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POLICY STATEMENT

It is the policy of R B Snook Building Ltd to conduct its operations in a manner that will ensure the safety, health and welfare of its staff at work and will not affect the health and safety of others. This shall be implemented as far as is reasonably practical and in accordance with relevant statutory requirements.

All managers and supervisors have a responsibility to implement this policy by making arrangements and procedures to ensure safety at work, which shall be part of this document. Supplementary arrangements may also be raised at times for particular requirements.

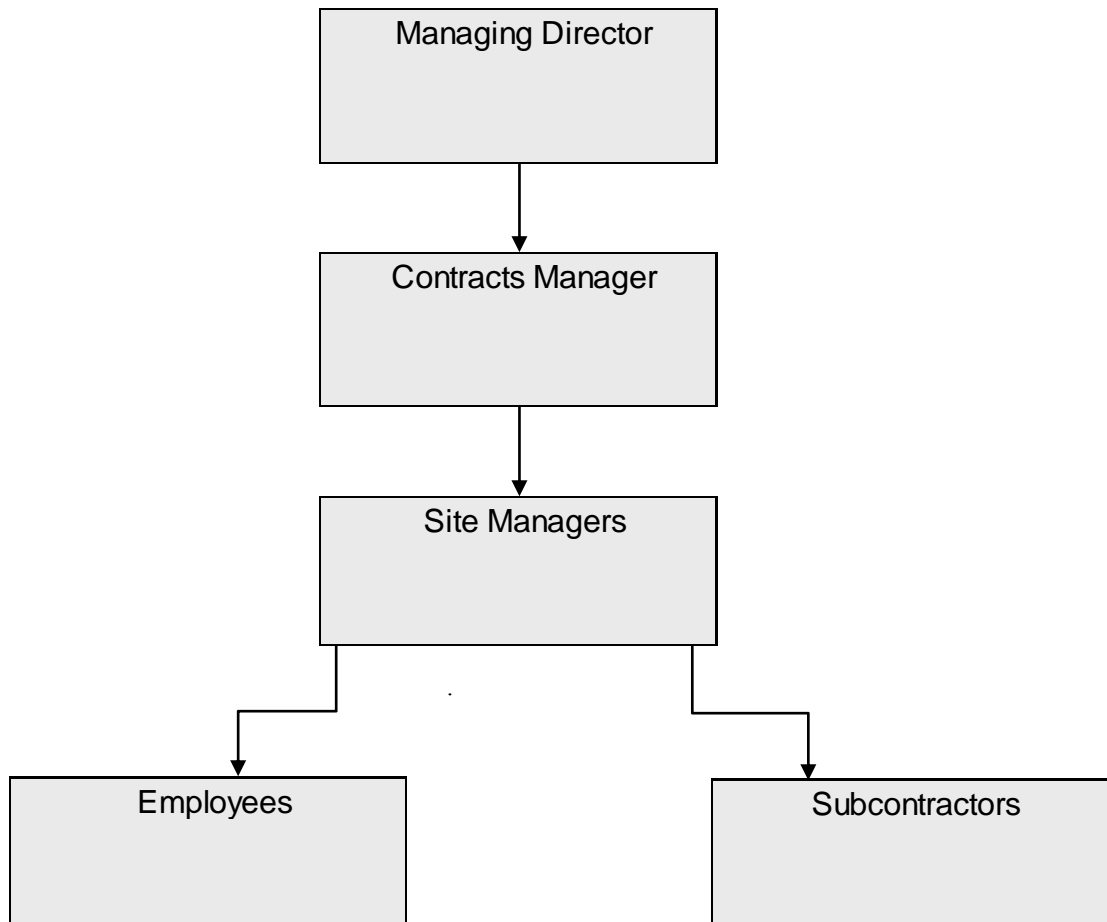
All staff have a duty at work to take reasonable care for their own health and safety, the health and safety of other members of staff and that of others who may be affected by their activities. Staff will be encouraged to play their part in the maintenance of safety and must abide by the precepts and procedures established. Training will be provided where necessary and information and instructions given, as required.

Subcontractors, or others employed by R B Snook Building Ltd to perform work or give service, shall be equally bound to maintain health and safety in accordance with this policy.

The effectiveness of this policy will be monitored and this document will be reviewed as found necessary.

Name: Mr K B Snook _____ Date _____

HEALTH AND SAFETY ORGANISATIONAL CHART



CHAIN OF RESPONSIBILITY

Managing Director

Has the overall responsibility for safety and his duties are as follows:

- He will ensure there is an effective policy for health and safety.
- The Health and Safety Policy is regularly reviewed for its effectiveness.
- Responsibility for safety is assigned and accepted at all levels.
- Supervisors are appointed and trained in all aspects of safety.
- Safety training is arranged for all employees.
- A file on health and safety regulations and directives is maintained and updated.
- All employees are consulted on issues of health and safety.

Contracts Manager

Has a duty to ensure that at the planning stage of a contract, consideration is given to the most appropriate, safe and cost effective methods of completing the work.

More detailed responsibilities include:

- Ensure all persons under their control understand their responsibilities under health and safety law and the company policy.
- Supervise as necessary to ensure they are working safely and are using the correct equipment.
- Investigate and report all accidents, dangerous occurrences, diseases and near misses to the Managing Director.
- Liaise with the HSE and Safety Adviser.
- Ensure that all forms required under the Health and Safety at Work etc. Act 1974 and related legislation are issued and kept up to date.

Site Managers

Site Managers are responsible to the relevant Contract Managers for all aspects of health and safety within the area of their responsibilities and are to keep them fully informed.

Other responsibilities include:

- Ensure that all persons under their control understand their responsibilities under the health and safety requirements and the relevant parts of this policy.
- Supervise the workforce to ensure that they are working safely and using the correct equipment.
- Ensure all sub-contractors comply with the requirements of this Safety Policy.
- Ensure that all statutory inspections are completed and the relevant documentation.
- Ensure the security and safety of work sites under their control.
- Ensure that all new employees are fully trained and supervised until deemed to be competent.
- Ensure the supervision and training of any young person employed by the company or any of its sub-contractors who are under 18 complies with the requirements of the Regulation 18 of the Management of Health & Safety at Work Regulations 1999.
- Ensure electrical equipment used on site is 110v and that it is maintained in a safe and proper manner in accordance with approved codes of practice.
- Adequate welfare facilities are to be provided to comply with the CDM Regulations 2007.
- Adequate first aid provision is provided.
- Ensure adequate fire precautions are taken in accordance with relevant codes of practice.
- Adequate supplies of personnel protective equipment are provided and are suitable for the work being undertaken on site.
- They report any accidents, dangerous occurrences and near misses to the head office in accordance with the company policy.
- Mechanical Equipment Certification.

- Completion of Scaffold Register.

Employees

All employees must read and understand the Company Health and Safety Policy and carry out their work in accordance with its requirements.

They must at all times work in a safe manner and not take unnecessary risks, which could endanger themselves or others.

Further they must ensure that they:

- Report any injury resulting from an accident at work to their Site Manager and ensure that it is entered in the accident book BI 510.
- Use the correct equipment and tools for the job and keep them in good condition.
- Report to the Site Manager any unsafe or unhealthy working conditions.
- Wear all protective clothing provided by the company when instructed to do so.
- Only carry out work that they are trained to do and attend any further training provided.
- Do not use plant and equipment unless trained to do so and given authority by the Site Manager.

GENERAL ARRANGEMENTS

Accidents, Diseases and Dangerous Occurrences

In the event of an accident on site the Site Agent/Manager/Appointed Foreman is to report the incident immediately to the Managing Director.

The Site Agent/Manager/Appointed Foreman shall assess the extent of the accident then follow the procedures below:

- Render first aid if qualified to do so.
- Summon the emergency services if required.
- Ensure the accident is recorded in the accident book BI 510.
- Ensure the accident site is left undisturbed to allow a suitable investigation to be carried out.

In the event that the accident, disease or dangerous occurrence is reportable under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95), the Contracts Manager is to complete the F2508 and forward it to the address below:

Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG
Tel: 0845 300 9923
Fax: 0845 300 9924
[Email: riddor@natbrit.com](mailto:riddor@natbrit.com)

First Aid

Arrangements for first aid provision and facilities will comply with statutory regulations. In accordance with those regulations first aiders will be suitably trained. Construction sites are by their nature high-risk places and because of this all sites with 5 or more operatives on site will be covered by a fully qualified first aider (4 day course).

All operatives on site will be informed of the names of the first aider and the location of first aid kits.

All drivers are to carry a first aid kit in their vehicle.

Employment of Young Persons (Under 18 Years of Age)

In accordance with the Management of Health & Safety at Work Regulations 1999, the company shall ensure that where young persons (under 18 years of age) are employed, they will be supervised by a competent person at all times. They must be protected from all risks that exist in the workplace as a consequence of their inexperience, immaturity and lack of awareness.

A young person is not allowed to:

1. Drive any site vehicle or mobile plant, operate a hoist or winch, or give directions to a crane unless under training supervision by a qualified person.
2. Operate any circular sawing machine or grinder/disc cutter.

Working at Height

- All work at height will be undertaken in accordance with the Work at Height Regulations 2007.
- The company will ensure suitable, well maintained equipment is provided for working at height.
- All work at height will be planned before work commences. Risk assessments and method statements will be provided by subcontractors.

Safe Use of Ladders and Steps

Ladders and steps shall be suitable for the work and used by trained, competent personnel in accordance with the Work at Height Regulations 2007. All work to be undertaken must be risk assessed and comply with the safety rules below. Where risks are unacceptable a safer means of working at height must be used (i.e. tower scaffolds).

- The foot of the ladder should be supported on a firm level surface and should not rest on either loose material or any other material in an aid to gain height, i.e. bricks, blocks and timber.
- The top of the ladder should be secured by both stiles and not by the rungs. If the ladder cannot be tied at the top it is to be secured at the base or footed.
- Ladders should be placed at the correct angle of 75 degrees, this equates to one metre out for every four metres in height.
- Domestic class 3 ladders/steps are not to be used on construction sites. Site Managers are to ensure only class 2-1 ladders/steps are used on site.
- Personnel must not step on the top three rungs of a step ladder.
- All ladders/steps are to be visually checked prior to use to check for signs of damage. Damaged or broken ladders are not to be used.
- Ladders are for short duration work only; alternative means are to be used for longer work, i.e. towers.

Scaffolding

Scaffolds must be erected by trained, competent persons only or under the direct supervision of an experienced person.

Any scaffold erected shall comply with the requirements of the Work at Height Regulations 2007.

The following guidelines must be followed at all times:

- Erected on a firm and adequate base.
- Be fully secured, braced and tied to prevent collapse.
- Have a proper access to the platform; normally ladders in sufficient quantity, of good condition, adequately secured and of sufficient length.

- Have a sufficient number of boards on all working platforms, i.e. minimum 3 boards.
- Not to be overloaded at any time.
- Adequate guardrails and toe boards. Top rail 950mm, toe boards 150mm and no gap larger than 470mm.
- Notices to be displayed to prohibit use if incomplete and access physically barred or sealed off.

Inspections shall be carried out weekly by a competent person after alteration or adverse weather and records of inspections must be made in a register, which must be kept on site and available for perusal by the Safety Adviser and/or HSE Inspector.

Mobile Tower Scaffolds

Mobile tower scaffolds are only to be erected and dismantled by trained, competent personnel, strictly in accordance with the supplier's instructions.

- Untied, independent tower heights must never exceed:
3 times minimum base width for outside use.
3.5 times minimum base width for inside use.
- Working platforms must only be accessed by safe means. Never climb the outside of the tower always use internal ladders.
- When a tower is in use always lock the wheels.
- Towers must only be moved with force applied to the base.
- Working platforms must always be fully boarded out. Guardrails and toe boards must always be fitted.
- Never move the tower unless clear of people.

Excavations

The Site Manager or Supervisor prior to any ground being cut must carry out a suitable risk assessment.

They must also obtain such information as may be necessary as to the location and state of any buried services. If there are any buried services these must clearly marked on the ground by the use of a cable avoidance tool (CAT) and exposure by hand digging.

Excavations of any depth where there is a risk of collapse and operatives are required to enter the excavation, must always be supported or sufficiently “battered” to avoid risk of collapse.

An adequate supply of timber or other suitable material must be provided for support work and erected by a competent person.

Ensure a safe means of access/egress is provided by ladder or other means.

The spoil is to be kept a minimum 1m away from the edge of the excavation and edge protection is to be provided for vehicles and personnel.

All excavations left unattended must be fenced off with barriers and suitable notices erected.

All excavations must be inspected by an experienced and competent person before work starts, at least once a day, immediately after rain or frost etc. and regularly during dry weather. A thorough inspection must be carried out every 7 days and recorded.

The following checklist can be used to ensure safe working methods are adopted before and during excavation.

Prior to commencing work:

- For the purpose of excavation no ground should be considered good or safe until it has been investigated.
- Prevent access – especially of children.
- Check soil types and decide on type of support work required in consultation with a competent Engineer/Supervisor.
- Check whether excavation will affect adjoining roads or buildings.

- Determine positions of all public services and ensure that they are adequately marked and/or disconnected.
- Always seek advice before excavating below existing foundations. It may be necessary to provide shoring, i.e. raking or flying or both.
- Provide an adequate supply of material for support work, barriers and correct traffic notices.
- Make provisions for poling boards to stand proud of existing ground levels. This prevents loose material falling into the excavations.
- Check for provision of adequate lighting.
- Provide adequate and sufficient ladders and ropes for securing these.
- Determine positions of bridges, temporary roads and spoil heaps.
- Determine methods of excavating and removing support work.

Whilst work is in progress:

- Ensure sound material being used.
- Ensure that approved and safe methods are adopted for the installation of support work in excavations. A competent person should be in attendance at all times.
- Ensure that all working surfaces are safe.
- Install timbering as soon as excavation sides are trimmed. This should be done from a workcage, from ground level or from inside existing timbering.
- Ensure that all support work is secure and props and wedges are tight and properly maintained.
- Check for signs of over stress in support work, damage from plant and, when timber is used, make long term checks for disease/defects, i.e. dry rot, shakes etc.
- Check for water or soil seeping through support work.
- Check for signs of earth peeling/cracking at unsupported faces.
- Check that there are adequate ladders, that they are maintained, secured and used correctly.
- When pumping, ensure that there are adequate sumps and that soil is not being drawn from behind support work.

- Check for unhealthy atmospheres.
- Ensure that spoil heaps and materials etc. are kept back from the edges of excavation.
- Ensure that there are adequate barriers/notices/warning lights.
- The edges of excavations should be provided with guardrails where persons may fall 2m or more.
- Bridges and gangways should be provided with handrails and toe boards.
- Ensure that “stops” for dumpers, tipping lorries etc. are well anchored.
- Ensure that all passing traffic is kept back from edge of excavation.
- Ensure correct method of withdrawing support work is used, if unsafe to strike leave in.
- Ensure that persons are not working too close to machines or each other.
- Ensure protective clothing/equipment is being used.
- Ensure persons are wearing suitable ear defenders when piling.
- Ensure that machine operators have the best possible vision of work in progress.
- Ensure that services are marked and protected and adequately supported when exposed in excavation.
- Ensure backfilling is being carried out correctly.
- Carry out inspections daily, prior to each shift, after use of explosives or after inclement weather, particularly frost and rain.
- Ensure that a record of all examinations is properly recorded.

Plant and Equipment

All operators, drivers, banksmen etc. of plant and equipment must be competent to perform their duties, must have been properly trained and where appropriate, must be in possession of the necessary driving licence and/or certificates.

All plant and equipment must be suitable for its purpose, properly used and maintained as stated in The Provision and Use of Work Equipment Regulations 1998.

All necessary maintenance and repairs must be properly and promptly carried out, with any statutory certificates of test, examination and inspection valid and all registers completed as appropriate.

All vehicles must be correctly loaded and unloaded, to ensure that stability is maintained. Always get out of or off a vehicle before it is loaded, unless a suitable cab has been fitted.

Do not carry unauthorised passengers and always drive with due care to site conditions.

Nobody under 18 years of age is permitted to operate any major item of plant or act as a banksmen or give signals to a crane driver.

All plant, which has a reverse gear, must be fitted with the means of all around vision.

Fire Precautions

A Site Fire Safety Plan covering fire prevention, fire fighting facilities, fire alarms and drills etc., key fire safety information, including location of fire points, escape routes and assembly points, calling the fire brigade etc., will be displayed on site.

The site manager will record a Fire Risk Assessment in order to develop a comprehensive Fire and Emergency Plan.

A safe and unobstructed route for operatives to escape and a fire path to be maintained at all times and kept clear, in case of fire.

A Fire Plan will be displayed on the Site Office Notice Board showing location of :-

- Fire Extinguishers
- Fire Alarm Call Points
- Emergency Escape Routes
- Fire assembly Points

All operatives carrying out any form of hot works on site are to be in the possession of a hot works permit, which will be issued on a daily basis by the Site Manager.

Action to be Taken in the Event of a Fire

- On discovering a fire shout FIRE_FIRE_FIRE or raise the alarm with any means provided.
- If the fire is small and it is possible to tackle, use available extinguishers to fight the fire. DO NOT put yourself in any danger.
- Call the fire brigade giving the correct address stated on the fire plan.
- Evacuate the building to the fire assembly points and conduct a head count to account for all operatives.

Welfare Facilities

Welfare facilities will be provided in accordance with the CDM Regulations 2007.

- Toilets, flushing, chemical toilets will only be provided during site set up.
- A separate facility will be provided for females.
- Canteen with tables and chairs.
- Drying room.
- Running cold/hot warm water.
- Drinking water.
- Means of preparing food, i.e. microwave or electric oven.

Visitors to Site

The safety and well being of visitors to site must be considered at all times. The following actions must be undertaken to ensure that visitors are accounted for and protected from any potential dangers:

- All visitors must report to the site office on arrival.
- Where practicable visitors must be escorted at all times.
- Any PPE required by visitors must be provided and worn where necessary.
- Must ensure all visitors sign in and out of the site.

Control of Substances Hazardous to Health (COSHH)

All substances that may be hazardous to health and used by this company will be identified and assessed according to the requirements of the Control of Substances Hazardous to Health Regulations 2002.

These assessments and the Safety Data Sheets for each item used by the company are to be held on site within the safety file.

All Site Managers are to ensure that operatives have read and understood the COSHH assessments prior to using any substances hazardous to health.

Risk Assessments

The Management of Health and Safety at Work Regulations 1999 state that all employers shall make suitable and sufficient assessments of:

- The risks to the health and safety of his employees to which they are exposed whilst they are at work.
- The risks to the health and safety of persons not in his employment, but whom actions or processes being conducted by his work activities may affect.

To this end risk assessments are to be conducted to cover all company activities and held within the safety file on site. In the event that a risk assessment is required on site, this will be produced by the Site Manager, Contracts Manager or sub-contractor carrying out the work.

Transport and Traffic Management

All persons driving or delivering to site are to be made aware of the need for extreme care when on site. Reversing operations are to be minimised and controlled by one-way systems and the use of banksmen.

Traffic speeds are to be kept to a minimum.

Deliveries are to be pre-arranged and peak times are to be avoided.

When necessary signs, cones and barriers will be used to segregate pedestrians from traffic and plant on site.

CTA training card or an equivalent to be held by drivers or operators of plant on site, persons without approved training will not be permitted to work on site.

Hi-Visibility clothing will be provided to and worn by all persons at risk.

The unloading of materials, plant etc will be undertaken to maintain a safe public highway. Footpaths will be maintained as required for the use of pedestrians.

Unloaded materials, plant etc will not be placed or left on the public highway. All materials will be moved immediately to the site compound. All necessary temporary barriers, lighting etc will be provided and removed when no longer required.

Storage of materials and waste will be strictly controlled within the boundaries of the site.

A site traffic management plan will be prepared and implemented when required including unloading and compound area.

Roofwork

Only experienced operatives with the correct equipment should carry out work on roofs. A method statement should be prepared and you should be aware of the agreed procedures prior to work commencing. All roofwork will be carried out in accordance with the Work at Heights Regulations 2007.

There are 3 main ways accidents occur while working on roofs:

- Falls from the edge of the roof.
- Falls down the roof due to the slope.
- Falls through fragile material.

The following provisions are to be taken to protect operatives from these hazards:

- With flat or slightly sloping roofs where work can be safely carried out from the surface, then edge guardrails and toe boards may be all that is required.
- On sloping roofs, crawling ladders, crawling boards or platforms will generally be required and in most cases edge protection as well.
- When working on or having to pass fragile materials, safe working platforms, or other adequate protection must be provided.
- With some roof works it may be necessary to provide protection at the leading edge; this may consist of a Youngman staging system or a scaffold platform from the floor below. In some works a safety harness system may be suitable if an anchorage point is available.

Safe access must be provided to all work areas and any openings in the roof must be securely covered or guarded.

Manual Handling

Handling, lifting and carrying are the major causes of 3-day injuries, resulting in strained backs, slipped discs, sprains and a complexity of internal injuries.

All employees should know their limitations and keep within them; maximum lift for an individual is 25Kg.

When necessary, manual handling assessments are to be carried out, but due consideration should always be given to:

- Prevailing site conditions.
- Reducing the need for manual handling.
- Provision of mechanical handling methods.
- Storing materials as near as possible to the place where they are to be used.

To avoid back injury from lifting and handling, employees shall:

- Use mechanical handling methods when provided.
- Share the load for heavy and awkward loads.
- Adopt a good handling technique, i.e. stop and think, position feet correctly, adopt a good posture, get a firm grip, keep close to the load and don't jerk.

All operatives are to be trained in good manual handling techniques.

Electricity

The Electricity at Work Regulations requires that portable electrical equipment needs to be checked, for safety, at regular intervals. On a day-to-day basis, where electrically powered tools are used, each person must ensure that they are in a safe condition for use. Defects in any tools or plant provided for use must be reported and the items taken out of use immediately.

All portable appliances used on site are to be PAT checked at regular intervals, (HSE Guidance states every 3 months for equipment used on construction sites) and the inspections are to be recorded. This includes all equipment used by sub-contractors.

It is a company rule that all site tools and main supply equipment tools are 110 volts.

In exceptional circumstances where 240 volts have to be used these must be protected by earth circuit breakers.

Personal Protective Equipment (PPE)

The Health and Safety at Work etc. Act 1974 imposes a duty on the company to consider whether personal protective equipment be provided and a duty on employees to wear such equipment if provided for his or her own health and safety.

The Management of Health and Safety at Work Regulations 1999 imposes a requirement on an employer to carry out a risk assessment to assess the needs for such equipment.

It is the company policy that all operatives will wear safety helmets and safety boots at all times whilst on site; this includes all sub-contractors and visitors to site.

All PPE required to be worn by operatives to enable them to carry out their work safely will be provided free of charge by the company to their employees.

All sub-contractors are to ensure that their employees are supplied with the required PPE to undertake their work activities safely. If PPE is provided to the sub-contractor a charge will be made.

Noise

Excessive noise is a major hazard. It accelerates the normal hearing loss, which occurs, as we grow old.

The Control of Noise at Work Regulations 2005 requires that at certain levels of noise, ear protection should either be available to the operative or must be worn by the operative.

At levels of 80dB(A) and above, which is known as the first action level, ear protectors should be available on request.

At levels of 85dB(A) and above the regulations require that ear protection must be worn.

As a rough guide to Site Managers, if two operatives cannot hold a normal conversation 2 metres apart without shouting, then ear protection is required.

If there is any doubt as to the noise levels being experienced on site a noise assessment is to be carried out by a competent person, as stated within the regulations.

Asbestos

Asbestos building materials and products has largely been replaced by alternatives. There remains however the problem of the removal of existing asbestos where the sealing of the material is not practicable in refurbishment and demolition work.

Removing old or suspected asbestos based materials can be a serious hazard to the company's employees and others who may be affected in or adjacent to such work areas.

To reduce risks and comply with all relevant regulations and codes, this company will always insist that specialist asbestos licensed removal contractors are used and that no contract work will commence until any suspected material has been tested and results obtained in writing.

Liquefied Petroleum Gases/Highly Flammable Liquids

Liquefied Petroleum Gas (LPG) cylinders, when not in use, are to be stored safely. They should be stored in an open-air cage with empties and full cylinders kept separate. A roof should be placed on top of the store to keep direct sunlight from heating the cylinders.

The cylinders must be stored upright and the cage clearly marked "Highly Flammable PLG". Ensure the cage is secured at all times.

Any liquid with a flashpoint lower than 90° (32°C) is classified, as "Highly Flammable" and special precautions must be taken in its storage.

Provided not more than 50 litres are held, highly flammable liquids may be stored inside a building in a fire-resisting cupboard (e.g. steel locker). If more than 50 litres are held, the fire-resisting store must be kept in the open at least 3m from any buildings. All stores must be clearly marked "Highly Flammable".

Site Rules

All employees and sub-contractors are reminded that if the project is to be carried out near occupied dwellings, conduct is to be impeccable at all times. In particular foul language is prohibited and alcohol and controlled drugs are not allowed on site.

The playing of radios or other audio equipment will not be permitted.

Tobacco smoking is not allowed.

Personal Protective Equipment (PPE) is to be worn as appropriate. See page 19.

No fires to be lit on site to burn rubbish etc. without permission from the client.

Every effort is to be made to avoid damage to lawns, shrubs and plants in the area. If there is a conflict between conservation of plants and safety then the site agent/manager/appointed foreman is authorised to ensure the needs of safety prevail.

The site is to be left in a safe condition at the end of work. The site agent/manager/appointed foreman is to carry out a site safety survey at the end of each days work.

Ladders are to be boarded off or removed overnight. The possibility of trespassers climbing scaffolding cannot be ignored.

Sacks of cement are to be placed on a pallet and covered with a tarpaulin. Small quantities of other hazardous materials are to be placed in secure storage or removed from site overnight.

All engine or motor driven equipment left on site to be placed inside a secure area and immobilised at cease of work. Small pieces of equipment, hand-tools, PPE and clothing must be left in secure storage or removed from the site.

High driving standards are to be maintained and a safety man is to be positioned at the rear of any vehicle that is reversing. Parking of vehicles is permitted only as authorised by the site agent/manager/appointed foreman and drivers are to be considerate to the client and nearby residents. Access/egress for emergency vehicles is to be maintained and footpaths/tracks are not to be obstructed.

Debris is to be placed in a tarpaulin covered skip positioned on or near the site. The mouth of the skip is to be covered to prevent wind spill and to inhibit the use of the skip by nearby residents and give a degree of safety for children.

The location and type of all fire extinguishers is to be noted and such equipment is not to be used as door stops or interfered with. All employees and sub-contractors are to be aware of how to use the extinguishers and on what types of fire.

Safety Arrangements and Monitoring

The following formal management systems are in place:-

- Weekly site inspection by site manager
- Annual audit of company H & S Management systems

The following systems also contribute to the monitoring process:-

- Hazard Reporting
- Accident Reporting
- Accident Investigation
- Consultation and Communication

Permits to work will be issued for the following high risk activities:-

- Confined Spaces
- Hot Works
- Lone Working
- Live Services
- Isolation of Services

Training

Induction training will be provided for all operatives when they first join the site and further induction training will be provided should the nature of the site change dramatically.

The induction training will include details of the following:-

- Project Management Structure
- Site Fire and Emergency Procedures
- Access and Egress procedures
- Interface with Clients personnel
- Permit to Work activities
- Construction Phase Health and Safety Plan
- Project Hazards
- Site Rules
- Welfare activities, including first aid
- Understanding of method statements/risk assessments
- Accident reporting procedures

Documents

The following documents must be displayed on site:-

- Health and Safety at Work Law placard
- Employers Liability Insurance Certificate
- HSE notification F10

In addition to the above list the following documents must be held on site:-

- BI510 Accident book
- Scaffold/Excavation register
- Lifting Equipment register
- Provision and Use of Work Equipment register
- Construction Phase Safety Plan
- Risk/COSHH Assessments
- Emergency Telephone numbers including Hospital location and Phone Number
- Method Statements
- Induction Register
- Company Health and Safety Policy