



HEALTH & SAFETY POLICY

APRIL 2023

HEALTH AND SAFETY POLICY

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STATEMENT OF INTENT

As a company, Taylor Grace Air Conditioning Ltd (TGAC) intends for its work to be carried out in accordance with the relevant statutory provisions. We will take all appropriate measures to avoid risk to our employees, sub-contractors or others who may be affected by our work activities.

The Company management and supervisory staff have full responsibility for implementing this Health and Safety Policy and will ensure that Health and Safety considerations are always given priority in the daily planning and supervision of our work.

All employees and sub-contractors will co-operate with the Company in order for us to meet our statutory obligations and they will also ensure that their own work, as far as is reasonably practicable, is carried out without risk either to themselves or others working close to them.

As Managing Director, I will ensure the Company's meets its obligations under The Health and Safety at Work etc. Act 1974 and subsequent Legislation as follows:

- All reasonable and practicable steps will be taken to eliminate or positively control and protect the Health and Safety of our employees, the general public and any other persons who may be affected by our undertakings.
- Risk assessments will be undertaken, documented and made available for our work activities and we employ competent and trained operatives, or sub contract personnel, for those activities.
- The provision of plant and equipment and maintain it in a safe condition.
- Management and supervisory staff authorising work to be undertaken will ensure all statutory obligations are complied with when issuing work instructions.
- Effective consultation and communication on matters relating to the health, safety and welfare of all employees is undertaken.
- Employees take all reasonable care for their own health and safety and that of others who may be affected by their work activities.
- Will ensure that we meet the requirements of all associated legislation and that our work procedures are implemented safely by employees contributing to making our work as safe and environmentally friendly as possible.

This statement of Company Policy is applicable to all management, operatives or sub contractors (including self employed) who are employed / contracted by us.

The Company's policy, organisation and arrangements will be audited, reviewed and amended at least annually in order that we maintain our commitment to meet our statutory obligations.

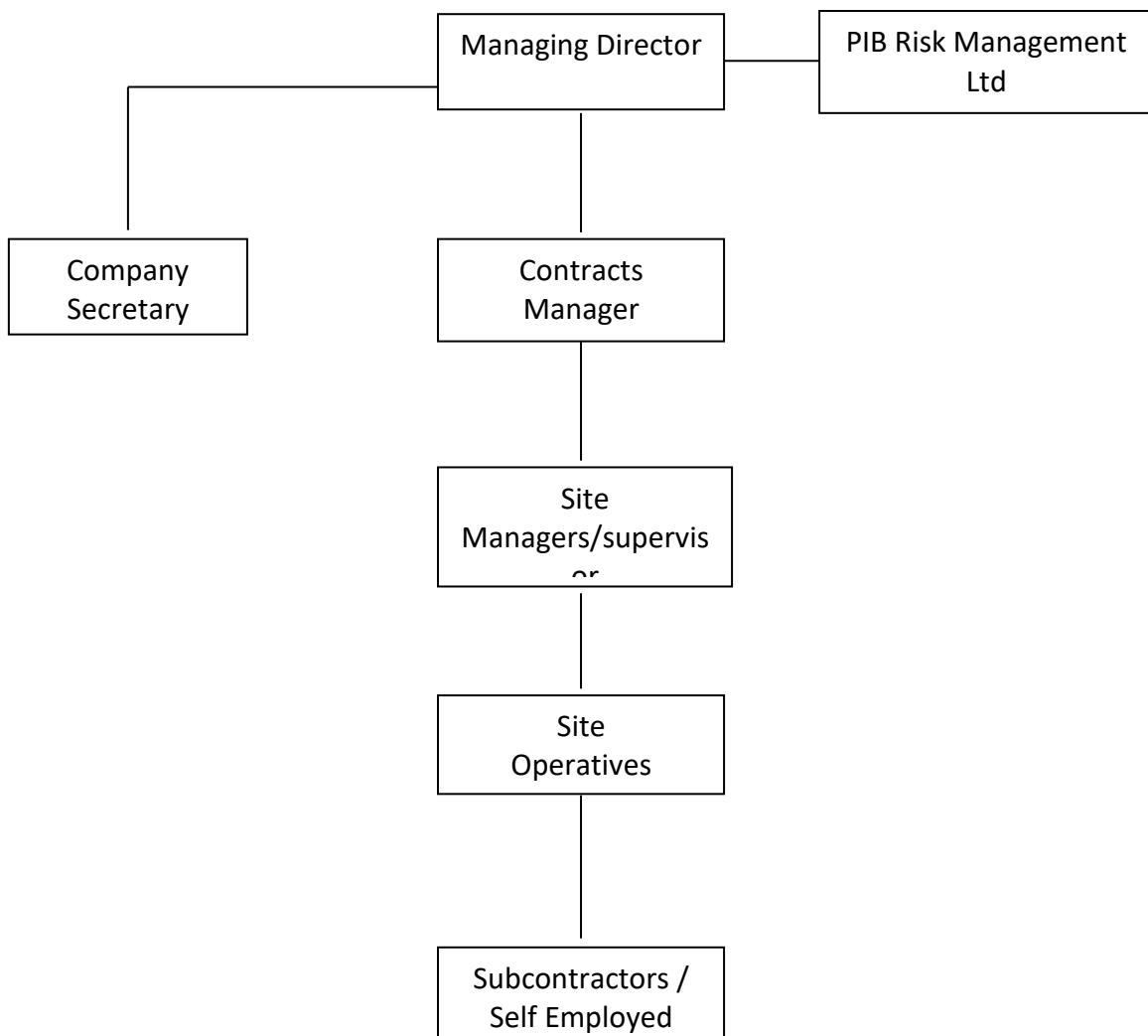
Managing Director 
Jon Oldknow (May 15, 2023 17:22 GMT+1)

May 15, 2023
Date _____

HEALTH, SAFETY AND WELFARE RESPONSIBILITIES

The Company philosophy is that a good record in health, safety and environmental protection is not only an efficient management system but is also makes sound economic business sense for our future business development. In order to achieve this goal, the following designated responsibilities will ensure we attain and enjoy high standards of health and safety within the company.

COMPANY MANAGEMENT STRUCTURE



MANAGING DIRECTOR

The following are the duties and responsibilities of the Managing Director:

- Prepare and maintain an up-to-date Company Health and Safety Policy Statement, ensuring it is brought to the notice of all employees.
- Develop organisational procedures for the implementation of the health and safety policy ensuring each person is aware of his/her responsibilities and duties.
- Ensure the necessary resource is available to meet our Company obligations (including financial).
- Be aware of the statutory legislation affecting the undertakings of the Company ensuring they are correctly planned, hazards identified and controlled and proper working practices are observed at all times.
- Ensure appropriate training is identified and delivered to staff.
- Ensure health, safety and welfare requirements are taken into account for all of our work activities i.e. safe-working methods; equipment to avoid injury, property damage and wastage; adequate sanitary and welfare facilities etc.
- Ensure Health and Safety is an agenda item at the meetings and that action is taken as appropriate.
- Ensure a close liaison is maintained with our sub contractors on all matters relating to health and safety.
- Ensure systems are in place for the reporting, investigation and costing of injury, damage and loss and promote proper analysis of investigations in order to detect trends and to eliminate hazards.
- Appropriately discipline any member of staff who fails to satisfactorily discharge their responsibilities for health and safety.
- Set a personal example by wearing appropriate personal protective equipment at all times when visiting site.
- Arrange regular meetings with the Safety Adviser to discuss company performance, accident prevention, improvements and the general health, safety and welfare standards of the company.

CONTRACTS MANAGER

The Contracts Manager is to carry out the following responsibilities:

- Understand the Company Health and Safety Policy and ensure it is readily available and understood by all of our employees. Plan and ensure our working arrangements meet the legislative requirements and maintain a regular review making appropriate improvements or additions required.
- Assess the risks associated with any unusual situation; outline the potential hazards at each stage, indicate the necessary control procedures to be adopted and provide written instructions. If appropriate, obtain from Sub-Contractors, details of risk assessments, substances and work processes that are hazardous either to health or safety and ensure they comply with our established standards of work.
- Ensure at all times, the protection of our employees on the site, including any members of the public and others who may have a right to be there.
- Ensuring subcontractors are aware of the appropriate Personal Protective Equipment standards to be worn on site.
- Discipline anyone failing to discharge his or her individual health and safety responsibilities satisfactorily.
- Review our methods of work and all other associated health and safety arrangements with supervisors and, if appropriate, the safety adviser before undertaking any unusual work activity.
- Ensure immediate corrective action is taken to rectify any hazardous issues brought to your attention by the Safety Adviser.
- Evaluate the competence level of subcontracting companies tendering for work on company projects and ensure there is a commitment on their part to implement and maintain all aspects of their own and others health, safety and welfare.
- Maintain a close liaison with our Safety Advisers on all training requirements both for management staff and employees. As appropriate, arrange for the training and authorisation of operatives for them to comply with specific health and safety legislation.

SITE SUPERVISORS

Our appointed site supervisors have the following responsibilities:

- Understand the Company Health and Safety policy and ensure it is brought to the notice of all employees, particularly new starters. Execute work practices in accordance with our policy advising the Contracts Manager of any necessary improvement/s.
- Ensure employees, subcontract operatives and particularly, apprentices and young people are given site induction training making them aware of site hazards, emergency procedures, safe methods of work and any other relevant safety precautions necessary. Retain all records induction training.
- Ensure fire precautions and first aid facilities are in place, including procedures for the reporting of injuries and as appropriate, the method for alerting the emergency services.
- Ensure risk assessments are carried out on substances, processes or work activities hazardous to health ensuring control measures, training, instruction, PPE is provisioned.
- Ensure all PPE as identified in risk assessments and/or if site rules stipulate it to be worn, are worn by all employees.
- Ensure work activities are carried out to accepted company standards and with the minimum of risk to employees, other contractors, the public, equipment or materials.
- As appropriate, issue written instructions detailing methods of work required, ensuring subcontractors work in accordance with their method statements.
- Ensure “Young Persons” (under 18 years) do not drive plant or operate hazardous equipment except under direct supervision and do not allow them to engage in “horseplay” or dangerous practical jokes.
- Ensure operatives under your control are aware of their responsibilities for safe working and are not expected to, or permitted, to take unnecessary risks. Reprimand anyone failing to ensure his or her own safety or the safety of others.
- Maintain a close liaison with the Contracts Manager and identify and arrange for operative’s general or specific health and safety training required for their tasks.
- Arrange materials to be delivered and stacked to avoid double handling and ensure that the off-loading of materials is carried out in a safe manner. Plan and maintain a tidy site. Check plant, machinery, power and hand tools are maintained in good condition.
- Ensure adequate supplies of protective clothing and equipment are maintained and the protective equipment is suitable. Records are to be maintained of all issues of PPE.

OPERATIVES

Operatives are responsible for the ensuring the following:

- Being familiar with the Company Health and Safety Policy and carrying out your work in accordance with it.
- Ensure all tools and equipment is maintained in good working order.
- Report immediately any defects in plant, tools or equipment.
- At all times, wear safety footwear and, as appropriate, any other Personal Protective Equipment provided, e.g. goggles, respirators etc. as detailed in specific task Method Statements and Risk Assessments for the work being undertaken.
- Do not take unnecessary risks likely to endanger yourself or others and work in a safe manner at all times.
- Do not use plant, tools or equipment for work it is not intended for or you are not specifically trained to operate.
- Be aware of developing hazards during the progression of your work and, as appropriate, warn other employees, particularly new employees and young people of them.
- Bring any unsafe condition, procedure or activity which you consider to be significant to the attention of the site supervisor.
- Do not play practical jokes or engage in “horseplay” on site.
- Ensure the provisioned welfare and sanitary facilities are maintained to a high standard and report any person found abusing them.
- Report immediately to your supervisor any injury sustained from an accident at work even if the injury does not stop you from working.
- If appropriate, suggest safer methods or procedures of work.

SUB-CONTRACTORS

Subcontract personnel are responsible for the following:

- Complying with our Company Policy for Health, Safety and Welfare and ensuring your own policy, if 5 or more people are employed, is available and being complied with.
- The Site Supervisor ensures all work is carried out in accordance with the relevant statutory provisions taking account of the safety of others including the general public. Subcontract employees will comply with any safety instruction issued by the Site Supervisor.
- Before any work is commenced, providing our Contract Manager with documented risk assessments and methods of work for the tasks being undertaken, which may be hazardous either to health or safety. The content of the risk assessments is to be conveyed to all subcontract employees and records maintained of this action.
- Ensuring any materials or substances, which have a health, fire or explosion risk are correctly used and stored in accordance with current practice and information is to be available to both operatives and others who may be affected by them.
- Sub-contract employees are not permitted to operate items of plant or equipment unless specifically trained to do so unless they are in possession of a valid Certificate of Training Achievement detailing the plant and machinery categories they are competent to operate. Prior to work commencing employees' details and copies of relevant certificates for items of specialist plant and equipment are to be forwarded.
- Ensuring any plant or equipment employed is safe, free from defect and maintained in good working order. Appropriate guards and safety devices are fitted and all certificates and documentation available for inspection. The subcontractor is to supply information on the noise levels of items of plant, equipment and operations being carried out and is to be provided to our Contracts Manager before work commences.
- Subcontractors are to ensure their portable electrical tools and equipment are routinely tested and certified. Certificates will be requested to ensure compliance.
- Reporting any injury or damage immediately to our appointed Site Supervisor.
- The Company have appointed an independent Safety Adviser to inspect our sites if requested and report on all aspects of health, safety and welfare matters. Any subcontractor informed of a hazard or defect during these inspections is to rectify the matter immediately and confirm the remedial action taken to our appointed Site Supervisor.
- Sub-contractors will provide suitable fire and first aid emergency equipment unless a previous agreed arrangement has been made for the use of alternative facilities.
- All workplaces are to be kept clean, tidy and free from debris and waste materials and work areas are to be continually cleared as work progresses.

SAFETY ADVISORS – PIB RISK MANAGEMENT

As required by Regulation 7 of “The Management of Health and Safety at Work Regulations”, PIB Risk Management have been appointed to advise and assist with all related health, safety and welfare issues specific to our business undertakings. They will be directly responsible to the Managing Director and will maintain a close relationship with Company employees. They will perform the following specific functions:

- Advise on the application and maintenance of our Company Health and Safety Policy arrangements.
- Advise and maintain up-to-date knowledge in matters of legislation and Regulations as they apply and affect the Company and its Health and Safety Policy.
- Advise the Managing Director or his representatives on any related safety matters.
- As appropriate, advise employees on matters directly affecting their health and safety.
- Monitor the Company’s health and safety status by regular site visits ensuring we are in compliance with current legislation and our company policy.
- If requested, investigate and report on any accident, dangerous occurrence or near miss and recommend any means of preventing a recurrence of it.
- Maintain a close liaison with the Health and Safety Executive Inspectors and other appropriate organisations and departments relevant to our undertaking.
- Encourage a high-profile health and safety campaign within all levels of the company and review any health and safety contributions from company employees.
- Advise management on training requirements for employees ensuring they are competent to carry out their detailed tasks and comply with current safety standards.

SECTION 3
ARRANGEMENTS

RISK ASSESSMENT

Risk Assessments will be undertaken for all work activities and the significant findings of the assessments will be recorded, and workforce be made aware of findings. Risk Assessments will be reviewed and, if necessary, be revised yearly, or as work methods change. They will also be reviewed following any accident or near miss or if legislation changes.

The Work at Height Regulations necessitates all work at ANY height to be risk assessed.

The Health and Safety Co-ordinator or other suitably competent persons within the company shall undertake and record formal risk assessments. In addition risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimise the risk of injury to themselves and others affected by the work.

Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the Health and Safety Co-ordinator or external Safety Consultants (PIB RM).

The Managing Director shall ensure that all employees are provided with appropriate instruction and training on risk assessments.

A Risk Assessment template can be found at Appendix 2

Safe systems of work

The risk assessments will be fundamental for us to develop safe systems of work. In the case of a work activity of a simple nature, information relevant to the safe system of work will be communicated verbally. If the task is of a more complex nature, then the safe system of work will be documented in the form of safe working procedures.

The method statements will provide site specific information on the task to be undertaken including site set-up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS

Planning Procedures

The Construction (Design and Management) Regulations 2015 place duties on various parties from Client to Contractors, who are involved in the construction of the project. TGAC will comply with any of the requirements of the Regulations, which relate to our activities.

Designers have a duty under CDM to give adequate regard to the hierarchy of control measures when carrying out design work. They must ensure their design includes adequate information about health and safety and they must also co-operate with the Principal Designer and other designers on the project. Where we may have a design responsibility, relevant hazards and consequent risks will where possible, be eliminated or minimised at the design stage. Information relating to any remaining risks will be provided to the relevant parties.

Where we act as Principal Contractor or Contractor we shall plan, manage and monitor our work and that of any Sub-Contractors. We shall ensure our own competence and that of those working on our behalf. We shall co-operate and co-ordinate our activities with all relevant duty holders and stake holders We shall ensure suitable welfare facilities are available for our use, comply with the specific requirements in Part 4 of the Regulations and take account of and apply the general principles of prevention when carryout out our duties.

If further clarification is required on the requirements of the CDM Regulations, we will seek specific advice from our appointed Health and Safety Adviser.

Summary of duties under the CDM Regulations:

CDM Duty holders	Summary of Role / Main Duties
<p>Clients are organisations or individuals for whom a construction project is carried out.</p>	<p>Make suitable arrangements for managing a project. This includes making sure:</p> <ul style="list-style-type: none"> • Other duty holders are appointed. • Sufficient time and resources are allocated. <p>Make sure:</p> <ul style="list-style-type: none"> • Relevant information is prepared and provided to other duty holders. • The Principal Designer and Principal Contractor carry out their duties. • Welfare facilities are provided
<p>Domestic Clients are people who have construction work carried out on their own home, or the home of a family member that is not done as part of a business, whether for profit or not.</p>	<p>Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to:</p> <ul style="list-style-type: none"> • The contractor, on a single contractor project. <p>Or</p> <ul style="list-style-type: none"> • The Principal Contractor, on a project involving more than one contractor. <p>However, the domestic client can choose to have a written agreement with the Principal Designer to carry out the client duties.</p>

<p>Designers are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<p>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during.</p> <ul style="list-style-type: none"> • Construction; and • The maintenance and use of a building once it is built. <p>Provide information to other members of the project team to help them fulfil their duties.</p>
<p>Principal Designers are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p>	<p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Identifying, eliminating or controlling foreseeable risks. • Ensuring designers carry out their duties. <p>Prepare and provide relevant information to other duty holders. Provide relevant information to the Principal Contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.</p>
<p>Principal Contractors are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</p>	<p>Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • Liaising with the Client and Principal Designer. • Preparing the construction phase plan. • Organising cooperation between contractors and coordinating their work. <p>Ensure:</p> <ul style="list-style-type: none"> • Suitable site inductions are provided. • Reasonable steps are taken to prevent unauthorised access. • Workers are consulted and engaged in securing their health and safety; and • Welfare facilities are provided.
<p>Contractors are those who do the actual construction work and can be either an individual or a company.</p>	<p>Plan, manage and monitor construction work under their control so that it is carried out without risk to health and safety. For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the Principal Designer or Principal contractor. For single contractor projects, prepare a construction phase plan.</p>
<p>Workers are the people who work for or under the control of contractors on a construction site.</p>	<p>They must:</p> <ul style="list-style-type: none"> • Be consulted about matters which affect their health, safety and welfare. • Take care of their own health and safety and others who may be affected by their actions. • Report anything they see which is likely to endanger either their own or others' health and safety. • Cooperate with their employer, fellow workers, contractors and other duty holders.

WELFARE AND FIRST AID

Planning procedures

Wherever possible, arrangements will be made with the Client and / or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet / washing facilities accessible on site.
- Eating / rest facilities accessible on site.

Monitoring

Our appointed Site Supervisor will, on all occasions, ensure the provisioned welfare; fire and first aid facilities are treated with respect by TGAC employees.

In addition the Site Supervisor will ensure, by regular checks, that hygiene standards are maintained for our operatives - and will immediately report any deficiencies in the shared facilities to the Principal Contractor.

Special Welfare Arrangements

When short-term work (typically up to one week's duration) is to be carried out on a site and the provision of permanent or mobile welfare units is not possible then, the minimum of equipment to be made available is as follows:

- Container of drinking water
- Means of boiling water
- Hand cleanser in dispenser.
- Paper towels or other suitable means of drying hands.
- Storage facilities for protective clothing.
- Adequate first aid equipment
- Toilets nearby

Smoking

TGAC operators are to obey site rules with regards to smoking.

First Aid

Prior to the start of a project the Managing Director will formally appoint a First Aider or an appointed person to be responsible to attend to an injured person.

Actions to be undertaken by the appointed person will include initial assessment of the situation and to call emergency services, where appropriate. Only fully qualified First Aiders will be permitted to provide first aid treatment.

The Appointed Person will be responsible for ensuring that the accident book is properly filled out and that the Site Supervisor is advised of the injury where it may be reportable.

The Appointed Person is also responsible for ensuring that the first aid box is fully stocked at all times.

The name of the First Aider / Appointed Person shall be clearly displayed on the H & S notice board and brought to the attention of all personnel at the induction process.

Where TGAC undertake work on a Clients premises or Main Contractors we shall expect the Client or Main Contractor to ensure suitable provision for First Aid / Emergencies and their details to be communicated at the main induction. Where possible, TGAC shall supplement this with their own Appointed Persons on sites.

HOUSEKEEPING AND ACCESS

General Husbandry and Access

More than 50% of accidents, which keep men from away from work, involve slips, trips, falls or collisions of men, materials and vehicles. It is therefore vital that access to and from the workplace is maintained as safe as possible. The Site Supervisor is specifically responsible for ensuring the following:

- Waste materials are cleared away and disposed of correctly as work progresses.
- Maintaining access to work areas, which are free from obstruction and as necessary, are provisioned with substantially constructed temporary steps or ramps.
- Security of any items of plant and materials in an appropriate location until they are required and for returning them on completion of our daily work activities.
- Immediately cleaning any spillages and disposing of the contaminated waste correctly.
- Ensuring loose materials in the working area are safely contained and restrained.
- Maintaining welfare facilities in a clean, tidy condition and for ensuring they do not become storage areas for equipment, materials, etc.
- Ensuring adequate lighting is available to the work and storage areas, especially when work is undertaken after the hours of darkness.

WORK EQUIPMENT

All work equipment (including electrical equipment) used at work, as part of the company's undertaking will comply with the Provision and Use of Work Equipment Regulations (PUWER).

Many accidents occur as a result of either, the incorrect selection of, or misuse of items of plant and equipment. Before new equipment is introduced into the working environment, an assessment will be made by Taylor Grace Air Conditioning Ltd in order to ascertain that the equipment is suitable for its intended use. Thereafter it is the responsibility of the trained operative to select the correct equipment for the work task (if in any doubt contact the immediate supervisor).

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturers' guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, operatives must stop using it and report the fault to their Supervisor.

The appointed Site Supervisor is responsible for ensuring specific (before use) daily checks are carried out on items of plant and equipment; to ensure that they remain free from defects and in good operational order. Specific responsibilities include:

- The selection of plant and equipment conforming to the requirements of "The Provision and Use of Work Equipment Regulations."
- Ensuring operatives carry out before use, daily or weekly maintenance checks and maintain suitable records of defects or potential hazards.
- Arranging for equipment defects to be rectified.
- Ensuring only trained, certified (competent) and authorised people operate items of equipment.
- Ensuring guards are in position, are in good order while the equipment is in operation.
- Using the correct item of equipment for the specific work activity.
- Ensuring the work area is suitable for the task being undertaken e.g. level ground, clear working area etc.

In addition, operatives are responsible for ensuring the following:

- Ensuring they only use work equipment they have received specific training for.
- Ensure they use the correct equipment for its intended purpose. No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.
- Security of equipment when it is left unattended, especially in busy working areas.
- The wearing of appropriate Personal Protective Equipment required by the site management and specifically wearing appropriate hearing protection when working with equipment generating high noise levels.

WORKING PLATFORMS

Work at Height Regulations

All work at height undertaken by TGAC will be carried out within the scope of The Work at Height Regulations 2005. All work at height will be subject to risk assessment being undertaken.

Where TGAC operate as a sub-contractor, but before any work at height is undertaken on a Principal Contractors premises, our Site Supervisor will communicate with the Principal Contractor and satisfy himself that the work has been planned and suitable equipment has been selected in respect of access, edge protection and fall protection.

Where TGAC are responsible for selecting, providing and erecting access equipment for working at height we shall ensure that:

- Work at Height is **avoided** where possible, i.e. done at ground level and lifted into place.
- If avoidance is not possible, equipment will be selected to **prevent** a possible fall, this will be achieved by the use of scaffold, edge protection, birdcage scaffold, powered access platforms and suitable access methods, i.e. Haki stair towers etc.
- Where it is not possible to **prevent** a fall, a method will be used to **mitigate** the consequences of a fall i.e. fall nets, soft landing systems or personal suspension equipment (harnesses).

In all cases TGAC will ensure:

- All work at height is planned and organised.
- Weather conditions are taken into account.
- The location of the work place is safe.
- All operatives undertaking the work at height are trained and competent.
- The equipment selected for work at height is appropriately inspected.
- The risk from fragile materials i.e. roof lights, is controlled.
- The risk from falling materials is controlled.

4.18.5

Other access and work platforms can be used, i.e. ladders and steps, but only after more appropriate methods have been exhausted, and only for short duration, following a risk assessment.

Scaffold Platforms

The main hazards associated with the use of scaffolding are falls from height, falling materials, collapse of structure, unsuitable base, overloading, unsound materials, unsafe access, untrained erectors, adverse weather conditions, overhead cables and other obstructions.

It is essential therefore, before any work is commenced from a scaffold platform, the structure is verified with the Principal Contractor's site manager as safe for working.

Scaff tags will be checked prior to use.

TGAC will be instructed not to alter any scaffold structures in any way.

Mobile Tower Scaffolds

The main hazards associated with the use of tower scaffolding are falls from height, falling materials, collapse of structure, unsuitable base, overloading, unsound materials, unsafe access, untrained erectors, adverse weather conditions, overhead cables and other obstructions. The Site Supervisor will ensure operatives minimise the hazards by the following checks:

- Check location for overhead electricity cable hazards and other obstructions.
- Towers will be erected on firm, level ground with metal base plates and adequate timber sole boards (unless ground is concrete or similar).
- Castor wheels, if fitted, will only be used on firm level ground and have wheel brakes fitted, which must be used.
- Components will be correctly fitted together and the tower kept vertical.
- Manufacturer's instructions will be followed regarding erection and dismantling.
- Maximum height to base width ratio will be established from the manufacturer and it may include an allowance for outriggers, where fitted.
- Wherever possible, the tower will be tied to the structure using secure points. This applies especially in windy or exposed conditions.
- Loose materials should not be on the platform when it is moved.
- Ladder access will be from inside the tower, either vertical or inclined stair types and fixed to the narrowest side. The use of the frame members (unless specifically designed as a ladder) for climbing the tower is not permitted.
- All ladder loadings will be displayed on the tower i.e. free-standing ladders will not be used unless the tower is secured to the structure and the ladder is also secured.
- Platforms will be fully boarded with double guardrails and toe boards. A trapdoor will provide access.
- Towers will be loaded only in accordance with manufacturer's instructions.

Ladders & Stepladders

More accidents arise each year from the use and/or misuse of ladders than from any other single piece of equipment (for short duration work only). In order to reduce hazards from the use of ladders operatives will check the following:

- Ladders with defective rungs will not be used and removed.
- Ladders to be in a good condition and of adequate length and strength for the work.
- Ladders will be secured at the top and be long enough for the task.
- The recommended angle of a ladder is to be a ratio of 1:4 or 75 degrees
- Ladders will be placed on a firm and level base.
- Ensure that both hands are free when climbing ladders, keep your body weight as close to the ladder as possible when climbing.
- Ladders will not be used where both hands are required for the work task unless a harness is clipped in position.
- Ladders will be positioned so that over reaching is not necessary
- When working operatives will not stand on the top three rungs.
- Ensure that the area below the ladder is clear of personnel. Erect warning notices.

Checks

Operatives will carry out routine and regular inspection of ladders / stepladders, using the following checks:

- Equipment to be checked for defects before use (no painted timber, as this may hide defects) e.g. cracks, warps, loose hinges, missing screens, loose/damaged stiles or braces.
- Equipment will be placed on a firm, level base.
- Adequate access will be provided to, and around ladders / stepladders.

Use of MEWPS or Similar Devices

MEWPS will only be operated by trained and competent individuals (IPAF), with records of training made available on site. Also,

- All machinery will be inspected by trained persons upon arrival to site and weekly.
- All inspection certificates (through examination) will be made available for site records.
- Adequate access will be provided around the footprint of machine operation.
- Persons will not climb over the guard rails to gain access.
- All materials, equipment and hand tools will be secured to the platform appropriately to avoid any being dropped.
- In the event of an emergency, emergency rescue procedures will be developed to allow the rescue of operators or safe descent.
- Where applicable operatives will be required to wear a tested safety harness, fitted with an appropriate securing lanyard (of suitable length to prevent the operative from climbing out of the basket). All operatives who wear harnesses must have received the appropriate training

LIFTING OPERATIONS

In order to remove / minimise the potential for an incident or accident certain key issues should be considered.

The following is a general check of the safety aspects to be considered or checked before and during lifting operations:

- All lifting operations involving the use of mobile or static cranes must be planned, supervised and carried out by competent persons. The level and degree of planning etc will depend on the nature and complexity of the lifting operation.
- Cranes are required to be inspected weekly and thoroughly examined every 12 months. Thorough examinations are to be carried out as prescribed by a competent person and the details recorded. The Thorough Examination certificate must be on site prior to any work being carried out.
- Equipment used for lifting persons requires a current 6 monthly Thorough Examination to be provided before use on site.
- The requirements of the Lifting Operations and Lifting Equipment Regulations are to be followed, in particular to the planning of lifting operations and the use of a permit to lift system.
- Drivers must be competent and over 18 years old, trained and certificated.
- Controls (levers, handles, switches etc.) must be clearly marked.
- Cranes should be sited on a hard, level base.
- Any items of lifting gear - slings, shackles, eyebolts etc. are to be checked and should be in good order with test certificates provided. Each item must have been thoroughly examined within the last 6 months with appropriate entries made in the register.
- Only trained and authorised slingers are to carry out the slinging operations and give relevant signals to the driver.
- Cranes are to be maintained and inspected regularly and any defects reported immediately.
- Cranes must not be overloaded either through incorrect use or failing to estimate the load correctly.
- Information about the weight of loads to be lifted must be obtained before the lift commences.
- Cranes must be marked with the permitted safe working load and fitted with an automatic safe load indicator.
- Cranes are only to be erected and dismantled by trained persons under the supervision of a competent person.
- Measures will be taken to ensure the stability of cranes when working on soft ground or slopes.
- All personnel working with or near cranes will wear a safety helmet.
- All cranes must be secured and left in a safe condition at the end of each working period, taking into account the safety of children.
- Loads are not to be left suspended whilst the crane is unattended.

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- Loads are not to be carried over personnel or public areas unless such areas are protected by suitable precautions and all loose materials will be fully secured or covered during lifting operations.
 - Safety measures are to be taken when persons are carrying out any maintenance or inspections where a fall is possible.
 - If any crane collapses/overturms on site, or any part fails, the Safety Adviser is to be contacted immediately and the procedures for Dangerous Occurrences detailed in this Policy must be carried out.
 - The Safety Adviser is to be consulted at an early stage when any large or unusual lifting operation is to be carried out, especially tandem lifts.
 - Appropriate precautions are to be taken to ensure adequate clearance is given to overhead electricity cables and other services.
 - Adequate clearance is to be given when working next to any structure or object etc. to prevent personnel becoming trapped.
 - If it is necessary to inspect the bottom faces of heavy loads, purpose made, tested stands must be used.
 - Slings must be securely attached and account taken of the angle of the legs, the centre of gravity, the weight of the load and the attachment method.
 - Slings must not be knotted or bolted together.
 - Slings are to be protected at the edges of loads by the use of suitable packing.
 - Do not drag slings from beneath loads.
 - Ensure the safe working load is displayed on the lifting gear or is identified to establish the safe working load.
 - Ease loads from the floor to check the security before the full lift is performed.
 - Lifting gear repairs are only to be carried out by authorised persons and the lifting gear is not to be used again until a relevant test certificate has been issued.
 - Hooks must be fitted with a suitable device or designed to prevent the displacement of the sling or load from the hook and be fitted so that the device operates correctly.

ELECTRICITY

Wherever possible we shall select, provide and use battery operated tools and equipment in the work area.

If electrical equipment is used, the company policy is to employ the lowest voltage possible for the operation of tools and equipment on site. The accepted voltage for the construction industry is 110 volts from mains operated step down transformers. The Site Supervisor will ensure the electricity supply and voltage requirements are suitable for the task being carried out.

All portable electrical equipment shall be routinely inspected and tested by a competent person (PAT tested). Intervals between testing shall be best on industry best practice which is every 3 months for site equipment which is regularly used in harsh environments and annually or every two years for office equipment depending on how often it is moved.

Care must be taken when dealing with electric's, and the following basic rules should be followed:-

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- Always assume every circuit is "live" until it has been checked with a voltmeter or similar approved means.
 - Always check your instruments with a known "live" source before using them for testing (particularly as above).
 - Before removing fuses switch off or, if possible, isolate the circuit, which it is serving. Never remove a fuse from a circuit carrying its working current.
 - Always observe the "one hand" rule whenever removing fuses, resetting overloads, throwing switches, etc.
 - Never touch two sides of a circuit simultaneously, whether it is live or dead.
 - Do not use metal rules or measuring tapes when working on or near live equipment.
 - Always use an approved fuse puller, suitably rated and insulated for the line voltage, to remove fuses on circuits which cannot be isolated.
 - When removing fuses always break contact on the "hot" side of the circuit first and when replacing insert fuses in the "cold" side first.
 - Always use tools with hand grips adequately insulated against the voltage of the circuit being worked on.
 - If, through necessity, work has to be carried out on a live circuit, make sure that someone else is present who is familiar with first aid procedures associated with electrocution (mouth to mouth resuscitation, etc) and that a permit authorising the work to be done is obtained from the building management personnel.
 - Use carbon dioxide or similar, gas-type extinguishers, liquid or foam type, to fight electrical fires.

The above rules must be constantly, applied if accidents are to be avoided.

Finally, above all, treat electricity with respect and DO NOT TAKE RISKS:

CARTRIDGE TOOLS

All cartridge tools must be approved to the appropriate British Standard and carry a CE and/or UKCA marking.

No person must be allowed to operate a cartridge tool under 18 years of age. The operator shall be appropriately trained in its use by a competent person who has been issued with a certificate of competence. Alternatively, the manufacturer may provide this training.

Suitable and adequate eye protection shall be supplied and must be worn at all times when operating cartridge tools. Similarly, suitable provision must be made to protect others in the working vicinity from the possible effects of a misfire or ricochet.

ABRASIVE WHEELS

Site Supervisors will ensure the safety conditions required for the safe operation of abrasive wheels are implemented and appropriately supervised.

- Only trained, competent and appointed persons are to mount abrasive wheels.
- Ensure the disc or wheel is mounted correctly, and is of the correct speed rating.
- The machine must be maintained to ensure the speed of the machine spindle is correct.
- Guards must be fitted to all abrasive wheels and kept in position.
- Eye protection and ear defenders must be used when using abrasive wheels.
- Ensure protection is provided against hazardous dusts generated.
- Wearing loose clothing is prohibited, especially ties, sleeves, scarves etc.
- All machines are to be inspected regularly to ensure they are in good condition, this applies especially to electrically operated machines and associated power cables.
- Sparks from loose particles can cause fires or explosion if near to flammable materials.
- Ensure the work area is clear of flammable materials and of people who could be affected by the sparks.

HEALTH HAZARDS

Control of Substances Hazardous to Health

The risks associated with hazardous substances are considered for all our work activities. Alternative, less harmful substances are used wherever possible. Before any hazardous substances are used during a work process, a material safety data sheet will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by the Health and Safety Manager, in line with the Control of Substances Hazardous to Health Regulations. We shall record the findings of the assessments and inform operatives of the risk from these substances and any specific control measures that are required during their use.

TGAC employees must not use any substances or undertake work that could cause potentially hazardous emissions or dusts etc unless a COSHH assessment has been undertaken.

The Safety Manager and Site Supervisors will ensure appropriate COSHH assessments are available and take account of the following factors:

- A work site survey to establish if there are any potential biological health risks to our operatives during the work they are required to undertake.
- Ensuring operatives are aware of the requirements of the COSHH assessment, associated data sheets, container labels etc. before using any product.
- Protection of the skin, mucous membrane and eyes using appropriate PPE.
- Implementing control methods to eliminate or reduce the hazard.
- Instructing and training of our operatives in the use of the substance.

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- If there is a risk of inhaling any of the chemical vapours determining either, the amount of ventilation required or selecting and providing suitable respiratory equipment.
 - Ensuring good industrial hygiene practice is employed. Do not use materials in areas where food is being consumed and prohibiting smoking during the application of hazardous substances.
 - Provisioning adequate facilities for the washing and cleansing of the skin along with the necessary cleansers and barrier creams.

In addition to the above, consideration will also have to be given to the following:

- The storage of the product in well-ventilated areas away from extremes of temperature and environment.
- The immediate cleaning of spills and the proper disposal of the waste including part filled and empty containers
- Except for transportation in closed containers, materials are only to be handled by authorised and competent personnel.
- Ensure the correct equipment for handling the substance is available.
- The procedures required in the event of an operative handling a substance and displaying any symptoms of ill health from exposure to it. The procedures will include for the removal from the work area and obtaining immediate medical assistance.
- Measures to keep others, especially children, away from areas where harmful substances are present or being used.

COSHH Assessments can be found at Appendix 3

Noise

Noise at work, if allowed to remain unchecked could lead to the reduction or even the complete loss of hearing in the operatives exposed to it. It is imperative that measures are swiftly taken to reduce excessive noise levels to a minimum and, where possible, to the levels required by the “Noise at Work Regulations.”

The Regulations have placed duties on employers at 2 defined action levels:

1st Action Level 80db (A) - Employees to be informed of the potential damage to their hearing and, if requested by them, provisioned with suitable hearing protection

2nd Action Level 85db (A) - Where possible, the noise levels are to be reduced below the 85db (A) threshold. If this is not possible, the area is to defined as a noise hazard zone and suitable signs are to be displayed; employees to be informed of the damage which will be caused to their hearing and they are to be provisioned with suitable hearing protection

As required by the Regulations, and whenever a potential noise hazard exists, our Site Supervisor will arrange with the Safety Manager for suitable noise assessments to be carried out after which, any appropriate control action will be taken. In addition, the Site Supervisor will ensure the following:

- The wearing of hearing protection as per noise risk assessment.

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- Work equipment is selected and maintained to minimise noise levels.
 - Whenever possible, alternative methods of work are considered to eliminate and reduce generated noise levels.
 - Operatives are instructed in the use of Personal Protective Equipment provided.

The company Safety Adviser will, when requested, provide the following services, noise surveys, noise assessments, noise control measures, individual noise monitoring, training and instruction for operatives.

Manual Handling

The Manual Handling Regulations require manual handling tasks to be assessed before any work is undertaken and where possible, for them to be mechanised. Manual handling risks are considered prior to each work activity. Our employees are advised not to manually handle loads which they feel incapable of moving safely.

Site Supervisors will therefore be aware and ensure the following procedures are implemented:

- Where possible, mechanical means will be used to lift and transport heavy or bulky items or materials.
- Where mechanical means is impracticable, a manual handling assessment will be undertaken and sufficient persons made available to lift the relevant load taking into account the size, weight and shape of the load.
- Operatives are trained to lift correctly i.e. straight back and the use of strong leg muscles to raise themselves if the load is low. Use a good grip with the feet apart to hip width and one foot slightly in front of the other. Avoiding twisting, stooping or reaching to lift or deposit the load and keeping the load close to your body.
- Access areas are clean and clear and the lighting is adequate.
- Appropriate Personal Protective Equipment i.e. gloves and safety footwear, is worn
- The avoidance of long lifts and, if necessary, the need to change grip when the load is at waist height and the protection of sharp edges.
- If more than one person is involved then a suitable person must be nominated to control the manual handling task. If possible, break the load down into smaller items.
- Provision of proper handles, handholds or the use of carrying devices, to avoid the possibility of trapped fingers etc.
- Security of items which are loose, to prevent the load shifting when being carried.
- Avoiding, where possible, lifting and carrying up and down stairs.

Asbestos

All site-based personnel shall be provided with suitable training on what asbestos looks like, the likely places it can be found, health effects and what to do if they find any suspect asbestos containing materials. This training shall be updated annually with refresher training and ad-hoc with tool box talks.

Before any work commences on a client's site and dependent on the work being carried out there, we shall request to view the site-specific asbestos register or Demolition and Refurbishment Asbestos Survey Report.

The position and condition of any Asbestos Containing Materials (ACM's) that may be in the area where we will be working will be noted within the register or on larger CDM projects, within the Construction Safety Plan.

Our Policy is not to work in an area which could disturb any ACM's. However, due to the nature of our works on older buildings, there could be a risk of exposure to asbestos.

If, during work, you see a fibrous material that you think may be asbestos you should:

- Stop work immediately.
- Prevent any dust / fibres being released (e.g. turn off power tools, minimise air movement).
- Evacuate the immediate area and prevent access by others (e.g. the public).
- Inform your supervisor, those responsible for the premises and the Health and Safety Co-ordinator, so that the necessary sampling can be arranged.
- Do not return to that area until informed that it is safe to do so.

Remember, if you are uncertain as to the content of the material, stop work and seek advice.

Full supporting information should be given immediately to the Safety Director who will liaise with the Company Safety Advisers (PIB RM) for further advice and any appropriate action to be taken.

Alcohol and Drug Abuse

Alcohol or drug abuse by employees or subcontractors can adversely affect the safety and health of not only themselves, but the safety of all other operatives who work with them on site.

It is, therefore, our company policy for the Site Supervisor to remove any person from site, if it is known he/she is under the influence, or strongly suspected of being under the influence, of alcohol or substance abuse.

Symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions e.g. heat exhaustion, hypothermia, diabetes, etc, and the person may be affected by legitimate medication prescribed by a doctor. These conditions, while still requiring the person to be removed from their work for safety reasons, will obviously affect any disciplinary action that may be subsequently considered.

If there is any doubt, as to the person's medical condition, or to the cause of their condition, then, medical advice will be sought immediately.

Legionella Pneumophila Containment Measures

The Legionella bacteria exists naturally as well as in manufactured water systems. The organism does however require the following elements in its environment for survival, namely:-

- A source of soluble iron.
- Nitrogen based deposits (possible food source)
- An optimum water temperature of around 37 Deg. C although the bacteria can multiply in conditions of 20 to 50 Deg C .
- Anaerobic water conditions (more carbon. dioxide less oxygen)
- A water pH of 6.9 ± 0.5 .
- Algae or. Protozoa which can act, as a host for the bacteria

Legionella Pneumophila is found in:-

- Open evaporative type cooling towers.
- Shower Heads
- Pipe work dead legs
- The stagnant areas of hot water calorifiers
- Cold water storage tanks (in a surviving but dormant condition)
- Drains from cooling coils
- Water in. ductwork

Domestic water Systems and Components

Cisterns

Inspections of all storage cisterns visually on a frequent basis to ensure that all covers and access utility access holes are correctly fitted and that in the case of access utility access holes that they are in the closed position, should be carried out on a regular basis.

Any cistern that is found to be open to atmosphere or to contain debris (e.g. dead birds, rodents, rust or scale deposits) should be taken out of service, emptied, cleaned and repaired. Where gross contamination is found the cistern should be chlorinated and water samples taken for bacteriological analysis prior to return to service.

The surface temperature of water contained in storage cisterns should be monitored on a frequent and regular basis and a record maintained. In the event of the temperature exceeding 24 Deg C. the cistern involved should be partially drained and re-filled to reduce the temperature. Investigate and eliminate, the cause(s) of any condition which produced abnormally high temperature rises.

Domestic Hot Water Calorifiers

Calorifiers should be inspected visually. If excessive rust or scale is observed then the calorifier should be drained, cleaned, de-scaled and – reinstated. Where gross contamination is found, the calorifier should be pasteurised by heating the water to at Least 70 Deg C for a .minimum of one-hour before draining, re-filling and returning to service. Alternatively super chlorination-with sodium hypochlorite of the calorifier should be carried out.

Calorifiers should be operated so that the water within the calorifier reaches a minimum of 55 Deg C before it is distributed. Because there is a risk of scalding at hot water outlets when storing water at this temperature, the attention of staff should be drawn to this possibility.

Infrequent Use Water Outlets

Identify all water service outlets which may have infrequent usage and initiate a programme on a weekly basis for the operating of these fittings to ensure that "dead leg" pipe work has been drained of stagnant water.

Shower Fittings

All shower positions in the building should be regularly run to waste weekly, whether used frequently or not. Each shower fittings should be run for five minutes. In the first two minutes hot water should be passed and for the remaining three minutes cold water only.

System Maintenance Repair Extensions

All maintenance operations, repairs and extensions to the existing installations should be carried out using Water Authority approved materials and jointing compounds.

Water Softeners. It is important that water softeners and water filters should receive regular maintenance.

During normal operation, organic substances and bacteria will be concentrated inside the ion exchange resin bed and/or activated carbon filter cartridge and if left unattended will become focal points for microbiological growth. The appropriate time period between maintenance (backwashing or cartridge replacement) must be calculated with reference to both the volume of water throughout and the quality of the water supply. It should be noted that the DHSS document recommends 24.bacic flushing.

Summary

It is impractical to carry out full bacteriological tests on a regular basis for the bacterium *Legionella pneumophila* sample frequent tests are of more benefit and are indicative of water quality.

Tabulated weekly monitoring of open water system pH value, total dissolved solids, biological fouling, suspended matter, make up water usage, corrosion inhibitor usage, biocide usage and pond temperature will provide a series of useful indicators of the state of tower/water quality.

Should the quality of the water deteriorate markedly or consistently over a period of time in any respect, the further advice of a Water Treatment Engineer or Specialist Analyst should be sought and remedial work initiated, if necessary, to correct the situation.

PERSONAL PROTECTIVE EQUIPMENT - PPE

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of equipment and the hard copy kept on file.

Employees have a legal duty to look after and wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to the Safety Co-ordinator, David McKenzie.

All operatives will wear suitable footwear whilst at work and Site Supervisors will ensure the following:

- Suitable toecap footwear is to worn.
- Operatives obey the requirements of signs and notices for wearing specific protective equipment e.g. wearing of appropriate hearing defenders for the work process.
- Operatives are instructed in the use of PPE, maintaining and storing it.
- Appropriate eye protection is worn for cutting and drilling operations.
- As appropriate, wearing suitable respiratory protective equipment as required by specific work related COSHH assessment.
- Safety helmets are worn as required by the site rules.
- Discipline any employee or subcontractor for not complying with any PPE requirement
- All work at height is the subject of a risk assessment – and may stipulate the use of PPE
- Operatives using PPE report any defect in the equipment or the safe system of work immediately.
- Any RPE in use must be face fitted to the individual and suitable records maintained (FFT'ing should be completed at least every 2 yrs.)

FIRE PRECAUTIONS

Fire prevention

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as the minimise the risk of fire. This involves compliance with the company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Office staff, site operatives and subcontractors will take the following fire prevention measures:

- Ensure waste materials are removed from the workplace at regular intervals.
- Smoking is prohibited on all areas of our work or Client's premises.

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- No naked flames or heat sources nearby when using flammable substances.
 - Emergency exits and routes will be maintained free from obstruction.
 - Fire escape routes are not obstructed.
 - Emergency exits are kept clear.
 - Be aware of the fire drill and procedure for the site.
 - Know the location of the fire appliances.

As a minimum, the Contracts Manager will consider during the planning of our works and keep under continual review, the following fire arrangements:

- **Means of raising the alarm:** to include the procedures for alerting persons when a fire breaks out and for leaving their place of work immediately. They are not to leave the site. The alarm may be raised by operation of an air horn, bell, whistle, or even by word of mouth.
- **Means of escape:** All areas used for access/egress will be maintained free from obstruction at all times. During initial induction training, the operatives are to be informed and shown the escape routes and assembly point to be used in the event of a fire.
- **Means of fighting the fire:** Where TGAC are Principal or only contractor, **suitable** and **sufficient** fire extinguishers, fire blankets etc are to be provisioned and maintained in prominent positions and at designated fire points. All operatives are to receive appropriate training in the use of the various fire fighting appliances.

Fire precautions will be reviewed during the course of each development to ensure they remain effective and that all operatives remain fully aware of the action to be taken in the event of a fire breaking out.

Site Supervisor are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

The person with responsibility for the maintenance and testing of fire alarms and fire fighting equipment is the Safety Co-ordinator.

Fire Systems

Although the mechanical services have a number of 'automatic' fire protection and detection systems integrated into them, care should be taken to ensure they function correctly if ever called to do so in the following ways:-

- All fusible links on fire dampers should be regularly checked to ensure that they are in good condition, free from paint, etc., are in the air stream, and are unobstructed.
- Ensure that all doors to Plant Room, Plant Chambers, etc are kept shut.
- Ensure that no access doors onto stairways are permanently held open: They must be allowed to swing closed when not in use.

Hand Held fire appliances should be kept in their proper locations and be regularly checked by the Fire Brigade or Manufacturers.

Make sure that the right types of extinguishers are available for dealing with the various likely types of fires in the areas covered by them. For any information and advice in this respect consult the Safety Co-ordinator or Local Fire Brigade.

ACCIDENTS

Company Procedures

When an accident or dangerous occurrence takes place, it will fall into one of the following categories namely:

Accidents involving injury

1. **Minor accident to employee:**

- (a) Ensure details have been entered in Accident Book B1510.
- (b) Where an employee is incapacitated from work for more than 7 consecutive days (excluding the day of the accident but, including any days, which otherwise would not have been working days) because of any injury, complete internal accident report form and send it to the Safety Co-ordinator.

2. **Minor accidents to any other person:**

- (a) Complete the internal accident report form and send it to the Safety Co-ordinator. If the injured person is an employee of another company, the responsible person for their company to notify the individual's employer.

Note: The accident is still to be recorded in the Accident Book B1510.

3. **Fatal or Specified Injury**

In the event of a fatal accident or a major injury occurring to **any person** arising out of, or in connection with our work telephone the Managing Director and External Safety Advisers as soon as possible.

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:

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- covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
 - any scalping requiring hospital treatment
 - any loss of consciousness caused by head injury or asphyxia
 - any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Note: Copies of F2508, copy available in Appendix 5, in respect of any accident will be retained on site or the workplace. These documents must be made available, if requested, to the enforcing authority or safety representative and should therefore be filed in the site safety register.

All accidents / incidents will be investigated by senior management and any action taken as a result of an investigation will be formally recorded.

Reporting of Near Misses

All 'near misses' are to be reported to the site supervisor **immediately** so that preventable measures can be put in place. "Today's near miss could be tomorrow's accident"

General Notes

For guidance on accident reporting please refer to 'what to do if an accident happens' in appendix, or contact PIB RM - 01673 876 150

GENERAL SAFETY PROCEDURES

The following are a number of general points, which should be observed for personnel safety:-

- (a) Whenever work is to be carried out on motive plant or equipment the complete isolation should be carried out. This would entail the removal of all fuses or MCB's covering the item of plant and all isolators are switched off as an added safeguard.
- (b) Always allow motive plant to roll to a stop naturally. Never attempt to shorten the time by holding belts, shafts, etc.
- (c) Never work alone in remote areas unless instructions have been given to a second person as to your exact location and the time you estimate to be there, before you start.
- (d) Never undertake a job designated for two men single-handedly, serious harm could be caused to you, and others or damage expensive equipment.
- (e) Whenever removing fuses, resetting overloads, throwing switches,. etc., always observe the 'one hand' rule, and ensure that your 'spare' hand is not touching any

equipment.

- (f) Always wear protective clothing or safety equipment (overalls, helmets, goggles, etc) when required.
- (g) When plant is hydraulically isolated for draining, cleaning or inspection. it is prudent to remove any hand wheels from the isolating valves.
- (h) Always replace guards; access panels and other safety devices immediately the work in hand is completed.
- (i) Safety valves are installed basically to prevent explosions; therefore they should not be ignored. They should be regularly inspected and tested to ensure they will function when required. Discharge pipes from safety valves must be kept clear and free from obstruction.

Each one of these points is important, and if ignored can represent a danger to life and limb.

PROCEDURES FOR THE EMPLOYMENT OF NEW EMPLOYEES

The Managing Director will ensure the following procedures are followed:

- Induct the new employee to his duties and to whom he is responsible.
- Issue a copy of the Company Safety Policy.
- Ascertain if they suffer from any disability or illness, which may prevent them from carrying out certain work activities or may require additional protective measures.
- Warn the new employee of any potentially hazardous areas, operations and any prohibited actions e.g. entering specific areas without a safety helmet, operating equipment if not specifically trained to do so, no smoking policy.
- Arrange with the Safety Co-ordinator and immediate supervisor for specific instruction or training to be undertaken.
- Issue appropriate PPE e.g. safety helmet, goggles, ear defenders etc.
- Advise of the location of the first aid box and the procedures to be taken in the event of an accident in particular, the requirement by law to record all accidents no matter how trivial it may appear at the time.

ADDITIONAL PROCEDURES FOR NEW EMPLOYEES UNDER 18 YEARS OLD

- Instruct employees not to operate any item plant, power tool or equipment without them being trained, unless they are under training and the have direct supervision of a competent person.
- Ensure appropriate (young persons) risk assessments specific to their work activities are undertaken and regularly reviewed to ensure they are suitable- taking account of their age and inexperience. In all cases, ensure the assessments are brought to the attention of their parent or guardian.
- Ensure the specific young persons Risk Assessments and relevant safe systems of work (Method Statement) are brought to the attention of young persons **prior** to work starting.

EMPLOYMENT OF NEW AND EXPECTANT MOTHERS

- a) The phrase 'new or expectant mother' means a worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding.
- b) A risk assessment(s) will be carried out in relation to their work activities specifically taking into account any risk to the new or expectant mother, or to her baby from:
 - i) Processes or working conditions
 - ii) Any exposures to physical, chemical and / or biological agents
- c) Where risks cannot be readily avoided, the Company shall, alter her working conditions, and / or hours of work.

DRIVING POLICY

Authorisation to Drive a TGAC Vehicle

Only authorised drivers affiliated with TGAC in the capacity of undertaking their works shall be permitted to drive a TGAC vehicle. Use of a TGAC vehicle is **restricted to authorised TGAC related activities**. Any liability arising out of the personal use of a TGAC owned or rented vehicle is the sole responsibility of the driver. TGAC will not cover the driver's use of the vehicle in the event of an accident, arising out of personal use.

All drivers of TGAC owned, leased, or rented vehicles must be 18 years old and hold a valid UK license. All drivers for whom driving is an essential function of their job and all drivers of passenger vans must have their motor vehicle record checked **BEFORE** being authorised to drive.

TGAC Driver and Passenger Safety Guidelines

1. Driver must be at least 18 years old and in possession of a **valid UK driver's license** at all times when operating a vehicle as a TGAC operative.

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2. Driver shall observe all rules and regulations for safe driving as defined by the Highways Authority, or by the regulatory authority in the location the vehicle is operated.
 3. **Safety belts** shall be used by all occupants travelling either in a vehicle owned, leased, or rented by TGAC or in private vehicles while on TGAC business. Seats should be occupied from front to back.
 4. Drinking, possession of alcohol, illegal drugs in vehicles or driving while under the influence of alcohol or drugs is prohibited.
 5. For long distance trips, if there is more than one qualified driver, such drivers should consider rotating every two hours. No driver should drive more than 8 hours during a 24-hour period. If there are not enough drivers to rotate, an overnight stay should be planned. Avoid driving past midnight.
 6. Front passenger should remain awake to help keep the driver alert.
 7. Avoid conditions that lead to loss of control - driving while sleepy or inattentive, or driving too fast for road conditions.
 8. If the weather is inclement, stop and stay overnight in a safe place. The additional lodging cost is worth avoiding the risk.
 9. Do not use a telephone or other device while driving. Stop the vehicle in a safe area to use a mobile phone or have a passenger operate it.
 10. All accidents should be reported immediately to the local police. If an accident occurs on site, the site supervisor should be notified. All accidents should also be reported to TGAC's head office & supervisor.
 11. Drivers who anticipate towing a trailer are required to attend the Trailer Towing Operations course offered by Risk Management.
 12. Maintain vehicles and their tyres. Worn or underinflated tyres can increase the risk of rollover.

Trailer Towing

Towing a trailer adds a significant risk to vehicle operations. Certain activities require transporting bulky or oversize equipment. Unfamiliarity with a large van plus the increased demands of pulling a trailer necessitates that drivers complete the Trailer Towing Operations safety course offered. All vehicles towing a trailer are restricted to 55 mph. your licence must show the correct trailer licence record.

Motor Vehicle Records Check Criteria

Anyone with the following violations within the last three years may not drive a TGAC vehicle:

- Driving while intoxicated
- Driving under the influence

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- Negligent manslaughter
 - Operating with a suspended license
 - Using a motor vehicle for the use to commit an offence
 - Aggravated assault with a motor vehicle
 - Operating a motor vehicle without the owner's consent
 - Permitting an unlicensed driver to drive
 - Reckless driving
 - Hit and run

Supervisors should regularly do a visual check of employees' driver licenses to assure they possess a valid driver's license. A motor vehicle record check is recommended every three years, or when failures are suspected.

Traffic Offences are not considered reimbursable costs under TGAC's vehicle use Policy. All offences, including parking tickets and speeding tickets, will be the responsibility of drivers, not TGAC.

Insurance/Indemnification

TGAC will provide its employees with a copy of the company's insurance policy prior to being authorised to use any vehicle owned, leased or rented by the company. Coverage and compliance of the policy shall be self evident within the documentation provided and must be clarified prior to commencement of vehicle use.

Use of Personal Vehicles

Mileage Reimbursement for use of an employee's personal vehicle to conduct TGAC business is outlined in the TGAC's terms of contract. This reimbursement is intended to cover the costs to operate an employee's vehicle, including insurance costs.

If an Accident Occurs:

1. If there are injuries, always call 999.
2. Notify local police. If on site, notify the site manager immediately. TGAC Head office must have a site manager or local police report verifying that an accident occurred.
3. Call the head office on 0191 4963990 immediately.
4. Notify your supervisor.

MOBILE PHONES

The Company do not recommend the use of any mobile telephones by drivers whilst operating motor vehicles including use with a hands-free kit.

It is strictly forbidden for employees of the Company to use mobile telephones whilst driving motor vehicles, unless it is conjunction with an approved hands-free kit, at no time may a handheld mobile telephone be used / operated by a driver.

It is an offence to hand hold or turn on a mobile telephone whilst in the control of a motor vehicle on the road, including when stationary with the engine running, you can be subject to a fine and possible penalty points on your license.

The Company recommend that the telephone be set to “Auto-answer” avoiding the need to distract the driver, however if this is not possible the driver is permitted to answer the call by pushing one button on the hands-free kit

If a driver answers the call, they should pull over as soon as possible, once in a safe position So they may continue the call.

If this is not possible we recommend that if the driver answers the call, he/she advises the caller they will call them back when it is safe to do so.

Please do not continue a call for extended periods whilst driving, pull over or call back.

Passengers will be permitted to use mobile telephones as they would do normally, however they must not distract the driver from their activities.

We strongly advise however that mobile phones are not used whilst driving and any calls received are left until parked in a safe location.

TRAINING

Implementation

The Managing Director will ensure that all staff receive suitable and sufficient information, instruction and training in order to carry out their duties in a safe manner.

Any additional training needs highlighted by risk assessments, accidents or near misses, site reports or consultation with employees, will be addressed as a matter of urgency.

Training requirements

Where training needs are highlighted, a professional, competent trainer /organisation will be employed. Examples of the types of training that may be required:

- Site Office/Safety Awareness
- Site Supervisors Safety Training
- Manual Handling
- First Aid Training
- Fire Training
- Working at Height

-
- Specialist Plant Training i.e. Scissor lifts, mobile elevated working platforms etc.
 - Asbestos Awareness normally to the UKATA standards

Induction training will be given to all new employees and at all sites. Refresher training will be given as required or when work methods change or new technology or machinery is introduced.

Training is also specifically provided for work with hazardous substances and use of PPE.

Training can take several forms, from a formal classroom environment to a site based 'tool box talk.

Training records

Any training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

COMMUNICATION / CONSULTATION

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of health and safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via regular safety meetings, tool-box talks, emails and memos posted on the staff notice board.

Initiatives from employees on safety and health matters are encouraged and these should be made through normal management channels. The Managing Director is readily available, if necessary, for consultation on any safety or health matter.

CO-OPERATION WITH CLIENTS

Our Site Supervisor shall be responsible for gathering relevant information about a Client's site. Employees shall familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high-risk work areas or activities (including any permit-to-work systems).

Clients site procedures and specific instructions will be followed at all times.

SUB-CONTRACTORS

Prior to appointment each contractor shall be assessed for competency for a given risk category of work. This is undertaken by the Managing Director using the company pre-qualification questionnaire. It may be completed following a discussion with the contractor however evidence shall also be requested.

Competence may also be assessed through previous knowledge of contractor's work or through recommendation but will not negate the need for relevant site specific documentation to be provided.

Prior to commencing work on site all sub-contractors will submit relevant risk assessments, method statements and copies of training certificates for approval by the Contracts Manager.

HEALTH AND SAFETY MONITORING

The Company safety performance will be monitored by our appointed Safety Co-ordinator with assistance from other delegated company employees and our external Safety Adviser.

We shall undertake an audit of our safety management systems annually and review and where required, revise our safety policy and procedures.

Site safety shall be monitored on a daily basis by the nominated Site Supervisors. This shall be supplemented by additional site inspections carried out by the Safety Co-ordinator and, when requested, will be supported by inspections from our Safety Advisers, PIB Risk Management. Our Safety Advisers will document a report of our site safety standards and issue a copy of the report to the Site Supervisor to be retained on site. In addition, further copies will be forwarded to the Managing Director or his representative, who will implement any corrective actions identified in the report.

The monitoring of site safety performance shall include facilities, equipment, employees and also Sub-Contractors. Disciplinary action may be taken against any person found to be in breach of our safety procedures or site rules. Sub-Contractors may be asked to leave site.

Any major incidents or accidents will be reported immediately to our Safety Advisers, who will undertake an independent investigation into the event and compile a detailed report, complete with appropriate recommendations.

Appendix 1

Environmental Policy

Appendix 2

Risk Assessment Template

Appendix 3

COSHH Assessment Template

Appendix 4

Method Statement Template

Appendix 5

Accident Reporting Procedure






Taylor Grace H&S Policy April 2023

Final Audit Report

2023-05-15

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