



COLCHESTER CONSTRUCTION SERVICES LTD

**GENERAL HEALTH, SAFETY AND ENVIROMENTAL
POLICY STATEMENT AND PROCEDURES**

January 2019

HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY

1. Health, Safety and Environmental Policy
Policy Statement

Colchester Construction Services Ltd (“Employer”) recognises and accepts its legal obligations (under the Health, Safety and Environmental at work etc Act 1974 and all applicable regulations made under it) to ensure, as far as is reasonably Practicable, the health, safety, environmental and welfare at work of all its employees, persons in training, contractors (“Employees”) and the health, safety and environmental of occupiers and visitors and other persons who are present within the premises and who may be affected by its work (“Occupiers and Visitors”).

In Accordance with our Legal Obligations, we are continually updating risk assessments to reflect significant risks of our activities, equipment and all other related arrangements where matters of Health, Safety and Environmental may be involved.

This Health, Safety and Environmental Policy (“the Policy”) is designed to enable the employer to comply with its statutory health, safety and environmental obligations, to apply the necessary measures identified in its risk assessments and to adopt all other reasonably practicable measures (within the limits of available resources) to:

- Reduce hazards and the risk of personal injury to its Employees and Occupiers and Visitors arising out of its activities;
- Maintain a safe and healthy place of work; and
- Reduce hazards and the risk of damage to property

In particular, the employer shall:

- Continue to identify hazards and assess risks to health and safety;
- Provide and maintain safe equipment and systems of work that are free of risk to health;
- Maintain any place of work under its control (including access and egress) safe and free of risk to health; authorise the safety Advisors and supervisor to STOP unsafe works and conditions.
- Provide safe arrangements for the use, handling, storage and transport of articles, goods and substances;
- Provide adequate and appropriate information, instructions, training and supervision;
- Consult with all the employees on Health, Safety and environmental matters;
- Liaise and Coordinate with occupiers and contractors who may share temporary occupation where necessary;
- Monitor, inspect and review the implementation of this policy; and
- Review and update this policy annually, explain to workers and put on display in company offices.

To this end, proper implementation and application of this policy by everyone is paramount. Employees are required to comply with the terms of this policy and any related arrangements or policies from time to time force; take all reasonable steps to protect their own safety and that of other Employees; and co-operate with management in the implementation of this policy.

The ultimate responsibility for overseeing the implementation of this Health, Safety and Environmental Policy rests with the Employer’s Director.

SIGNED:



Mr. J Bullock (Director)

DATED: 3 January 2019

HEALTH AND SAFETY POLICY

1.1 Environmental Policy.

Policy Statement

Colchester Construction Services Ltd will pursue a policy aimed at minimising environmental damage and maximising opportunities for environment improvement.

In all our activities we shall consider environmental impact at the planning stage. We shall maintain good standards of pollution control, conservation of energy and natural resources and the preservation and enhancement of natural habitats.

To implement this policy the company will ensure its site Management and supervisors are aware of the environmental implications of activities within their own areas of responsibility, where necessary additional training may be required to heighten awareness of the relevant issues.

On individual Contracts, we shall endeavour to obtain the best advice from our clients concerning environmental aspects of the contract. In many cases our clients (the Principal Contractor) will already be implementing ISO14004 Systems; we would actively support and implement those systems as instructed.

During the execution of our works we will manage and organise the works in a manner which will reduce, so far as is reasonably practicable, environmental damage caused by: -

- Noise, Dust etc...
- Mud on highways and footpaths etc
- Effluent/waste arising from the works
- Storage and use of mineral oils, fuels etc.

In simple terms we aim to **Reduce** waste, **Re-use** materials where possible and **Recycle**. In many cases we will offer alternatives to client specifications if we felt the **3R's** is not being fully utilised.

We will also take effective precautions to protect adjacent land, buildings and the general public from any danger, discomfort or nuisance.

In pursuance of this policy, environmental consideration will be considered in the selection of materials, which be from wherever reasonably practicable sustainable sources.

All waste material will be disposed of appropriately, all waste removal or transfer will be by licensed haulier to properly managed and licensed tips. Copies of the relevant certification will be obtained for each contract.

All members of the company management and supervisors will be made aware of this policy and the Environmental Management Plan.

SIGNED:



Mr. J Bullock (Director)

DATED: 3 January 2019

HEALTH AND SAFETY POLICY

2. SAFETY ORGANISATION – RESPONSIBILITIES AND DUTIES

2.1 The Directors

Arrange for the preparation, updating and review of the company Health and safety policy and ensure that it is brought to the notice of all employees.

Ensure that employees and contractors are aware of the requirements placed upon them by the company policy and the specific arrangements at the office and site managed locations.

Decide for the provision of information and organise appropriate training for specific employees relevant to the duties they perform for the company.

Ensure that competent persons are nominated to assist in preparing risk assessments relevant to the work operations being carried out.

Bring the results of risk assessments to the attention of those affected; ensure that these are clearly understood by persons who must implement or abide by such procedures.

Maintain a system of consultation with employees on health and safety matters and ensure that Health and Safety is included on the agenda of all project meetings.

Institute procedures for reporting and investigating the causes of injury, damage and loss; promote analysis of investigations to improve safety performance.

Ensure that enough competent persons are nominated to implement emergency procedures at site managed locations and that adequate welfare/ first aid provision is provided.

Evaluate what Health and Safety support resources (external consultants' advice etc.) are necessary for any specific project and agree the roles of the various members of the site management team.

When more than one contractor is working on a project arrange for the Construction Phase Health and Safety Plan to be developed sufficiently prior to commencement of the project and ensure the further development of the Health and Safety Plan throughout the project.

When acting as a contractor provide relevant information to the Principal Contractor relating to site activities detailing how the groundworks or other activities will be carried out safely and liaise with other contractors to avoid inter-relationship problems.

Following the findings of risk assessments, ensure that method statements are in place, to address all high-risk site activities.

Ensure that a site fire plan is produced with enough persons appointed to co-ordinate site emergency procedures and display notices detailing evacuation procedures where all affected can see them.

Stop any dangerous activity observed when visiting sites drawing to site management and relevant contractor's attention any contravention of statutory requirements.

Decide to ensure that contractors provide all necessary documentation, risk assessments and method statements relating to their works.

Ensure that when more than one contractor is working on a project or as a trade contractor relevant information required for inclusion with the project Health and Safety File is promptly provided to the Principal Designer or Principal Contractor.

Monitor the effective reporting of all accidents in accordance with the policy procedures.

Arrange for funds and facilities to be available to meet the requirements of the policy.

HEALTH AND SAFETY POLICY

2. SAFETY ORGANISATION – RESPONSIBILITIES AND DUTIES (Continued)

2.2 Site Supervisors

Make specific arrangements at the site to ensure that works comply with current Health and Safety legislation to reduce risks to employees, contractors or others affected by site activities to the lowest level reasonably practicable.

Ensure, when more than one contractor is working on a project that the Health and Safety Plan is kept up to date, modified and altered as required by changing circumstances on site. Bring to the attention of contractor's relevant sections of the Health and Safety Plan.

Ensure that Colchester Construction Services Ltd workers are aware of safety procedures at the specific site, attend all necessary induction meetings and carry out their work in accordance with the Principal Contractor's site rules.

Organise security arrangements or co-operate with the Principal Contractor or client in order to make sure only authorised people are allowed onto the site.

Implement the site fire plan; check that fire fighting equipment is provided and that combustible materials are stored safely and away from heat sources.

Co-operate with the client or Principal Contractor to establish that site welfare facilities are kept in a clean/hygienic condition and that first aid arrangements are adequate given the size and nature of the specific site and that boxes/points are fully stocked.

Ensure that protective clothing and equipment to guard against hazards on site is issued by those responsible and worn as required.

Report any defect in vehicles, plant and equipment in use for groundworks or demolition and prohibit the use of any such item as necessary. This shall be the case for all equipment whether hired or purchased or otherwise brought to site.

Ensure that portable electrical appliances, leads and plugs are free from visible damage and that routine PAT tests are arranged at required intervals.

Monitor working practices to establish if work is being carried out in accordance with site rules method statements, COSHH assessments etc.

Ensure that new employees, particularly apprentices and young people, are shown the correct method of working and all safety precautions.

Stop any dangerous activity, horseplay etc and report those offending in accordance with site procedures.

Consult with other employees and contractors and ensure that any Health and Safety matters raised are fully investigated in order to improve safety performance at the site.

Report any accidents as outlined in the accident reporting section of this policy.

Co-operate with any external Health and Safety Consultants appointed for the specific project. Bring to the attention of contractors any safety deficiencies or recommendations of site safety inspections and reports.

Provide relevant information to contractors relating to site rules and procedures detailed in the site Health and Safety plan and ensure that all site workers receive induction training.

Set a personal example by following all site rules, wearing protective clothing and by carrying out your own work in a safe manner.

HEALTH AND SAFETY POLICY

2. SAFETY ORGANISATION – RESPONSIBILITIES AND DUTIES (Continued)

2.3 Sub-Contractors and Self-Employed Persons

Follow the arrangements detailed in this Policy; observe site rules issued by the Principal Contractor or Colchester Construction Services Ltd and any specific requirements in the Health and Safety Plan.

Provide information relating to Health and Safety procedures when requested in accordance with the company's selection procedures for contractors and the self employed.

Prepare and issue risk assessments and method statements as requested and co-ordinate site activity with the site supervisor and other contractors at the project.

Work strictly in accordance with agreed method statements.

Provide information relating to hazardous substances for use on site. Assess the risks associated with such substances relating to the way the substance is to be used and stored at the site.

Co-operate with site management to provide information regarding daily work operations to avoid inter relationship problems with other programmed works.

Provide safety training for operations under their control and ensure that all their employees attend site induction talks.

Ensure that plant and equipment brought on site is used only on work for which it was designed, is of sound construction and in safe working order. All necessary testing and thorough examination must be carried out at the appropriate intervals.

Make sure that employees refrain from misuse of plant and equipment, welfare facilities or anything provided in the interest of Health and Safety; avoid dangerous acts or horseplay.

Provide appropriate personal protective equipment/clothing which must be used/worn in accordance with the site rules (e.g. hard hats, eye protection, ear defenders etc).

Report to the site supervisor all accidents sustained by contractors, whether the accident results in injury, damage or a near miss (e.g. encountering unexpected and unrecorded services below ground, without causing damage or injury, but clearly could have done so).

HEALTH AND SAFETY POLICY

2. SAFETY ORGANISATION – RESPONSIBILITIES AND DUTIES (Continued)

2.4 Site Employees

Co-operate with the Principal Contractor and the site supervisor in order to carry out the arrangements detailed in the Health and Safety policy and the specific rules for the site.

Consult with the site supervisor about any site procedures that may be unclear or could be improved.

Report any unsafe working methods or dangerous conditions observed to your site supervisor.

Notify your site supervisor of any defects in plant or equipment immediately; do not attempt to use or repair equipment which may be hazardous to your health or for which you are not trained.

Report all accidents, injuries (however minor) or “near miss” incidents that may result in no injury or damage but could have done so e.g. exposing unexpected and unrecorded services below ground, without causing damage of injury, but clearly could have done so.

Do not recklessly interfere with anything provided in the interests of health and safety or abuse welfare facilities.

always Wear appropriate footwear and use, where necessary, all protective clothing and safety equipment provided e.g. safety helmets, goggles, face masks etc.

Assist in keeping the site tidy, free from waste and materials blocking circulation and fire escape routes and fire risks.

Do not play dangerous or practical jokes or engage in “horseplay” on site.

Work strictly in accordance with method statements and agreed safety procedures for the site.

Warn fellow employees, particularly trainees or those new to the site, of known site hazards and remind them of agreed systems of work.

Take note of the safety notices and information displayed at the site and attend any induction training sessions organised by Principal Contractors or clients.

2.5 Rights to refuse unsafe work

Health and safety should never be compromised for another objective. Any worker, working for this company may refuse to work or do work where he or she has reason to believe that:

- Any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker or non-worker (member of the public, another contractor’s worker)
- The physical condition of the workplace or part thereof in which he/she works or is to work is likely to significant harm to himself/herself.
- Any equipment, machine, device or thing he /she is to use or operate or the physical condition of the workplace or part thereof in which he/she works or is to work is in contravention of the HSE guidance or HSAWA and associated regulations and such contravention is likely to endanger himself/herself or another worker or non-worker.
- Upon refusal, the employee will report to his/her supervisor who will immediately investigate the report and notify the safety advisor.
- The worker will remain at the safe place until the investigation is complete unless the company assigns the worker alternative work or gives other directions to the worker.

HEALTH AND SAFETY POLICY

3. CONSULTATION, MONITORING AND REVIEWING HEALTH AND SAFETY

Colchester Construction Services Ltd encourages all employees to discuss any health and safety matter with the Directors and those responsible for management of site locations.

All employees will be expected to bring to the notice of the Directors areas where safety in the workplace may be improved. All reports of defects in safety performance will be fully investigated and suggestions for improvements welcomed.

Consultation between management and employees is provided by regular contact between Directors, supervisors and employees.

The company always aim to provide full co-operation with the Principal Contractor or client in order to avoid any inter-relationship problems between other contractors or other activities at client's premises.

The company's safety consultant will keep the Directors informed about the need to review and update the Health and Safety policy and procedural documents as required by changes to legislation or alterations to the organisation of the company.

The Directors will monitor and report on Health and Safety standards on sites during his regular site visits. Any actions required following inspections will be recorded and "signed off" after necessary improvements have been implemented.

On certain projects it will be arranged for external safety consultants to visit site locations as requested to report on Health and Safety standards at sites and detail recommendations to improve safety performance.

Site supervisors must check that all work under their control is being carried out in accordance with this policy and the safety procedures established for the project.

Appropriate safety documentation HSE guidance notes, trade publications and safety leaflets etc. are available for site reference.

The Directors will liaise with the safety consultant regarding the frequency of the review of the Health and Safety Policy to establish any possible areas of improvement in procedures, training etc. and, where necessary, for additional information to be issued to employees.

Health and safety shall be included as an item on the agenda of all site meetings. Any deficiencies in health and safety performance are to be reported and suggested improvements in working procedures discussed.

Everybody has a part to play in keeping sites tidy and safe and any concerns must be brought to the attention of the directors directly or to the directors through the site supervisor.

HEALTH AND SAFETY POLICY

4. SITE WELFARE FACILITIES

4.1 General Guidelines

The status of the company on the specific site will determine whether the company's site management are in control of welfare and first aid arrangements.

Colchester Construction Services Ltd generally use the welfare facilities provided by a Principal Contractor or client in control of the site or premises.

The Company will assess the welfare arrangements for projects in accordance with statutory legislation and specific contract requirements prior to the commencement of a project.

Welfare arrangements should be detailed in the project Health and Safety Plan and procedures for correct use and maintenance must be communicated to all parties using those facilities.

The site supervisor will ensure that facilities are adequate and are properly maintained.

4.2 Summary of Minimum Welfare Requirements

Suitable and enough sanitary conveniences must be provided for the number of site personnel. Toilet facilities must be kept in a clean and hygienic condition.

Washing facilities should be provided in the immediate vicinity with hot and cold water, soap and means of drying hands.

Shelter for protection in bad weather and facilities for keeping personal clothing must be available with a means for drying provided.

Accommodation for taking meals is required along with facilities for boiling water. A means for heating food must be provided unless hot food is readily available elsewhere.

Drinking water must be available and be marked as such with a supply of drinking vessels.

When assessing welfare provisions separate arrangements should be made for males and females.

No smoking in the workplace must be enforced and additional site fire risks must be considered.

5. Alcohol & Drug policy

The Company recognises that alcohol, drugs and substance misuse can be a serious problem within work places, even if ingested innocently. Employees, anyone working for the company (for whatever reason) who drink alcohol, take unlawful drugs, or even some forms of legitimate medication, are more likely to work inefficiently, be absent from work, have work accidents and endanger colleagues.

It is recognised that drug and alcohol abuse is an increasing social trend and has far reaching consequences, particularly in relation to construction sites and the operation of plant machinery.

The company has a duty to ensure the health, safety and welfare of all employees, contractors, clients, visitors and members of the public who may potentially be harmed by their work activities.

Working under the influence of alcohol, drugs or other substances at any time is an example of gross misconduct and is likely to lead to dismissal after an appropriate disciplinary investigation.

HEALTH AND SAFETY POLICY

6. ACCIDENT REPORTING AND FIRST AID

6.1 Accident Reporting (General)

The Company is Committed to take the necessary steps to achieve and maintain a Zero% accident rate. All Accidents must always be entered immediately into the site or office Accident Book, (B1510), however trivial they may appear to be.

6.2 Duties in Relation to Accidents

Colchester Construction Services Ltd must be notified immediately of any serious incidents. It will be ensured that in the event of a fatal or specified injury or a dangerous occurrence, or a notifiable disease, then the local offices of the Health and Safety Executive is notified immediately by the quickest practicable means. This is in accordance with the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR), and is obligatory. Detailed definitions of these situations can be found in those Regulations.

Advice will be obtained from the company safety consultant if any assistance is needed in this respect.

Confirmation of the above notification must be submitted in writing within 15 days on an appropriate form or by some other approved means.

If any injury results in any person being absent from work for more than 7 days (not counting the day in which the accident happened), then notification must also be made (see below). If any injury results in any person being absent from work for more than 3 days a record must be kept, this can be recorded in the company Accident Book. All accidents must be recorded.

It will be ensured that work in the vicinity of a notifiable accident is suspended pending an investigation while also making the area safe.

6.3 Details of Notification to HSE:

Using the form F2508 on the RIDDOR website, <http://www.hse.gov.uk/riddor/report.htm> and completing on line.

By telephone to The Incident Centre on 0845 300 9922 for any fatal or specified injuries (open 8.30am to 5pm Monday- Friday.)

6.4 Accident Record Book

The information to be recorded shall be:

- Date and time of the accident or dangerous occurrence.

The following particulars of that person:

- Full name
- Occupation
- Nature of injury
- Employer

The following additional information:

- Place where the accident or dangerous occurrence happened.
- A brief description of the circumstances in which the accident or dangerous occurrence happened.
- The date on which the event was first reported to the relevant enforcing authority.
- The method by which the event was reported.

HEALTH AND SAFETY POLICY

6. ACCIDENT REPORTING AND FIRST AID (Continued)

6.5 Post Accident Procedures/Investigation

Joe Bullock will liaise with the Company's safety consultant regarding the allocation of duties for investigation of any accident.

It will be ensured that a full investigation of any accident involving injury, damage or loss will be undertaken and subsequent recommendations implemented.

6.6 First Aid

A project specific assessment will be undertaken to consider the number of employees, the nature of the work and associated hazards, the location and distribution of the site, and the nearest hospital and emergency facilities.

First aid boxes will be checked and refilled as necessary, generally by the site supervisor.

Full details of welfare and first aid provision for the specific site along with the location of nearest Accident and Emergency Hospital are detailed within the site Health and Safety Plan.

6.7 First Aid Assessment Checklist

The minimum first aid provision for each work site is:

- A suitably stocked first aid container
- A person to take charge of first aid arrangements
- Information for employees on first aid arrangements

6.8 First Aid Materials, Equipment and Facilities

When the assessment of first aid requirements has been completed all equipment and facilities needed to ensure that the level of cover identified as necessary will be available to employees at all relevant times. This will include ensuring that first aid equipment, suitably marked and easily accessible, is available in all places where conditions require it

As there is no mandatory list of items that should be included in a first aid container Colchester Construction Services Ltd will decide what to include in the first aid container from information gathered during our assessment of first aid needs. As a guide a minimum stock of first aid items would normally be:

- A leaflet giving general guidance on first aid
- Individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized individually wrapped sterile un-medicated wound dressings – approximately 12cm x 12cm
- Two large sterile individually wrapped un-medicated wound dressings – approximately 13cm x 13cm
- One pair of disposable gloves

HEALTH AND SAFETY POLICY

7. FIRE SAFETY AND EMERGENCY PROCEDURES

7.1 Site locations

The status of the company on the specific project would determine whether Colchester Construction Services Ltd or other parties are in control of fire and emergency procedures.

The site fire plan must be produced with enough persons being appointed to co-ordinate site emergency procedures.

Full details of project specific fire prevention, protection and emergency evacuation procedures will be detailed within the site Health and Safety Plan and be displayed on site.

All sites are designated no smoking areas. Project specific arrangements for smoke breaks are contained within the site Health and Safety Plan.

Where working in existing premises the company would need to satisfy themselves as to the worthiness of current escape routes from any areas of working.

Adequate fire fighting facilities must be available, prominently signed and located to control assessed fire risks for the specific project.

Working areas must be kept clean and tidy to prevent the build up of flammable materials with waste removed at regular intervals.

Highly flammable liquids and LPG are to be stored correctly and quantities stored kept to the minimum necessary for use.

A hot work permit system will be operated when necessary, the appropriate precautions taken and maintained.

The person responsible for fire safety is Daniel Radford as our fire marshal.

HEALTH AND SAFETY POLICY

8. RISK ASSESSMENT

8.1 Procedures

The Management of Health and Safety at Work Regulations 1999 (MHSWR) requires employers to carry out risk assessments of work activities.

Definitions:

- Hazard: Something with the potential to cause harm
- Risk: The likelihood of the harm from a hazard occurring
- Competent Person: A person with enough knowledge, experience and training

The extent of risk during an assessment will take account of the severity of possible consequences and the number of persons likely to be exposed to the hazard.

Actions to be taken are summarised as follows:

- Assess the risks to the health and safety of employees and any others who could be affected by specific work activities. This also includes contractors and temporary staff where they may be affected by such work.
- Specify the relevant procedures to eliminate or minimise any such risk.
- Where the risk is significant, then this must be recorded in writing, and where relevant, groups of employees identified as being especially at risk.
- Risk assessments should be reviewed and altered if they are no longer valid or where circumstances have changed significantly.
- Appoint competent persons to assist in complying with these requirements.
- Establish emergency procedures to be followed in the event of serious and imminent danger and have enough competent persons to implement evacuation procedures.
- Co-operate fully with other employers where work areas are shared, by exchanging information on the risks associated with each others' activities/the control measures in force and subsequently pass such information to employees in those areas.
- Inform employees about any risks that have been identified and provide information on the preventative steps that are being taken to protect them.
- Provide health surveillance where there is an identifiable disease or adverse health condition related to the work concerned, if they can be detected and there is a reasonable likelihood that they may occur under working conditions.

Provide relevant training, which must be repeated periodically and take account of change in respect of:

- Duties and tasks allocated to them.
- Induction on first being employed.
- Where transferred to new work or given increased responsibility.
- When changes in work equipment or methods are introduced.

Employees also have duties as follows:

- Use anything provided by the employer in accordance with the instructions/training given. This includes plant and machinery, dangerous substances, safety equipment etc.
- Inform management of any dangerous work situation or matter considered to be a problem with health and safety protection arrangements.

The requirements of this legislation place a duty on Colchester Construction Services Ltd to provide appropriate arrangements for health and safety which will enable effective planning, organisation, control, monitoring and review of the preventive and protective measures required to eliminate or minimise the risk for any work activity.

HEALTH AND SAFETY POLICY

8. RISK ASSESSMENT(Continued)

Where activities are already subject to assessment under other legislation, there is no requirement to repeat the exercise e.g. Control of Substances Hazardous to Health Regulations 2002, Display Screen Equipment Regulations 1992.

8.2 Employing Young People

Under the (MHSWR) certain additional obligations are required of employers in relation to the employment of young persons (those under 18).

Young persons will only be employed where circumstances allow for adequate supervision and only after an assessment has been made considering their inexperience and possible immaturity, lack of awareness of potential risks and unfamiliarity with the workplace.

8.3 The Equality Act (2010) and Equal Opportunities

An assessment will be made prior to the employment of any person falling under the scope of the Equality Act of facilities and access arrangements with attention to emergency evacuation measures.

Colchester Construction Services Ltd is an equal opportunities Employer; persons are employed based on merit and skill.

HEALTH AND SAFETY POLICY

9. INFORMATION AND TRAINING

9.1 Training

Colchester Construction Services Ltd recognises that safety training is essential in order that individuals can competently undertake the duties assigned to them.

Staff will be given general training and instruction when they are exposed to new or increased risks due to: -

- A change in the system of work
- New responsibilities
- Requirements of a specific new workplace
- New or changed work equipment or technology

The company recognises that fundamental to the success of its Safety Policy is that management should have received training necessary to control effectively the areas for which they are responsible.

It is ensured that operators of specific items of plant and machinery hold current certification of competence.

An ongoing training programme is under development by the Safety Manager to review current procedures and implement forthcoming training and instruction for Directors, site supervisors and operatives.

Trade contractor's site management are required to ensure that relevant training is given to new employees or those new to the contract relevant to the tasks to be undertaken.

Specific safety topics are selected for "tool box talks" where measures to control risk are discussed and brought to the attention of employees e.g. site traffic management procedures, work at heights etc.

It shall be the responsibility of the site supervisor to organise safety induction talks, which, where practicable shall be held on the operatives first day on site.

Site induction training for the specific project will be carried out by the site supervisor or in his absence others instructed by him.

The company will co-operate with the Principal Contractor and attend any induction training sessions held or site safety briefings.

9.2 Information

Information specific to the individual project will be made available and displayed in prominent locations in the form of site rules, health and safety notices, emergency procedures etc.

Relevant health and safety books, leaflets and HSE publications are held at the company office and are available to sites.

Members of staff who require specific information should consult with Joe Bullock.

HEALTH AND SAFETY POLICY

10. DISPLAY SCREEN EQUIPMENT

10.1 Application of the Regulations to “Users”

The Regulations apply to work stations where there is a "user", that is an employee who habitually uses display screen equipment as a significant part of formal work.

10.2 Hazards associated with this equipment include: -

Work related upper limb disorders e.g. temporary fatigue or pains in the hands, arms shoulders, soft tissue disorders e.g. carpal tunnel syndrome.

Prolonged static posture or awkward positioning.

Temporary visual fatigue due to glare or reflections, poor legibility of screen or documents, inadequate lighting, poor screen image etc.

Fatigue or stress.

Environmental factors e.g. humidity, heating, ventilation, static electricity.

10.3 Arrangements in connection with the use of this equipment: -

Assess the risks to health and safety of operators who use display screens for continuous periods of an hour or more.

Decide for workstations to comply with the relevant standards.

Organise work activities so that, where possible, short breaks away from the display screen are a regular feature.

Decide for eyesight tests at the request of any “user” and ensure that suitable basic spectacles are provided, where these are required for the display screen work concerned.

Arrange for relevant health and safety training of operators and provide adequate information regarding these aspects.

10.4 Practical Control Measures to be Considered: -

Adjust chair display screen and other workstation equipment to find the most comfortable position.

Arrange for enough space to take whatever documents as are necessary. Use a document holder if necessary.

Maintain enough space below the desk to allow free movement of legs, use a footrest if necessary.

Adjust keyboard position and try to avoid bending hands up at the wrist, use a soft touch and avoid over stretching the fingers.

Organise work to include regular breaks from screen work.

Avoid reflective glare due to windows or bright lights.

Ensure screens are clean and brightness/contrast are adjusted to suit lighting conditions. Screens should not flicker.

If any display screen user becomes aware that discomfort is experienced in hands, wrists, back, eyes etc they should consult with Joe Bullock.

10.5 Training

Training will be provided for those persons defined as users or operators and will cover the health and safety aspects associated with the equipment, including recognition of risks, and their causes, adjustment of seating and equipment positions, cleaning and maintenance, use of breaks, consultation arrangements and eye test arrangements.

HEALTH AND SAFETY POLICY

11. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

11.1 General

The Control of Substances Hazardous to Health Regulations 2002 (as amended) imposes a duty on the employer to:

- Identify all substances in use, or likely to be encountered which could be hazardous to the health of employees (and others); and
- Assess the risk to their employees (and others) from the substance, considering the way it is being used and the quantities involved.
- All potentially hazardous substances to be used must be identified and assessed for the risk to personnel.
- A less harmful substitute should be sought for any hazardous substance. Only if there is no less hazardous substitute available should the substance be used.

HEALTH AND SAFETY POLICY

12.0 PERSONAL PROTECTIVE EQUIPMENT AT WORK

12.1 Policy

In accordance with the Personal Protective Equipment Regulations (1992) it is the policy of the Company that suitable personal protective equipment (PPE) will be worn by the Company's employees and by others working at places controlled by the Company which will protect against one or more risks to his health and safety.

PPE will be issued to protect operatives against any hazards that cannot be controlled by other safety procedures.

Appropriate PPE will be provided or insisted upon for all employees, sub-contractors and visitors e.g. head protection, high visibility clothing etc.

12.2 Operation of Policy

NB: PPE must always be considered a last resort, not as an alternative to a safe system of work.

The Company has a duty to ensure so far as is reasonably practicable, that employees wear or hold equipment which protects them from any foreseeable risk to their health and safety.

All PPE must be stored safely, maintained, replaced and cleaned as necessary; an initial appraisal of PPE on issue must check for damage or defects.

Any defects in PPE must be reported to site management immediately who will arrange for replacement.

Sub-contractors must comply with all safety rules for the project including compliance with the Personal Protective Equipment Regulations.

Where resistance to this policy is met the person will be removed from danger whilst appropriate contractual and disciplinary action is used to resolve the issue.

12.3 Assessing PPE Requirements

Assessment will be made on each work activity and the operation of individual machines to evaluate the requirement for protective equipment.

The Company will ensure that an assessment is made to determine whether any PPE they intend to provide is suitable.

Details of PPE to be worn or used to guard against specific hazards will be included on the results of all risk assessment and method statements.

An assessment will be reviewed when there is reason to expect it is no longer valid or there is a significant change in matters to which it relates.

COLCHESTER CONSTRUCTION SERVICES LTD

HEALTH AND SAFETY POLICY

13. MANUAL HANDLING OPERATIONS

13.1 General

Colchester Construction Services Ltd makes every effort to avoid the need for any employee to undertake a manual handling operation which involves a risk of injury. Mechanical handling aids (trolleys/barrows etc.) are used whenever practicable.

13.2 Hazards

The main hazards associated with manual handling operations include: -

- Possible injury to persons involved.
- Possible injury to others in the vicinity of items being moved.
- Damage to the fabric of the building resulting in creation of hazards to other users.

13.3 Control Measures

Where a significant manual handling operation involving employees cannot be avoided the Company will make a written assessment considering the following factors: -

- The task
- The load.
- The environment.
- The individual's capability and take appropriate steps to reduce the risk to the lowest reasonable level.
- Provide employees involved in any such manual handling operation with precise information about the weight of the load.

The assessment will be reviewed when there is reason to suspect that it is no longer valid, or there has been a significant change in the operation.

When manual handling cannot be avoided entirely, consideration will be given to the possibility of (1) automation, or (2) mechanisation, bearing in mind that either of these alternatives may introduce fresh risks requiring precautions of their own.

Similar considerations will apply to assessing the requirements of material deliveries.

The Company will delegate responsibility for carrying out assessments to individuals considered to possess enough experience, knowledge and understanding of the requirements of the Regulations.

Employees are encouraged to assist the assessment process by reporting any problems which they may have encountered in manual handling operations.

14. THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

On a project with more than one contractor a Principal Contractor must be appointed to carry out the following duties:

14.1 Duties of the Principal Contractor

Identify and eliminate or control, so far as is reasonably practicable, foreseeable risks to the health and safety of any person.

Plan, manage and monitor the construction work and coordinate matters relating to health and safety during the construction phase, to ensure that, so far as is reasonably practicable, construction work is carried out without risk to health or safety.

Ensure that anyone they appoint has the necessary skills, knowledge and experience to carry out the work in a way that secures health and safety.

Co-ordinate the work of the contractors under their control so that the risks to site workers, and others in the vicinity of the works, are managed effectively.

Ensure that contractors co-operate with each other to prevent inter-relationship problems.

Ensure that all workers have been provided with suitable health and safety induction, information and training.

Prepare (prior to commencement) the construction phase Health and Safety Plan to explain how safety is managed at the site. This must be kept up to date and developed as the project progresses.

Ensure that Employers and Self-Employed workers apply the principle of prevention and follow the Construction Phase plan.

Prepare and enforce any site rules for the specific project.

Take necessary steps to keep unauthorised people off site.

Cooperate with others involved in the management of any neighbouring project.

Make sure that suitable welfare facilities are provided from the start of the construction phase.

Decide for the co-ordination of the views of employees or their representatives

Provide the Principal Designer with any information in the Principal Contractor's possession relevant to health and safety for inclusion in the health and safety file (record information for the project).

14.2 Duties of Contractors

Be satisfied that the client is aware of the client duties under these Regulations.

Plan, manage and monitor the way in which construction work is carried out in a way which ensures that, so far as is reasonably practicable, it is carried out without risks to health and safety.

Where there is no principal contractor, prepare a construction phase plan prior to setting up a construction site.

HEALTH AND SAFETY POLICY

14. THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015 (Continued)

14.2 Duties of Contractors (Continued)

Provide information and instruction so that construction work can be carried out without risk to health and safety, including:

1. A suitable site induction, where not already provided by the Principal Contractor.
2. The procedures to be followed in the event of serious and imminent danger to health and safety, e.g. (emergency evacuation and fire prevention).
3. Information on risks to their health and safety identified by the risk assessments or arising out of conduct of another contractor's work.

Provide employees with any health and safety training which is required in respect of the construction work.

Do not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.

Ensure that welfare facilities are adequate and comply with schedule 2 to CDM 2015.

Comply with any directions given by the Principal Designer or the Principal Contractor and any site rules.

Provide the Principal Designer or Principal Contractor with any information in the contractor's possession relevant to health and safety for inclusion in the health and safety file (record information for the project).

HEALTH AND SAFETY POLICY

15. MOBILE PLANT OPERATIONS

15.1 General

The legislation concerned with plant operations would include the Provision and Use of Work Equipment Regulations 1998 in terms of suitability of work equipment, its maintenance and the requirement for those who use, supervise or manage such equipment to be provided with appropriate information, instruction and training.

15.2 Requirements on personal Safety

- Alcohol & Drugs - You must not under any circumstances operate plant and machinery under the influence of Alcohol or drugs, even from the previous evening. This may include some prescription medicines which can cause drowsiness. Always check the instructions provided or if in doubt, do not operate plant and machinery.
- Eyesight - If you require glasses to drive or operate plant these must be worn. Regular eye examinations should be carried out to ensure continued safe use of plant. Eye protection (goggles & glasses) should be worn in any circumstances where there is danger to the eyes e.g. dust, grit etc
- Ear Protection - Ear protection must always be worn when using or around loud machinery or plant. (See section on Noise reduction and control measures). Hearing loss is very gradual, and all precautions must be taken to protect this.
- Authorisation - You must have by law a current CTA card or equivalent authorisation to operate the required plant or machinery.

15.3 Preparation for the Use of Plant

Before using plant or machinery operators must check for:

- Visual leaks
- Damage
- Anything resting on or in the path of the vehicle.
- Tyre condition
- Fuel level
- Engine water levels
- Engine oil levels
- Mechanical links or couplings. Ensure re-bar has not been used as a towing pin.
- Ensure you fully understand the plants controls and have been trained in its use. The instruction manual should always be kept with the plant. If this is not there and you require this ask the supervisor to provide this.
- Clean out the cab regularly to ensure controls are not obscured or affected.

Fuel, oil, lubricants and fluids can be hazardous. Some contain cancer causing elements (Carcinogens) & also may cause Dermatitis. Care must be taken when dealing with these substances or clearing up after spillages. (Refer to section on Control of Substances Hazardous to Health)

15.4 Plant Operation

Copies of plant operator's certificates will be provided to the Site Supervisor for inclusion within the site safety files/construction phase plan.

Testing and all necessary examination certificates for plant must be recorded and kept on site by the site supervisor.

15. MOBILE PLANT OPERATIONS (Continued)

15.4 Plant Operation (Continued)

Operators must

- Only use plant for its specific purpose.
- Do not break the law and operate anything you are not authorised.
- Ensure you can manoeuvre the plant within allowed turning spaces.
- Ensure it can cope with required gradients.
- Watch for any obstructions, especially overhead.
- Always lower skips before driving.
- No persons are to be on dumper trucks when being loaded,
- Be aware of any ground workers close to plant
- Ground workers to not approach plant without contacting the driver first.

15.5 Excavations

When working on or around excavations operators will:

- Check the ground near to the excavation can take the weight of the plant/machine in use.
- When tipping into an excavation or over the edge of an embankment suitable measures will be taken to prevent vehicles running over the edge.
- If working in deep excavations or confined spaces, ensure there is enough ventilation and no danger to the Health & Safety of themselves and others. If in doubt they will stop work and get out
- When machinery is used for excavation or close to the works, no workers will be in or near them in case of collapse.
- If any unexpected services are uncovered work must cease and it must be reported to site supervisor
- Ensure excavated areas are barriered off to prevent plant or machinery from coming too close and disturbing the site. (Refer to Excavations section in this policy).

15.6 Immobilising Plant

When plant is not in use it must be made safe to protect from any unauthorised people from using it, as well as nearby workers.

- When leaving plant, even if just for a short period, the operator must isolate the vehicle from being used. This can be achieved via an isolator switch (if fitted) or by physically removing the keys. It should also be left in a manner not to cause any problems for others around it, e.g. parked in a safe place where it does not cause obstruction, with bucket on the ground or dumper bucket lowered into normal position etc.
- When storing the plant and machinery, you must park it in a designated and safe place, leave it safely with buckets down etc. It must be locked, any anti vandal guards must be put in place, and keys removed.

16. EXCAVATIONS

HEALTH AND SAFETY POLICY

16.1 General

All excavation work will be carried out in compliance with the Construction (Design & Management) Regulations 2015. Excavation work on Colchester Construction Services Ltd sites will be carried out by trained and experienced operatives under close supervision. Work will be monitored to avoid potential risks.

Only those employees who have attended a recognised course and who hold a current qualification will be permitted to operate excavation machinery.

16.2 Hazards/risks

The major hazards associated with excavation work are listed below:

- Striking underground services
- Collapse of the sides, and injury to persons within the excavation
- Persons/plant/materials/spoil falling into excavations
- Persons in excavations being struck by falling materials
- Access to/egress from the excavation
- Flooding
- Asphyxiation or poisoning due to ground conditions or fumes from plant
- Collapse of structures due to proximity of excavations to foundations etc.
- Plant sinking into unstable ground

16.3 Working procedures

Underground services

Prior to commencement of excavation works the presence of buried services within the site area will be established. The following information/techniques will be used:

- Statutory Authority records and any existing plans/drawings which may be available.
- Surface evidence, such as manholes, inspection chambers, areas of reinstated ground.
- Detection surveys (e.g. CAT and Genny).

Services identified within the site area will be marked up and hand digging techniques used to carefully expose services. Services will be suitably supported to prevent damage and must not be used as step ups/hand holds etc.

Collapse of excavation walls/sides

Trench supports will be designed and installed by suitably trained and competent persons. Installation of support work will only be carried from outside or from already supported sections of the excavation. No work must be undertaken ahead of installed support works or in unsupported sections of excavations.

A risk assessment will be carried out to determine the requirement for supporting the sides of the excavation. Where appropriate consideration will be given to the possibility of battering back or stepping back the sides of the excavation.

Persons/plant/materials/spoil falling into excavations

Suitable barriers and notices etc. will be placed to ensure persons/plant and materials cannot fall into excavations. Materials/spoil will be placed at suitable distances from the edge of excavations, to prevent them slipping into the trenches/holes.

16. EXCAVATIONS (Continued)

16.3 Working procedures (Continued)

Plant movements will be organised to be well away from the sides of excavations, to avoid plant running into the excavation vehicle movements causing collapse. Where access alongside excavations for plant is required then stop blocks, suitably anchored back, will be used.

Safe access/egress to excavations must be provided, generally by way of appropriate ladder which must be well maintained, firmly secured and used correctly.

Inspection of excavations

Inspection details should be recorded and signed by a competent person. Inspections should be carried out daily/prior to each shift, after accidental fall of materials and after any other event likely to have affected strength or stability (e.g. heavy rainfall).

Hazardous atmospheres

Atmospheres within excavations may become hazardous due to the presence of gas leaks, contaminated ground and exhaust fumes from plant/vehicles etc. Checks for hazardous atmospheres will be made prior to commencement of work, with monitoring throughout the works (where these atmospheres are thought possible). Plant will be sited away from excavations, orientated so exhausts point away from the excavation.

Ingress of water/flooding

In deep excavations or where ground water table is high, and particularly following periods of heavy rain, water may accumulate within the excavations, giving rise to risk of drowning and water borne diseases/health problems.

Ingress of water into excavations will be controlled through use of over driving piled trench supports or by mechanical pumping techniques.

HEALTH AND SAFETY POLICY

17. WORK AT HEIGHTS

17.1 General

Work at heights must comply with the Work at Height Regulations 2005. Operatives undertaking work at heights must be properly trained to enable them to recognise the dangers and know what steps to take to avoid them.

17.2 Working Platforms/Prevention of Falls, Falling Objects

A safe working platform must be maintained, and safe working practices observed to prevent falls of personnel from the workplace or access to the workplace. Control measures must be maintained to prevent the fall of materials, tools, equipment or other objects from height which impose hazards for other workers or persons nearby or underneath the workplace.

17.3 Access Equipment

Scaffolding or other access equipment must be appropriate for the work to be carried out safely. All access equipment, ladders, towers, etc. must be regularly inspected and maintained.

Any faults in access equipment and materials must be reported by site supervisors or operatives immediately.

Before any work commences where safety belts, harnesses or other equipment are to be used training must be given to operatives undertaking that section of work.

Ladder access to working areas at height must be removed when the site is unattended.

17.4 Overhead Work

All necessary measures are to be taken to inform by notices of work being carried out above. Head protection must be worn where work at heights is being carried out.

Whenever possible, where work is being carried out at high level measures should be taken to prevent access to areas or levels beneath that work.

Materials must not be thrown down from high level other than by means of a chute or other safe method of work.

17.5 Fragile Structures

Before any work commences on a roof, fragile materials must be identified.

If any doubt exists as to the "reliability" of a roof or other structure to withstand a person's weight it should be treated as a fragile material (e.g. industrial roofing sheets, extension flat roofs).

Cement asbestos roofs must always be fragile i.e. unable to support a person's body weight.

Crawling boards or other suitable coverings should be used on fragile materials such as: -

- Certain plastic sheeting
- Wired glass (e.g. rooflights)
- Wood wool slabs
- Asbestos/fibre cement sheets
- Corrugated steel sheeting if rusted
- Any roofing surface where uncertainty exists as to its ability to take a person's weight.

Crawling boards provided must be at least 430mm wide and where possible, secured to prevent movement.

17. WORK AT HEIGHTS (Continued)

17.5 Fragile structures (Continued)

No person should pass across, work on or from any fragile roof unless suitable and enough platforms, coverings or other similar means of support are provided and used.

No person must pass or work near fragile materials (e.g. rooflights etc.) unless suitable and enough guard rails, coverings or other measures are taken to prevent a person falling through that material.

Barriers must be erected around openings and rooflights or alternatively they should be covered over. The covering should be substantial and secured in position. Where it is not possible to secure the covering, a notice should be fixed to the cover warning that there is a hole below.

17.6 The Work at Heights Regulations 2005

Colchester Construction Services Ltd recognise the duty to avoid work at height, wherever it is possible to do so, by pre-assembly or preparation of as much of the work as possible prior to working at height.

Where work at height is unavoidable measures will be in place to prevent any person falling a distance liable to cause personal injury. Risk assessments will be undertaken to select the work equipment most suitable to ensure and maintain safe working conditions.

A full fixed access scaffold erected by competent scaffolding contractors or fully guarded working platform for a tower scaffold is generally required for any work at heights undertaken at Colchester Construction Services Ltd sites.

17.7 Factors to be considered in selecting appropriate work equipment.

When conducting risk assessments on the type of access and working platform for work at height, factors to be considered include: -

- The job to be carried out.
- The duration and number of times it needs to be undertaken at that location.
- Number of people required
- The height and consequence should a fall occur.
- The equipment and materials necessary to undertake the job
- On site ground conditions,
- Location and other hazards (overhead power lines, neighbouring structures, occupied areas, work over public areas etc.
- Level of training and experience of those who will use the access equipment.

Where reasonably practicable the equipment should provide a flat suitably sized working platform with barriers or rails with good stability. The platform should be big enough to allow room to work safe, passage (if required) and the safe use of equipment and materials.

Colchester Construction Services Ltd recognises the limitations of use for ladders and stepladders as equipment to work from. Where ladders or steps are in use, it will be ensured that these are suitable because of the short duration and light work to be carried out and that other alternative equipment would not be practicable, having assessed the work operation.

18.0 PROCEDURES RELATING TO ASBESTOS CONTAINING MATERIALS

HEALTH AND SAFETY POLICY

18.1 General

Responsibilities and required action regarding asbestos containing materials (ACM) are detailed within the Control of Asbestos Regulations (2012) effective from April 2012.

Colchester Construction Services Ltd recognise that only licensed contractors may work with asbestos insulation, some asbestos coating or asbestos insulating board or with asbestos cement where exposure is likely to exceed the action level.

18.2 Risks from Asbestos Dust

Disturbing asbestos can release small fibres into the air which, when breathed in, may lead to several diseases which include; -

- Asbestosis or fibrosis (scarring) of the lungs
- Lung cancer; and
- Mesothelioma, a cancer of the inner lining of the chest wall or abdominal cavity.

There is usually a long delay between first exposure to asbestos dust and the diagnosis of the disease.

Where maintenance, repair or refurbishment work is carried out in buildings which were built or refurbished before 1985 asbestos fibres may be disturbed during stripping out, drilling or cutting of materials, work around services etc.

18.3 Possible Locations of Asbestos within Buildings

High risk of exposure to asbestos fibres are likely when working in buildings built or refurbished between 1950 and 1985 particularly if it has a steel frame or boilers with thermal insulation.

ACM cannot be easily identified from appearance and must be surveyed for by qualified surveyors.

The most common uses of asbestos have been: -

- sprayed asbestos and loose packing – generally used as fire breaks in ceiling voids;
- moulded or preformed lagging – generally used in thermal insulation of pipes and boilers;
- sprayed asbestos – generally used as fire protection in ducts, fire breaks, panels, partitions, soffit boards, ceiling panels and around structural steel work;
- insulating boards used for fire protection, thermal insulation, partitioning and ducts;
- some ceiling tiles;
- millboard, paper and paper products used for insulation of electrical equipment. asbestos paper has also been used as a fireproof facing on wood fibreboard;
- asbestos cement products, largely used as corrugated sheets as roofing and wall cladding, gutters, rainwater pipes and water tanks;
- certain textured coatings including some artex;
- bitumen roofing material;
- vinyl or thermoplastic floor tiles;

18.4 Responsibilities of the Client/those in Control of Premises or Maintenance Activities

Clients in control of commercial premises are required to: -

- Take reasonable steps and enough assessment to locate materials likely to contain asbestos including a visual inspection of the property or survey and report
- Assume that any material contains asbestos unless there is evidence to the contrary.

18.0 PROCEDURES RELATING TO ASBESTOS BASED MATERIALS (Continued)

HEALTH AND SAFETY POLICY

18.4 Responsibilities of the Client/those in Control of Premises or Maintenance Activities (Continued)

- Keep an up to date record of these materials and ensure this is provide to anyone who may disturb it (i.e. a register)
- Monitor the condition of these materials.
- Assess the risk of exposure from asbestos and presumed asbestos materials.
- Prepare and implement a management plan to control these risks.

18.5 Action to be Taken Prior to and During Refurbishment Works

When acting as Principal Contractor Colchester Construction Services Ltd will seek confirmation from those in control of the premises as to the existence of asbestos at the site.

Where a survey and register for asbestos exists this will be consulted to identify any areas of work where disturbance of any ACM is possible.

Where asbestos is present and requires removal or encapsulation this will be carried out by a licensed contractor prior to work in any area where ACM may present any risk to site workers.

Should a survey not have been undertaken in accordance with the Regulations the client would be advised of this requirement.

If suspect materials are uncovered during normal working, works will cease in that area whilst those in control of the premises are informed of the presence of such materials.

18.6 Employer's Duties

Under the Control of Asbestos Regulations Colchester Construction Services Ltd recognises their duties which include: -

- Liaise with premises management to consult an asbestos register or survey to note where ACM have been identified in relation to where they will be working and the nature of the work.
- Carry out a risk assessment to decide on the likelihood of exposure and control measures required.
- Formulate a plan of work.
- Prevent exposure or reduce it to the lowest level possible by using control measures such as banning the use of power tools likely to create large quantities of dust, dampening materials, using dust extraction equipment etc.
- Dispose of any asbestos waste properly to a facility licensed to take special waste including any contaminated cloths, respirator filters etc.
- Provide information, instruction and training to those whose work may disturb asbestos.
- Provide appropriate personal protective equipment and ensure that it is used properly.

18.7 Employees' Actions

- Ask the site supervisor to confirm that the premises have been checked for asbestos.
- If any suspect materials are uncovered during work, report this to the site supervisor and assume that these materials contain asbestos and do not disturb them.
- Carry out work in accordance with the plan of work or method statement about ACM's.
- Use any personal protective equipment provided, check that it is clean, fits correctly and report any defects to the site supervisor.

19. PERMIT TO WORK PROCEDURES

HEALTH AND SAFETY POLICY

19.1 Purpose and Scope

The purpose of the permit to work (PTW) procedure is to pre-evaluate the hazards involved with the activity to be carried out, and then to prescribe in writing the permit to work, prior to work beginning.

Permits must clearly show the precautions required to carry out work within an area where known hazards may exist.

19.2 Permit Types and Circumstances of Use

Since the PTW system constitutes a formal detailed work method for ensuring that safe systems of work are put in place, they will normally be reserved for circumstances where the potential hazards involved are significant and where at the same time the precautions which will be necessary could be complex and need positive control.

The permit types and circumstances where these may be used are as follows:

Hot Work

- Hot work shall only be carried out when there is no reasonable alternative.
- A hot work permit will be required for all work which requires a flame or other source of ignition for its execution, or which will produce or expose a possible source of ignition capable of igniting a flammable gas, liquid or other materials.

Electrical

- The electrical work or testing permit will be required to prevent machinery or systems being worked on from becoming "live" by imposing a system of electrical lockout for the period of the permit.

General Permits (Permit to dig etc.)

- This permit is for particularly hazardous tasks which do not involve hot work, but which require positive control to ensure work can be carried out safely, i.e. confined space entry, permit to dig, pressure testing, fumigation etc.

19.3 Safe System of Working

Site supervisors will monitor control measures identified in the risk assessments covering the work to ensure that they are implemented.

Contractors must ensure that the sequence of work activities, methods adopted, emergency arrangements, equipment to be provided etc are strictly in accordance with those specified in the method statement and on the permit.

Permits to work must be obtained from the authorised person nominated for the specific project (usually the site supervisor).

The authorised person will be appointed to act about aspects of the PTW procedure and for the issue of a permit.

The Task Supervisor is the person who will take charge of the work as listed in the permit to work. He will be responsible for himself and those he controls in complying with the conditions specified in the PTW.

On completion of the work, he will be responsible for restoring the work area to a safe and orderly condition, and for returning and signing off the PTW in the presence of the authorised person.

19. PERMIT TO WORK PROCEDURES (Continued)

19.4 The Use of Permits to Work

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HEALTH AND SAFETY POLICY

Work will not be allowed to start until the authorised person is satisfied that the conditions of the permit are met and that the conditions laid down in the permit are accepted by the employees or Contractor undertaking the work.

Permits will be issued for a maximum of 24 hours.

PTW procedures and permit to work forms will be site specific and issued for each project as required.

HEALTH AND SAFETY POLICY

20. ELECTRICAL INSTALLATIONS/PLANT ON SITE/ELECTRICAL SAFETY

20.1 Electrical Hazards/Equipment

All temporary or permanent electrical installations at Colchester Construction Services Ltd site offices and welfare facilities must be installed by a person who is competent to carry out the work. After the installations, electrical equipment must be checked for defects at regular intervals and records kept.

All plugs and cables at site offices must be checked regularly for loose connections or damage. All faults discovered shall be rectified immediately if they can be dealt with by an authorised member of staff or as soon as possible if a qualified electrician is required.

The requirements of the Electricity at Work Regulations 1989 regarding portable electrical appliance testing must be organised at site locations by the site supervisor in consultation Joe Bullock.

20.2 Portable Hand Tools and Appliances

All electrically powered portable hand tools and plant brought to site should be rated at 110V or be battery operated.

All contractors' or "hired in" electrically powered hand tools will be marked with the date of their last test and inspection.

Site workers must inspect equipment, connections and leads for visual defects.

Equipment shall be subject to nominated detailed inspection frequencies. No out of test date equipment shall be used.

Any item of defective or suspect plant shall be tagged with a "Danger - Do not use" sign and removed from site for repair or disposal as soon as practicable.

20.3 Plant on Site

All plant brought to sites must be in good order and be fitted with all necessary safety devices and guards.

Only trained and authorised or where appropriate certified operators are permitted to operate any item of plant. Copies of plant operator's certificates will be provided to the Site Supervisor for inclusion within the site safety files/construction phase plan.

Testing and all necessary examination certificates for plant must be recorded and kept on site by the site supervisor.

Appropriate daily checks for specific plant must be carried out prior to use in accordance with the manufacturer's requirements.

Any defect in plant must be reported immediately for repair where such defects could affect safety on the site. Defective plant must not be used until repairs are carried out.

All plant must only be used for the operation for which it is designed and must be properly secured and immobilised at the end of each working shift or when left unattended for any significant length of time.

Contractors must assess whether any preparatory work is necessary for the installation or use of plant on site and ensure that the company are advised of any requirements, e.g. ground preparation, storage areas, flammable/hazardous chemical compounds, road crossings etc.

The person responsible for electrical safety is Joe Bullock.

HEALTH AND SAFETY POLICY

21. PREVENTING HAND-ARM VIBRATION SYNDROME

21.1 Operations creating vibration

Colchester Construction Services Ltd use tools which cut at high speeds and create vibration when carrying out such operations as using kangos or breakers to break out concrete, carrying out trenching works etc.

Any health surveillance responsibilities will be undertaken by the Safety Manager.

21.2 Hazards associated with regular exposure to Hand-Arm Vibration Syndrome

Short term – sore fingers/hands, pain when gripping tools etc.

Medium/long term – hand-arm vibration (HAV) and vibration white finger (VWF) causing blanching of skin, pins and needles (tingling), loss of sensitivity painful wrists (carpal tunnel syndrome). Longer term effects are loss of dexterity, reduction in ability to grip things and permanent loss of touch/feeling from which there is no cure or recovery.

21.3 Employers duties in relation to HAV

Assess the risk to health and safety and implement measures to eliminate or reduce the need for cutting wherever possible.

Use control measures to minimise and manage the risk where elimination is not possible.

Provide suitable equipment for employees use and maintain this equipment correctly.

Issue to employee's information and training on health risks and safe use of the equipment.

Consult with employees and encourage them to report any symptoms associated with use of vibrating tools.

Provide health surveillance on employees exposed to risk.

Forward reports to the relevant enforcing authority on cases of HAV in the workforce.

21.4 Control measures

Selection of equipment that minimises the amount of vibration and is fitted with anti-vibration mounts/handles etc.

Proper maintenance of equipment (maintain safe to use and in good working order) examples: -

Replace vibration mounts before they are worn out and ensure that rotating parts are checked for balance

Keep tools sharp

Job rotation, providing operators with regular breaks away from the process (half hour on/half hour off etc.)

Provision of warm clothing and gloves (particularly in cold weather) to increase blood flow around the body.

Smoking prohibited immediately before, after and during works as this has effect of reducing flow of blood around the body.

Welfare facilities provided to allow operatives somewhere to escape cold weather and to make hot drinks.

Training provided to cover: Hazards involved with works, necessary precautions/control measures and how to identify early ill-health effects from exposure to vibration

22. NOISE REDUCTION AND CONTROL MEASURES

22.1 General

The Control of Noise at Work Regulations 2005 impose a general duty on employers to reduce the risk of hearing damage to the lowest level that is reasonably practicable.

Where the daily noise exposure exceeds the lower exposure action level employers must carry out noise assessments.

22.2 Lower Exposure Action Level (80 dBA)

A variety of hearing protectors must be made available to noise exposed workers with voluntary usage.

Information and training must be provided in risks from noise to include correct use of hearing protection, safe working practices minimising noise exposure, health surveillance arrangements etc.

22.3 Upper Exposure Action Level (85 dBA)

A variety of hearing protectors must be made available to noise exposed workers and usage is mandatory.

Warning signage must be posted in noisy areas.

Audiometric evaluation by a doctor must be available to exposed workers.

22.4 Exposure limit value (87 dBA)

This is the maximum level to which workers can be exposed with all protective measures in place.

22.5 Hazards/risks associated with noise exposure

Noise induced hearing problems temporary or permanent hearing deterioration or loss, tinnitus (ringing in ears).

Loud sound pressure levels (cartridge tools etc.) causing percussive hearing injuries or startling workers nearby.

Nuisance to site neighbours due to high noise/vibration level exposure.

Wearing of ear protection preventing alertness to other dangers.

22.6 Noise control measures

Measure noise at source and outside the site with a personal noise dosimeter to evaluate noise levels.

Re-evaluate any equipment/processes producing higher levels of noise and use equipment that keep the noise to the lowest possible level.

Select appropriate breaking/cutting equipment or other plant (compressors etc.) in good repair to minimise noise exposure.

Where possible locate equipment (e.g. compressors/generators) away from areas where it will expose workers or the sites neighbours to high levels of noise.

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22. NOISE REDUCTION AND CONTROL MEASURES (Continued)

22.6 Noise control measures (Continued)

Close windows and doors to restrict noise exposure to sites neighbours/adjacent and adjoining premises.

Strictly adhere to any noisy work restrictions as allowed by the Local Authority or Environmental Health Department.

Reduce personal exposure of employees by job rotation e.g. half hour on/half hour off.

Warning notices placed/or communication to other operatives not involved with the process, of noisy works and need to keep away from works area. Where it is necessary to enter working area to wear ear protection provided.

Where engineering or other solutions have not reduced noise to below the first action level issue site operatives with ear plug and ear defender protection compatible with hard hats and any other PPE – e.g. goggles/eye protection. (Ear defenders preferable as these reduce noise induced through bones and the outer ear).

In emergency situations/sounding of fire alarm etc. Site Supervisors aware of the need to signal evacuation to those wearing ear protection.

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23. DEMOLITION/SITE CLEARANCE

23.1 General

Colchester Construction Services Ltd demolition/site clearance is generally limited to the clearance of substructures, walls and small structures above ground, grubbing up foundations, drainage pipes etc

All demolition/site clearance works will be carried out in compliance with the Construction (Design and Management) Regulations 2015.

Regulation 29 requires suitable and enough steps to be taken to ensure that demolition work is planned and carried out in a manner to prevent the risk of danger to any person. The arrangements for carrying out demolition must be recorded in writing before commencing work.

Requirements for the use, testing, maintenance etc. of plant and equipment used during demolition/clearance works are detailed within the Provision and Use of Work Equipment Regulations 1998.

23.2 Hazards

The major hazards associated with demolition/clearance works are listed below:

- Premature collapse of the structure.
- Falling debris/materials/plant.
- Exposure to hazardous materials (i.e. asbestos/lead).
- Risks from overhead and underground services.
- Noise and vibration from plant and equipment.
- Persons being struck, trapped by plant and machinery.

23.3 Working procedures/falls

Most of the demolition/clearance works involve the removal of substructures, and generally do not involve work at height.

Wherever site conditions allow, all demolition/clearance works will be carried out by specialist plant such as high reach machines. This will reduce the need for workers being in the area during demolition/clearance works. All demolition plant will be fitted with the appropriate restriction equipment and falling objects protection to ensure the safety of the operative in the cab.

Where site conditions require manual demolition/clearance works processes to be carried out adequate means of access and egress to the work area will be provided and maintained. Any scaffolding required will be erected by competent persons and both mobile elevated platforms and scaffold will be fitted with full guard rail protection to prevent falls.

Any fragile materials remaining (i.e. Rooflights/roof panels) and holes within the roof will be communicated to workers on induction and via signage in that area. All openings and fragile materials will be properly protected with suitable barriers to prevent falls from edges or through materials.

Any excavations will be cordoned off and where possible covered. See Excavations at section 15 of this document.

HEALTH AND SAFETY POLICY

23. DEMOLITION/SITE CLEARANCE (Continued)

23.4 Premature collapse of structure

Prior to any demolition/clearance work commencing a survey of the existing structure will be carried out which will identify the characteristics of the original construction, hazardous substances, pre-stressed elements, fragile materials etc.

From the survey the method of demolition will be agreed considering the characteristics of the structure and identifying the best procedures to be undertaken to prevent premature collapse.

During the demolition/clearance works process, if deemed necessary from the site survey, the structure will have all appropriate support and propping as required to prevent premature collapse.

Wherever demolition/clearance works are being carried out the area will be cordoned off to prevent access under the works and an exclusion zone formed. This information will be communicated to workers at regular meetings and posted with signage.

23.5 Exposure to hazardous materials

The site survey should identify any hazardous substance within the structure or left from the previous use of the building.

All site workers will be made aware of the hazardous substances identified in the survey and informed of the risks associated with them; appropriate PPE will be provided where necessary.

Hazardous materials, such as asbestos, will be removed in accordance with relevant HSE Regulations and guidance. The works will be carried out by a licensed asbestos removal company prior to demolition works proceeding.

23.6 Noise and vibration from plant and equipment

Workers using hand held breakers will be informed of the risks of vibration and of the signs to look out for to prevent vibration white finger. Operatives will be advised to take regular breaks during the process and a job share/rotation system will be implemented to ensure that no one is exposed to vibration for a long period of time.

Equipment and plant used will be checked to ensure they are designed to reduce noise and vibration as far as is reasonably practicable and they will be regularly maintained to ensure no increased noise or vibration occurs.

Those using noisy plant will be provided with the appropriate hearing protection.

23.7 Persons being struck, trapped by plant and machinery

Plant and machinery used will be checked to ensure that they are fitted with all necessary warning devices i.e. flashing beacons, audible reversing warnings.

When operators' views from the plant and machinery are restricted, a trained banksman will always be present to ensure that the area around is safe and to prevent operatives moving past that equipment.

23.8 Existing services

All services within the building and/or adjacent to the works will be identified and where affected by the demolition/clearance works will be made safe prior to works commencing.

HEALTH AND SAFETY POLICY

24. HEALTH SURVEILLANCE

24.1 General

Health surveillance involves a range of strategies and methods used to detect and assess the early signs of adverse effects on the health of workers exposed to certain health hazards; and subsequently acting on the results.

The nature of the work operations carried out by the company means that there is a limited exposure to fumes and dusts on sites, noise and vibration when using cutting tools and to skin disease or irritation due to handling materials and substances.

The company aim to minimise any exposure by monitoring that staff follow the control measures indicated on risk assessments and by establishing safe systems of work.

Where hazards cannot be eliminated PPE is issued to further reduce exposure.

Colchester Construction Services Ltd requires that any employee who considers that a health problem may be work related should report this fact to the Director.

The company encourage all staff to report any health and safety related matter immediately to site supervision.

24.2 Why health surveillance is carried out

- To protect the health of employees
- To make sure that the company are complying with Legal requirements for a safe workplace
- To detect any adverse health effects at an early stage
- To evaluate control measures
- Assistance in assessing hazards and risks

24.3 Criteria for conducting health surveillance

- There is an identifiable disease or other identifiable adverse health effect
- The disease or health effect may be related to exposure
- There is a likelihood that the disease or health effect may occur
- There are valid techniques for detecting indications of the disease or health effects

24.4 The main areas of concern are:

- Solvents, dusts and fumes
- Biological agents
- Asbestos
- Lead
- Compressed air
- Ionising radiations
- Noise and vibration

Some forms of health surveillance are required by Law. Other forms of health surveillance are undertaken as good practice such as pre-employment assessments as to fitness to work in the job and self-assessment and reporting of ill health.

HEALTH AND SAFETY POLICY

24. HEALTH SURVEILLANCE (Continued)

24.5 Simple methods of assessment

Simple skin assessment by looking for damage, redness or rashes due to working with materials or respiratory surveillance such as reporting any breathing problems related to exposure to dusts.

Any work-related condition should be initially reported to the site supervisor who will contact the Director. Control measures in place will be reviewed specific to any problem reported.

25. Lone and after hours working

As far as reasonably practicable, the Employer shall endeavour to arrange, and employees shall endeavour to ensure, that lone/after hours working shall be carried out only if:

- A second person is present in the building and within earshot
- A telephone (allowing external and internal connection) is available to the person working alone or after normal hours.
- An appropriate and adequate safety procedure is established (e.g. a telephone reporting system/regular contact arranged with supervisor)

26. Temporary Works

- 'Temporary Works' encompasses a considerable number of work activities including hoardings, crane bases, all types of falsework (traditional and proprietary), all types of excavations support, non- standard scaffolding, propping works, pre-cast concrete works etc. this list is not exhaustive but identifies many of the standard temporary works encountered on construction sites
- BS5975:2008 is the most relevant guidance, outlining how suitable temporary works management should be undertaken; this is the guide that the HSE use to determine compliance.
- BS5975:2008 sets out a strategy of Temporary Works for all sites and all temporary works being carried, in basic simple terms:
 - The Principal Contractors should appoint a Temporary Works Coordinator (BS5975:2008 - 7.1)
 - The Principal Contractor (or main contractor managing the project) appoints a suitably qualified TWC (Temporary Works Coordinator), they establish a Temporary Works management system for checking designs, inspecting TW prior to loading, etc... (BS5975:2008 - 6.3.2.2)
 - The Principal Contractors TWC (Temporary Works Coordinator) should coordinate all temporary works across all construction disciplines and contractors, establish a temporary works register, ensure checks are made at the appropriate stages, ensure that a system is established for final checks prior to loading and dismantling. (BS5975:2008 - 7.2.5)
 - Not every project needs a TWS (Temporary Works Supervisors), often the nature of the temporary works is managed by the TWC (BS5975:2008-6.3.1.3b)
 - The Principal Contractors TWC (Temporary Works Coordinator) on larger sites , may appoint TWS (Temporary Works Supervisors) these are suitably qualified and experienced individuals who may or may not work for the Principal Contractor, often the TWS (Temporary Works Supervisors) works for contractors undertaking the Temporary works, as such TWS have a detailed knowledge of the temporary works being used and the operatives carrying out the work. (BS5975:2008 - 6.3.2.3, 7.3.1)
 - A TWS (Temporary Works Supervisors) would only be permitted to issue permits to load or unload if the designated Principal Contractors TWC (Temporary Works Coordinator) is satisfied that the TWS is suitable competent and the procedures are satisfactory. (BS5975:2008 - 7.3.4)
 - A TWS (Temporary Works Supervisors) should implement the temporary works management system, permits, check lists, inspection an-arrangements etc. developed for that individual site, the TWS is responsible to the TWC and "should assist the TWC in the supervision and checking of temporary works " (BS5975:2008 - 7.4)

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- Bearing in mind the above industry standard, unless we are undertaking the role of 'Principal Contactor' we shall adopt and implement the 'temporary works management procedure' outlined by the Principal Contractor (or main contractor).
- We will offer our experience and knowledge in the areas of temporary works which we shall be using or installing, detailed method statements will be developed and given to the Principal Contactor for review and comment, works will not proceed unless the Principal Contactor and their TWC is satisfied with our method statement.
- All temporary works will require a suitable design. In some cases, a 'standard' solution / design is provided by the manufacturer / supplier or Industry for example; trench boxes used as per manufacturers specification or Ciria Trenching Practice. However, in other cases detailed drawings, calculations, installation and removal guidance must be provided by the manufacturer / supplier, fully understood and implemented.
- Our site Supervisor will call upon the assistance of the visiting Safety Advisor to develop method statements which will include the inspection, checking and recording arrangements applicable to each project, if not already established by the projects TWC.

27. Special Hazards

There are several special hazards, which have potentially, serious consequences and which are found in the Company's operations.

The Safety Advisor is to be advised immediately whenever any of the following occur: - fire, explosion, collapse or failure of scaffolding, collapse or overturning or mechanical failure of any part of a lifting appliance, or any unintentional contact with overhead or underground lines. The Safety Advisor will notify the necessary authorities as required and will give instructions on the procedure for handling the situation.

The Safety Advisor will be advised by Site Managers and Supervisors as soon as they become aware of the following potential hazards:- any excavation where the sides may collapse causing injury; any ground contamination; on site storage of more than 5 cylinders of LPG (propane or butane); the use of formwork & falsework systems; any demolition work requiring the use of specialist sub-contractors, any presence of Asbestos. The Safety Advisor will require prior to commencement, the production of written method statements where appropriate, and will advise the Site Manager on a safe method of work.

28. Excavators

A 'Permit to Dig ' must be completed by the works Supervisor and the areas assessed for Buried Services. All Excavations where there is a risk of collapse (falling material) and likely to cause injury must have adequate Earthwork support by way of trench sheets, trench boxes or similar active designed support system. Where appropriate the excavation may be self-supporting by design or batter.

Adequate protection for persons and plant (or equipment) and safety signage must be erected to prevent falls into the excavation. A secured suitable access secured ladder or similar will be established and maintained.

All excavations requiring support will be inspected daily and a record of inspection recorded weekly in a suitable register. Method statements & risk assessments will be prepared for all Excavation works

Operator 'Quick Hitch' training must be given for all types: Automatic, Semi-automatic and Manual

29. Buried Cables

Buried Services should be anticipated on every site and site staff must obtain cable plans where available and make specific inquiries and investigation with a 'CAT n Genny' where they are unavailable. The position of buried cables must be clearly marked on site and treated as live. Power tools and machinery must not be used knowingly within 0.5m of a buried cable however hand digging with spades only is permitted. If in doubt, seek the advice of the Utility Supply Company or relevant service supplier. (following HSG47 procedures)

30. LGP, Fuels (and Similar) Storage

All pressurized gas cylinders will be inspected upon delivery and before each use. All cylinders will be stored when not in use in a upright position, in a segregated area within a secured cage which is well ventilated and in excess of 2m from the nearest building.

'No Smoking' and other gas specific safety signage will be erected and maintained.

Foam type fire ext. extinguishers must be maintained nearby the storage area. A hot works permit must be completed by the works Supervisor for Works Involving LPG gas bottles.

A detailed Risk Assessment and Method Statement must be prepared for Hot Works using LPG Gas Cylinders.

31. Construction Design and Management 2015

To comply with the requirements of the Construction Design and Management Regulations 2015, the company will arrange for following: -

Obtain formal notification of the nominated parties - Client (commercial and domestic), principal Designers, Designers, and Principle Contractor.

Answer any pre-qualification questionnaires to demonstrate the skills, knowledge, training, experience and organizational capability the company

At design stage identify all significant risks by way of comments on Design Risk Assessments and offer 'best practices solutions' to the nominated parties.

Obtain a copy of the Pre-Construction Information and the Construction Phase Plan and then develop our project specific documents, risk assessments, method statements etc. in response to these requirements.

Where appropriate, develop a Hazard Management Structure, which identifies all the key responsible positions on site and their specific duties regarding health and safety, also the line communication.

Where required we will provide any necessary safety information, maintenance requirements and certification to the Principal Designer for inclusion in the Safety File.

It is not the company's intention to sub-contract the works, however when specialist sub-contractors are required (mobile cranes hire, scaffolding, tarmac placement etc...) then experienced specialists will be considered, our pre-qualification assessment questionnaire will be utilized.

31.1 Commercial and Domestic Clients

Due to legal changes with CDM 2015, all projects require suitable Construction Phase Plans prepared by the Principal Contractor for both Commercial and Domestic Clients, the plans should be proportionate to the works hazards and risks being under taken.

31.2 Notification CDM 2015

Projects are notifiable when:

Construction work is scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any one point in the project: or

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Exceeds 500-person days.

The Client is responsible to ensure notification (via HSE F10 form) has been undertaken.

Notification for Domestic Clients should be undertaken by the Contractor (if only one), the Principal Contractor or Principal Designer.

In all cases the HSE notification will need to be displayed.

31.3 Skills, Knowledge and Experience

We will ensure every work site is supervised and managed by suitably qualified and experienced persons, with accredited training certificates, knowledge and experience in the works being undertaken, those with limited knowledge and experienced will be mentored and supervised by those who have.

31.4 Project documentation continues

We will expect to see Pre-Construction Information and Construction Phase Plans for each project, we will continue to provide detailed method statements, risk assessments and other assessments etc. such as Coshh, Noise, HAVS etc. as necessary

31.5 Part4 - Construction requirements

Our working practices and compliance with the 'construction regs' will continue as before, the regulations outlining the 'construction requirements' for all construction sites remains virtually unchanged from the requirements of CDM 2015.