

**COMPANY POLICY  
FOR  
HEALTH, SAFETY, WELFARE,  
ENVIRONMENT  
AND  
EQUAL OPPORTUNITIES**

**Eastern Region Roof  
Training Group Ltd.**

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## **Section 1 – Policy Statement**

P-4 Statement of General Policy

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## **GENERAL POLICY STATEMENT OF Eastern Region Roof Training Group**

Eastern Region Roof Training Group recognises and accepts our responsibilities under the Health and Safety at Work Act 1974 for the health, safety and welfare of employees and contractors.

The declared Policy of the Company is to achieve and maintain a safe and healthy environment for all employees and others who may be affected by the company's operations.

The Company takes all reasonable measures to ensure the health, safety and welfare of all its employees in fulfilment of its moral, legal and economic responsibilities. These measures are also aimed at protecting others who may be affected by our works.

All employees are issued with a copy of the Company's Health and Safety Policy and a copy is available at our offices. The Policy is constantly updated in line with new legislation and Company Policy. The Company undertakes training programmes to advise of statutory and Company revisions to health and safety arrangements.

The Company notifies all persons who are employed by the company, sub-contracted to the company, visiting the Company premises, sites of operation or to whom the company owes a duty of care, to co-operate with and conform to the Safety Policy of the company.

Mr C Coote has overall responsibilities for Health, Safety and Welfare but all staff are made aware of their particular responsibilities with regards to their health, safety and welfare and to those under their control.

The Company will ensure that welfare facilities including first aid boxes are available to all employees and contractors. In some cases Eastern Region Roof Training may undertake to co-ordinate its activities with those facilities provided by the host client.

Signed.....

Position.....

Dated.....

This Policy will be reviewed on an annual basis or:  
If there is reason to suspect that it is no longer valid; or  
If there has been a significant change in the matters to which it relates.

## **Section 2 – Planning**

P-6 Implementation

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**Planning**

1. A copy of the Policy Statement will be given to all members of staff on joining and after it has been reviewed or revised.
2. The Safety Policy and responsibilities shall be explained to all employees upon commencement of employment and following any material changes to its contents.
3. Prior to commencement, all activities shall be assessed for risk and where appropriate method statements produced. These shall be communicated to employees during induction training and toolbox talks as necessary.
4. Monitoring of this policy will be undertaken by the Managing Director and Supervisors as indicated in their individual responsibilities.

1. This Health, Safety and Welfare Policy will be formally reviewed every 12 months or before by the Managing Director.
2. Alterations that become necessary between review dates will be communicated to all employees by memorandum or site instructions as appropriate. Any alteration will be incorporated fully at the next routine review.
3. The issue of Health and Safety Policy and any amendments shall be made solely by the Managing Director.

### **Section 3 – Company Structure and Responsibilities**

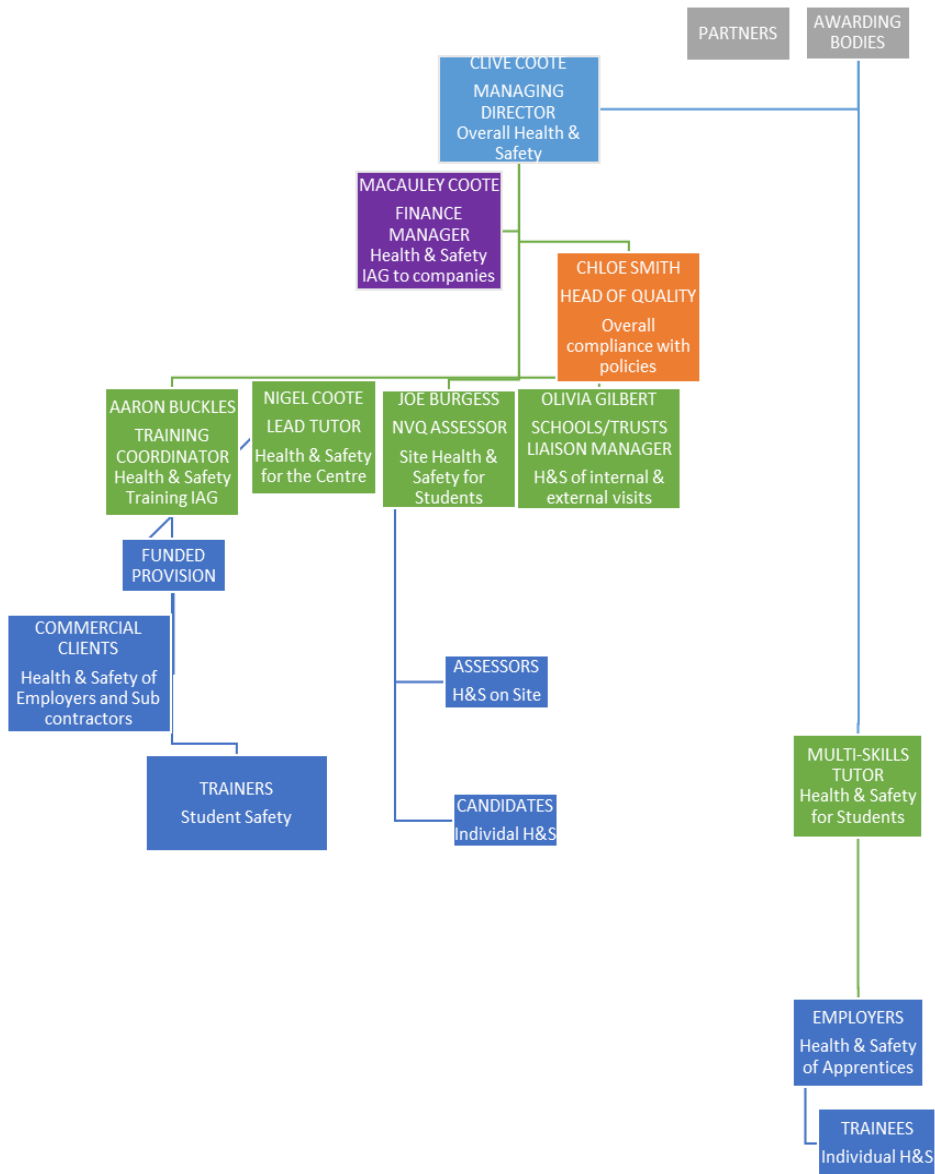
Primary responsibility for health and safety lies with the owner of the company. It is fundamental to this policy that safety shall be managed at all levels of employment.

The organisation comprises of the company's statement of responsibilities for the following positions.

1. Managing Director
2. Directors
3. Safety Co-ordinator
4. External Safety Consultant – Eastern Region Roof Training Group Ltd
5. Financial Advisor/Surveyor/Buyer
6. Foreman / Site Supervisor
7. Plant Operators
9. Office Manager
10. Office Staff
11. Employees
12. Contractor
13. Operatives



# Company Structure



**Managing Director Responsibilities Include:-**

1. The provision of adequate resources to secure compliance with the requirements of the Health and Safety Policy at all places of work.
2. Setting a personal example and acknowledging suggestions for improvement in safety organisation where and when appropriate.
3. When appropriate, initiating disciplinary action against employees and sub-contractors who have failed to comply with their duties under the Health and Safety Policy or statutory requirements.
4. Discussing with staff and sub-contractors all accidents and any other matters, which may affect the company in respect of health and safety.
5. Ensuring, before they start work on site, that sub-contractor's site staff have adequate knowledge of the company's requirements for health and safety. Notify sub-contractors in writing of any breached of statutory provisions or of the Health and Safety Policy, and include details of action they must take to remedy short comings promptly.
6. Planning and carrying out activities on the site so as to eliminate, so far as is reasonably practicable, situations liable to be hazardous to health or safety of all persons on site and the public. **Particular attention should be paid to segregating pedestrians and vehicles together with preventing unauthorised access to the site.**
7. Providing, where appropriate, a written method statement including identification of potential hazards at each stage.
8. Ensuring that work is carried out as planned and that current legislation and the Health And Safety Policy re observed on site.
9. Instructing subordinate staff in their responsibilities for ensuring safe operations and work methods.

**The Managing Director is nominated as Safety Co-ordinator**

**Responsibilities Include:-**

1. Liaise with the consultant, as required.
2. Recommend measures to secure compliance with the requirements of the Health & Safety Policy at all places of work. Adequate resources to be made available by the Directors.
3. The provision of reasonable allowances in budgets for health and safety measures.
4. Setting a personal example and acknowledging suggestions for improvement in Safety organisation where and when appropriate.
5. Receiving accident reports for the company and ad-hoc reports of serious incidents when they occur and taking action to prevent repetition of the incidents.
6. When appropriate initiating disciplinary action against management and staff at all levels who have failed to comply with their duties under the Health and Safety Policy or statutory requirements.
7. Reporting accidents and any other matters that affect the company in respect of health and safety.

**Eastern Region Roof Training Group Responsibilities include:-**

The responsibility of the ERRTG is to monitor, revise all modifications or amendments and requirements that are deemed necessary to comply with the existing and/or new legislation. In order to assist in discharging the employer's duties (Regulation 7 of Management of Health and Safety at Work Regulations 1999) ERRTG will help to develop the company health and safety culture and enhance the health and safety knowledge retained by employees.

In addition the ERRTG will undertake to perform those duties laid out below when requested or should the necessity arise:-

- 1 To advise management at all levels on the implement of health and safety, i.e. relevant legislation, Codes of Practices (HSG65) and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.
- 2 To monitor by inspection of the workplace the health and safety performance of employees and to report back to the Director on such inspections.
- 3 To advise on and prepare , if requested, health and safety documentation.
- 4 To prepare statistical analysis in accidents and causation classification, with recommendations and preventative measures to be implemented.
- 5 To investigate and report major injuries, notifiable dangerous occurrences, other accidents and incidents and to attend and report on legal proceedings in which ERRTG may be involved.
- 6 To promote good working relations with the Health and Safety Executive and other Enforcing Authorities and to strive at all times to achieve with the co-operation of the management, compliance with current legislation.
- 7 To advise on fire precautions, signage and best practices with regards to fire prevention.
- 8 To assist in the choice and suitability of safety equipment and methods of training in its use and storage etc.
- 9 Give guidance on the correct reporting procedure with regards to accidents at work in accordance with RIDDOR 2013
- 10 To give guidance on training required ensuring continued competency and, if requested, producing and undertaking training programme.
- 11 Undertake noise surveys when requested to ensure the compliance with the Control of Noise at Work Regulations 2005.

ERRTG or his nominee is also empowered during an inspection to prevent any activity or system of work, which he considers, presents hazards to the operators or to other personnel.

ERRTG will only act as and when requested by the director.

**Office Staff Responsibilities Include:-**

1. To have an adequate knowledge of the Company Health and Safety Policy
2. To have knowledge of the company procedures in the event of a fire or other emergency.
3. To be aware of the first aid arrangements
4. To ensure that their work area and the floor space around it is kept free of rubbish and other tripping hazards.
5. To report any believed hazards to management to enable the appropriate remedial action to be taken.
1. To ensure that no unauthorised repairs to any office electrical equipment.
7. To undertake such health and safety training as considered necessary by the company.
8. To co-operate with the company on all issues relating to health and safety.

**Employees Responsibilities include:**

The attention of all employees is drawn to their responsibilities under the Health and Safety at Work etc. Act 1974. These include the following in particular: -

- 1 It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions while at work.
- 2 With regard to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is reasonably practicable to enable that duty or requirement to be performed or complied with.
- 3 No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.
- 4 Employees are reminded here, that a breach of safety procedures could possibly result in disciplinary action being taken by the Company, and that provision is made in the Health and Safety at Work etc. Act 1974 for certain breaches to be actioned by the Health and Safety Executive.
- 5 All equipment should be fitted with safety devices or cut outs and these should never be by-passed. All equipment has been tested and supplied in accordance with current legislation. Defects in plant, equipment and tools must be reported immediately.
- 6 Do not attempt to repair or maintain plant or equipment unless you have been properly trained to do so particularly when it may involve electrical devices or the removal of safety guards. Ensure that the guard protection is always in place where required for the safe use of equipment. Ensure the working environment meets the safety requirements for operating plant/equipment and tools, so that heat, light and ventilation are adequate.
- 7 All faulty equipment is to be isolated immediately and warnings given to others who may be at risk. Inform the Supervisor or Contract Manager and ensure that no work is carried out in the hazard area or with the faulty equipment until such time as the hazard has been cleared.
- 8 All injuries to yourself must be reported to the competent and/or qualified first aider immediately. Details are also to be entered into the accident book.

**Contractors Responsibilities Include:**

1. All contractors will be expected to comply with the company's policy for health, safety and welfare and must ensure that their own policy, where applicable is made available whilst work is carried out.
2. Providing risk assessments and, where applicable, site specific method statements for their work activities to the company.
3. All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public. The contractor will ensure that his operatives receive adequate information, training and supervision.
4. Contractors' employees are not permitted to use or interfere with any plant or equipment on the site unless authorised.
5. All plant and equipment brought onto site by contractors must be safe and in good Condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
6. No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site, unless no such low voltage equipment is available. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition. Ensure that all portable electrical equipment has been inspected and tested by a competent person in accordance with the Electricity at Work Regulations 1989.
7. Observing their statutory duty to report accidents and dangerous occurrence arising from their operations, to immediately inform the company site supervisor of any such incident, and to co-operate fully with the safety consultants and the Health and Safety Executive (HSE) with any investigation being carried out.
8. Site operatives must comply with any safety instruction given by this company or the principal contractor for the site.
9. Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with the appropriate risk assessment. Information from such risk assessments must be provided, when requested, to the principal contractor for inclusion in the health and safety plan.
10. Contractors are particularly asked to note that workplace must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.
11. Carrying out their operations in accordance with the requirement of relevant legislation Approved Codes of Practice, British Standards, etc. and where applicable, seek the guidance of the person appointed by them to provide health and safety assistance as required by the Management of Health and Safety at Work regulations 1999.

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## **Planning Procedures & Risk Assessments**

The company will carry out on-going risk assessments to identify hazards in operations in accordance with The Management of Health and Safety at Work (Amendment) Regulations 2006 and other relevant Regulations. The risks and controls to be implemented will be communicated to all staff. This procedure will be continuous and assessments will be updated as required by situations or statutory requirements. Method Statements and Risk Assessments will be requested from contractors prior to operations commencing on site to ensure that hazards are fully considered and controlled. Risk Assessments will be undertaken with an aim of eliminating the hazard in the first instance but where this is not practicable risk, will be lowered as far as is reasonably practicable. Assessments will consider the risk to employees, contractors and the general public and controls once implemented will be reviewed on a regular basis.

### **1. Risk Assessment**

It is important to define the following terms:

**HAZARD** = The potential to do harm

**RISK** = Expresses both the likelihood that harm from a particular hazard will be realised, and its severity.

Risk assessment has three purposes:

- a. To identify all the things which may cause harm to our employees and others (the Hazards);
- b. To consider the chance of that harm actually befalling anyone in the circumstances of the particular case being considered, and the possible consequences which could come from it (the **risk**);
- c. To enable preventive measures to be planned, introduced, communicated and monitored so that risks are adequately controlled at all times (the **control measures**).

Without adequate assessment there can rarely be effective control.

## **First Aid**

The Health and Safety (First Aid) Regulations 1981 require that each employer provides first aid facilities suitable for the number of persons employed and the risks involved in the work.

### **Appointment of First Aiders**

The site must have at least one first aider who is suitably trained and holds a current first aid at work certificate issued by an organisation whose training and qualifications are approved by the Health and Safety Executive.

Where only one first aider is appointed, there must also be a person appointed to take charge of any situation if a serious injury accident occurs during the absence of the first aider. This person will also be responsible for the first aid equipment during the absence of the first aider.

This appointed person should undergo 'emergency first aid' training and certification.

### **Equipment and Facilities**

Every first aider should have access to a suitably stocked first aid box. The box should be clearly marked with a white cross on a green background and contain only the following:

- a. A general guidance card.
- b. Individually wrapped sterile adhesive dressings (plasters).
- c. Sterile eye pads, with attachment.
- d. Sterile triangular bandages and dressings, and non-sterile triangular bandages.
- e. Safety pins.
- f. A selection of sterile, individually wrapped, un-medicated wound dressings.

Besides the box, soap, water and disposable drying materials should be available. Sterile water in sealed disposable containers should be provided for eye treatment if mains tap water is not readily available for eye irrigation. Each container should hold a minimum of 300ml and should not be re-used once the seal is broken. At least 900ml should be provided.

**Under no circumstance should the first aid box contain, or the first aider issue, any medication e.g. paracetamol, kaolin solution, etc.**

## Accident Reporting and Investigation

All accidents/ incidents involving employees or contractors must be entered into the accident book (B1510). It is a legal requirement under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 to report to the Health and Safety Executive (H.S.E) certain types of accidents, diseases and dangerous occurrences. This is done via the online form, telephone only for death or major injury. Depending on the type of incident, this will mean:-

1. For death, major injury or dangerous occurrence an immediate notification by phone 0845 300 9923, or online form, the online form should still be completed.
2. For over 7 days injuries (subject to change) complete the online form within 15 days.

Clear instructions are given to employees and subcontractors, their employees and self-employed persons, that they must notify any accident, disease, dangerous occurrence of environmental incident to the management, they will ensure an entry is made in the accident book (B1510). If it is reportable accident/ incident then an online form 2508 is completed.

Failure to do so could result in prosecution by the H.S. E., create difficulties with insurance claims, and result in financial loss to the company.

Reports to the HSE, will in the event of an accident as described in the above regulations, be made by the managing director.

### Type of Incident

### Action Required

- |  |  |
|--|--|
| 1. All incidents:<br>Because of the possibility of unforeseen complications, all Injuries, no matter how trivial they appear, should be entered.   | 1.1 Record details in the yellow accident book (B1510)<br>1.2 Report the accident/ incident to you supervisor.   |
| 2. Accident* resulting in death, specified injury or dangerous occurrence.<br>(Dangerous occurrences are listed on inside back cover of F2508 book)<br>*Classification of accidents has been expanded to include acts of violence to people at work and injuries to members of the public that require hospital treatment. | 2.1 Immediately telephone/ email: Safety Co-ordinator<br>Immediately complete online form to H.S.E.<br>Follow instructions from 1.1 and 1.2.<br>2.2 Do not disturb the scene of the incident until clearance has been given by the HSE/ managing director. |
| 3. Accident which results in incapacity from work for more than seven days.<br>Do not count the say of the accident, but include any days which would normally have been working days.   | 3.1 Inform the Manager as soon as it is known that the injured person has been, or will be off work for more than three days.<br>The managing director will complete the online form F2508.  |

- Thus, if the period of incapacity extended over the weekend and the injured person is not capable of carrying out his normal duties, then Saturday and Sunday would have to be counted.
4. A reportable disease diagnosed by a doctor on a medical certificate
- 3.2 Follow instructions 1.1 and 1.2.
- 4.1 Follow instructions 3.1 and 3.2 e.g. Asbestosis or Leptospirosis.

### **Accident Investigation**

Whenever an accident/ incident or dangerous occurrence occurs, especially if it is reportable to the H.S.E., an accident investigation must take place. This should be done as soon as possible after the accident but certainly within three working days of the incident occurring and should be carried out by a competent person (possibly the consultant safety advisor service).

The aim of an accident investigation is to try and prevent a similar occurrence from happening again. Risk assessments may have to be reviewed to ensure that information is correct and that the control measures are effective.

It is the company's policy to:-

1. Ensure that a report form for accidents is prepared for all that have occurred.
2. Ensure that a report form for accident/ incident is prepared for all near misses that have occurred. This will be done to monitor trends.

Ensure that the managing director will discuss any accident/ incident or near-miss at management meetings to ensure that all relevant action has been taken to prevent a re-occurrence.

## **Fire Precautions**

### **In accordance with the Regulatory Reform (Fire Safety) Order 2005**

1. Every employer must adopt safe systems of work to ensure that adequate fire precautions are taken.
2. Adequate and well maintained fire fighting equipment will be provided where necessary.
3. When working on premises under the control of another employer, all persons working on our behalf must be aware of employer's fire arrangements, evacuation procedures and must comply with instructions given by them.
4. All highly flammable liquids or materials must be stored and used in compliance with the relevant risk assessment.
5. Refuse and stored materials should not be present to the extent of creating a fire hazard or of helping the spread of such a fire.
6. All employees may be provided with sufficient training in the use of fire fighting equipment, emergency procedures and calling fire and rescue services.
7. All premises will have a formal fire risk assessment undertaken.
8. Employees of Eastern Region Roof Training will be instructed in the procedure for evacuating the premises and the location of the Assembly Point at induction of the Company.
9. Employees are expected to tackle a fire themselves only if they have been trained in the use of fire fighting equipment and it if would pose no threat to their personal safety to do so.

### **Fire Fighting Equipment**

Fire fighting equipment will be located at strategic points throughout the work areas. Eastern Region Roof Training will supply all equipment.

### **Fire Exits**

Fire exits must never be blocked or used as storage space. All fire exits and escape routes will be suitably and sufficiently signed.

Fire Exits will only be locked during out of hours when there are no operatives left inside the building. Fire exits will open in the direction of escape.

**Fire  
Precautions  
(if appropriate  
to the  
Individual  
Workplace)**

## **Training**

All employees are to be trained in accordance with the Management of Health and Safety at Work (Amendment) Regulations 2006 and other relevant Regulations. Where operatives are required to carry out key tasks they will be provided with the necessary training.

The Company will ensure that all trades employed are competent and trained to an acceptable level required to undertake their job in a safe manner.

Additional Health and Safety training will be provided:-

On recruitment and when exposed to new or changed risks. Refresher training will also be given as appropriate. Tool Box talks will cover all aspects of Safe Site Working procedures and specific Contract requirements.

The Company undertake to provide Induction training for general education and additional training for specific jobs as they occur and any additional specialised courses or staff training as is appropriate and necessary for the requirement of their duties. All training deemed to be beneficial to employees will be provided and paid for by Eastern Region Roof Training. In the interests of Health and Safety, training will be mandatory with records of training being kept within the main office.

The company has a firm commitment to the training of its employees in matters relating to Health, Safety and Welfare. The objective of these is to ensure that the obligations of the Company in these matters are fully complied with.

Training and improvement in the understanding and application of Health, Safety and Welfare matters is seen as a continuous process. There is no defined training agenda but rather a flexible approach whereby training is provided in whatever areas are required by individual employees.

Training is provided in both a formal and informal manner and all employees are encouraged to positively identify to their manager any areas where they feel they require training or retraining in Health and Safety matters.

On site training will be provided in the form of induction courses and toolbox talks. This instruction will, where necessary, include familiarisation with the place of work e.g. welfare facilities, provision of and explanation of any information contained in risk assessments or method statements and it will also deal with the use of any personal protective equipment together with instructions on maintenance of the equipment.

## Site Traffic Management

## Site Traffic Management

- **Site Entrance and Exit**

Ensure that the site entrance and exit design allows good sight lines and clearly displays the speed limit (normally 10-20mph). Consideration should be given to providing, where necessary, direction signs to the compound/ delivery areas.

Where necessary, and practicable, separate clearly marked pedestrian entrances should be provided.

- **Parking Areas**

Separate parking areas should be provided for, delivery vehicles and workers vehicles.

Where necessary and practicable, provide safe pedestrian routes from parking areas to offices, welfare facilities and workplaces. Where this is done, clear signs and instructions must be provided.

- **Office and Welfare Facilities**

Wherever possible, locate offices and welfare facilities and other areas of frequent pedestrian use away from primary traffic routes. Wherever possible, a system of segregating vehicular and pedestrian traffic, within the compound/ welfare areas must be adopted.

- **Primary traffic routes**

Primary traffic routes should allow the safe passage and delivery vehicles away from pedestrian routes. Where possible one-way systems should be introduced and clearly marked to minimise congestion and the need for vehicles to reverse.

Where it is not possible to provide primary pedestrian routes to keep pedestrians away from main traffic routes, consideration should be given to the provision of separation by means of kerbs and/ or fencing (3 ft Chestnut paling) or, for short period, traffic cones may suffice. On busy sites crossing points may be required, particularly from the welfare facilities and car parking areas.

The primary traffic routes must be kept clear of obstructions such as materials. Where it has been necessary to off load a vehicle on the road, the materials must be removed to the designated storage areas as soon as practicable.

The routes must have speed limits and speed control measures specific to site conditions and the types of vehicles using the route, for example some fork lift trucks may be unsuitable for passing over road bumps.

## **Control of Substances Hazardous to Health**

Due to the type of operations undertaken by Eastern Region Roof Training some hazardous substances may be used. However, we will endeavour through our **purchasing policy** to purchase only those substances that are not hazardous to health.

- a. Toxic, harmful, corrosive or irritant substances.
- b. Materials which, although not a hazard in themselves, create a lot of dust or fumes when worked on e.g. solid concrete which creates dust when cut or scabbled or metals which create fumes when welded.
- c. Micro-organisms, e.g. Leptospirosis (Weils Disease) from working in areas which have been contaminated by rat's urine.

- **Duties of Employers**

The control of Substances Hazardous to Health Regulations 2002 (COSHH)  
Place duties on employers, the self employed and employees.

The Company will therefore:

- a. Assess the risk to health arising from work and will put in place the necessary precautions needed.
- b. Introduce appropriate measures to prevent or control the risk.

The control measures are:

- i. Elimination of use of the material or substance
- ii. Substitution by a less hazardous substance
- iii. Control the process to reduce emission levels
- iv. Total enclosure of the process
- v. Total exhaust ventilation
- vi. Personal Protective Equipment.

Therefore, the first choice would be to eliminate the hazard altogether and the issue of Personal Protective Equipment should be adopted as the last resort if all other control measures are not reasonably practicable.

- c. Ensure that the control measures are used and that equipment is properly maintained.
- d. Where necessary, make sure that the precautions are working by monitoring the exposure of the workers and carrying out an appropriate form of health check.
- e. Inform. Instruct and train employees about the risks and the precautions to be taken.



- **Duties of Employees**

The actions taken by management will never succeed unless they are incorporated into everyday practice. Therefore every employee also has duties under COSHH as follows:

- a. To use the control measures provided;
- b. To use the personal protective equipment provided;
- c. To use the safety and health facilities provided;
- d. To use the accommodation provided for storing personal protective equipment.
- e. To remove contaminated personal protective equipment before eating, drinking or smoking;
- f. To report any defects of any control measure or personal protective equipment promptly to the site manager or supervisor.
- g. To co-operate with management.

## **Abrasive Wheels**

1. No person shall mount or use an abrasive wheel unless they have received training, and/or is deemed competent to carry out mounting abrasive wheels.
2. Any operative using abrasive wheels must ensure that the correct type of personal protective equipment is used.
3. When using an abrasive wheel and large quantities of dust is produced, adequate measures must be implemented to protect people against the inhalation of the dust.
4. Abrasive wheels must be stored at an even temperature in dry conditions.
5. If applicable carry out COSHH assessment on dust generated.
6. Diamond wheels are the preferred choice of abrasive wheels as they are more durable and require changing less frequently.
7. All wheels should be checked before mounting to ensure the right type/speed of abrasive wheel is suitable to the cutting machine.

## Hand Tools

The Trainers and operatives should ensure that the appropriate tool for the task is available. Checks should be carried out at random to ensure:

1. hammer head are secure and undamaged
2. sharp tools are protected when stored or being carried, and that cutting blades are kept sharp
3. tools are kept clean and free of grease
4. mushroom heads are removed from chisels and bolsters by regular grinding – see abrasive wheels.
5. tools are returned to tool boxes whilst not in use
6. tools used near electrical apparatus is properly insulated and that the handles are non-conductive
7. that whenever possible cutting tools are those fitted with safety blades that will immediately retract should the tool slip
8. that the relevant personal protective equipment has been issued and is being used.
9. recognised safety knives to be used at all times.

All operatives should be instructed by their trainer in the proper use of hand tools, their storage, sharpening and general care. in addition, training should be given as to the correct support of materials being working upon.

## Hand Tools

### Introduction

There are two main categories of power tools. Each type has hazards in use which have caused serious accidents. The use of power tools calls for close control by management to see that the correct tool is used for the job, and to ensure that it is used properly.

The efficient and safe use of power tools can come only through proper training, proper maintenance and adequate supervision. Too many of these accidents have been caused by these tools being incorrectly used by untrained, unskilled labour.

General precautions to be taken for each category are shown below.

- **Electrical Tools**

Electrical equipment is to be tested at 6 monthly intervals compliant to HSE guidance note HS (G)141 The Safe Use of Electricity on Construction Sites. Staff will be properly trained only to use equipment after they have given it a visual inspection to identify damage or defects, and to use it only for the purposes for which it is intended according to the safe systems of working. Where equipment is found to be faulty repairs and re-testing will be carried out before the equipment is re-issued.

- Only 110v electrical tools are to be used on site.
- All tools must be thoroughly inspected before use, and regularly whilst in use
- All electrical tools should be tested and examined by a competent person every three months or as required and be issued a certificate of safety.
- All tools, other than double insulated or all insulated, must be properly earthed.
- All cables, plugs, and socket connections must be maintained in good condition.
- No unauthorised tapering with tools is to be permitted.

Repairs must only be carried out by a qualified person familiar with that type of appliance.

- **Petrol Engine Tools**

- Refuelling is to be carried out in the open. Fuel caps on machines and containers must be securely replaced.
- The exhaust gases off these tools are toxic and they must therefore only be used in well ventilated areas.
- Hearing protection must be worn by the operator, as must eye protection.
- COSHH assessment on gases produced to be carried out.
- COSHH assessment on petrol to be carried out.
- COSHH assessment on diesel to be carried out.

## **Plant and Equipment Maintenance**

The company will ensure that all work equipment & plant is maintained in an efficient state, in working order and in good repair. Where the equipment has a maintenance log, the log is to be kept up to date. Compliance with the PUWER '98 Regulations will be the minimum standard required.

The Company has statutory duty to maintain and inspect its plants and equipment and avoid risks to Health and Safety. The Company will use maintenance schedules to control and manage the equipment. Various maintenance programmes may be required; these will need to take into account the operational needs as well as Health and Safety considerations and the possible impact of the environment. Also allowances must be made for the aptitude and skill of the operator.

Management may use:-

- a) Unscheduled or breakdown maintenance
- b) Scheduled or routine maintenance
- c) Planned preventive maintenance
- d) Predictive maintenance
- e) Improvement maintenance

The Company will provide adequate supervision, information, training and instruction to ensure that there is compliance with safety procedures.

The Company will develop safe systems of work, which identify risks and hazards and then eliminate or reduce the risk to a minimum.

Operatives using Company Plant and Equipment will be competent and trained. They must inspect the equipment before use and then at regular intervals, lifting plant is to be inspected weekly and a register kept of the in sections. Operatives must report all faults, damage, defects or malfunctions to their Contractor and must not use defective equipment or plant. Defective equipment / plant will be immobilised and identified as awaiting repair.

## Loading & Unloading

All materials when being delivered/ despatched should be handled in a manner to ensure the safety of both staff and materials. The following points should be noted:-

1. Unloading/ loading should be carried out in a sequence agreed with the delivery vehicle driver so that the vehicle is unloaded/loaded in a manner, which prevents the creation of hazards to employees, the driver or other persons.
2. All materials must be stacked in a safe manner and protected if necessary.
3. Vehicles must never be overloaded and loads must be divided into handle-able units when required.
4. All passageways and fire exits for vehicles and operatives must be kept clear at all times and should not be used for the stacking of materials or parking.
5. All areas of production must be kept clean and tidy at all times. Regular cleaning should take place to ensure that all waste is removed to an appropriate storage area ready for collection/ removal.
6. All delivery vehicles must have reversing audible warning device, residual warning lights and CCTV where necessary.
7. Refer to traffic plan (if applicable) and minimise reversing where ever possible.

Vehicles and pedestrians must be segregated as far as reasonably practicable. Where this is not possible, steps should be taken to ensure the visibility from one to other and the awareness of presence.

The high duty rests with vehicle drivers; use of horns or other warning devices should be made where necessary.

**Unloading/  
Stacking/  
Storage**

## **Loading & Unloading Construction Vehicles Equipment and Materials**

All vehicles must not be overloaded and the loads must be evenly distributed, secured and not project beyond the sides or back of the vehicle. When projection is unavoidable it should be properly marked, so it makes the projection clearly visible to others e.g. high visibility tape etc.

When the vehicle is loaded fast cornering and braking should be avoided as securing devices could break under strain.

Contractors must liaise with suppliers and the site prior to the arrival of materials on site so that suitable arrangements for offloading may be made.

During unloading, all fixing devices must be removed with caution as loads can slip when securing devices are being taken off.

The Road Vehicles (Construction and Use) Regulations 1986 and The Department of Environment Code of Practice, Safety of Loads on Vehicles gives the following guidance on the means necessary for the safe carriage of construction materials:

- a) Loads carried on vehicles must be secured to prevent them moving or falling off.
- b) The design and construction of the vehicle must be suitable for the load it is carrying.
- c) The maximum expected floor landing must be known to ensure that the floor and supporting members are adequate.
- d) The load must be arranged so not to obstruct the driver's field of vision.
- e) The load must be checked frequently for security during the journey.
- f) The equipment used for securing loads must be regularly inspected for wear and damage.

## Electricity at Work Regulations 1989

The Regulations require management to take precautions against risk of death or personal injury from all use of electricity, including the mains electricity supply. Company management is responsible for managing the use of electricity in its premises. All electrical work is to be undertaken by competent persons. Electrical equipment is to be 110V centre tapped and properly maintained and subject to periodic checks.

Company management can ensure safety by specifying that electrical equipment is compliant with current standards for the electrical industry. Electrical equipment is to be tested at 6 monthly intervals or as required and be compliant to HSE guidance not HS(G)141.

Staff must be properly trained only to use equipment after they have given it a visual inspection to identify damage or defects, and to use it only for the purposes for which it was intended according to the safe systems of working. Where equipment is found to be faulty repairs and re-testing will be carried out before the equipment is re-issues. Company management will ensure that there is adequate supervision of the requirements of the electrical equipment and will keep records of maintenance and testing results.

### Precautions

1. All electrical work must comply with the Electricity at Work Regulations 1989 and the latest edition of the IEE Electrical Engineers' Wiring Regulations
2. No person other than a qualified electrician will be permitted to undertake work on electrical installations.
3. All portable equipment, hand tools and temporary lighting shall be operated to a voltage not exceeding 110 volts and connected to mains supply using an RCD
4. Plugs, socket outlets and cable connectors must be properly made and comply with BS 4343 and be colour coded.
5. Only 110v portable generators are to be used on any site (diesel wherever possible).
6. Cables must be routed to be protected from damage and to prevent tripping hazards.
7. Inspection and testing of electrical systems and portable equipment – to avoid serious electrical accidents, routine inspection, testing and preventative maintenance is essential. The company carries out portable appliance testing on all its equipment and maintains logs of when they are carried out and when they are due to be repeated. All appliances will be marked with the test date.
8. All equipment to be tested from new and included in the company asset register with retest dates annotated.  
**A competent electrician must carry out all of these inspections, apart from the PAT testing when a trained competent person is sufficient.**
9. Records of the inspection and/or tests must be kept. A format for recording inspections exists. For our fixed installations a certificate will be issued by the electrical contractors.

Sub-contractors and hirers must provide similar records for both their portable equipment and for any fixed installations for which they are responsible. Where possible, portable equipment should be suitably tagged with some form of identification and the date of the next inspection and/ or test.



Temporary supplies must be tested every three months as recommended in Electrical on Construction Sites – HSG 141.

safety

## **Temporary Power Supply**

Where there is a requirement for the installation of temporary electrics, these will be carefully planned. Temporary electrics include all electrical power supplies installed by Eastern Region Roof Training or allocated main contractors and removed at or before the completion of a contract. All temporary electrical installations will be installed by a competent person and the equipment will comply with the Electricity At Work Regulations 1989.

All temporary electrics which are to be in position for more than three months are subject to inspection and examination in accordance with the current edition of the IEE Regulations. Only authorised experienced personnel will work on or adjust electrical connections.

The use of long trailing leads should be avoided. The cable should be protected from accidental damage by other operatives and have safety trip devices and be of a type suitable for the duty required.

The manager and training staff will inspect the equipment and cables to check for damaged cables, bare wires, crack plugs or damaged pins and connections. Suspect equipment will be disconnected and replaced by a competent person. Suspect equipment will be marked and removed from use. Faulty equipment that is overheating or sparking may be a source of ignition and cause a fire.

**Temporary  
Power Supply**

## **Introduction to Personal Protective Equipment**

Personal Protective Equipment (PPE) includes protective clothing and equipment to protect the head, eyes, hearing, hands, feet and also includes Respiratory Protective Equipment (RPE). Thus it includes all equipment and clothing worn by a worker to protect him against one or more hazards likely to endanger his safety or health at work.

The use of personal protection in the form of equipment or clothing should be considered as the last resort when the risks cannot be avoided or sufficiently limited by means of collective protection or by measures, methods or procedures relating to work organisation.

The duty to provide personal protective equipment rests with **the employer**, and we must not allow sub-contractors to escape this duty and expect us to provide equipment for their staff.

Issues to be recorded in register which is to record any necessary training.

### **Selection**

Personal protective equipment should only be selected **once** the risks have been assessed by a **competent person**. For many typical situations the assessment will be contained in this manual, e.g. requirements for head protection. Alternatively they may be contained in the manual relating to assessments made under the Control of Substances Hazardous to Health Regulations (COSHH Manual) or in sub-contractors' method statements and/ or risk assessments.

When the assessment has been completed and it is considered necessary to issue PPE, the equipment must be selected which:

- a. Gives adequate protection to the worker.
- b. Complies with the relevant British or European standard.
- c. Is suitable to the worker, including fitting correctly.
- d. Is compatible with the work.

All PPE must be provided free of charge by the **employer** and maintained in a clean, hygienic and good working order. The company will therefore provide **our** employees, free of charge, with any PPE which has been assessed as being required.

It is important that workers required to be issued with PPE are provided with adequate information, instruction and training in its use and care.

PPE shall be made available to all learners, visitors and trainers whilst on company premises.

## **Head Protection**

It is company policy that working around plant and work equipment be deemed a hard hat area.

As such, all persons on site will be provided with a safety helmet conforming to BS EN 397 and wear it as required. Failure to comply with this rule will result in their removal from site. It may also result in their prosecution **and** that of site management.

Head protection of other standards e.g. Bump Caps to BS EN 812 are not to be permitted unless:

- a. Work is being carried out in such confined conditions that a helmet conforming to BS EN 397 cannot be worn; and
- b. There is no risk of injury to the head other than by striking it against fixed objects i.e. no risk of being struck by falling materials.

When determining the style of helmet, consideration must be given to other items of PPE which may be required to be worn, e.g. ear defender, goggles, face shields, etc.

Head protection is not required to be worn in the following places but should remain with the person at **all** times.

- a. In site offices
- b. In mess rooms/ canteens
- c. In toilet blocks
- d. In the cabs of protected vehicles.

Helmets that show any signs of damage such as cracks, bad scratches, loose or broken straps, etc must be immediately replaced. Any helmet subjected to severe impact should be replaced even if damaged is not immediately apparent.

Helmets which are used daily and exposed to sunlight have a realistic life span of about 2 years from date of manufacture and should be replaced after this period irrespective of any signs of wear or damage. Although some main Contractors place stickers on helmets to confirm inductions, we do not necessarily agree it's a good practice.

## **Eye Protection**

Eye protection must comply with BS EN 166. Where the risk is from flying particles the protection must be to impact grade 1 (marked "BS EN 166B").

Where they are to protect against chemicals they must be of chemical grade (marked "BS EN 166-3"). For protection against hot metal they are marked "BS EN 166-9".

Some eye protection is suitable for all types and will be marked with all the symbols on

the frame housing, and it is strongly recommended that this type is used as it does away with the need to ensure the right type is used for each particular job.

Employees must be made aware of high risk involved in not wearing eye protection when undertaking hazardous tasks.

### **Hearing Protection**

Many operations can result in personal noise exposures which can cause hearing loss (see section on Noise).

If a noise assessment shows that hearing protection is required an assessment should be made of the type of hearing protection required.

The main consideration is whether it will adequately reduce personal noise exposure. All hearing protection is supplied with information on the amount by which it will reduce noise exposure. If in doubt, contact the manufacturer, or the health and safety consultants.

Unless disposable hearing protection is provided e.g. ear plugs, arrangements must be made to ensure that it is kept in good condition and is replaced when necessary. Hearing protection should conform to BS EN 352.

### **Hand Protection**

The first consideration in the selection of protective gloves is to identify the hazard by carrying out a risk assessment to be overcome, e.g. abrasion, cutting, tearing, temperature, water, chemical, etc and the requirement of the glove in respect of flexibility, dexterity, comfort, liquid proof, dry grip, wet grip, temperature protection and cost.

The following are the main considerations which will apply in the construction industry:

**Abrasions** gloves which are to be used to protect against abrasion will usually be of leather or those having leather palms. Where gloves are to be worn in the wet, polyvinyl chloride (PVC) will give high standards of water (and oil and chemical) resistance, in addition to preventing abrasions.

**Grip** where grip is important, gloves made of a base material such as knitted nylon or cloth, with a latex coating, are suitable.

**Chemical** air impermeable (plastics or rubber) gloves will be necessary for operations such as de-greasing or paint spraying.

It is important that the COSHH assessment for the substance to be handled is strictly adhered to.

**Heat Resistance** Leather gauntlets will be appropriate.

**Wet/ Cold**            Gloves designed against thermal hazard.

**Vibration**            Anti-vibration gloves.

### **Respiratory Protective Equipment (RPE)**

Respiratory Protective Equipment (RPE) must be provided for anyone who is exposed to a contaminated atmosphere where the contaminated cannot be removed prior to persons entering the area affected, but only after sufficient training.

It is important to realise that RPE cannot be used in oxygen deficient atmosphere where breathing apparatus (BA) must be used to supply air.

If sufficient oxygen for breathing is present but the air is contaminated, respirators, which purify air, can be used.

Selection of RPE should be based upon:

- a.        The extent of the airborne hazard.
- b.        The nature of the hazard.
- c.        The standard of protection offered by different types of respiratory equipment approved by or conforming to standards approved by the HSE.
- d.        Work requirements and conditions.
- e.        Face-piece fit for the wearer.

The COSHH assessments must be referred to in order to ascertain the type of RPE required.

It is essential that every person required to wear RPE is trained in its selection, use and application and the procedures to be adopted in case of emergency.

### **Foot Protection**

As previously mentioned an assessment should be carried out to ascertain the most effective personal protective equipment and this will include footwear.

Having assessed the risks and in accordance with HSE guidance on the Personal Protective Equipment at Work Regulations 1992 it is company policy that all persons who work on site or whose work requires them to visit, must be provided with safety boots which give protection to the toes in the event of materials falling on the foot, i.e. steel toe caps, and provide protection from penetration of sharp objects such as nails, i.e. steel midsoles.

Persons who require wellington boots to provide protection against ingress of water, e.g. when persons have to work in the rain, sleet or snow or when working in wet substances such as concrete or mud or in sewers, should be provided with boots which have steel toe caps and steel midsoles.

Employees must wear the safety footwear provided.

Trainers and soft shoes will not, under any circumstances, be permitted.

### **Protective Clothing**

Employees who are required to work next to vehicles or plant, and will be provided with and wear high-visibility waistcoats, tabards or jackets.

Employees whose duties require them to work in the open air during inclement weather conditions should be provided with suitable clothing to protect them against the wet and/or cold, or excessive heat, sun burn.

<b>Foot Wear</b>	Safety Footwear	BS EN 345
	Protective Footwear	BS EN 346
	Occupational Footwear	BS EN 347
<b>Hands</b>	Industrial	BS 16 1651
	Rubber: Electrical	BS 697
<b>High Vis Clothing</b>		BS EN 471

## Manual Handling

### Definition

“Manual Handling Operations” means any transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving) by hand or by bodily force.

### Introduction

Manual handling is an essential part of the training for operative’s construction process. However, some operations will be more hazardous and will carry more risk than others. The Manual Handling Operations Regulations 1992, set out a clear hierarchy of measures which must be taken which are designed to minimise the likelihood of somebody suffering injury as a result of manual handling they have to do as part of their work.

The hierarchy of measures means that only when the first element has been done can you move onto the second and so on.

The hierarchy is as follows:

- a. Identify the manual handling operations carried out and determine which are hazardous.
- b. Avoid hazardous manual handling operations and utilise mechanical & handling equipment so far as is reasonably practicable.
- c. Assess any hazardous Manual Handling Operations which cannot be avoided.
- d. All operatives will be trained in safe manual handling techniques.
- e. Reduce the risk of injury from these operations so far as s reasonably practicable.
- f. Provide information on the weight of each load and the heaviest side of the loads involved in these operations, so far as is reasonably practicable.

The practical implications of these measures are set out below.

### Identifying Hazardous Manual Handling Operations

It may seem that it would be obvious when manual handling is taking place but, while this will often be true, Managers will often be unaware of many of the tasks their employees carry out unless they enquire.

Manual Handling Operations which give rise to a possibility of injury must be avoided where reasonably practicable. As stated previously, this means that a judgement needs to be made about the nature and likelihood of injury.

There are two main ways in which manual handling may be avoided

**a. Elimination of Handling**

Some handling operations can be eliminated altogether or at least reduced. For example, handling of materials from point of delivery can be eliminated/ reduced by organising the site so that they are delivered as close as possible to the point of use.

It is also possible to eliminate handling by designing out the material/ object which is hazardous to handle, e.g. the designing out of heavy structural members.

**b. Mechanisation**

If the handling operation cannot be avoided altogether, the next question to ask is whether it can be mechanised. Examples of this approach are the use of cranes, hoists or fork lifts/ telescopic handlers. In deciding whether to provide such plant, the cost of providing the plant may be taken into account in the determination of reasonable practicability provided this is weighed against the size of the risk.

**Assessment of Hazardous Manual Handling Operations**

Where it is not reasonably practice to avoid a hazardous manual handling operation then a further assessment will be made in order that a decision can be made on how best to reduce the risk. HSE guidance booklet (Manual Handling – Solutions You Can Handle, HSG 115).

Many of the manual handling tasks which have to be carried out on sites do not lend themselves to detailed assessment because of the varying nature of the operations and site conditions. These procedures form the company's general assessment as required by the regulations.

They will be supplemented by the everyday judgements which Site Managers and Supervisors will have to make in dealing with manual handling operations.

**Reducing the Risk of Injury**

In considering how to reduce the risk of injury from a manual handling operation consideration will be five to four factors; the task, the load, the working environment, and individual capability.

**1. The Task**

The first thing to be considered is whether mechanical assistance can be used. This involved the use of mechanical handling aids with which an element of manual handling is retained but bodily forces are applied more efficiently reducing the risk of injury.

These will include such items as wheelbarrows, pallet trucks, sack trolleys, cylinder trolleys, hods and lifting handles, but whether they can be used will depend very much on site conditions. In some circumstances it may be both possible and desirable to arrange the site conditions such that these aids can be used.



## **1.1 Improving Task Layout**

The optimum position for the storage of loads is around waist height. So far as is reasonably practicable, stores shall be arranged so that storage much below or above waist height is reserved for loads that are lighter, more easily handled or handled infrequently.

## **1.2 Using Body More Efficiently**

Any change that allows the load to be held closer to the body is likely to reduce the risk of injury. This can be influenced by the elimination of obstacles which need to be reached over. Where possible the handler should be able to move in close to the load before beginning the manual handling operation.

The handler shall be able to address the load squarely, preferably facing the direction of intended travel. Access around all sides of a stack of materials enables the closest ones to be selected. Arrangement of stores and general housekeeping are important in this respect.

When laying blocks, etc, work should be arranged so that they only need to be handled up to shoulder height. Go higher by using suitable work platforms.

## **1.3 Team Handling**

Where a handling operation would be difficult or unsafe for one person, handling by a team of two or more may provide an answer. However, team handling can introduce additional hazards which must be taken into account.

During the handling operation the proportion of the load that is borne by each member will inevitably vary. This is particularly likely to be the case on rough ground. Therefore the load that a team can handle is less than the sum of the loads that the individual team members could cope with when working alone.

As an approximate guide, the capability of a two person team is two-thirds the sum of their individual capabilities; and for a three man team the capability is half the sum of their individual capabilities.

If steps or slopes have to be negotiated most of the weight may be borne by the handler(s) at the lower end, further reducing the capability of the team as a whole.

Additional difficulties may arise if team members impede each others' vision or movement, or if the load offers insufficient good handholds. This can occur particularly with compact loads which force the handlers to work closely together or where space available for movement is limited.

## **1.4 Personal Protective Equipment (PPE)**

The risk of injury from many manual handling operations carried out in construction work can be reduced by use of the correct PPE.

In particular, the use of suitable gloves can protect against injury from materials that are sharp, rough, cold, wet or slippery. These were readily available and issued where necessary.

Safety footwear will also help protect against injury caused by dropped loads.

Back supports can also help to protect against injury.

## **The Load**

In most cases it will not be possible to reduce the weight of materials used in construction as they are set by manufacturers and are beyond our control **other than by use of alternatives.**

### **1.1 Making it smaller or easier to manage.**

Similarly, consideration should be given to making loads less bulky so that they can be grasped more easily with the centre of gravity brought closer to the handler's body. Scope for this is likely to be limited on site but there may be loads that can be broken down into smaller units. In particular, workers shall be told not to worsen any handling problem by attempting to carry too much at once.

### **1.2 Making it easier to grasp**

There may be some limited scope for providing handles or other handholds on loads which are difficult to grasp. Alternatively, it may be possible to place the load in a container which is itself fitted with handles or easier to grip.

### **1.3 Making it more stable**

Packaging should be such that objects will not shift unexpectedly while being handled. In particular, pallets of blocks, etc should not be accepted unless they are at the very least banded and preferably shrink wrapped. Blocks which are delivered un-banded are liable to shift and fall creating a risk of injury as well as waste.

## **2. The Working Environment**

The scope for improving the working environment on a construction site is limited; it is the changing nature of the site which often causes the problems. However, there are some very simple things that can and should be done.

### **3.1 Preparation**

As far as possible roads and hard standings shall be prepared before materials are delivered so that there are clear and level areas in which to offload. If this is not possible much can be achieved by preparing for loads by laying out pallets to receive them.

For this to be really effective it will be necessary to ensure that suppliers give advance warning of deliveries.

### **3.2 Housekeeping**

It is essential that areas where materials are to be stored, moved or handled are kept clear of obstacles or tripping hazards, e.g. discarded wrappings, brick bands, etc.

Uneven, slippery or unstable ground conditions increase the risk of injury and should be avoided so far as is possible.

### **3.3 Weather Protection**

In some cases it might be necessary to protect materials from the weather, e.g. concrete blocks should be prevented from getting wet and increasing in weight.

### **3.4 Lighting**

There shall be sufficient light for handlers to be able to see clearly what they are doing and make accurate judgements of distance and position.

## **2. Individual Capability**

Workers who have to handle potentially hazardous loads should be provided with effective training. This is particularly important in the changing construction environment which makes some of the other options more difficult to achieve.

Such training should include how to recognise loads which might injury, e.g. assessing an unfamiliar load by rocking it from side to side before attempting to lift it.

It should also cover the proper use of handling aids and PPE, the importance of good housekeeping, and good handling technique.

In addition to training, consideration must be given to ensuring that the person is the correct one for the task.

Particular consideration must be given to employees who are known to have a history of back trouble, hernia or other health problems which could affect their annual handling capability. However, beyond such specific pointers to increased risk of injury the scope for preventive action on an individual basis is limited.

## **1. Forklift Trucks**

The main hazards associated with the use of forklift trucks include:

- Untrained operators
- Poor maintenance
- Overloading of machine
- Overloading of scaffold
- Insecure loads
- Carrying passengers
- Reversing
- Site conditions

Drivers of forklift trucks will be fully trained, over 18 years of age and possess a current driving license.

The operator will carry out daily/ weekly checks on the vehicle and complete the weekly inspection in line with the F91 register or alternative document.

Routine maintenance will be carried out by a plant fitter and thorough examination will be undertaken as specified by LOLER every twelve months and the records retained for 2 years. All operatives must wear the restraint i.e. seat belt when operating the machine.

Operating conditions on site must be adequate to maintain the machines stability. No passengers to be carried on the vehicle at any time. A person riding on the forks is prohibited unless a properly constructed cage is provided and attached correctly. The driver must have undergone a “man up/man down” training course.

The machine must never be overloaded and never travel with the load in the raised position. Machines should have a fully operational, audible reverse klaxon and flashing warning lights to warn pedestrians of vehicle movement.

When the machine is not in use the forks must be lowered to the ground pressure released from the hydraulic system and engine immobilised. Keys should be removed from the machine and stored in a safe place.

The provision and use of lifting equipment shall be managed in accordance with the Lifting Operations and Lifting Equipment Regulations 1998. The operating of any lifting equipment shall be restricted to trained, competent and authorised persons only. Where a complex lift is required, a lifting plan shall be prepared and agreed in advance. All on hire documentation will be accompanied with the relevant inspection certificates, a copy of the safety instructions, and a hand over certificate/instruction agreement.

On delivery or hand over, all documentation must be filled out correctly, in particular noting refusal or acceptance of a demonstration, safety equipment or safety instructions. All refusals by the customer or receiving agent must be countersigned by themselves.

## Lead Acid Batteries

The main risks associated with lead acid batteries are as follows:

- Spillage of acid.
- Explosions/ fire.
- Electrocutation.

The provision of lead/ acid battery facilities must take into account the following:-

- a. Specified area should be provided for the storage and charging of lead-acid batteries.
- b. An assessment must be made of the risks to health associated with the electrolyte, fumes process etc.
- c. Flammable atmosphere due to hydrogen gas
- d. Ventilation.
- e. Fire extinguishing
- f. Provision of lifting/carrying devices.
- g. Provision of water supply – both mains water and distilled.
- h. Provisions required for containing any acid spillages.
- i. Provisions of first aid facilities including eye wash stations and suitable welfare/ hygiene facilities.
- j. Polarity to be checked before connections are made to prevent battery explosion.
- k. Provision of suitable insulated tools.
- l. Provision of protective clothing.
- m. Training of personnel in precautions.

Drench showers – whole body/ face.

## **Vibration Hand & Arm**

Vibratory equipment will be managed in accordance with the Control of Vibration at Work Regulations 2005.

**Hand/ Arm Vibration Syndrome (HAVS)** – is a disorder which affects the blood vessels, nerves, muscles and joints of the hand, wrist and arm. The syndrome can become severely disabling if ignored. The best known form of HAVS is Vibration White Finger (V.W.F) which can result from the transmission of vibration from a vibrating implement (such as road-breakers, chain saws, riveting guns, etc.) to the hands, occurring as a result of several years of regular exposure.

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

The principle symptoms are:

1. Tingling and numbness in the fingers;
2. In the cold and wet, the fingers go white, then blue, then red and are painful;
3. You cannot feel things with your fingers (you have difficulty picking up small objects);
4. You may have loss of strength in your hands.

If you do not act and continue to use high vibration tools, the symptoms will probably get worse.

Persons who smoke are at increased risk since smoking reduces the supply of oxygenated blood to the hands and fingers.

### **Precautions**

The company will ensure that the following measures are implemented for eliminating or reducing the risk from HAVS:

1. Carry out the appropriate Tool Box Talk on vibration.
2. Assess the risk – see below;
3. Seek an alternative method of working which eliminates the vibrating equipment altogether;
4. Ensure that employees use the most suitable equipment for the task i.e. an unsuitable tool may take longer or cause more vibration;

5. Minimise the time individuals use the equipment (job rotation);
6. Break up periods of continuous equipment use by individuals (introduce other tasks);
7. Maintain tools to the manufacturer's specifications to avoid worsening vibration;
8. Keep tools sharp;
9. Wherever possible buy/ hire tools with low vibration performance;
10. Let the machine do the work and grip the handle as lightly as possible, providing that this is consistent with safe working practice;
11. Mechanise or automate the work;
12. Wear adequate clothing to keep dry and maintain hand and body temperature at an acceptable level. A key factor in preventing and minimising the problems of HAVS is to wear suitable gloves to **keep the hands warm**. Heavily padded gloves are of no practicable benefit and may increase vibration levels;
13. Persons who smoke and use vibratory equipment are at increased risk of vibration related disease, since nicotine reduces the blood supply to the hands and fingers;
14. Should attacks of white or blue finger or long periods of tingling and/ or numbness occur, report this to your supervisor;
15. Employees must inform their supervisor if abnormal vibration occurs.

Even where precautionary measures have been taken, some employees may still be at risk. Where employees are subject to regular exposure to hazardous vibration or where employees are already reporting symptoms, the employer must arrange regular health checks 'health surveillance'.

### **Information to Assist Risk Assessment**

The tables below indicate the typical hand/arm vibration levels (measured in the dominant axis) to be found for common hand held power tools, hand fed or hand guided equipment in normal workplace use. Where exposure exceeds  $2.8\text{m.s}^{-2} A(8)$ , (to allow different exposure patterns to be compared, they are adjusted or 'normalised' to a standard reference period of 8 hours ( $A(8)$ ), however long the actual exposure period) the Regulatory Authority (the HSE) recommends a programme of preventative measures and health surveillance.

The tables below refer to 'better' and 'poor' tools. The former refer to tools with reduced vibration features in the circumstances they were designed for. The latter refers to typical 'traditional' tools or where vibration reduced tools are used in exceptional circumstances. In essence, the data shows how the careful selection of tools can have a marked effect on the action necessary..

**NOTE – These tablets are not definitive and are provided for guidance only**

## High Hazard Vibration Equipment

Equipment	Likely vibration levels (m.s <sup>2</sup> )		Recommended maximum daily usage times (hrs-hours and mins – minutes)	
	Better tools	Poor tools	Better tools	Poor tools
Rock Drill	15	32	16 mins	3 mins
Scabbler	9	30	46 mins	4 mins
Rammer	33		3 mins	
Tamper	32		3 mins	
Road Breaker	8	18	1 hrs	11 mins

Equipment	Likely vibration levels (m.s <sup>2</sup> )		Recommended maximum daily usage times (hrs-hours and mins – minutes)	
	Better tools	Poor tools	Better tools	Poor tools
Hammer Drill	5	20	3 hrs	10 mins
Handheld Portable Grinder	2	12	16 hrs	26 mins
Impact Wrench	1	8	No limit	1 hrs
Needle Gun	4	18	4 hrs	11 mins
Chain Saw	3	26	7 hrs	5 mins

## Moderate to High Vibration Equipment

### Moderate Vibration Hazard Equipment

Equipment	Likely vibration levels (m.s <sup>2</sup> )		Recommended maximum daily usage times (hrs-hours and mins – minutes)	
	Better tools	Poor tools	Better tools	Poor tools
Jig Saw	4		4 hrs	
Concrete Vibro-thickener	3	5	7 hrs	3 hrs
Handheld Sander	4	7	4 hrs	1.25 hrs
Disc Cutter	3	5	7 hrs	3 hrs
Metal Saw	5		3 hrs	



## Lower Vibration Hazard Equipment

Equipment	Likely vibration levels (m.s <sup>2</sup> )		Recommended maximum daily usage times (hrs-hours and mins – minutes)	
	Better tools	Poor tools	Better tools	Poor tools
Router	2		16 hrs	
Screwdriver	1		No Limit	
Circular Saw	2		16 hrs	
Metal Saw	3		7 hrs	

**References:** **The Control of Vibration at Work Regulations 2005**  
**The Provision and Use of Work Equipment Regulations 1998.**

The Management of Health and Safety at Work regulations 1999.

HS(G) 88: Hand Arm Vibration.

HS(G) 150: Health and Safety in Construction.

HS(G) 170: Vibration Solution

INDD(G) 296 (P): Hand Arm Vibration Syndrome: pocket card for employees.

## Flammable Liquid & LPG

### Hazards

- Fire
- Explosion
- Asphyxiation

### 1. Storage and Use

#### Storage

Containers of highly flammable liquids and LPG cylinders should, where possible, be in secure, ventilated metal storage cages and shaded from the sun.

Where the amount of highly flammable liquid stored on site is less than 50 litres, their containers may be kept in any store, cupboard or bin which is of fire resistant construction.

Ideally, storage areas should be sited 10 metres from permanent and temporary buildings. Where this is not possible, containers must not be stored within 3 metres of any building or boundary fence unless the boundary is a wall with at least 30 minutes fire resistance. In this case, containers and drums should be at least 1 metre below the top of the wall.

Products which could add to the intensity of a fire, such as oxygen, or to the toxic hazard in the event of a fire, e.g. chlorine, must not be stored in the same compound as flammable liquids and LPG.

Appropriately worded warning signs, e.g. "HIGHLY FLAMMABLE LIQUIDS", "NO SMOKING", "LIQUEFIED PETROLEUM GAS – NO SMOKING", etc must be displayed at the entrance to the stores or compound.

Suitable fire extinguishers (dry powder) should be located at the entrances.

Empty gas cylinders must be stored in the upright position with their valves securely closed.

The area around the store or compound must be kept clear of all flammable materials, weeds and rubbish.

### 2. Handling and Use

The transfer of highly flammable liquids from one container to another must be completed in the open air. Spillages will be best avoided by using screw caps and funnels, spouts or proprietary syphonic devices. Spillages should be soaked up with dry sand which should then be placed in a safe place in the open air.

LPG cylinders supplying temporary buildings must be fixed outside the building, protected from frost or direct sunlight. All flexible hose connections should incorporate a jubilee clip or crimp clip to ensure security. The cylinders should be placed upright and

**Storage and  
Use of Highly  
Flammable  
Liquid and  
LPG**

preferably chained in position to prevent falling.

All piping should be exposed so that any leakage can be identified and a build up of gas prevented.

LPG appliances must have their own control valve to shut off the supply of gas at the appliance and must not rely solely on the cylinder valve.

Empty cylinders must be placed in the store or compound as soon as possible and returned to the suppliers without undue delay.

### **3. Bunds**

Tanks should be surrounded by bund walls designed to limit the spread of spillage or leakage. Bunds may contain more than one tank and should be big enough to contain 110% of the largest tank within the bund.

Bund walls should be substantially impervious to liquid and designed to withstand a full hydrostatic head.

Bunds may be partly below ground level to assist in providing adequate wall strength, walls should not normally be higher than 1.5m to ensure adequate natural ventilation of the banded area, with ready access for fire fighting and good means of escape.

Impact protection, such as crash barriers or bollards should be provided whenever the risks from vehicle or mobile impact is high.

Floors inside banded areas should be of concrete or other impervious materials, and should be kept clear of vegetation and other combustible material. Gas cylinders must not be kept within the banded area and weed killers containing sodium chlorate or other oxidising substances should not be used because of the increased fire hazards these pose.

Means of removing surface water from the bund should be provided. Such surface water must be routed through a silt interceptor to prevent flammable liquids entering main drainage systems. Where an interceptor is not available then arrangements should be made for the contaminated water to be collected for removal by a registered waste disposal company.

## **Lifting Equipment**

This includes all types of M.E.W.P, Fork lift, Front or Tail lift Dumper, Crane, Excavator, Shovel etc. and all accessories associated with them used for the purpose of lifting.

All lifting equipment and accessories for lifting are work equipment under the **Provision and Use of Work Equipment Regulations 1998** which require that the employer only supplies work equipment that is correct and suitable for the job, and ensures that the equipment is in good order. Lifting equipment must also comply with the requirements of **The Lifting Operations and Lifting Equipment Regulations 1988**.

Before any lift is carried out, a risk assessment is required to be undertaken in line with the requirements of **The Management of Health and Safety at Work Regulations 1999**.

One person, other than the operator of the equipment, will be appointed to take responsibility for the organisation and prepare a crane plan for the control of any lifting operations on behalf of the management. They will be adequately trained and have the necessary experience in accordance with LOLER 1998.

All operators of lifting appliances, slingers and banksman will be adequately trained and experienced and ages over 18 years training certificates will be held on file at head office.

### **Loads**

The safe working load of an appliance must never be exceeded unless under test by an authorised competent person.

Loads must be properly slung and made secure to prevent any part of them slipping and falling.

A trained, competent banksman will be provided to direct the load during the lifting process.

### **Lifting Accessories**

All ropes, chains, slings, hooks and eyebolts etc. must be clearly marked and the safe working load specified. All equipment use in lifting will be:

- Properly constructed and maintained
- Free from any defect or damage likely to affect its strength
- Regularly examined
- Securely attached to the load

### **Hooks**

All hooks used in lifting must be fitted with a safety catch, or should be moused, or so shaped as to prevent the sling eye or load coming off the hook

## **Maintenance/ Inspection**

Under the Lifting Operations and Lifting Equipment Regulations 1998 Reg 9, the company will ensure that lifting equipment and accessories are maintained in an efficient state and efficient working order.

The maintenance and inspection will be carried out in accordance with the manufacturers instructions.

Thorough examinations must be undertaken by a competent person and a reproducible record of the examination made available.

The procedure of record keeping for inspections is not established in regulations, however the company will undertake inspections either weekly or at intervals devised by a competent person. The company will follow the format of reporting in the form F91.

Lifting appliances shall not be used unless:

- a. Inspected weekly or regularly when in use, usually by the operator, if authorised
- b. Thoroughly examined every 12 months (every six months when lifting persons) by a competent person
- c. Lifting accessories are examined every six months

The above are criteria laid down for where lifting equipment is exposed to conditions causing deterioration liable to result in danger

## **Keeping of Information**

Reports should be retained and kept available for inspection as follows

Thorough examination reports:

- a. for initial inspection of lifting equipment – until it ceases to be used
- b. for an accessory for lifting – two years after the report is made
- c. relating to installation or assembly of lifting equipment 0 until the equipment ceases to be used in that location
- d. that relate to the deterioration in condition of lifting equipment – until the next report is made or for two years, whichever is later
- e. All plant is to be inspected daily before use, check sheets are to be completed and retained in the site office.

All mechanical plant will undergo regular “thorough examinations”. records are to be retained in the site office.

## **Mobile Elevating Work Platforms (MEWPS)**

Where MEWPS are used for working at height, fully trained competent operatives will operate them. Pre-planning of operations involving MEWPS will take into account floor surfaces and obstructions, overhead services, other overhead obstructions, third parties, etc.

Banksman will be supplied to marshal the MEWPS in areas populated by other contractors or third parties. The banks men will also advise and direct third parties as to the movements of the MEWPS.

Where third parties are present in the work area, an exclusion zone will be erected around the base of the MEWP to prevent unauthorised access.

All MEWPS will be fitted with an anti trapping device or will have guards fitted around the scissor mechanism.

**MEWPS**

## Company Vehicles

- a. It is policy of Eastern Region Roof Training that all drivers show consideration for other road users at all times and that vehicles are checked on a daily basis before use to ensure that they are fit to drive and Drivers are expected to report defects noted in their vehicles for rectification. Drivers are expected to keep the vehicles they drive in as clean condition as possible in prevailing weather conditions.
- b. The company actively encourages drivers to keep within speed limits and to observe all driving rules including keeping driving times as laid down in legislation. Tachographs (where fitted) will be checked on a weekly basis and it will a disciplinary offence for drivers to have exceeded their allowed driving hours.
- c. The use of mobile phones (whether for private or business use) while driving is unsafe and is a criminal offence (unless a proper hands-free kit is installed). Employees are under an obligation not to do anything whilst driving that may be deemed to be unsafe or illegal. The company recommends that telephones are switched off while driving and that the “message facility” is activated. Never make or receive calls while driving and only check for messages and deal with calls when parked properly (not on a hard shoulder).
- d. If small quantities of fuel are sometimes carried, i.e. fuel for small tools, a no smoking policy will be operated in all company vehicles.
- e. First aid kits will be supplied for each company vehicle and it is responsibility of the driver/employee to make sure that the kit is restocked when required and report reasons for stock levels reduction
- f. Where necessary vehicles will be fitted with appropriate fire extinguishers and operatives trained in there safe use.

## Noise

Construction works can pose different problems of noise control compared to other industries for the following reasons:

- a. They are mainly carried out in the open.
- b. They are temporary, although they can cause great disturbance while they last.
- c. The noise arises from many different activities and kinds of plant and its intensity and character can vary greatly at different phases of the work.
- d. The sites cannot be excluded by planning control, as factories can, from areas sensitive to noise.

### Environmental Noise

The Control of Pollution Act 1974 (COPA) and the Environmental Protection Act 1990 (EPA) provide general powers for the control of noise. Local Authorities and Magistrates Courts may lay down requirements designed to reduce a noise which they are satisfied amounts to a nuisance. The powers may be exercised before or after work starts. A contractor can take the initiative by asking a local authority to make its noise restrictions known.

Section 60 of the COPA enables a local authority to serve a notice of its requirements for the control of site noise on the person who appears to be carrying out the works.

This notice can:

- a. specify the plant or machinery that is or is not to be used. However, the local authority must consider whether other methods, plant or machinery would be substantially as effective in minimising noise while being more acceptable to the contractor, specify the hours during which the work can be carried out.
- b. specify the level of noise that can be emitted from the premises or at any specified point of the premises or that can be emitted during the specified hours.
- c. provide for any change in circumstances. An example of such a provision might be that, if ground conditions change and do not allow the present methods of working to continue, then alternative methods should be discussed with the local authority.

In the event of such a notice being served, the Operations Manager must be notified immediately so that an appeal can be considered and implemented within 21 days.

Under Section 61 of the Act a contractor may apply for a prior consent for operations before the commencement of works. Obtaining a Section 61 consent protects the contractor from a Section 60 action by the local authority.

When applying for a Section 61 consent the contractor must specify the operations, plant and control measures it is intended to adopt and this can usually be done using a pro-forma available from the local authority.

The local authority must consider such applications and, if they are satisfied with the submitted control measures, issue a consent.



This procedure usually involves a degree of notification although there should normally be a response within 28 days. This procedure should be considered where the site planning time allows it.

By virtue of the Environmental Protection Act 1990, if a local authority is satisfied that a statutory nuisance, including noise, exists it is empowered to serve an Abatement Notice on the person responsible for the noise. Where the person responsible cannot be found the notice may be served on the owner or occupier of the premises.

If such a notice is served you must notify your Operations Manager immediately in order that an appeal may be considered and implemented within 21 days.

**Note:** The Abatement Notice is **not** suspended pending an appeal and failure to comply with the notice can result in a fine up to £20,000.

Noise may be controlled on site by:

### **1. Substitution**

Replace noisy plant or processes by less noisy alternatives, e.g.

- a. use bored piling instead of driven piling
- b. use gas lighting at night instead of generators
- c. have pre-drilled holes in materials instead of drilling on site
- d. use electric motors in preference to diesel or petrol engines.

### **2. Modification of existing plant e.g.**

- a. stiffen panels that are resonating
- b. tighten loose, rattling parts
- c. fix resilient materials between surfaces in contact
- d. fit more efficient silencers
- e. fit mufflers

### **3. Enclosures e.g.**

- a. use of acoustic shed around concrete breakers
- b. enclose working area with an acoustic screen, the screen to be as close as possible to the source of the noise

### **4. Siting of equipment e.g.**

- a. site noisy equipment away from noise sensitive areas
- b. site noisy equipment in purpose built areas
- c. site noisy equipment behind natural barriers, e.g. soil heaps

## 5. Use of equipment e.g.

- a. don't leave equipment idling when not in use, e.g. dumpers
- b. don't drop materials, e.g. scaffold poles, lower then
- c. keep acoustic covers closed, e.g. compressors
- d. don't "over rev" equipment
- e. tell operatives to report defective noise control equipment
- f. don't hammer concrete mixer when cleaning it
- g. carry out regular and effective maintenance.

Good relations with people living near sites are of paramount importance. Early establishment and maintenance of these relations throughout the contract will go some way to allaying people's fears. It is suggested that these good relationships may be maintained by treating complaints quickly and fairly.

### Person Noise Exposure

Many operations in construction work can result in personal noise exposures which can cause hearing loss, e.g. piling, pneumatic breakers, etc.

The **employer** of any worker who is likely to be exposed to noise should carry out, or arrange to have carried out, an assessment of the levels the worker is likely to be exposed to, if such level is likely to reach 80dB(A) as required by the Control Of Noise at Work Regulations 2005.[]

As a rule of thumb, if you have to shout to be understood by someone 2 metres away the noise level is likely to exceed 80dB(A).

The employer must keep an adequate record of the assessment, and site managers should obtain a copy in order to satisfy themselves that

- a. it has been undertaken
- b. that adequate control measures are in place.

The noise assessment should be placed in the Site Health and Safety Plan.

Where a noise assessment indicates noise levels in excess of 80dB(A) employees exposed to that level must be made aware of the risks, have suitable hearing protection made available to them and be instructed on how to obtain and use that protection.

There is no obligation on the employee to use that protection.

Where any noise assessment indicate a level of 82dB(A) or more, the employer must take all reasonable steps to reduce it as far as possible without the use of ear defenders, e.g. by the use of silencers or mufflers.

At this level the employer must advise employees of the risks of hearing damage, provide them with suitable and efficient ear protectors and ensure that they wear them.

The employee has a duty to wear them.

An area where an employee's exposure is likely to reach 85dB(A) or more must be designated an "Ear Protection Zone", marked with the appropriate signs, and steps must be taken to ensure that all persons entering the area are wearing ear protectors.

### **Types of plant causing risk**

The following list indicates equipment presenting a risk of hearing damage to workers. The list is not exhaustive and is given for guidance only. In the list:

"Extreme Risk" means that very high levels of noise exposure are likely and extreme precautions would be necessary to avoid excessive exposure for the operator and others in the vicinity.

"Very Significant Risk" means that high and still excessive levels would be expected unless great care was taken in the selection of the equipment and/or in the control of its use. The main risk would be to the operator but others in the immediate vicinity would also be affected.

"Significant Risk" is intended to suggest that it would be relatively easy to avoid a problem but one might occur if great care was not taken. It is unlikely that anyone other than the operator would be at risk.

#### **Extreme Risk**

- Cartridge Tools
- Diamond drills and saws
- Percussion Tools (concrete breakers, drills chipping guns)

#### **Very Significant Risk**

- All forms of mobile equipment (earthmovers, dumpers, etc)
- Compactors
- Compressed air tools
- Diesel or petrol driven static equipment
- Powered cutting, grinding or drilling tools.

#### **Significant Risk**

- Compressors
- Concrete pumps
- Cranes
- Portable generators
- Other powered hand tools

## Asbestos

1. Control of Asbestos Regulations 2012 when – Regulation 4 – duty to manage asbestos ( Revised ) on 6<sup>th</sup> April 2012
2. Asbestos was used extensively in buildings up to the early 1980's; it may have been used in buildings up to as late as 1999. The material cannot be easily identified by appearance only and is often concealed by other materials or coatings.
3. Asbestos-containing materials that are sealed and in good condition do not pose a significant risk to health. The health arises when the asbestos-containing material is disturbed such that it gives off fibres that can be inhaled.

## The Company's Buildings

1. Where current legislation and guidance indicates, a survey for asbestos in accordance with the guidance in MDHS 100 will be undertaken by a competent person. Where any asbestos-containing materials are identified they will either be removed or treated to prevent them from being a risk to health.
2. Any asbestos-containing materials that remain on the company's premises will be regularly and routinely inspected to ensure that they do not pose a risk to health. These inspections will be in accordance with current guidance and commensurate with the perceived risk.
3. All asbestos-containing materials that remain on the company's premises will be labelled and entered on a register that will be available to all employees and any contractors required to work on or within the building.

## Construction Works

1. ACM identified prior to any works.
2. When the presence of asbestos –containing materials is suspected within a building a survey must be completed to identify, so far as is reasonably practicable, the location, type of material and its condition. This survey must be completed by a competent person and a report provided to the company.
3. Where asbestos-containing materials are likely to be disturbed or require removal this must be done by appointed specialist licensed contractors. The appropriate notification to the enforcing authorities must be made before any work is carried out on asbestos-containing materials.
4. A Plan of Works and Risk Assessment must be produced by the appointed specialist licensed contractor as to the best method to prevent or reduce the risk of exposure to asbestos fibres.

5. A copy of the appointed specialist contractor's license must be provided to the site before commencement of work.
6. Where, during work on site, a suspect material is identified all work in the area must cease and the area sealed to prevent access together with suitable signs posted to warn persons of the presence of asbestos.
7. Where suspect materials are identified a competent licensed person must carry out tests of the material to ascertain if they have any asbestos content. Any subsequent work on the material must be carried out by an appointed specialist licensed contractor if the material contains asbestos.
8. When work is carried out on asbestos-containing materials suitable air tests must be completed before, during and after work. Records of these are to be retained on site initially and then at the company's offices. Details of asbestos-containing materials identified and or removed will be included in any safety files.
9. There an employee or other person is likely to have been exposed to asbestos fibres due to any work undertaken by the company, they shall be informed in writing of the potential exposure and provided with advise as necessary.
10. The company's site operatives will be given suitable information, instruction and training in asbestos awareness.

## Office Safety

A tidy and well laid out office is a basic requirement of general health and safety. The premises are not always ideal and therefore the layout should be well planned. The following requirements with regard to the general office environment can be found in the general provisions of Health and Safety at Work Act 1974 (HASAW) and in The Workplace (Health, Safety and Welfare) Regulations 1992.

1. Consideration must be given to the number of people working in the office and the space occupied by machinery and furniture etc, in the room
2. The minimum room space should be at least 11 cubic metres to each person giving regard to the room height (if the ceiling is more the 3m high, only 3 metres will be used as part of the equation). Consideration should also be given to the number of visitors who may visit the office at any one time.
3. Ergonomics is an important factor in the office environment. Problems such as work related upper limb disorders, repetitive strain injuries and back strain are all caused by inadequate task and work design. Poor workplace layout is also a significant contributing factor to these problems. All reasonable measures will be taken by the company to ensure the workplace is assessed for these hazards. Suitable control measures will be implemented, together with employee training as identified as necessary to avoid problems.

## **Display Screen Equipment**

The Health & Safety (Display Screen Equipment) Regulations 1992 applies to the layout of the workstation and special attention should be paid to persons with disabilities. The workstation should allow the person who works there adequate freedom of movement and the ability to stand upright, the ability to reach and lift with reasonable ease and to operate all machinery controls etc., without risk to health and safety of themselves and others.

In more general terms it is important that any office is laid out so as to achieve maximum efficiency and a comfortable, healthy and safe working environment for its occupants.

There are many minimum requirements laid down for work with display screen equipment which are set out in the Health and Safety (Display Screen Equipment) Regulations 1992 related to equipment chairs, lighting, environment etc.

Assessment of workstations will be carried out to determine compliance.

Eye tested related to DSE use will be provided at the Company's expense upon request to any employee (using DSE) who believes their eyesight may be affected. Results will determine whether further action is necessary.

## **Violence and Abuse**

The Management of Health & Safety at Work Regulations 1999 requires an employer to consider all identifiable hazards and risks, to which his employees may be exposed.

This includes violence and abuse, either physical and/ or verbal.

1. Should any member of staff be exposed to one of the above it should be reported immediately to head office.
2. The report will be treated in confidence and will be acted upon. Should it be another employee instigating the violence or abuse it will be considered gross misconduct and the discipline procedures will be invoked.
3. All employees are advised not to become involved in flammatory situations, to withdraw at the earliest opportunity and to avoid any action that may be considered to be a provocation.

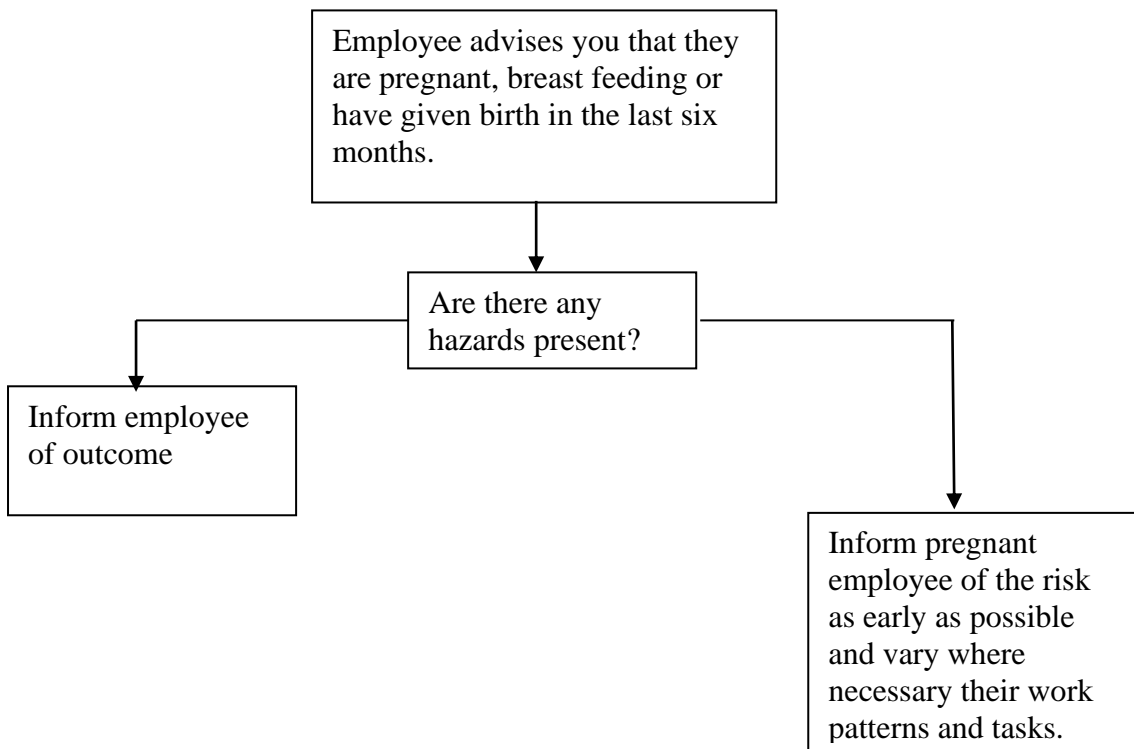


## Pregnant Workers

The Management of Health & Safety at Work Regulations 1999, include regulations that protect the health and safety of new and expectant mothers whilst at work.

A risk assessment should be carried to identify if any hazard or risk exists that should be controlled, these may include;

- Lifting/ carrying of heavy loads.
- Standing/ sitting for long lengths of time.
- Exposure to infectious diseases.
- Exposure to lead.
- Work related stress.
- Exposure to radioactive material.
- Other peoples smoke in workplace.
- Threat of violence and abuse.
- Long working hours.
- Excessively noisy workplaces.



## **Young Persons / Apprentices**

When the Company employs people not having attained the age of 18, it will complete explicit risk assessments in respect of the young workers. The assessments will address the specific factors identified for the safety of the young persons and the other workers who may be affected by the work of the young persons. The company will inform the young person of the risk assessments, and the control measures to be used to provide a safe working environment as required by the Management of Health and Safety Regulations 1999. The Company will provide the appropriate supervision to ensure that the young persons undertake their tasks safely, are not exposed to any risk that may affect their Health, Safety or Welfare at any time

In the event than a child (having not left school) is employed by Eastern Region Roof Training the Company will inform the parents or legal guardians of the risk assessments and the control measures to be used to provide a safe working environment as required by the Management of Health and Safety at Work Regulations 1999.

The working hours and times of work will be in accordance with the Children's & Young Persons Act 1933, 1937, 1963 and the Children (Protection at Work) Regulations 1998.

The Company will provide the appropriate supervision to ensure that the young persons and children undertake their tasks safely.

No young person, under 18 years of age will be permitted to undertake any work unless they are directly supervised by a fully competent person.

There are factors that must be taken into account when carrying out risk assessments on their behalf. These include;

- 1) Lack of maturity.
- 2) Physical development incomplete.
- 3) Lack of knowledge.
- 4) Lack of ability.
- 5) Lack of training.
- 6) Lack of experience.
- 7) Lack to please.
- 8) Easily led astray.

The young person must be informed, instructed, trained and supervised until such time as his considered competent to carry out any task expected of them.

## **Working at Heights**

The hierarchy of the Work at Height Regulations 2005 should be followed wherever work at height is to be carried out. All work at height, regardless of height and work duration, should be properly planned by identifying the work at height risks associated with the work and implementing the control measures that should reduce the risk to as low as reasonably practicable. Safe systems of work should be produced for all work at height that is undertaken in the workplace and persons carrying out the work should be instructed and trained in the appropriate methods to be used.

### **Controls**

The workplace management should implement control measures identified in the risk assessment and monitor work at height to ensure that significant work at height risks are reduced to as low as reasonably practicable. Where it is not reasonably practicable to use a guarded work platform, suitable risk assessment and method statement should be provided for the works; where no such documents are provided a “permit to work at height” should be completed by the manager/supervisor and the works closely monitored.

### **Scaffold**

Scaffold systems should be designed, by competent persons, appropriate to the ground bearing condition, the load bearing capacity required and the design of the building. Putlog scaffold should not be considered. Scaffold should only be erected, dismantled or adjusted by trained scaffolders working in accordance with current legislation and the guidance document.

### **Tower Scaffold**

Towers should be constructed in accordance with manufacturer’s guidance by persons with the relevant training and competency in their erection and should be inspected by the supervisor before they are used for the first time. The workplace management should continually monitor the use of tower scaffold and brief contractors on the safe use of them and where tower scaffolds are deemed applicable for use. Anyone erecting a tower scaffold should have PASMA certification or equivalent and be trained in the work at height systems that are to be used on their sites.

### **Ladders**

Ladders other than for access, should only be used for short duration works where it is not reasonably practicable to use other equipment. A specific risk assessment should be provided and reviewed by the workplace management. Where no risk assessment is provided a permit to work at height should be issued where they are being used to work from. Persons should be competent and experienced in the work they are to undertake and should be briefed on the safe system of work. The briefing should be recorded in writing. Ladders should be to the appropriate industrial standards and be of sufficient length /height for the tasks they are to be used for. All ladders in the workplace should be inspected before use and weekly inspections carried out where they are in regular use. Where ladders

are used ad hoc intervals for inspection should be determined in the workplace's risk assessment..

## Edge protection

Edge protection should be provided where there is a risk of persons falling from height or below ground level. The edge protection should be suitable and sufficient to prevent materials and persons falling and be designed specific for its intended use. Material such as Netlon fencing is not considered suitable edge protection. Only trained and competent persons should erect, alter or dismantle any edge protection in accordance with a safe system of work to prevent persons installing / removing the protection from falling. Where work is of short term duration, e.g. survey, and edge protection is not reasonably practicable to install, a specific assessment should be provided to identify other control measures and a permit to work at height issued. Where sloping roof edge protection is required the recommendations in BS EN 13374 should be followed.

## Fragile Material at Roof Level

Edge protection will always be provided when roof work is undertaken or a harness will be worn attached to a running line. Fragile surfaces such as cement sheeting and corroded metal as well as roof lights and openings will all be protected by a hard covering and marked to show their purpose or the fragile areas will need to be barriered off. The roof will be assessed thoroughly before gaining access to ensure that fragile areas are discovered i.e. felt may hide old glass roof lights and rotten ply sections.

The employees and contractors will have adequate training and information to ensure their competence in the inspection and use of the equipment i.e. that ladders are not twisted or damaged in any way and that only one person climbs a ladder at one time with small tools carried in a belt. A scaffold tower will be used if bulky or heavy items are to be fitted, when necessary they will be lifted by winch or gin wheel.

Pole ladders must not have footholds blocked by ledgers or transoms and as with all ladders the angle needs to be 1 in 4. At the top of the ladder the overlap needs to be at least five rungs if a suitable handholds is not provided.

All ladders will be removed to storage once the task is complete to prevent their use for intrusion by trespassers etc. and it will prevent the hazard of leaning ladders being displaced.

**Stepladders & Trestles** will be either class 1 or class 2 when used on site as class 3 are for domestic use only. Equipment will be checked before use to ensure that it isn't defective. Steps and trestles need to be solid when opened out and placed on a firm footing. They will not to be used on scaffolding or towers to gain extra height or where a fall would take you over a leading edge i.e. a stairwell or roof. All working platforms will be at least 600mm wide or three scaffold boards and the span will not exceed 1.5 metres. Care will also be taken not to overload working platforms. Edge protection must be provided on all working platforms at any height where a person may injure themselves if they fell (**the 2 metre rule no longer applies**). The common hazard of trestles is overloading. Supervision and competence of operatives will certify that they are not overloaded and are correctly used.

**Enforcement**

This is the responsibility of the Environmental Agency and the Health and Safety Executive appointed by the Commission, with the proviso that responsibility may be transferred in certain cases to local authorities. Enforcement Officers operate along the lines of the old Factory Inspectors but have considerably more power. If an inspector is of the opinion that a person is contravening a statutory provision or is likely to repeat a contravention, he may serve on that person an Improvement Notice requiring specified remedial action to be taken within a specified time. If the inspector considers that the contravention involved a risk of serious injury, they may serve a Prohibition Notice having immediate effect if considered necessary, directing that the specified activities must not be carried on until the specific matters have been remedied. If an Improvement Notice or Prohibition Notice is not complied with, persons responsible are liable to imprisonment for up to six months (3 months under the Environmental Protection Act 1990) and a fine of up to £20,000.00. Either of these notices may (but need not) include directions as to the measures to be taken, except where a Notice has immediate effect it may be withdrawn by the inspector before the date specified, or on the other hand, the period specified may be extended. An inspector may seize any plant, article or substances he finds on any premises, if they consider it to be a cause of imminent danger.

An inspector may give to persons employed (or their representatives); factual information obtained by them relating on the premises and anything undertaken there and inform them of any action they are taking in connection with the premises.

A person found guilty of an offence under the Acts is liable, on indictment for certain offences, up to two years imprisonment, and/or an unlimited fine. Continuation of an offence for which a person has been convicted constitutes a further offence and that person is liable to a fine for each day on which the contravention continues.

## **Alcohol, Drugs and Smoking**

Anyone found under the influence of or in possession of alcohol or narcotics will be dismissed from the areas of work and may be subjected to appropriate disciplinary measures, which could include dismissal for serious offences. Anyone found smoking in an area other than the designated “Smoking Areas” will be instructed to extinguish the cigarette immediately with repeat offences being subject to disciplinary measures.

Eastern Region Roof Training recognises the prevailing attitudes against smoking and the potential effects of “passive smoking” on the health of others. Smoking also greatly increases the fire risk within premises. Individuals most likely to be affected by passive smoking include those who:-

- a. Suffer respiratory ailments
- b. Are “sensitised” by previous exposure to tobacco smoking
- c. Wear contact lenses or glasses

Employees, labour only contractors and sub-contractors are reminded that some prescription drugs may induce tiredness and lethargy etc, therefore it is the policy of Eastern Region Roof Training that any person who is taking medication, prescribed or not is to inform their Site Contractor if those drugs could affect their performance while at work. Employees etc, are also requested to notify their Contractor of any illness that may affect their ability to undertaken work activities in a safe manner. Employees are required to submit this information pursuant to the Health and Safety at Work etc. Act 1974, Section 7.

## **Communication**

Eastern Region Roof Training sees communications between workers as an essential part of effective health and safety management and will endeavour to communicate to employees and contractors their commitment to safety and to ensure that employees and contractors are familiar with the contents of the Company's Health and Safety Policy. Communication with employees and contractors will be in the form of directions and statements, in writing, by way of the Policy Statement and by example.

Staff are encouraged to nominate a representative to attend meetings to ensure that there is input on behalf of the general employees with regards to health and safety matters. Eastern Region Roof Training embraces with enthusiasm all methods in which employees can participate in the discussion, planning and implementation of health and safety. The Managing Director in particular wishes to ensure that employees' health and safety views are adequately shared and considered with an aim of continuously improving the general health and safety culture in all areas of the company's operations.

Eastern Region Roof Training aim to work with their Clients and other Contractors Health and Safety Representatives and other employers to ensure that all information and documentation is shared regarding health and safety matters and that it is communicated to relevant employees in order to ensure safe working of all parties at all times.

Contractors when used are required to ensure that copies of all risk assessments and safe working documentation together with insurance details are available for inspection by Eastern Region Roof Training when requested. Such assessments should be provided before work is due to commence.

## **Complaints Procedure**

Consideration will be given to all reasonable recommendations to obviate the impact on the surrounding environment. Should a third party offer a complaint on site, this is to be recorded and forwarded directly to the Director.

Should an employee or and contractors consider that they have a valid complaint on any issue while at work they are to speak directly to the Manager/Foremen. In circumstances where this action may not be appropriate or they consider that the situation has not been rectified adequately they are outline their complaint in a letter and forward it directly to Mr Clive Coote for his consideration whereby a meeting will be arranged to offer appropriate action and controls.

## Hot Works

Hot work refers to work which involves or produces a naked flame, sparks very hot air or similar and which could be a source of ignition if inflammable vapours were present. It includes (but is not restricted to):-

- a. The use of abrasive cutting discs (when used on either metal or concrete)
- b. Burning or grinding
- c. Blowlamps
- d. Hot air guns
- e. Propane torches
- f. Bitumen boilers
- g. Welding

There will be co-operation and co-ordination with all operatives and Contractors regarding these matters. When hot work is being undertaken within a hazardous area a firewatcher with an approved extinguisher will be at the job site throughout the hot work operation in accordance with results of a risk assessment. Work will cease an ½ hour before the site closure when stipulated and required by the hot works permit. Cylinders where practicable will be placed in cages, chained to a structural member or made stable.



## **Working with Lead**

All work will be undertaken in accordance with the Control of Lead at Work Regulations 2002. Where possible the exposure to lead by operatives will be prevented all in situations whereby this isn't reasonably practicable adequate controls will be implemented to reduce the exposure to the lead. All operatives will receive an induction and regular toolbox talks to raise awareness of the hazard. Lead piping and flashing etc. will not be working on in any way, which may produce poisonous dust and fumes. The aim will be to prevent the liberation of fumes and dust; therefore, operations will be performed using safe systems of work and PPE when necessary. Where highlighted by the assessment protective clothing will be supplied and will be laundered by the amounts of contamination present. Hands must be washed before the toilet is used, before eating and smoking in order to prevent ingestion and absorption of lead. Safe Method Statement and Risk Assessments will have to be completed before and works are undertaken with lead.

**Working with  
Lead**

## **Safe Systems of Working**

The Company's Health and Safety representatives will have the authority to action a safe system of working under the overall responsibility of the Director. All staff will be required to actively contribute to the overall Health and Safety requirements and to undertake tasks as requested by the Health and Safety Representatives or those given authority in their absence.

## **Security Arrangements**

All actions will be undertaken to ensure the safety of those persons within occupied buildings from trespassers and intruders. Sites too will have suitable controls erected to prevent intrusion by;

- a. The removal of ladders at the end of the working day.
- b. The alarming of scaffolding, which is fixed to, occupied buildings.
- c. Suitable barriers/hoarding and notices preventing passage and where applicable the placement of lighting.

All highly flammable materials will be stored in an adequate locked enclosure and highly flammable liquids if stored in dowers or tanks will have all taps locked and be secured.

## **Date Protection and Record Keeping**

**Collection of data:** In order to maintain accurate and efficient records information regarding the planning and management of Health and Safety is stored as follows:-

- a. By means of paper based records, manually retrievable; and
- b. By means of retrievable electronic systems

In all circumstances, it is the policy of the company to maintain a record keeping system, regardless of description that provides protection for the privacy of all employees, where personal data is stored. N.B *personal data is defined as data, which relates to a living individual who can be identified.*

In all circumstances it is the policy of the company to maintain a record keeping system, regardless of description, that provides protection for the privacy of all employees where personal data is stored.

**Description of data:** Some Health and Safety data retained by the company will be classified as being sensitive personal data and may include;

- a. Records of physical injury suffered during the course of employment e.g. the accident book.
- b. Records of occupationally induced ill health e.g. sickness records
- c. Records of safety awareness training.
- d. Records of safety management audits, safety sampling, safety encounters or safety inspections, where the employee is named in the reporting document.

Other data may include:

- a. Safe working procedures, developed in support of this Policy document.
- b. Construction Phase Health and Safety Plan.
- c. Safety method statements.
- d. Records of assessments of significant risks.
- e. Permit to work controls.

Which may directly refer to named employees.

**Processing of data:** Data processing may comprise of any or all of the following:

- a. Collection or gathering of information.
- b. Subsequent retrieval of information.
- c. Disclosure of data to any source.

### **Requests for Information on Data Stored**

Any employee may request information regarding Health and Safety relating to that individual, and information will be promptly released and explained. Should an employee consider that the data stored causes unwarranted substantial damage or distress. The employee may request that the processing of the data causing concern should cease.

### **Display of Statutory Information**

All statutory notices provided by the company will be displayed in a proper manner in places that are appropriate and easily assessable to all personnel concerned. Such items are the Health and Safety Law poster “information for employee”, company safety policy, insurance certificates, F10 etc.

## **Suppliers**

The following paragraph may be inserted on all orders to supplier or hire companies providing any article or substance for use at work.

**“ In accordance with Section 6 of the Health and Safety at Work etc. Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when properly used. Also, in accordance with the above, please supply details of any tests of examinations carried out and full instructions for the sake use of the article of substance. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998.”**

All information received from suppliers will be passed for implementation and reference by operatives.

## **Non English Speaking**

Eastern Region Roof Training does not discriminate against age, colour, religion, race, sexuality, gender, lifestyle, workers from overseas with its employment process. If required, Eastern Region Roof Training will provide safety information in a language understandably to workers who's first language is not English.

## **Housekeeping and Site Tidiness**

Site tidiness will be considered at all stages of the work and good co-operation is expected Between, Eastern Region Roof Training and other contractors, apprentices and employees. Waste material, especially combustible material or material that presents a health and safety hazard i.e. through trips and falls, will be controlled and either deposited in an agreed area or removed from site.

Provision will be for safe and defined stacking of materials and equipment.

## **Insurance**

In recognition of its statutory and common law duties, the Company has taken out employers' liability insurance with an approved insurer. The certificate of insurance will be prominently displayed so as to be available for inspection at all reasonable times by employees and regulatory authorities i.e. the Health and Safety Executive Inspectors within the main office and at large projects.

## **Section 5 – Environmental Policy Statement and Environment Protection and Waste Control**

- P-95** Environment Policy
- P-96 – 101** Environment Protection and Waste Control

## **Environmental Policy**

### **Introduction**

Eastern Region Roof Training are committed to raising and upholding levels of Environmental Management and Awareness making it a responsibility equal to any other function, in accordance with the Environmental Protection Act 1990.

### **Policy Statement**

It is the policy of Eastern Region Roof Training to;

- a) Achieve high standards of Environmental Management by having an awareness and understanding of pollution control and care for the Environment.
- b) Provide appropriate information, instruction and training for all employees in Environmental Management and Awareness.
- c) Allocate sufficient resources to enable the Policy to function effectively.
- d) Seek to continually improve Environmental performance.
- e) Work in conjunction with the company's professional Safety, Health and Environmental advisors.
- f) Promote joint consultation with employees, the Environment Agency, Environmental Health Officers and any other relevant and interested Organisation.
- g) Review operational performance using appropriate measures, review incident reports and audit information.
- h) Make Environmental Management an integral of the management of the company.
- i) Comply with statutory regulations, approved codes of practice and recognised guidelines.
- j) Issue technical guidance notes and supporting information to assist management in developing method statements and associated risk assessments.

**Signed:** ..... **Dated:**

**Director of Health & Safety**



Under current legislation control must be exercised over certain process which can give rise to pollution of the air, land or water. This includes controls relating to the disposal of waste.

The Managing Director has responsibility for advising on and overseeing environmental matters. Any visits by enforcement offices or any enforcement action, e.g. letter of advice, notices or prosecutions, concerning environmental matters must be reported immediately to him.

### **Air Pollution**

Air pollution in the form of dust, gas, smoke or smog will travel a considerable distance where winds prevail. It can pose a health risk to the immediate neighbourhood dwellers who may inadvertently inhale such pollution. Harmful gases and dust particles may contaminate crops and enter the food chain. Smoke and smog can screen the sunlight and certain acidic dusts and gases can attack and corrode structures.

The following actions should be taken to prevent pollution or nuisance from our sites:

The burning of materials on site is prohibited.

Dust must be controlled at source to prevent the spread of contamination around the area of the site. This can be achieved by damping down the area, or avoiding the use of plant and machinery in the area concerned.

Where possible the use of plant in close proximity to domestic areas should be strictly controlled to reduce exhaust emissions contaminating the area.

### **Water**

Before any work commences, precautions must be taken to secure the complete protection of rivers, streams and other watercourses in underground strata against silting, erosion or pollution,

Any works on or near a foul sewer or trunk sewer pose a major threat of pollution and 7 days prior notice must be given to the Environment Agency before any works starts. Concrete placed in or close to any watercourse must be controlled to prevent the risk of leakage into the watercourse. The cleaning of any concrete Lorries or washing out of cement mixers must be carried out so as to prevent the effluent from the cleaning flowing into drains or watercourses

All fuel and chemical storage must be sited on an impervious base sealed within a bund. This bund must be at least 110% of the volume of the largest container for which it is provided. The bund must be placed away from any watercourses or drains. Before tanks are removed, or particularly when site clearance is taking place, all contents and residues must be emptied by a competent waste operator for safe disposal. Pipes and hoses may also contain significant amounts of oils, fuels or chemicals and should be capped, or valves

closed, to prevent spillage. The handles of diesel fuel dispensers must be locked when not in use.

Excavation pumping must take place via an effective settlement tank or lagoon to remove waste and contamination. Prior consent from the Environment Agency must be obtained before discharge into the watercourse can take place.

**Note:** All spillages into watercourses or sewers must be notified to the relevant authority immediately it becomes known (0800 807060), and the incident reported to the Managing Director

## **Land**

### **Waste – The Duty of Care**

What is Waste?

Waste is anything that requires to be disposed of. Whether or not it has a value is irrelevant. Therefore it may include scrap material, rubble, and demolition waste and even muck away.

Who is responsible for Waste?

The producer of the waste is responsible for it. The producer is the person who does the work which causes the waste; therefore each sub-contractor has a responsibility for the waste he produces. On the majority of sites communal waste disposal facilities are provided for use by sub-contractors and the principal contractor also then has responsibility for it.

### **Storage of Waste**

Waste may be stored temporarily on site provided that it cannot escape, i.e. it should be protected against blowing or falling, scavenging by vandals, thieves or children and the containers protected against corrosion or wear. Skips should therefore not be overloaded and should be covered where there are light materials which could be caught by the wind. Where children or vandals are a problem the skip may need to be made secure.

### **Removal of Waste from Site**

Whoever arranges for the removal of the waste from site must ensure:

- a. that the removal contractor is registered to carry controlled waste. He should be able to produce a copy of his registration.
- b. that a transfer note between the producer and the removal contractor and an adequate description of the waste is produced. Copies of these documents must be retained by all relevant parties for a minimum of 2 years.
- c. that the waste is going to be properly disposed of. This can be done by asking the removal contractor for information on where he is taking the waste.

The description of the waste should be adequate to enable the person receiving it to ensure correct disposal. It may therefore cover:

- a. what the waste contains
- b. type of premises from which it arises
- c. how it was produced
- d. any problem it poses.

Therefore for much waste it will be adequate to describe it as “general building waste”. However, if there are any special wastes these will need to be separated and separately described.

Special waste includes radioactive materials, asbestos, lead compounds (used in some paints), hydrocarbons (used in solvent bases substances such as paint and thinners) and tarry materials. It also includes anything with a flashpoint of less than 21 degrees C, anything which could cause damage to human tissue after exposure of 15 minutes or more, and anything which, if swallowed in a single does of 5cu cm, could case death or serious injury to a small child.

A good way of looking at this is to ask the following question:

- a. Is there anything in the waste which would not normally be expected to be present?
- b. Is there a hazardous material present in a larger quantity than would normally be expected?

If the answer to either of the above is “yes”, the waste should be separately described. For example, it would be perfectly normal for builders waste to contain the odd empty or near empty paint can, but, if a skip had a large quantity of paint cans containing a lot of waste paint then it would need to be separately described.

If there is any doubt over whether a particular type of waste should be separately described, advice should be sought from the waste carrier or waste disposal authority.

For repeat consignments of the same or similar waste, it is possible to have one description and transfer note covering a period of up to one year, e.g. for muck away it is not necessary to have a separate transfer not for each lorry load.

## **Objectives**

In accordance with its state policy, the company has produced the following guidelines as a sound framework for the introduction of practices to implement it. The key elements of these objectives are:

- a) Compliance with Government Legislation and Local Government Regulations.
- b) Swift response to accidents or incidents that have a potential to threaten the environment.
- c) The provision of advice on the safe handling of company products, or their transportation and their final disposal to customers, contractors, etc.
- d) Disposal of any waste products in ways that show concern for the environment.
- e) To encourage the developments of products, processes and equipment with concern for the future of the environment.
- f) To communicate freely on environmental matters with government officials, employees, customers and member of the public.
- g) The provision of appropriate training for all employees as appropriate to enable them to carry out their job functions in a manner that shows care for the environment.
- h) To carry out environmental audits.
- i) To promote environmental principles by sharing experience with regulatory bodies, other companies, employees and members of public.

In implementing this formal Environmental Policy, the company will focus on action to conserve resources and energy, to minimise emission to air, water and land and increase recycling rates.

The company will also seek to influence legislative developments and improve public understanding of environmental matters concerning the business.

**Employee Environmental Customer Care**

- a) Always check with the customer if there are any special environmental issues on the site.
- b) Always ensure that any empty aerosol spray cans, rags and any disposables used are returned.
- c) Always leave the customers premises as you find them and if in doubt about the customers environmental requirements 'always ask'.
- d) Remember that as a Eastern Region Roof Training employee, it is your duty to play your part in the development of the environmental customer care programme.

The company will take into consideration and abide and implement all current Environmental Legislation .

- a) Control of Substances Hazardous to Health 2002
- b) Environmental Protection Act 1990.
- c) Environmental Protection Act Duty of Care 1991.
- d) Department of Environmental Code of Practice.

## **Section 6 – Equal Opportunity Policy Statement**

**P-103-104** Equal Opportunity Policy Statement  
**P-105** Monitoring of Policy

**Equal  
Opportunity  
Policy  
Statement**

## **EQUAL OPPORTUNITIES POLICY STATEMENT**

Eastern Region Roof Training aims to be an inclusive organisation where everyone is treated with respect and dignity, and where there is equal opportunity for all. Eastern Region Roof Training respects the values and the diversity of its staff and users.

This means that all Eastern Region Roof Training staff and users should understand and respect that there is a diverse work force and user community and that everyone has the right to be treated with dignity and equality. This includes the legal and ethical requirement for Eastern Region Roof Training to provide public services and conditions of employment that are appropriate to the needs of a diverse society.

Valuing diversity means that we recognise that we all have complex identities made up of many strands. These can include, but are not limited to, ethnicity, gender, sexual orientation, age, physical and mental aptitudes, nationality, socio-economic status, and religious, political or other beliefs. This means we embrace and celebrate our differences in a positive environment, and are committed to engage with the needs of our diverse staff and users to enable us, both individually and corporately, to achieve our aims.

Eastern Region Roof Training will tackle barriers to participation and create a culture in which equal opportunities and equal treatment are a priority for all staff and users. In the recruitment, training, pay and management of staff, and in all our day-to-day work with both colleagues and users, we seek to create an environment where attitudes and biases that hinder the progress of individuals and groups are dismantled and where we work together in mutual respect and tolerance.

### **Management Responsibilities**

It is the responsibility of all managers to:

- ⇒ ensure that the standards established within this policy are adhered to within their own area of responsibility
- ⇒ familiarise themselves with the procedures in all Equal Opportunities documentation
- ⇒ ensure that they are not instructing employees to act in a discriminatory manner
- ⇒ ensure they are not putting pressure on employees to discriminate
- ⇒ bring the details of the policy and procedure documents to the attention of all staff
- ⇒ ensure that information on equal opportunities is incorporated in all induction processes for new or temporary staff and is supported by on-going training



## **Staff Responsibilities**

It is the responsibility of employees at all levels to:

- ⇒ co-operate with any measures introduced to ensure equality of opportunity
- ⇒ report any discriminatory acts or practices

- ⇒ not induce or attempt to induce others to practice unlawful discrimination
- ⇒ not victimise anyone as a result of them having reported or provided evidence of discrimination
- ⇒ not harass, abuse, bully or intimidate others

## **Legal Responsibilities**

Over and above the provisions set out in its own policy and procedures, the Office is also bound by certain legal responsibilities in the field of equal opportunities. These are set out in full in the Procedural document but include:

- **The Race Relations Act 1976 (as amended)**
- **The Equality Act 2010**
- **European law**
- **The Gender Recognition Act 2004**
- **The Special Educational Needs and Disability Act 2005**
- **Race Regulations 2003**
- **Human Rights Act 1998**

**Signed .....** **Dated:**

**Director of Health & Safety**

**Monitoring of the Policy**

Employees are encouraged to bring to the attention of the Director, areas which in their opinion this policy appears inadequate. All such comments will be passed to our Independent Safety Advisors for their consideration and review.

The Policy and Arrangements will be reviewed on at least an annual basis, provision will also be made undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

<b>DATE OF POLICY REVIEW</b>	<b>BRIEF DESCRIPTION OF CHANGED</b>	<b>NEXT REVIEW DATE</b>
July 2017	Updates to general arrangements section to reflect changed to the following pieces of Legislation: -	July 2018
July 2018	A Definition of <b>GDPR (General Data Protection Regulation)</b> The <b>General Data Protection Regulation (GDPR)</b> , agreed upon by the European Parliament and Council in April 2016, will replace the <b>Data Protection</b> Directive 95/46/ec in Spring 2018 as the primary law <b>regulating</b> how companies <b>protect</b> EU citizens' personal <b>data</b> .	July 2019
July 2019	No changes made	July 2020
July 2020	Updated staff hierarchy	July 2021

