an individual risk assessment for an Expectant Mother. An initial assessment will be recorded when we are informed. This will be reviewed monthly throughout the pregnancy and any period while she is breastfeeding after return to work;
- Not allow any work to start, on a CDM project where we are the Principal Contractor until we have approved risk assessments for the work;
- Obtain and approve risk assessments from sub-contractors engaged in working on our behalf before allowing work to commence;
- Obtain and approve risk assessments from contractors engaged in working on our premises before allowing work to commence.

Key Documentation to comply with this Policy

Risk Assessment internal audit pro-forma

Return to work risk assessment

Expectant Mother risk assessment

Young Person risk assessment

Scaffolding and Temporary Works

General requirements for scaffolding

Scaffolds for use on a project will conform to the requirements of the Work at Height Regulations and BS EN 12810 (System Scaffolding) or BS EN 12811 (Tube and Fitting).

Prior to any scaffold being erected on a public footpath or highway, Local Authority approval must be granted. All operatives erecting or altering scaffolds must be competent and hold a current CISRS card. Throughout the erection and dismantling process, all Operatives shall conform with the requirements of SG4.

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Scaffold operatives must wear a safety harness whilst erecting or dismantling scaffolds. Where practicable, scaffolding operatives must work within a “Scaffolders Safe Zone” which is created by means of a single guardrail and fully boarded working platform. Whilst working in unprotected areas, scaffold operatives must attach their harness lanyard to a suitable anchorage point.

A method statement will be developed identifying loading capacities, erection sequence, methods of gaining access to steelwork or remote places and handover arrangements must be produced prior to the erection of scaffolds in accordance with SG7 as a minimum.

In accordance with the Work at Height Regulations, Schedule 2, While a scaffold is not available for use, including during its assembly, dismantling or alteration, it shall be marked with general warning signs in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996(1) and be suitably delineated by physical means preventing access to the danger zone.
In accordance with the Work at Height Regulations, all scaffolds used for construction work, and above 2 meters in height, must be inspected by a competent person:

- Prior to use.
- At a period not exceeding 7 days.
- After significant modification.
- Following periods of adverse weather such as high winds.

All scaffolding inspections shall contain the minimum information as required by the Work at height regulations, Schedule 7.

All completed Scaffolding inspection reports must:

- Be provided to the Client within 24 hours of completing the inspection.
- Remain at the site where the inspection was carried out until the construction work is completed; and
- Readily available for a period of 3 months after the completion of the project.

Completion and handover

Despite not being a legal requirement, upon completion of the scaffold erection, a final inspection will be undertaken to ensure the scaffold structure is in compliance with the relevant standards and codes of practice.

A certificate of completion shall be issued after the inspection (if satisfactory) in accordance with SG35.

Scaffold Maintenance

Once the scaffold has been handed over and accepted by the customer/contractor, routine checks must be made.

- Access to the Working platform should be prevented by removing ladders, fitting preventive guards to ladders, locking staircases etc.
- Scaffolding structures should be visually inspected by the user prior to use.

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- A statutory inspection shall be undertaken in accordance with the work at height regulations.

Scaffold Design

Basic Scaffold structures do not require design drawings if they are compliant TG20 Compliant. A TG20 Compliance sheet (Or equivalent) shall be provided to demonstrate that the scaffolding structure is TG20 compliant and does not need strength and stability calculations.

In Accordance with Work at Height Regulations, Schedule 3, Part 2:

Strength and stability calculations for scaffolding shall be carried out unless:

a. a note of the calculations, covering the structural arrangements contemplated, is available; or
b. it is assembled in conformity with a generally recognised standard configuration (TG20).

Using a scaffold is prohibited until it has been certified as fit for use and all inspections in accordance with the work at height regulations have been completed and recorded.

Scaffolding Inspections

All Scaffolds that are used for construction work and where a person can fall more than 2 meters shall be inspected:

- Prior to use.
- At periods not exceeding 7 days.
- After significant modification/alteration.
- After being exposed to conditions likely to cause deterioration(Weather).

In addition to this, PHELAN CONSTRUCTION LIMITED shall ensure scaffolding inspections are undertaken following issues such as collisions with vehicles or plant which may affect the structural stability of the scaffold.

Scaffolding must be inspected by a competent person with the following certification:

Non-Scaffolding professionals performing an inspection

- Basic Scaffolding Inspection training (TG20 compliant scaffolding structures).
- Advanced Scaffold Inspection Training (Complex and Design scaffolding structures.

To be eligible, applicants need to have extensive scaffolding industry experience and have held a CISRS Basic Scaffold Inspection Record Card for a minimum of 2 years

Scaffolding professionals performing an inspection

CISRS Scaffolders and Advanced cardholders are competent to inspect scaffold structures up to the grade of the card they hold, provided their employer can demonstrate they have the necessary knowledge and experience to perform the

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inspection.

Recording of Scaffolding inspections

All scaffolding inspections shall be undertaken in accordance with the Work at height regulations, Regulation 12. Upon completion of a statutory inspection, the inspector shall:

- Before the end of the working period within which the inspection is completed, prepare a report containing the particulars set out in Schedule 7. And,
- Within 24 hours of completing the inspection, provide the report or a copy thereof to the person on whose behalf the inspection was carried out.

All scaffolding inspection reports shall be retained on-site until the construction work is completed and retained within the possession of the Principal Contractor for a period of 3 months following completion of the construction work.

Temporary works

Temporary Works is any temporary arrangement required to construct the permanent works or used to support the permanent works during its construction and/or until it becomes self-supporting, it also includes any temporary arrangement required for construction activities/access during maintenance of existing facilities.

This definition applies to all temporary works, including formwork for concrete construction, falsework, erection schemes, cofferdams, structural refurbishments and jacking, facade retention schemes, demolition, temporary structures (including temporary bridges), dewatering, ground support (including sheet piling and other forms of support scheme), open-cut slopes, hoarding and fencing.

Temporary works also include piling platforms, crane foundations and platforms to support mobile elevating work platforms (MEWPs), self-loading lorries and large forklift trucks or telehandlers and site roads for heavy plant.

Scaffolding, tower cranes, edge protection and hoists are covered by this procedure and other specific policies.

Note should be made that permanent works in an incomplete state (i.e. where permanent continuity is incomplete, or elements are not fully tied to a stable core) may be classified as Temporary Works. Use of permanent works to support temporary loading may also be considered temporary works.

The requirements for temporary works Shall be identified at tender stage, including that appropriate construction methods are identified, and resources allocated.

When tendering for works, details of any temporary works responsibilities shall be clearly defined by the Client or Principal Contractor so that PHELAN CONSTRUCTION LIMITED plan accordingly and identify any additional design support required as part of the works.

All practicable steps must be taken by the Works Supervisor to, where necessary, prevent danger to any person, to ensure that any new or existing structure does not collapse if, due to the carrying out of construction work, it

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- May become unstable.
- Has a temporary state of weakness or instability.

Any buttress, temporary support or temporary structure must:

- Be of such design and installed and maintained in such a manner that it will withstand any foreseeable loads which may be imposed on it. And,
- Only be used for the purposes for which it was designed and installed and is maintained.

In addition to this, the loading of any structure which renders it unsafe to any person is strictly prohibited within the company.

Temporary works if acting as Principal or Sole Contractor

The Company Director is responsible for all temporary works and for ensuring the competency of all persons involved with the installation and management of all temporary works.

A Temporary Works Co-ordinator (TWC) and a Temporary Works Supervisor (TWS) will be appointed by the Company Director in consultation with the Site Manager. These appointments shall be in writing and acceptances recorded.

The TWC shall produce a schedule of temporary works and identify the class of temporary works being undertaken.

- Class 'A' Temporary Works design must be carried out by a competent person, and a design check carried out by a competent person.
- Class 'A+' Temporary Works are special high-risk schemes where an enhanced level of checking and inspection is required. These are likely to be rare being technically complex or where failure could have major consequences as defined in Preventing Catastrophic Events Standard.
- Class 'B' Temporary Works design must be carried out by a competent person, and a design check carried out by a competent person who is independent of the designer.
- Class 'C' Temporary Works are minor temporary works which can usually be designed based on the experience of a competent tradesperson. There is no requirement for a formal design and check.

The TWC shall establish a temporary works register for all Class A, A+ and Class B temporary works being undertaken.

The TWC shall prepare a design brief for each item of temporary works and issue to the Temporary Works Designer (TWD)

During the preparation of a temporary works design, the TWD should assess the risks associated with his design.

The TWD shall pass the completed design to the Temporary Works Design Checker (TWDC) and advise them of the risks.

The TWDC shall check the design, and if the design is approved, it shall be forwarded to the TWC. If it is not approved or if there are queries it shall be returned to the TWD to resolve.

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Once the temporary works design has been approved, the TWC shall brief the contents to the contract team and the TWS and advise which items of temporary works require a Temporary Works Permit.

- Only very simple temporary work schemes will be exempt from the Temporary Works Permit Scheme.
- Complex temporary works (A+) shall be subjected to independent inspections. The independent inspectors will sign the permit to load in addition to the TWC and TWS

The TWC shall maintain a register of Temporary Works permits

The TWS shall prepare a method statement, risk assessment, and if appropriate an operations plan detailing the installation, use and dismantling of the temporary works item. This shall include any specific risks identified by TWD.

- Where the temporary works are to be installed by a subcontractor, the TWS must ensure the method has been produced and reviewed by the TWC for acceptability.

The TWS shall ensure the details contained in the method statement / operations plan are implemented and shall monitor the installation process and check that the item complies with the design.

The TWS shall sign the 'erection check' section of the Temporary Works Permit.

The TWS shall monitor the design during the construction phase and carry out inspections as required.

For Class A+ temporary works, the TWC will arrange an additional independent inspection of the works. The Inspector and TWC will agree on a suitable inspection regime with sufficient time allowed to complete a thorough and complete inspection. The Inspector, TWS and TWC will sign the 'Permit to Load' section of the Temporary Works Permit.

The temporary Works must be checked regularly during its use. A Weekly Inspection Report, Batter Inspection Report and Hoarding Inspection sheet are available to record this.

The TWC shall determine when the temporary works are no longer required and advise the TWS by returning the signed off 'Permit to Dismantle' section of the Temporary Works Permit.

The TWS shall ensure the temporary works are dismantled in accordance with the agreed sequence / method statement to ensure it is done safely and without damage to the permanent works.

Following the works, the TWC shall feedback to the TWD and the contract team on the performance of the TWD.

Temporary works when acting as a contractor or Sub Contractor

PHELAN CONSTRUCTION LIMITED Will work in accordance with all Principal Contractor temporary works procedures on-site throughout projects where we act as contractor &/or sub-contractor

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Key Documentation to comply with this Policy

Scaffolding & Temporary Works internal audit pro-forma

Scaffolding inspection report

Scaffolding handover certificate

CAP 609 - 2016 edition

Stress

Stress is defined as "the adverse reaction people have to excessive pressure or other types of demand placed upon them". Stress is not an illness in itself, but if prolonged or particularly intense, it can lead to increased problems with ill health, poor productivity and human error. There is a clear distinction between pressure, which can create a 'buzz' and be a motivational force, and stress, which can occur when this pressure becomes excessive. Workplace stress exists where people reasonably perceive that they cannot cope with what is being asked of them at work.

To ensure that all our work activities are undertaken with due regard for the health, safety and welfare of all our employees so far as is reasonably practicable and that our policy concerning stress is clearly understood throughout the company, we will;

- Regularly review productivity data, sickness absence records, staff turnover or other relevant information to find out whether there may be work-related stress issues;
- Undertake a detailed risk assessment to find out whether work-related stress is a problem;
- Provide information, training and support to managers on good management practices, and encourage the early referral of any employees who may benefit, to an occupational health service or employee assistance provider;
- Provide information to employees to increase their awareness of the causes and symptoms of stress, and the various areas of support available to them;
- Offer a confidential counselling service to managers and employees affected by work-related stress;
- Consider offering confidential counselling service to managers and employees affected by stress if caused by external factors;
- Provide return to work support for employees when returning from stress-related illness or any other enforced absence, and
- Monitor and review the effectiveness of this policy and any other measures we have in place to reduce stress and promote workplace health and safety.

Key Documentation to comply with this Policy

Stress at Work internal audit pro-forma

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Traffic Management

All vehicle and plant movement on-site is controlled in order to reduce the risk to pedestrians. Where possible, the movement of vehicles will be segregated from pedestrians to eliminate the risk of serious injury resulting from a collision

An assessment of the site will be carried out to determine the safest methods of access and movement within the site. Traffic routes and speed restrictions will be put in place along with access routes for vehicles and pedestrians; these will be included within the Construction Phase Plan for the project.

A suitable traffic Management plan will be prepared and enforced on all sites that have vehicular traffic access. This plan will include details of any traffic routes, one-way systems, turn around points, wash down areas, access for emergency vehicles etc. It will also show prescribed pedestrian walkways or out of bounds or restricted areas. This plan must be brought to the attention of all on-site operatives or site visitors during site induction training and displayed as appropriate. The plan must be amended as necessary to reflect any changes in site conditions.

Highways

Operatives working on the highway should be trained and certificated in compliance with the New Roads and Street Works Act.

All work areas on or adjacent to the highway shall be properly signed in accordance with Chapter 8 of the Road Traffic Signs Manual - Traffic Safety Measures for Road Works.

At the approach to every such work area, a “ROAD NARROWS AHEAD” sign, indicating the appropriate position of the obstruction shall be positioned midway between the roadworks ahead sign and the working area.

Where the road width is reduced by the working area to less than 5.5m, traffic shall be controlled with STOP/GO boards or temporary traffic lights as appropriate. Appropriate advance warning signs shall be provided at the approaches to these controls.

In situations where pavements are obstructed by the works, pedestrians shall be diverted to an alternative route by pedestrian direction signs. Working areas in roads and pavements shall be protected by substantial barriers.

The working area on roads shall be protected with traffic cones, and all plant, material and equipment shall be positioned inside the coned-off area. All barriers and signs shall be supplemented by lamps during the hours of darkness.

All operatives on roadworks of any kind should wear high visibility protective clothing manufactured in accordance with BS EN 471.

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Consultation with the Traffic Police and Local Highway Authority will take place before traffic flow is restricted by any means.

Key Documentation to comply with this Policy

Traffic Management internal audit pro-forma

Underground and Overhead Services

Service strikes occur when the management of service locations and then control over the exposed services themselves fail. The associated risk of such failures can be catastrophic in terms of human wellbeing, plant and property condition, contract targets and business relationships.

The Electricity at Work Regulations place an obligation on-site management to ensure that before and during any operations or works involving electrical services all "practicable steps" are taken to prevent danger to employees from any live electric cable or apparatus which is liable to be a source of such danger. Similar care should be taken in relation to all services that may give rise to danger.

Prior to any works that will involve digging operations; the PHELAN CONSTRUCTION LIMITED shall ensure that all available service information is consulted. Further checks will be made to ensure that comparison is then made against the site, its existing features, known service indicators and any other aspects such as proximity hazards (building, trees, overhead cables, etc.).

All high voltage cable routes **must be hand dug** where practicable.

Establishing an underground service location

A C.A.T. (cable avoidance tool) scan shall always be used prior to breaking ground and mark on the ground in the area of the proposed excavation the location of any identified services.

Service providers will be consulted by PHELAN CONSTRUCTION LIMITED &/or the Principal Contractor depending on the nature of the contract and up to date drawings of any services in the area of the proposed excavation (remembering that these drawings can be inaccurate) obtained. If necessary, arrangements should be made for the service provider to visit sites and confirm the accuracy of the drawing.

Prior to establishing a system of work for managing underground services, the following actions should be taken:

- A careful check must be made on all underground services drawings prior to the start of a contract to pinpoint areas where there are services. These should be provided either in or with the pre-construction Health and Safety Plan. If they are not, they should be obtained from the utility provider or service owners.
- Confirmation of the location of services should be obtained in writing from the appropriate authority before starting work. If an unsatisfactory reply is received to this letter, then a follow-up request should be made. Where the utility company places disclaimers upon any information it provides, a letter should be sent to the

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utility company requesting confirmation of accuracy.

- Wherever possible electricity cables and other services should be made "dead" by the service owner prior to commencing work in their vicinity. Where this is not possible, a safe system of work should be developed by utilising the hierarchy of risk control to reduce the level of risk to an acceptable level.
- Prior to machine digging, all underground services should be positively located by digging trial holes by hand. Picks or other sharp instruments should not be used. The use of underground cable detectors is strongly recommended but should be used by a competent person and only as a guide to where hand digging should take place. Remember, services are often to be found at surprisingly shallow depths.

Permit to dig

Permits to Dig must be reviewed before the commencement of work, when not closed out daily, to ensure that they are valid and up to date.

The works and application of the permit controls must be monitored at all times. The Works Supervisor in charge of the excavation should retain a copy of the permit and must remain at the excavation area at all times whilst work is ongoing. Should they have to leave the area, work must stop.

If there is a significant deviation from the situation on-site or the necessary precautions and controls recorded in the permit, cessation of work must be immediate, and the permit reviewed and re-issued as necessary.

Once the work is complete, the permit shall be signed off in accordance with site/Principal Contractor procedures.

Selection of locators and signal generators

The correct selection of locators and signal generators is essential for providing the appropriate equipment, given the site underground service conditions and those who are to use the location equipment.

Single-frequency locators and signal generators may be acceptable for ground workers undertaking excavations in areas that have previously been swept. Engineers undertaking initial underground services location sweeps may require more complex multi-frequency locators and signal generators.

Due to a large amount of location equipment available, PHELAN CONSTRUCTION LIMITED will seek guidance from equipment manufacturers on the selection of the appropriate equipment.

To enable operatives (this includes all who use locators and signal generators) to use location equipment to its full potential, only training providers that can demonstrate competence in the use of the equipment and training delivery should be engaged.

Training providers must provide proof that trainers have undertaken a suitable training course for the equipment. This is normally a course undertaken by an equipment manufacturer with a nationally recognised training certificate. The minimum course content should be:

- Theory of radio detection of underground services

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- Hazards of underground services
- Underground service location plans
- Use of the locator in passive mode
- Use of the locator in active mode (all direct and induction connection techniques)
- Use of sondes and “line trace” equipment
- Practical elements of the above until delegates can use the equipment confidently and correctly

Some training providers will provide additional information on hand/mechanical digging techniques, permit systems and alternative excavation methods.

The following table provides guidance for excavation techniques that could be used during excavation operations.

Low-Risk Locations	
Use of excavator to excavate the ground.	Acceptable but not within 500 mm (1 metre where possible) in any direction of a known service, unless temporary protection provided – see later section.
Use of excavator, fitted with a pecker, to break out a hard surface to dig a trial hole.	Acceptable but not within 500mm (1 metre where possible) of the line of a known service. Vibration issues.
Use of excavator to remove broken out hard surface/PQ.	Acceptable by dragging away to side with a toothless bucket if the service is at a safe depth, i.e. at least 300mm below the bottom of the hard surface material.
Use of excavator to remove soil from an excavation.	Acceptable, but not if another known service is within 1 metre in any direction unless: ● The other service has been exposed for its full length in the area being excavated and; ● Robust physical protection is provided to prevent any damage to the other service by the excavator bucket or arm. Parallel working should be used where possible as the first preference.
Medium Risk Locations	
Use of the “prove and dig”.	Acceptable when: ● Hand dig slit trench across the line of service(s). ● Hand dig to a spade’s blade depth X width of the bucket of an excavator. Remove half a spade’s blade depth using a toothless bucket of an excavator. ● Repeat above until within 0.5 m of service. ● Do not use any excavator bucket within 0.5m of the service(s). Re-scan with CAT as work progresses (every 200mm)
The use of mechanically powered hand tools.	**NOT** Acceptable

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The use of rock-wheels or floor-saws for cutting into slabs over services.	Acceptable but not within 0.5m of the line of an unexposed service without measures to prevent cutting too deep, i.e. depth restrictor chains.
High-Risk Locations	
Careful hand digging techniques, spade or shovel, no fork or pick.	Acceptable
Removal of arisings by small, non-mechanical hand-tools.	Acceptable
The use of proprietary air digging tool (removes soil with a high-velocity jet of air).	Acceptable only if MBW soil pick is used – **Do not** use soil picks fitted with metallic lances. Not effective when used on non-porous materials.
All Risk Areas - Services are covered by a concrete slab or similar, more than 300mm below the bottom of hard surface material	
The rock-wheeling of slabs over services.	Acceptable with measures to prevent cutting too deep, i.e. depth restrictor chains, but only where the service has been exposed and; ● It is either at a safe depth, i.e. at least 300mm below the bottom of the hard surface material; ● Or the service is protected from damage along the length of the cut by a metal plate.
Use of excavator to remove broken out a hard surface.	Each case MUST be treated on its own merits and as per the Risk Assessment/Method Statement. Use only as a **Last resort**: work only by carefully lifting and removing broken surface blocks with a toothless bucket if: ● It is impracticable to protect the service from damage by a metal plate. ● The service owner can provide assurances that there are no projections from the pipe. ● A “safe” block size of the surface to be broken out is specified. ● The depth of cover of the service is continuously monitored.
Services are encased in concrete	
Use of expanding chemical grout or hydraulic.	Acceptable together with initial drilling required, but only after radar detection of the position of the service and it has been made dead/purged.
Use of small mechanically powered hand-tools within 0.5m of a High-Risk area.	**Not acceptable** - Unless no other technique is available and only then after a detailed review. Divert new service away from encased service or run new feeders/pipelines. Consider CDM regulations.

Overhead power cables

At the earliest opportunity, the electricity supplier must be consulted - since it may be possible for power to be diverted - and as much time as possible allowed for this work to be done. If overhead power cannot be diverted and

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lines made dead, then precautions, depending on the nature of work at the site, must be taken, supported by a site-specific risk assessment and where high-risk situations are identified, via the risk assessment, a Permit to Work.

There must be no unrestricted work within 6m horizontally of the outer conductor. Access to areas within 6m of overhead cables must be restricted using fencing. Access shall be restricted by either fencing required by the works or barriers in accordance with HSE Guidance. (Note: GS6 - Avoidance of Danger from Overhead Electric Power Lines).

Crossing beneath overhead lines

GS6 identifies the detail of necessary crossing point safety clearance distances according to the voltage of the line. However, each crossing point should be assessed on an individual span basis, and lower limit exclusion zones may need to be put in force within the site.

At all crossing points “goalposts” of suitable construction should be erected. The permitted crossbar height and distance from the conductor can be advised following consultation with the service provider. Access beneath the overhead line should be restricted so as only to allow crossing at specified locations, controlled by the goalposts.

No works within 6 meters of a live overhead power cable are permitted without a suitable and sufficient risk assessment and permit to work.

Key Documentation to comply with this Policy

Underground and Overhead services internal audit pro-forma

Vibration

Hand Arm Vibration Syndrome (HAVS)

HAV is vibration transmitted from work equipment or processes into workers hands and arms. HAV exposure at work can arise from the use of hand-held power tools (such as grinders, hammer drills breakers and scabblers), hand-guided machinery (such as lawnmowers and wacker plates) and hand-fed machines (such as pedestal grinders). Regular and frequent exposure to HAV can lead to several kinds of injury to the hands and arms including impaired blood circulation and damage to the nerves and muscles (collectively referred to as Hand Arm Vibration Syndrome [HAVS]). Occasional exposure is less likely to cause ill health.

Signs and symptoms of HAVS include:

- Fingers becoming blanched and numb when exposed to the cold. As blood circulation returns to normal, fingers throb and become red and painful.
- Reduced sense of touch and temperature.
- Numbness and tingling in the fingers.

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- Joint pain, loss of grip strength and stiffness.
- Loss of manual dexterity.

Exposure to HAV can also result in compressed nerves in the wrist leading to pain and stiffness – this is known as Carpal Tunnel Syndrome

Whole Body Vibration

Whole Body Vibration is experienced when vibration from a vehicle that a person is sitting or standing on is transmitted to the torso through the buttocks or feet. It commonly arises from the use of mobile plant such as dumpers, excavators or rough terrain forklift trucks when operating over rough and uneven surfaces resulting in large shocks and jolts.

The most common health problem is back pain caused by degeneration in the spinal vertebrae or degeneration of the discs resulting in compression and pain.

Legal requirements

Under the Control of Vibration at Work Regulations,PHELAN CONSTRUCTION LIMITED have a duty to:

Hand Arm Vibration and Whole-Body Vibration:

- Assess vibration risks to health & safety. Eliminate vibration risk at source or reduce to lowest reasonably practicable level.
- Implement suitable control measures.
- Provide information, instruction & training for workers on vibration risks & control measures.

Hand Arm Vibration Specific:

- Conduct specific HAV Risk Assessments. Calculate the total daily exposure level for each worker
- Take immediate action to reduce exposure if ELV of 5 m/s2 A(8) or 400 points is reached.
- Produce an action plan to reduce exposure to as low a level as reasonably practicable if the EAV of 2.5 m/s2 A(8) or 100 points is likely to be exceeded.
- Provide Health Surveillance as appropriate.
- Keep health records for employees under health surveillance.

Whole-Body Vibration specific:

- Make a reasonable estimate of the extent of employee's exposure and a comparison with the Exposure Action Value and Exposure Limit Value levels. Unlike Hand Arm Vibration, it is not necessary to measure workers exposure to Whole Body Vibration, providing that the control measures identified in the risk assessment have been implemented.
- Take immediate action to reduce exposure if Exposure Limit Value of 1.15 m/s2 A(8) is reached.

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- Produce an action plan to reduce exposure to as low a level as reasonably practicable if the EAV of 0.5 m/s2 A(8) is likely to be exceeded

The Control of Vibration

If the use of handheld vibrating tools cannot be avoided, the following actions/ controls should be taken/ implemented:

- Consider alternative equipment that emits lower vibration levels, e.g. the use of retarder and power washers instead of scabbling.
- Always select the lowest vibration tool for the job which is suitable and can do the work efficiently.
- Limit the use of high vibration tools where possible. Consider job rotation to reduce each individual's exposure times. Several short periods of exposure are preferable to long continuous periods of exposure.
- Ensure appropriate maintenance programmes are in place for the tools themselves and any associated consumables.
- If the use of handheld vibrating equipment is required in cold, wet conditions, measures must be put in place to ensure that the body core temperature is maintained. If this is allowed to drop the body will stop sending blood to the extremities including the hands. Where possible, provide screening or shelter for outdoor workers in these conditions and ensure that workers take regular breaks and have hot drinks and warm food.
- There is no PPE which will control exposure to HAV (anti-vibration gloves are unproven) although suitable gloves that help keep hands warm and help to maintain good blood circulation should be selected for workers who use vibratory equipment.

Where the elimination of exposure to Whole Body Vibration cannot be achieved, the following should be considered:

- Selecting machinery with the lowest vibration levels. Machinery which has a high vibration potential should be replaced by an alternative wherever practicable.
- Selecting a vehicle of the appropriate size, power and capacity for the work and the terrain.
- Selecting work equipment of appropriate ergonomic design, i.e. the choice of vehicle can be an important means of reducing exposure to vibration, through:
    - The difference in vibration emissions of the vehicle itself (although this needs to be considered alongside choosing the most appropriate vehicle for the task).
    - Visibility should be such that the machine can be operated without stretching and twisting.
    - It should be easy to get in and out of the machine by using handholds and footholds so that the temptation to climb or jump is minimised.
    - Access to manually loaded areas should be unimpeded by the machinery structure and involve minimal lifting.
    - If the machine cab is the sole workplace of the machine operator, including break time, it should have sufficient space and facilities for rest periods.
- As far as possible, adapting the vehicle to the individual, e.g. seats should provide good support and be adjusted to suit the height and weight of the driver.
- Ensuring that tyres are inflated to the correct pressure for the terrain. Replace solid tyres before they reach their wear limits.

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- Ensuring that vehicles (including their seats and suspension) are subject to a regular maintenance regime.
- Designing the layout of sites to reduce the need to transport materials, thereby reducing the Whole-Body Vibration exposure of drivers/operators.
- Limiting the duration of exposure by implementing job rotation (where possible) and ensuring that work schedules include adequate rest periods.
- Protecting employees from the cold and damp - cold exposure may accelerate the onset or worsen the severity of back pain. Suitable warm and (if appropriate) waterproof PPE should be provided.

Particular care must be taken if young persons are employed as their bones and muscles will not have fully developed. In addition, avoid high levels of vibration or prolonged exposure to older employees, workers with existing neck or back problems and pregnant women.

Calculating exposure to vibration

When vibrating tools and equipment are used, a vibration risk assessment will be undertaken, and exposure will be estimated before work commences the individual vibration exposure monitor form.

If the employee is exposed to vibration from more than one tool or work process during a typical day, you will need to collect information on vibration magnitude and trigger time for each one.

The exposure points level for each worker must be kept under constant review:

The ELV of 5 m/s2 A(8) or 400 points must not be exceeded. If it is, immediate action must be taken to reduce their exposure to below the Limit Value, e.g. review Risk Assessment and control measures.

If the EAV of 2.5 m/s2 A(8) or 100 points is likely to be exceeded, an action plan must be in place which details a programme of controls to reduce exposure to as low a level as is reasonably practicable.

- All actions taken to reduce exposure must be documented and thereby available for review if requested by the Health and Safety Executive.
- Health surveillance must be provided for all workers who exceed the ELV or EAV.

Whole-body Vibration Health Monitoring

Health surveillance for Whole Body Vibration is not appropriate since no methods currently exist for the detection of changes in workers' backs which can reliably indicate the early onset of low back pain which is specifically related to workplace factors.

However, it is recommended that a 'health monitoring' system is established. Health monitoring is an informal, non-statutory system for reporting, monitoring and investigation of symptoms of low back pain. Under the regime, workers are encouraged to make early reports of low back pain which they believe may be caused or made worse by work (it is important to note that back problems may have been caused by other activities in previous jobs or by non-work activities but could be aggravated by WBV).

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All such reports of back pain can then be investigated and acted upon as appropriate, i.e. review risk assessment and control measures to reduce exposure or refer to an occupational health professional.
In particular, workers identified as being at high.

Reporting of vibration related injuries and diseases

Hand Arm Vibration Syndrome and Carpal Tunnel Syndrome are both reportable diseases under RIDDOR.

Prior to reporting to the Health and Safety Executive, the following conditions must be met:

- The individual's current job role involves the work activity associated with that disease as listed in Schedule 3 of the Regulations.
- A formal diagnosis must have been received in writing from a Doctor.

All reporting shall be undertaken in accordance with the PHELAN CONSTRUCTION LIMITED accident and incident reporting procedure contained within this document.

Key Documentation to comply with this Policy

Vibration at Work internal audit pro-forma

Initial vibration exposure assessment

Annual vibration exposure assessment

Vibration exposure calculator

Violence at work

PHELAN CONSTRUCTION LIMITED operate a zero-tolerance approach to violence at work. Violence, both actual physical violence and verbal threats or behaving in a threatening manner, are considered negative to the working environment and will result in disciplinary action. Repeat offences or serious incidents are considered gross misconduct which can result in dismissal.

All employees are encouraged to report, and grievances, disputes or issues to either the site or contracts manager. The grievance procedure will then be followed to ensure a satisfactory resolution.

Key Documentation to comply with this Policy

Violence at work internal audit pro-forma

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Visitors

The following rules are designed to control all visitors to our premises, including contractors engaged in working on the premises. For health, safety and security reasons, it is important that visitors should not be permitted to wander freely around the premises. In the event of a fire it is imperative that we know who was in the building at the time and that all persons can be accounted for. We will do this by maintaining a record of the name, time of arrival and departure and whereabouts of all visitors.

Any person receiving a visitor should ensure that:

- The visitor enters their details in the 'Visitors' Record Book' on arrival and signs out on departure.
- The visitor remains in the reception area until they are collected by their host.
- Any incident involving a visitor is reported to the Managing Director without delay. Injuries should be recorded in the Accident Book.
- The visitor reads and complies with the Fire Procedures.

Key Documentation to comply with this Policy

Visitors internal audit pro-forma

Welfare Provisions

PHELAN CONSTRUCTION LIMITED shall ensure that adequate welfare facilities are provided to reflect the site, size, number of employees and nature of the work to be carried out.

The importance of welfare facilities will be considered at the tender stage of the project, and facilities will be installed as close to the start date as possible and remain in place through the duration of the project, in compliance with the Construction (Design and Management) Regulations.

Office Accommodation

There shall be provided on-site, where ever possible, a suitable office situated as near as is reasonably practicable to any area of operations, for the purpose of keeping site documents, drawings, works records, etc.

Washing Facilities

We will provide or ensure the availability of suitable and sufficient units for employees to wash. Facilities shall include where practicable, warm running water and sufficient quantities of hand cleanser, soap and towels (or electric hand drier).

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Sanitary Conveniences

All sites shall be provided with suitable and sufficient toilet or toilets for the use of all employees, situated as near as is practicable from any area of operation. Portable toilets will only be used if mains water or drainage is unavailable or for very short duration works.

Rest and Food Preparation areas

All sites shall be provided with a suitable unit for the use of employees to take breaks, refreshments, meals, and shelter from bad weather and for the deposit and secure storage of personal clothing and belongings. The unit shall be adequate for the number of employees on-site as identified in the pre-start assessment of requirements.

First aid provisions

Unless dictated otherwise by a first aids needs assessment, At least one first aid kit will be available at each workplace to suit the number of employees present. The First Aid box shall be kept in the Site Office and be prominently displayed. So far as is reasonably practicable, a suitably trained First Aider shall be available at each workplace.

Welfare cleanliness and hygiene

All office accommodation, toilets, mess and rest facilities, shall be kept clean and swept out and all rubbish, etc., removed at least once every day. Access to all site accommodation and units shall be kept clear of obstructions.

Key Documentation to comply with this Policy

Welfare Provisions internal audit pro-forma

Welfare provision inspection

Workplace Signage

Signs, signals and symbols in the workplace are an important tool for informing workers and others who may be present of the hazards nearby, the precautions to be taken and the actions to be followed in the event of an emergency. Such signs, signals and symbols are not limited to graphical images; they may also include verbal or acoustic signals, for example, fire alarms, as well as other devices such as tape or barriers warning of hazardous areas or enclosures.

The Health and Safety (Safety Signs and Signals) Regulations were introduced to encourage standardisation of safety

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signs at work across the European Union, and they apply to all places and activities where people are employed. The regulations require employers to provide specific safety signs, hand signals or verbal communications whenever there is a risk that cannot be avoided or controlled by other means. There is no need to provide a sign where it would not help to reduce the risk or where the risk is not significant.

There are 4 basic categories of Safety Signage:

	Prohibition Signs are red in colour and indicate that certain behaviours are prohibited or must be stopped immediately. The sign is a red circle with a bar running through it on a white background. This symbolises STOP. An example is a No Smoking sign.
	Warning Signs are yellow in colour and give warning or notice of a hazard. The sign is a black outlined triangle filled with yellow. The symbol or text is always black. This symbolises CAUTION. An example is a hazard sign on a chemical bottle.
	Mandatory Signs are blue in colour and indicate that a specific course of action is required. The sign is a blue circle with white symbols or text. This symbolises that you MUST do something. An example is an Ear Protection sign.
	Safe Condition Signs are green in colour and provide information about safe conditions. These signs are rectangular or square in shape and are always green with white symbols or text. An example would be a first aid sign.

To ensure that the provision and use of safety signs and signals will be undertaken as appropriate and that our policy will be clearly understood throughout the company, we will:

- Carry out a detailed risk assessment to determine what safety signage is required.
- Display statutory notices in the workplace.
- Ensure other suitable and sufficient graphic signs are provided and maintained within the workplace.
- Ensure that the correct hand signals and verbal communications are used appropriately.
- Provide employees with adequate information, instruction and training on signage.
- Maintain and replace signage when necessary.
- Ensure that adequate resources are made available to fulfil the requirements of this policy. And,
- Review this policy at least annually or more frequently if significant changes occur.

To fulfil our responsibilities as outlined above, we will:

- Ensure our relevant risk assessments have identified the need for safety signs as part of our control measures;
- Ensure signage identified in the risk assessments is displayed in prominent positions;
- Provide employees with sufficient information, instruction and training to ensure that they fully understand the meaning of signs and signals and recognise the colour coding of signage used in the workplace; and
- Regularly inspect signage to ensure it is in good condition and replace signs when necessary.

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Key Documentation to comply with this Policy

Workplace Signage internal audit pro-forma

Work at height

The aim of this policy is to ensure that working at height is suitably controlled in order to effectively managed along with actively improving our health and safety arrangements and to comply with relevant legislation.

Any place is classified as “At Height” if any person could be injured by falling from it, even if it is at, or below ground level.

“Work” is inclusive of moving around at a place of work (except for by a staircase in a permanent workplace), but not travelling to or from a place of work.

The Work at Height Regulations 2005 (As Amended 2007) apply to all work at height where there is a risk of a fall, liable to cause personal injury. They place duties onto employers, the self- employed, and any person who controls the work of other persons (e.g. Facilities Managers or building owners who may contract other persons to work at height), to the extent that they control the work.

Employees or persons working under someone else’s control, Regulation 14 states that you must:

- Report any safety hazards your employer or the person controlling:
- Correctly use all equipment provided (inclusive of safety devices), strictly adhere to any training and instructions (unless you estimate that it would be unsafe to do so, in which case, seek further instructions before continuing):

The Work at Height Regulations 2005 cover the following requirements:

Schedule 1: Existing places of work and means of access for work at height.
Schedule 2: Collective fall prevention (e.g. guard rails and toe boards).
Schedule 3: Working platforms.
Schedule 4: Collective fall arrest (e.g. nets, airbags, etc.).
Schedule 5: Personal fall protection (e.g. work restraints, work positioning, fall arrest and rope access).
Schedule 6: Ladders and step ladders.
Schedule 7: Inspection reports (for working platforms in construction only).
Schedule 8: Revocations.

Use of System Scaffolds and Mobile Towers

To ensure overall compliance with the Work at height regulations 2005 regarding the use of ladders and step ladders,

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PHELAN CONSTRUCTION LIMITED will:

- Follow the hierarchy of control measures determined within the Work at Height Regulations 2005 when planning any work at height.
    - Avoid work at height where possible
    - Use work equipment or other measures to prevent falls collectively where work at height cannot be avoided
    - Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall
- Carry out a risk assessment for all work at height and prepare method statements.
- Organise and plan work at height, so it is carried out safely.
- Ensure that system scaffold and tower scaffolds are erected, altered, moved and dismantled by competent persons and in accordance with the manufacturer's instructions.
- Make sure system scaffold and mobile towers are placed on a firm, level ground with the locked castors or base plates properly supported.
- Check the safe working height by referring to the instruction manual and never go above those recommended by the manufacturer.
- Install stabilisers or outriggers when advised to do so in the instruction manual.
- Provide a safe way to get to and from the work platform, e.g. On the inside of the tower by an appropriately designed built-in ladder.
- Provide a safe working platform with suitable edge protection and toe boards.
- Carry out inspections of system scaffold and mobile towers after assembly in any position, after any event liable to have affected its stability, and at suitable intervals depending on frequency and conditions of use- usually every 7 days.
- Carry out pre-use checks by trained and competent persons if system scaffold and mobile towers have been moved, and guard rails or other components have had to be removed to enable the tower to be moved past an obstruction.
- Stop work if an inspection shows it is not safe to continue and put right any faults.
- Record the results of inspections and keep until the next inspection is recorded.
- Erect barriers at ground level to prevent people from walking into the tower or work area. Minimise the storage of materials and equipment on the working platform and remove or board over access ladders to prevent unauthorised access if scaffold towers are to remain in position unattended.
- Provide competent supervision for work at height, reflecting the degree of risk in the particular operation.
- Carry out supervisory checks and monitor that safe systems of work are being adhered to.

Use of Mobile Elevating Work Platforms (MEWPs)

All PHELAN CONSTRUCTION LIMITED Staff that are required to operate a MEWP will hold a valid IPAF – Powered Access Licence.

Licence categories required will be:

- 3a – For Scissor Lifts
- 3b – For Boom Lifts

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MEWPs will only be used in accordance with the training given by IPAF Instructors. Prior to use PHELAN CONSTRUCTION LIMITED. Staff will check the following:

- Ground Conditions / presence of weak structures drains, manholes, kerbs etc.
- Wind Speed - MEWP will not be used if wind speeds are gusting above 28mph (checks will be conducted using an anemometer)
- Anchor Points – All Harness Anchor Points will be checked prior to use, only designated anchor points will be used.
- Emergency Lowering Mechanism is working.
- Means of Communication – Staff working in the platform will have a means of communication (radio/ mobile phone) to summon assistance if they encounter a problem whilst elevated.

Harness and Work Restraint (1.1m fixed lanyard) will be used at all times when operating a Boom Lift. The client's safety rules will be obeyed when working in a scissor lift.

MEWPs are subject to a 6 Monthly LOLER inspection. If Hired equipment is used, a copy of the LOLER certificate will be obtained from the hiring company prior to use.

MEWPs will only be used for lifting personnel and work equipment such as tools. They will not be used to lift or manoeuvre equipment or materials at height.

Use of Ladders and Step Ladders

To ensure overall compliance with the Work at height regulations 2005 regarding the use of ladders and step ladders,PHELAN CONSTRUCTION LIMITED will:

- Follow the hierarchy of measures determined within the Work at Height Regulations 2005 when planning any work at height.
    - Avoid work at height where possible
    - Use work equipment or other measures to prevent falls where work at height cannot be avoided
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur
- Carry out risk assessments for all work at height and ensure that suitable and sufficient control measures are in place to protect all site personnel and any other person affected.
- Prioritise ladders as the last choice when selecting means of access or place of work. Only use if more suitable work equipment is not reasonably practicable due to the low risk and short duration of work (between 15 and 30 minutes depending on the activity), or for low-risk work.
- Provide the correct type of ladder- class 1 industrial or EN131 and ensure that they are strong enough for the task and regularly inspected.
- Only use ladders in good condition with feet firmly attached, good tread, clean rungs, undamaged stiles and secure fastenings when extended.
- Make sure ladders are used on firm level ground, properly secured and set at the correct length and angle for the work.
- Ensure persons carrying out activities involving ladders are aware to ensure that three points of contact are maintained with the ladder at all times, stay centrally within the stiles of the ladder and carry tools in a bag or

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holster to leave both hands free.
- Ensure that persons carrying out work involving ladders are aware not to overload the ladder, over-reach or use the top three rungs of a ladder or the top two steps of a stepladder.
- Carry out training and adequately assess all personnel planning, supervising and carrying out work involving ladders, steps, and staging to ensure that they are fit, adequately trained and competent to carry out that work.
- Ensure that ladders, steps and staging are erected, altered, moved and dismantled by competent persons and in accordance with the manufacturers' instructions.
- Only use podium steps whilst brakes are applied.
- Make sure staging is set on a firm base with only one working platform and that barriers, guard rails and toe boards are provided.
- Only use podium steps and staging that is completely stable and provide a safe means of access to the working platform.
- Individually mark ladders, podium steps and staging to uniquely identify them and carry out regular inspections.
- Provide competent supervision for work at height, reflecting the degree of risk and personnel involved in the particular operation.
- Carry out supervisory checks and monitor that safe systems of work are being adhered to.

Working over or near water

To fulfil our responsibilities in respect of working on or near water, PHELAN CONSTRUCTION LIMITED will:

- Follow the hierarchy of measures detailed within the Work at Height Regulations 2005 when planning any work at height.
    - Avoid work at height where possible
    - Use work equipment or other measures to prevent falls collectively where work at height cannot be avoided
    - Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur
- Carry out risk assessments for all work over or near water and develop written method statements.
- Carry out work only when weather conditions do not endanger the health and safety of workers.
- Organise the site to ensure that all practical measures are implemented to reduce the risk of persons accidentally entering the water.
- Select, provide and ensure that the correct equipment is used for the job.
- Carry out training and assess all employees planning, supervising and carrying out work over or near water to ensure that they are adequately trained and competent.
- Provide competent supervision for work over or near water, reflecting the degree of risk.
- Display warning notices near to all edges.
- Provide employees with suitable personal protective equipment.
- Provide suitable and sufficient rescue equipment and competent persons. Develop emergency rescue plans and carry out emergency rescue drills.
- Carry out pre-use checks and maintenance in accordance with manufacturer's instructions and servicing of buoyancy equipment. Provide appropriate, dry storage arrangements.
- Provide adequate lighting as required.
- Carry out supervisory checks and monitor that safe systems of work are being adhered to.

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- Ensure the availability of a sufficient number of qualified first aid personnel.
- Make arrangements to check the fitness of employees.

Working on roofs

In accordance with PHELAN CONSTRUCTION LIMITED's work at height policy, all work at height will be suitably planned and during the planning phase of all work at height, any roofs with open leading edges will be identified and controlled accordingly.

Where possible work at height will be avoided and the following steps will be considered when determining the controls for working on roofs in accordance with the HSE published guidance document INDG 284 (Working on Roofs).

- Avoidance of risk – The use telescopic pole with camera attachment or binoculars from a safe position on an adjacent building or structure to carry out a visual inspection.
- Fixed fall prevention – Using parapet walls with a minimum height of 950mm, edge protection (In accordance with BS EN 13774), Use of a MEWP or a work-restraint system.
- Fall protection – The provision of safety nets, air or bean bags, crash decking or fall arrest harnesses.

A safe means of access and egress shall be in place prior to working on any roof. The type of access will be determined during the planning phase of the activity and will take into consideration arrangements to deal with an emergency scenario such as an accident or incident.

PHELAN CONSTRUCTION LIMITED shall take necessary steps to determine the strength of the roof structure to ensure that it is structurally sound and capable of taking the weight of additional persons and materials as part of the work scope. Important factors to consider are:

- The thickness of the roof material.
- The span between supports.
- Sheet profile.
- The type, number, position and quality of fixings.
- The design of the supporting structure (Perlins etc.) And,
- The age and overall condition of the roof.

Where fragile surfaces or open edges that are not protected have been identified at a distance of 2 meters or less away from the working area, these shall be protected, and suitable physical barriers installed to prevent unauthorised access onto the fragile surface. Boundaries may be determined when establishing 'safe areas' at the workplace and all access and egress routes. Boundaries should be:

- At least 2 meters from the nearest fragile material or open edge.
- Protected by a physical barrier to prevent persons from accessing the prohibited area. The physical barrier need not comply with BS EN 13774 but shall be more robust than painted lines or bunting.
- Supervised accordingly to ensure that all persons using the work area or thoroughfare are complying with the limits set to ensure a safe working environment.

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Where gaps have been identified in the roof structure, they should be covered with a material that is fixed into a position which is also sturdy enough to take the weight of a person and any potential equipment or materials the person may be carrying. If this is not possible, edge protection around the gap should be provided.

When working on roofs, PHELAN CONSTRUCTION LIMITED will ensure that unauthorised access to the roof is prevented. This will be assessed on a case by case basis, although the following common methods will be exercised where practicable:

- Removal of access ladders or blocking using a ladder guard.
- Fitting of lockable access doors onto staircase access/egress routes.

Key Documentation to comply with this Policy

Work at height internal audit pro-forma

Harness inspection record

MEWP reception and Inspection record

Safety Netting checklist

Working over or near to water checklist

Ladder and Step ladder inspection

Scaffolding inspection checklist

Work equipment

Work equipment includes all machines, equipment and tools used by employees in the course of their work, whether owned by PHELAN CONSTRUCTION LIMITED or obtained on loan or hire.

We accept our duties under the current edition of the Provision and Use of Work Equipment Regulations (PUWER) and will take all reasonably practicable steps to ensure that the work equipment that you use is suitable for its intended purpose and will not put your health and safety at risk.

Work equipment shall be selected taking into account the conditions under which it will be used and the risks to which it may expose the operator of the equipment and anyone that may be affected by the way in which it is used. The selection of work equipment will take account of the following:

- Work equipment to be suitable for the task and workplace conditions.

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- Work equipment to be adequately maintained.
- Work equipment to be inspected at regular intervals.
- Specific risks associated with certain activities to be identified and reduced.
- Information and instructions to be given to the users.
- Protection from a dangerous part of the machinery.
- Protection against specified hazards.
- Protection against high or very low temperatures.
- Safe starting and stop controls on machinery.
- Isolation from sources of energy.
- Stability of work equipment.
- Adequate lighting.
- Safe maintenance operations.
- Any markings referring to health and safety must be clearly visible.
- Work equipment to have appropriate warnings or warning devices.
- No employees carried on work equipment unless it is suitable for carrying persons and incorporates features for reducing risks to persons.
- Risks from overturning work equipment whilst riding are minimised, e.g. Roll over protection and restraint belts.
- Risk of overturning of forklifts to be specifically assessed and reduced.
- Protection to employees from self-propelled and remote-controlled equipment.
- Protection to employees from drive shafts.

Note: Although covered by PUWER, items of work equipment such as cranes and scaffolding are covered in other pieces of legislation. Compliance with these more specific pieces of legislation, therefore, takes precedence, e.g. Cranes – LOLER and BS7121, Scaffolding (Work at Height Regulations 2005).

Where specific hazards are identified, use of equipment will be restricted to those employees given the task of using it. You will be provided with any information, instruction and training that you need to use work equipment safely.

The Company Director is responsible for ensuring that work equipment is inspected at suitable intervals and maintained and that suitable records are kept. This includes ensuring that any statutory examinations are completed on time. Where the need for maintenance is identified, the work will be subcontracted to an approved supplier.

The Company Director and Works Supervisor are responsible for ensuring that machines and equipment are operated only by persons who have been authorised to do so and who are sufficiently trained and competent in the use of the equipment. We are also responsible for withdrawing damaged equipment from use until it has been repaired or replaced.

Employees and Sub-Contractors are responsible for using machines and equipment in accordance with training provided. Any machine fitted with a guard to prevent contact with moving parts must not be operated with the guard removed or disabled. Machines must not be adjusted when they are running unless the manufacturer has made specific provision for such adjustment.

To ensure that all work equipment provided is fit for purpose and that all necessary inspection and maintenance records are kept up to date, we will:

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- Ensure existing or new equipment is clearly labelled with a conformité européenne (French for European conformity) marking, where appropriate. This is always abbreviated to a ‘CE' marking;
- Install equipment and ensure that it is located and used so as to minimise the risk to operators and others;
- Identify all the equipment available for use;
- Assess the risks created from the use of work equipment and eliminate or control them, where practicable;
- Develop safe systems of work;
- Provide the necessary information, instruction and training for employees who use work equipment and, where necessary, appoint them in writing;
- Ensure that all work equipment provided is regularly maintained and tested under statutory requirements or manufacturers' instructions, where applicable, using competent contractors where necessary;
- Communicate, to all employees, instructions for the reporting of defects and faults and ensure that they are adhered to and that any faulty equipment is removed from use and replaced as soon as possible; and
- Periodically assess accident records to identify any trends in work equipment accidents and ensure that serious injuries are appropriately reported.

CE Marking of equipment

There are 20 categories of equipment that require a CE Mark to be applied

Appliances Burning Gaseous Fuels (Appli Gas)	Cableway Installations to Carry Persons	Low Voltage Electrical Equipment
Construction Products	Equipment and Protective Systems for Use in Potentially Explosive Atmospheres (Atex)	Explosives for Civil Uses
Hot Water Boilers	Lifting Equipment	Machinery (as defined in the Machinery Directive (89/392/EEC))
Measuring Instruments	Medical Devices	Active Implantable Medical Devices
In Vitro Diagnostic Medical Devices	Non-automatic Weighting Instruments	Radio and Telecommunications Terminal Equipment (R&TTE)
Personal Protective Equipment (PPE)	Simple Pressure Vessels	Pressure Equipment
Recreational Craft	Toys	

The hiring of plant and equipment

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PHELAN CONSTRUCTION LIMITED shall obtain all relevant health and safety and operating instructions, e.g. erection instructions for tower scaffolds, and noise and vibration information for handheld drills etc.

Users of the equipment should not assume the equipment has been provided complete - ensure all components are provided with the equipment. Carry out a check of the equipment before it is used. The equipment should have been inspected and tagged by the hiring company but do not assume this to be the case and check for obvious defects.

Once on hire equipment (and users) are the responsibility of site management, carry out frequent checks to ensure the equipment is being used properly by competent persons.

Ensure that persons using the equipment are trained and competent and have been briefed on the importance of reporting defects to their supervisor immediately.

Privately owned equipment

Privately owned equipment used for work is legally regarded as work equipment and must conform to the same rules. Any persons requesting the use of personal equipment shall seek permission from the Company Director prior to use. Acceptance of the use of privately owned equipment shall be determined on a case-by-case basis at the discretion of the Company Director.

Key Documentation to comply with this Policy

Work Equipment internal audit pro-forma

Plant reception and inspection report

Young Persons (Including Trainees and Work Experience)

Trainee and work experience programmes represent a significant step in preparing young people and children, under the minimum school leaving age (MSLA), for adult and working life. Not only do they introduce them to the workplace, but they also provide an opportunity to foster an early understanding of the importance of health and safety, and to influence the attitudes of the future workforce.

Young people may be more at risk to their health and safety at work due to lack of experience, lack of awareness of hazards within the workplace or immaturity.

A Young person is defined as “An employee or work placement student who has not attained the age of eighteen”.

A Child is defined as “A person who is not over the compulsory school leaving age (16)”.

The Health and Safety at Work etc. Act 1974 requires employers to ensure the health and safety of all employees at

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work and anyone else who may be adversely affected by the employer's undertaking, so far as is reasonably practicable.

The Management of Health and Safety at Work Regulations 1999 require employers to assess the work-related risk of all their employees and require a specific assessment of risks to young persons. Usually the measures taken to protect the workforce should be sufficient to protect young persons; however, where this is not the case additional measures should be determined and implemented before the young person commences work. In extreme cases this may mean prohibiting young persons from certain work activities.

A young person has the right to expect that the employer has undertaken a suitable risk assessment. Employers must also provide the young person or the parents or guardians of children in employment with comprehensive and relevant health and safety information on the risk assessment and associated preventative and protective measures.

Under the Health and Safety at Work etc. Act 1974, employees have a responsibility for their own health and safety, and this needs to be significantly emphasised to young persons as they are relatively immature and more likely to make decisions without being aware of the possible consequences.

The Management of Health and Safety at Work Regulations 1999 require employers to take the following factors into account when undertaking a young person's risk assessment:

- Their inexperience and immaturity
- Their lack of awareness of risks to their health and safety
- The fitting out and layout of their workstation and workplace
- The nature, degree and duration of any exposure to biological, chemical or physical agents
- The form, range, use and handling of work equipment
- The way in which processes and activities are organised
- Any health and safety training given or intended to be given
- Risks associated with certain specified agents, processes and work activities

To fulfil our responsibilities as outlined above, we will:

- Inform our insurance company of our intention to run trainee and work experience placements;
- Identify how many trainee and work experience students we have in our workplace;
- Identify all tasks, operations and activities undertaken by our trainees and work experience students;
- Complete a detailed assessment of each task or operation if the risk is unavoidable;
- Inform parents, guardians or others responsible for trainees and work experience students below MSLA, of key findings of risk assessments and the control measures we have taken;
- Provide trainees and work experience students with sufficient information, instruction and training to ensure their health and safety whilst undertaking tasks;
- Provide suitable levels of supervision;
- Liaise closely with the training organisation or work experience organiser to ensure their satisfaction with our management of health and safety; and
- Periodically assess accident records to identify any trends in accidents relating to trainees or work experience students and ensure that serious injuries are appropriately reported.

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Key Documentation to comply with this Policy

Young Person Internal Audit pro-forma

Young Persons Risk Assessment

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