

Health and Safety Policy Statement of

NORRIS & HARDING

DATE OF THIS REVIEW
10 April 2008

1. Health and Safety Policy Statement

Norris & Harding

Health and Safety at Work etc. Act 1974

The Board of Directors recognises and wholeheartedly accepts its moral and legal obligations and responsibilities with regard to health and safety.

It is the Company's policy to take all reasonably practicable steps to:

- Provide and maintain safe and healthy working conditions
- Provide safe plant, equipment and systems of work for all its employees
- Provide information, instruction and supervision for employees
- Adequately control health and safety risks arising from its work activities
- Collect and disseminate up-to-date information on health hazards and risks associated with the use of substances encountered in its work activities
- Ensure the competence of all employees to do their tasks, and provide adequate training
- Protect the health and safety of others who may be affected by its work activities including visitors, contractors, and members of the public.

A Director has been appointed as the Safety Director to monitor implementation of the Policy, report to the Board at regular intervals and recommend changes where necessary.

The allocation of duties in relation to safety matters and the particular arrangements to implement this policy are set out in the Responsibilities and Arrangements sections of the full policy document. This Policy is the direct concern of all employees within the company and senior management is accountable to the Board for its implementation.

Due consideration will be given to consultation with employees affected before any changes are made. Copies of the Policy will be provided to all employees, and so much of the Policy as affects sub-contractors and visitors will be issued to them.

The Company will strive to work for the ongoing integration of health and safety into all of its activities with the objective of attaining high standards of health and safety performance. The Company seeks the full co-operation of all concerned in the carrying through of its commitment.

The Policy will be amended and updated to take account of business changes, methods, size and personnel. To ensure this, the Policy and the way it has operated will be reviewed annually.

Signed:

Name:

Title: **Managing Director**

Date

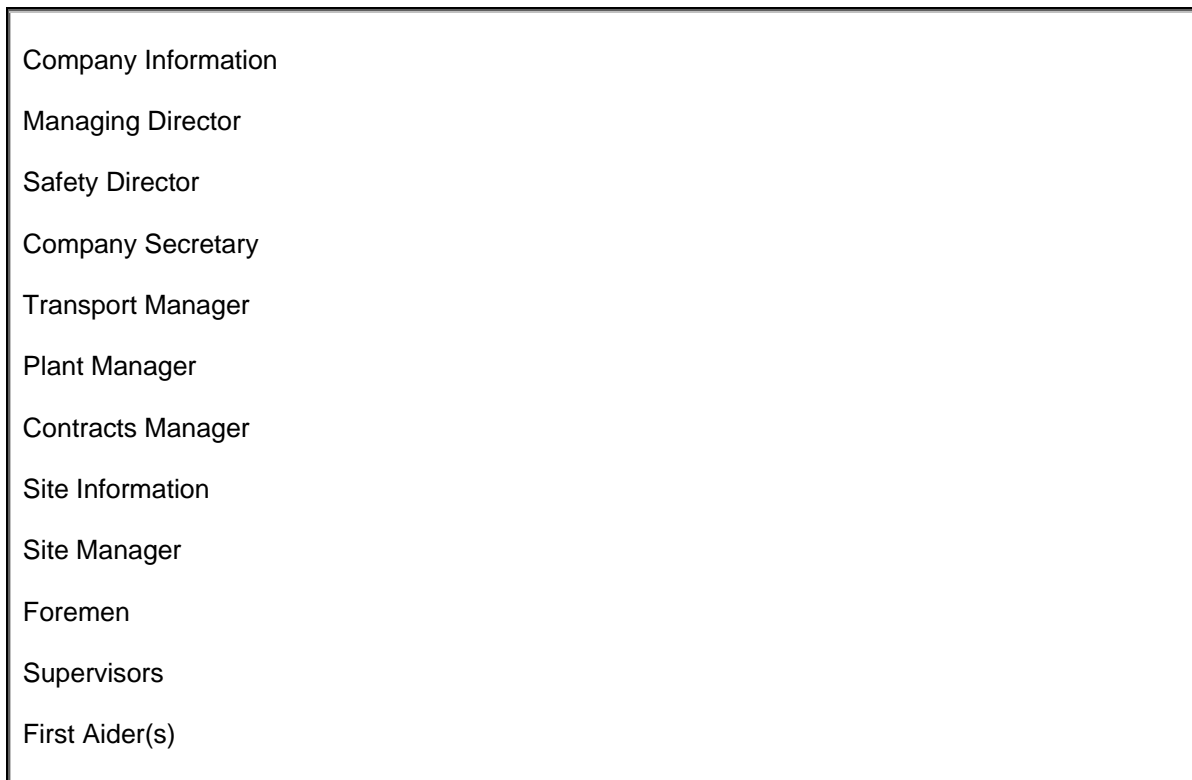
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2 Organisation for Health and Safety

2.1 Organisation Chart



2.2 Health and Safety Responsibilities and Authority

2.2.1 Introduction

The ultimate responsibility for safety and health is vested in the senior management of the Company. The Chief executive will have the overall responsibility for the implementation of the Company Health and Safety Policy.

The company has appointed a Director to co-ordinate implementation and monitoring of the Health and Safety Policy.

Directors, contract managers, project managers, managers of permanent installations, company offices and depots are responsible for the implementation of the company's declared Safety Policy and are accountable to the board for its implementation.

All employees are expected to set a personal example and take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work. Employees who are responsible for supervision are expected to promote and encourage a safety awareness in the employees and sub-contractors under their control.

All employees should have knowledge of the legislation governing the activities that they are employed upon. The appointed Safety Adviser has a detailed knowledge of the current legislation and is familiar with changes and new developments and will give guidance and advice to employees on all aspects of health, safety and welfare.

Every person employed has legal responsibilities, which are covered in their health and safety training. All requests, suggestions or complaints concerning matters of health and safety must, in the first instance, be referred to the employee's immediate supervisor or manager who will decide the appropriate course of action.

The Organisation and Reporting Structure for the management of health and safety is the same as for all other aspects of business. In order to ensure the effective management of health and safety at work, the following specific responsibilities and authorities are allocated.

Constructive suggestions to improve health, safety and welfare in the company will be welcomed from any employee. Any such suggestions should initially be referred to management, which is responsible for submitting revisions to safety procedures to the board for approval

2.3 Managing Director: Director with responsibility

Overall responsibility for the implementation of the Health and Safety Policy and monitoring its effectiveness.

Liaison with fellow Directors and enforcing authorities, as necessary, to ensure that adequate resources are allocated to health and safety at work.

Ultimate authority for approval of policy, organisation and arrangements.

2.4 Company Directors

Implement the Company's Health and Safety Policy within their area of responsibility; receive reports on it's the effectiveness; and implement revisions as appropriate.

2.5 Sites and Office

2.5.1 Contract Managers/Work/Managers/Supervisors/Directors

Ensure that the workplaces under their control are adequate with respect to health, safety and welfare and report to their Company Director.

Ensure that the requirements of The Construction Design and Management (CDM) Regulations have been fully implemented for each site/contract. Draw together the Health and Safety Plan if acting as the principal contractor.

2.5.2 Supervising Agents/Agents and Site Supervisors/Construction Managers/Sub-contractors

(All other persons responsible for operational activities)

Organise and implement the provision and maintenance of a working environment, systems of work and plant that are safe and without risk to health, so far as is reasonably practicable.

Satisfy themselves that employees and other persons under their control are properly supervised, have the necessary experience and arrange for training or instruction as necessary.

Make arrangements with sub-contractors and other contractors to clearly define areas of responsibility and ensure they have available a satisfactory Health and Safety Policy and appropriate method statements.

Implement the Health and Safety Plan if necessary under the CDM Regulations.

2.5.3 Sub-Agents/Engineers/Designers

Ensure the production of precise information and instructions to other employees and sub-contractors in order to promote healthy and safe working methods.

Ensure that their designs are safe and without risk to health and that adequate information is provided to ensure their correct implementation and implementation of the CDM Regulations.

2.5.4 Site/General Foreman

Organise the site/works to maintain, so far as is reasonably practicable, a working environment that is safe and without risk to health.

Arrange for site health and safety induction training; give all Foremen/Trades Foremen/Gangers and Charge Hands precise instructions on their responsibilities for correct working methods; see that they do not permit individuals to take unnecessary risks.

Ensure that suitable protective clothing and safety equipment is available where appropriate and that it is correctly used.

2.5.5 Foreman/Trades Foreman/Gangers and Charge Hands

Ensure that individuals under their control are made aware of the health and safety precautions associated with their type of work and that their place of work is safe.

Maintain means of access to and egress from their places of work that are safe and without risk to health.

Ensure that protective clothing and safety equipment is correctly used. Do not permit individuals to take unnecessary risks

2.5.6 All Employees

Take reasonable care for the health and safety of themselves and others who may be affected by their activities at work.

Use all tools and equipment provided for their work correctly.

Use protective clothing and safety equipment supplied.

Refrain from horseplay and the abuse of welfare facilities; co-operate with their supervisor or any other person so far as is necessary to enable them to comply with any duty or requirement imposed on them by any statutory provision; report any hazards or defects to their supervisor.

2.5.7 Company Plant and Transport Managers

Have a detailed knowledge of legislation and health and safety precautions relating to plant/transport and advise management on the selection/suitability of plant/transport.

Resolve any difference of opinion relating to the safe use of plant or transport in co-operation with the Appointed Person.

2.5.8 Site Plant and Transport Manager

Ensure that all plant/transport (whether owned or hired by the company) is correctly maintained, is safe and without risk to health when properly used.

Organise the provision and maintenance of systems of work, to ensure that all plant is inspected as necessary and correct documentation is maintained.

Advise the management of the workplace of any modification or changes to plant/transport.

Ensure that plant transport operators are trained and competent and advise the manager of the workplace of training requirements as necessary.

2.6 Control/Administration/Advice

2.6.1 Company Director Responsible for Health and Safety

Co-ordinate and oversee the company's appointed competent person, i.e. Safety Adviser; and ensure that regular reports are submitted to the Chief Executive responsible for health and safety.

Make recommendations to the Board, appropriate managers and Safety Adviser on all matters relating to health safety and welfare.

Prepare and circulate information relating to health and safety matters.

Generate an awareness of safety within the Company as an integral part of good health and safety management.

2.6.2 In-house Safety Advisor (Where appointed)

Act as an appointed Competent Person under Regulation 6 of the Management of Health and Safety at Work Regulations by providing relevant advice and assistance to the company.

Co-ordinate and oversee the Company's health and safety efforts. Advise management on the effective implementation of the Health and Safety Policy health and develop systems for monitoring performance.

Maintain up to date Company arrangements, rules, standards and procedures on health and safety.

Carry out regular inspections of workplaces (including plant & transport) give guidance and advise managers and Safety Supervisors on all aspects of health, safety and welfare.

Preparation and distribution of site safety reports after each inspection.

Arrange for training in the company on matters relating to the health and safety of employees and or sub-contractors.

Generate awareness of safety within the company as an integral part of good management.

Keep essential health and safety reference documents, registers etc. and ensure the display of appropriate safety signs and posters (including fire notices).

Select appropriate personal protective equipment, first aid and other safety equipment.

Monitor and audit all necessary records, including records of accidents, and other statutory record keeping requirements.

Collect all relevant Safety Data Sheets for chemicals used in the Company, up-date the master set of Safety Data Sheets and bring any changed information to the notice of the appropriate managers.

Evaluate and validate the Risk Assessments undertaken by site managers and ensure that they are suitable and sufficient.

Where external Consultants are called upon to provide Health and Safety advice, the Consultants' duties will be decided by consultation between the Consultant and the Director(s) prior to commencement of duties.

3 Arrangements for Health and Safety

3.1 Introduction

This section of the Health and Safety Policy sets out the systems and procedures that have been established to ensure satisfactory administration of Health and Safety at Work in the Company. In establishing these procedures, due regard has been paid to the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

3.2 Consultation

The Company will ensure that procedures are in place to consult with employees and provide information on health and safety matters. Consultation with recognised trades union appointed Safety Representatives and other Representatives of Employee Safety will be afforded by the Company in recognition of their duties covering safety, health and welfare matters at the workplace, within the Health and Safety at Work etc. Act 1974, Safety Representatives and associated legislation.

3.3 Health and Safety – Good Practice

- No machine, item of plant or equipment is to be operated by any person unless the person has been trained and authorised to do so
- Persons under 18 years of age may only operate machinery, equipment or plant under direct supervision of a competent authorised person
- All machine guarding is to be in place and correctly adjusted prior to use of the machinery
- Competent and authorised personnel may only carry out repairs, maintenance or adjustments to machinery, plant or equipment
- All defects, malfunction or damage to machinery, plant or equipment must be reported immediately
- No machine, plant or equipment is to be left unattended whilst in motion, unless it is designed to operate in this manner under normal circumstances
- Substances are to be used, stored and transported in accordance with written instructions on the container and/or set out in the company COSHH information file
- All hazard notices, warning signs and general information notices are to be read and the information displayed complied with
- Safety equipment, clothing and facilities provided are to be used in accordance with instructions and not wilfully misused or damaged
- Site housekeeping is to be of the highest standard at all times and waste disposed of by container or vehicle
- All spillage of materials or substances, etc. are to be cleared up immediately
- All emergency procedures relevant to the work area are to be obeyed and emergency routes, exits and equipment kept free from obstruction
- Report all used or damaged fire-fighting equipment immediately
- Report all accidents/incidents that cause damage or injury. Seek first aid or medical assistance where necessary
- Workstations provided are to be designed so as not to put at risk the health or safety of employees or others
- Plant, equipment and machinery subject to statutory inspections are to be inspected/examined at the relevant intervals

3.4 Health and Safety Legislation

The Company is responsible for ensuring that it is kept up to date with changes in Health and Safety at Work legislation.

When appropriate, the Company will obtain copies of new Health and Safety at Work publications. These publications will be added to the basic library of health and safety publications held within the Company.

The reference documents held by the Company are available to all Managers for reference. Individual employees may also have access to these reference documents, on request to the appropriate manager.

Each site has a basic set of guidance documents available for employees.

3.5 Risk Assessment

The Company is committed to achieving and maintaining high standards of health and safety for all employees, visitors, the public and contractors. To do this managers have to identify hazards associated with their operations, which threaten health and safety, evaluate the risks which arise from those hazards and put into place sensible, practical precautions which will protect against them. This process is termed **risk assessment**.

Risk assessments will be carried out periodically as a check on our performance against statutory standards and relate to the buildings and sites we occupy, the equipment we use and the methods of work we employ.

Employees must be involved in the assessment procedure so that account is taken of how a task is performed rather than how the assessor thinks it is done. All hazards where the risk is considered moderate and above will need the implementation of further control measures.

Risk assessments should be carried out by competent and trained persons and conducted to a plan which will achieve the minimum requirements below:-

Initial Review:	Classify all work activities and determine how much has already been done in risk identification, control and documentation.
Carry out Generic Assessments:	Identify whether all statutory requirements, approved codes of practice, guidance notes and best practice have been accounted for in the present method of work. Record this information as minimum standard Generic Assessments for reference by employees and managers.
Site Specific Assessment:	Carry out an on-site assessment to determine how the work will be conducted and whether any significant hazards with associated risks are apparent.

Implement all control measures identified by existing generic risk assessments, which relate to the tasks to be undertaken.

Introduce measures to control all other hazards evident on a site and relating to the existing conditions and tasks to be undertaken and which are not covered by existing generic assessments.

All risk assessments are to be recorded and the employees affected informed of the assessment content and requirements.

3.5.1 Basic Steps in Risk Assessment

- classify all activities: prepare a list of work activities covering premises, plant, people and procedures, and gather information about them
- identify hazards: identify all significant hazards relating to each work activity. Consider **who** might be harmed and **how**
- determine risk: make a subjective estimate of risk associated with each hazard assuming that planned or existing controls are in place. Assessors should also consider the effectiveness of controls and the consequences of their failure
- decide if the risk is tolerable: judge whether planned or existing health and safety precautions (if any) are sufficient to keep the hazard under control and meet statutory requirements
- prepare a risk control action plan (if necessary) to deal with any issues found by the assessment to require attention. Ensure that new and existing controls are implemented and are effective
- review the adequacy of the action plan, re-assess the risks on the basis of the updated controls and check that the risks are tolerable
- review assessments periodically and/or on significant change of circumstances affecting how the activity is done

Tolerable means that risk has been reduced to the lowest level that is reasonably practicable.

3.5.2 Documentation

A number of regulations direct that risk assessments be carried out, those relevant to Company operations are listed below:-

- Management of Health and Safety Regulations (General Activity Risk Assessments.)
- Manual Handling Operations Regulations
- Control of Noise at Work Regulations
- Health and Safety (Display Screen Equipment) Regulations
- Control of Substances Hazardous to Health Regulations
- Personal Protective Equipment at Work Regulations
- Signing and Guarding for Street Works
- Regulatory Reform (Fire Safety) Order
- Construction Design and Management Regulations
- Control of Asbestos Regulations
- Control of Lead at Work Regulations

The use of hazard prompt lists is encouraged and sub-contract companies are to draw up prompt lists taking into account the character of their work activities and locations where the work is carried out.

3.6 Safety Training

The Safety Director and the Safety Adviser are responsible for recommending and arranging safety training and refresher courses for all employees as necessary. Particular regard is to be given to this requirement where special risks are involved.

Site managers should satisfy themselves that employees under their supervision have the necessary experience and training to carry out the duties allocated to them. Where necessary, managers should arrange with the training department for training, induction and instruction of employees, with particular emphasis on new employees. The company must maintain a record of persons who have received safety training.

Adequate instruction will be given to all employees on the safety systems and procedures relevant to their own work activities. Supervision is responsible for ensuring that due regard is paid to the health and safety capabilities of employees when allocating work tasks.

The Company has produced a Safety and Accident Prevention Handbook. A copy of the handbook will be handed to each employee and basic instruction on the contents of the handbook will be given. Each employee will be required to sign stating that they have received a copy of the Safety and Accident Prevention Handbook and have been instructed in the contents of the handbook and in their obligations under Health and Safety at Work legislation

3.7 Safety Notices and Communication

A copy of the brief Health and Safety Policy Statement will be displayed on appropriate notice boards. Also, the minutes of the latest Safety Committee Meeting will be posted for the information of employees.

The Safety Director is responsible for ensuring that all statutory and other safety notices and placards are displayed, including the Electric Shock Placard. The Company will co-ordinate safety campaigns. Employees will be encouraged to report safety concerns to Supervision. Reporting of safety concerns is a legal responsibility placed on employees and the Company will ensure that all such reports receive due consideration.

3.8 Safety Committees and Safety Representatives

The Company recognises the important part played by Safety Representatives in ensuring that adequate standards of Health and Safety at Work are achieved and maintained. Appropriate facilities will be made available to Safety Representatives and adequate time will be allowed so that they can fulfil their functions successfully.

Routine meetings of the Safety Committee will be held. The Safety Committee will meet on dates set by the Committee Chairman. Minutes of the meetings will be circulated to members of the Safety Committee with additional copies displayed on appropriate notice boards.

3.9 Disciplinary Procedures

As part of ensuring that employees adhere to the safety rules and procedures established by the Company, the established disciplinary procedure will apply to health and safety at work matters.

Any employee, irrespective of seniority, failing to follow established safety standards and procedures will be liable to disciplinary action. This will include formal verbal warning, written warning, and other appropriate disciplinary measures. Records will be kept of all disciplinary warnings and the Safety Adviser is responsible for ensuring the correct and consistent application of disciplinary procedures to safety matters.

3.10 Records and Registers

The manager for any area is responsible for keeping necessary records for matters under their control. Each manager should ensure that all the records for which they are responsible are kept up to date and all safety posters and safety notices are not defaced and are kept clearly visible.

Records will be kept up to date and distributed to appropriate personnel for completion and/or for information, as applicable. In particular, the Safety Adviser and/or appropriate manager will retain relevant records, including the following:

- Appointment to change abrasive wheels
- Appointment to drive forklift trucks
- Examination and test of portable electrical equipment
- Examination and test of pressure systems
- Examination and test of extraction ventilation equipment
- Examination and test of hoists and lifting machines
- Examination and test of chains and lifting tackle
- Fire and emergency drills
- First aid training
- Inspection of fire extinguishers
- Inspection of forklift trucks
- Inspection of electrical/gas installation
- Inspection of access platforms
- Inspection of access equipment
- Inspection of excavations
- Issue of personal protective equipment
- Noise measurements
- Record of fire training
- Testing fire alarm
- Thorough examination and test of respiratory protective equipment

- Training in use of personal protective equipment
- Waste disposal records.

3.11 Fire Safety Standards and Emergency Procedures

The site manager has overall responsibility for fire safety at work, including fire risk assessments, organising fire drills, organising testing of the fire alarm, checking fire extinguishers.

Appropriate fire fighting equipment shall be installed in all workplaces and regularly checked by a competent person.

Procedures to be followed in the event of fire or any other emergency will be specified by the manager of the workplace and effective steps shall be taken to ensure all affected persons are familiar with the emergency procedure. Such procedures must be displayed on each site.

In the event of a fire or fire drill, Supervision will ensure that established fire procedures are followed. This will include ensuring that the site/building has been evacuated in the event of fire or a fire drill. Any difficulties encountered during a fire evacuation or drill should be reported to the appropriate manager, as soon as possible after the event.

Only the appointed Fire/Emergency Marshals are trained and authorised to use fire-fighting equipment, including hoses and fire extinguishers. Due regard should always be paid to training in use and personal safety when tackling a fire.

The company will conduct a Fire Risk Assessment of all premises in their control, in accordance with the Regulatory Reform (Fire Safety) Order.

3.12 First Aid at Work

First aid equipment, facilities and the suitability of persons to administer first aid must be adequate and appropriate in the workplace.

Nominated persons will be trained as qualified First Aiders. Volunteers from amongst the workforce are always invited. In particular, managers, Supervisors and security staff will be encouraged to train as First Aiders.

First Aiders should ensure that all accidents and first aid treatments are recorded in accordance with company procedures.

A list of current First Aid personnel will be posted at each first aid box and a copy will be kept by the in the office. The Safety Adviser will also ensure that refresher training of first aid personnel takes place, as appropriate.

Employees must be informed by the site manger of the location and arrangements made for first aid treatment

3.12.1 First Aid Box Contents

Stock for up to 50 persons:

- | | |
|---|--------------------|
| ➤ Medium Sterile Unmedicated Dressings: | ➤ 8 |
| ➤ Large Sterile Unmedicated Dressing: | ➤ 4 |
| ➤ Extra Large Sterile Unmedicated Dressing: | ➤ 4 |
| ➤ Sterile Eye Pad: | ➤ 4 |
| ➤ Triangular Bandage: | ➤ 2 |
| ➤ Individually wrapped sterile adhesive dressings
WATERPROOF: | ➤ 2 (10 in packet) |
| ➤ Individually wrapped sterile adhesive dressings FABRIC: | ➤ 2 (10 in packet) |
| ➤ Safety Pins: | ➤ 2 (6 in packet) |
| ➤ Safety Pins: | ➤ 10 (2 in packet) |
| ➤ Guidance Card: | ➤ 1 |
| ➤ Non-alcohol sterile wipes: | ➤ 1 (10 in packet) |
| ➤ Non-alcohol sterile wipes: | ➤ 1 (6 in packet) |
| ➤ Aids Hygiene Kit: | ➤ 1 |
| ➤ Additional Items Where Risk Assessments Consider
Them Necessary (Not Held Inside First Aid Kits) | ➤ |
| ➤ Eyewash 500mm diffuser: | ➤ 2 |
| ➤ Eyewash double diffuser holder: | ➤ 1 |

3.13 Accident and First Aid Procedures

It will be the responsibility of the First Aider providing first aid treatment to ensure that details of the treatment are recorded. Employees are obliged to report every injury (no matter how minor) to Supervision or to a First Aider for treatment.

Details of first aid treatments will be recorded and will be analysed by each site manager on at least a monthly basis. They are responsible for ensuring adequate investigation of all accidents.

In the event of a serious injury that results in lost time, the safety Director should be advised as soon as possible. If the accident results in a major injury, then immediate telephone/fax/internet notification to the HSE/Local Authority (LA if site is domestic dwelling or they have jurisdiction) is required. This immediate telephone notification will be made by the site manager, after liaison with the Safety Director.

Written notification of accidents which cause more than 3 days absence from work will be prepared by the site manager, on the appropriate record form 2508 (or equivalent). The form will be checked and approved by the Safety Director before despatch to the HSE/LA.

Accident investigation will be undertaken in the case of every accident that is reportable to the HSE/LA. The site Manager may, at his discretion, initiate a more detailed investigation of certain accidents. He will invite appropriate persons to assist in the investigation, so that the circumstances of the accident can be established and necessary actions taken to prevent a recurrence.

Certain dangerous occurrences are reportable to the HSE/LA, even if no injury has occurred. Health and Safety Executive leaflet HSE17 contains details of reporting procedures.

Generally speaking, reportable dangerous occurrences are serious events that would, in any case, be reported to the Safety Director for appropriate action. If a site manager believes that a reportable incident may have occurred, then the Safety Director should be advised, before work resumes – if possible

3.13.1 Accident Reporting

Incident	Inform	Other Action or Documentation
Death & Major Injury	Chief Executive Safety Director Contracts Manager Safety Adviser HSE (By Telephone/fax/internet)	Keep incident scene undisturbed and safe until accident has been investigated. Assist HSE with investigation. Log incident/accident in Accident Book B1 510 Send completed company Accident Report to Safety Officer (within 5 days) Form 2508 sent by Safety Officer to HSE
Notifiable Dangerous Occurrence	Safety Director Contracts Manager Safety Adviser HSE (By Telephone/fax/internet)	Keep incident scene undisturbed and safe until accident has been investigated. Assist HSE with investigation. Send completed company Accident Report to Safety Officer (within 5 days) Form 2508 sent by Safety Officer to HSE
Injury resulting in over 3 days off work or unable to carry out normal duties	Contracts Manager Safety Director Safety Adviser	Complete Documentation as above Log in Accident Book B1 510
Accident - no time off	Site Manager Safety Adviser	Log in Accident Book B1 510 Forward completed company Accident Report to Safety Officer
Reportable Disease	Contracts Manager Safety Director Safety Adviser	Report disease to HSE on 2508A, after doctor's written diagnosis/statutory sick form Complete all documents as for major injury etc.

HSE CONTACT TELEPHONE NUMBERS ARE DISPLAYED ON POSTERS AT EACH SITE

3.13.2 Internet reporting

It should be noted by the persons who become responsible for the reporting of accidents and occurrences, that reports can be made to the HSE via the internet or by email and by telephone and facsimile.....

Internet	www.riddor.gov.uk
Email	riddor@natbrit.com
Telephone	0845 – 3009923
Facsimile	0845 - 3009924

3.13.3 Employee Medical Arrangements

The Company has a policy of ensuring that all new employees complete a pre-employment medical questionnaire. Where practicable, a pre-employment medical examination/assessment will also be undertaken. The examinations and the completion of the questionnaire will be undertaken under the rules of medical confidentiality and only non-clinical information will be kept on personnel files.

Site managers must ensure that adequate facilities and arrangements are provided in respect of first aid and welfare and that these facilities are adequately maintained in a satisfactory condition.

The appointed Company Medical Officer will handle all medically confidential information and liaise with the employee's own General Practitioner, if necessary.

For some employees, routine health surveillance procedures will be necessary. Employees will be required to present themselves for these routine medical surveillance procedures as part of the main Terms and Conditions of Employment.

In particular, routine hearing tests will be undertaken on employees who work in noisy areas. Routine skin inspections and, as necessary, lung function tests (for appropriate employees) will be undertaken on the advice of the appointed Company Medical Officer. Also, routine enquiries to detect the early signs of any repetitive strain injury will be undertaken for employees who may be at risk of developing such medical conditions.

3.14 Visitors and Contractors on Site

Visitors on site are the responsibility of their host. Visitors to the offices should be accompanied at all times and they remain the responsibility of their host during fire evacuation or other unusual or unplanned circumstances.

Visitors who also require access to production/construction areas must make use of suitable head protection, foot protection, eye protection, hearing protection etc. as necessary. The host should ensure that visitors are not placed at risk during site visits. It will be necessary to hold a small stock of PPE in the site office for the use of visitors who are not equipped with their own items.

Managers responsible for the selection of sub-contractors must ensure that sub-contractors selected to work for the company are competent to carry out their duties under the Health and Safety at Work etc. Act 1974 and associated legislation (CDM) etc. and any special safety procedures that may be applicable to their particular type of work.

Contractors and sub-contractors who are employed to undertake work in construction areas cannot be accompanied at all times. The satisfactory conduct of contractors on a site is the responsibility of the site manager. They should ensure that contractors are aware of the hazardous areas on site and should also ensure that contractors have appropriate personal protective equipment, such as hard hats, goggles and hearing protectors, available for their use. Contractors are required to advise the site manager of any accidents and injuries to their employees whilst on Company sites.

Contractors arriving on a site should report to the appropriate site manager/supervisor. Contractors will then be briefed on safety and health issues and should confirm what plant and equipment is to be used by the contractors. The Site Manager/Safety Adviser should obtain assurances that the plant and equipment is in good condition and should advise the contractors whether it is acceptable for the contractor to use Company services, such as electricity and compressed air.

Sub-Contractors found to be disobeying Company safety rules, failing to make use of necessary Personal Protective Equipment, using defective or dangerous equipment or working with disregard to their own safety or that of others may be dismissed from the site.

To demonstrate its commitment to effective management of contractors the Company will, for all, projects maintain the following records:-

- Information provided by the sub-contractor as evidence of his competency in health and safety
- Sub-Contractor works specifications and method statements
- Records of all safety communications with the sub-contractor
- Minutes of all meetings with the sub-contractor or his representatives
- Copies of agreements enabling the use of scaffolding, etc. supplied and erected under other contracts
- Copies of any statutory inspection records, test certificates, etc. supplied by or to the sub-contractor
- Agreed product quality protection procedures for connection and test running of new apparatus and structures with existing
- Copies of all risk assessments carried out by the sub-contractor in compliance with the Management of Health and Safety and/or The Construction Design and Management Regulations
- Copies of Permits to Work (for monitoring compliance and implementation)
- Copies of all site safety audits carried out by the sub-contractor's appointed competent safety person
- The Project Safety File to include as built, as installed and materials incorporated. Operation and maintenance manuals provided.

3.15 Visitors to Other Locations

From time to time, employees will be required to visit locations under the control of another employer. In these circumstances, the host employer is responsible for ensuring the safety of Company personnel.

Company employees should ensure that they are given sufficient information by the host to protect their own health and safety at host premises. Safety problems should be reported to the host so that suitable remedial action may be taken.

The Company personnel who are on host premises must obey the safety standards laid down by the host. This will include the items set out under the Visitors and Contractors on Site section of this Health and Safety Policy, when appropriate.

If the standards set down by the host are lower than normal Company standards, then the Company standards and procedures should be followed. If this gives rise to difficulties that cannot be resolved locally, then the matter should be referred to the Safety Director, for action.

3.16 Enforcing Authority Visits

Various Enforcing Officers will visit the Company sites from time to time. HSE Inspectors, Local Authority Inspectors and Fire Officers all have statutory authority to visit the Company to enforce legislation under their control.

The fullest co-operation with all visiting Enforcement Officers will be ensured and the Company will always be responsive to recommendations and advice received. The site Manager will liaise with visiting enforcement officers and offer to accompany them during their visits. The Safety Director should be informed of such visits as soon as possible afterwards.

3.17 Monitoring and Auditing of Health and Safety at Work

Safety standards for all work activities undertaken at the Company have been established. Appropriate Risk Assessments have been undertaken, as required by the Management of Health and Safety at Work Regulations 1999 and other legislation.

In order to ensure that satisfactory standards of Health and Safety at Work continue to be achieved within the Company, routine safety checks and inspections will be undertaken by the company's external safety consultants. Additionally, detailed health and safety audits will be undertaken/arranged by the external consultants. These audits will review adherence to the safety procedures and check that all necessary safety records have been accurately completed and are readily available.

The company's health and safety consultants are Safety Training And Consultancy Services (S.T.A.C.S.) details can be obtained from the Safety Director

Each site manager will be required to undertake a weekly safety checklist inspection and ensure that all items referred to in the checklist are satisfactory

The Company will review the effectiveness of the Safety Committee and other means of communication with employees. Informal monitoring of Health and Safety at Work standards is a responsibility shared by all persons who work for the Company.

3.18 Safe Systems of Work and Method Statements

Employees who are responsible for the supervision of other employees and sub-contractors are expected to identify, provide and maintain safe systems of work.

When company service departments are involved in any project or activity, those employees involved in the field are responsible for co-ordination with the service department to ensure a safe system of work is established.

Employees who are responsible for organising the provision and maintenance of safe systems of work must ensure that any change in a previously established safe system of work or an unusual use of plant, is reported to the manager of the workplace who is responsible for ensuring that the modified system is safe and without risk to health.

Where modifications or changes to plant/transport are made which may affect the safety of the unit, the company plant/transport manager and, if appropriate, the Safety Director must be notified.

Where complex or potentially hazardous works are to be undertaken written safe systems of work and method statements are essential. The method statement sets out how a job or process will be carried out, including all the control measures which will be applied. Standard procedures are available from the company Safety Adviser, covering work recognised as having special risks, e.g. entry into confined spaces, hot work, work involving asbestos, and the safe use of flammable gases (fitting flash back arrestors) etc.

3.19 Environmental Control

Employees, who are responsible for establishing a working environment, which is safe and without risk to health, shall consult the specialists in the plant/transport and safety departments who are available to give advice as necessary. In some cases outside specialist assistance maybe required.

Instrumentation is available from the above departments to monitor the workplace to establish a satisfactory environment e.g. satisfactory levels of lighting, humidity, temperature dust and noise etc.

Waste shall be disposed of safely in accordance with company procedures and the Environmental Protection Act. Any effects on the local environment, due to building operations and/or works of engineering construction, will be monitored and controlled where reasonably practicable.

4 The Construction (Design Management) Regulations

4.1 Application of the Regulation

Major construction/building projects will usually necessitate the employment of outside competent companies or persons in all duty holder posts. There are various configurations of combined duties, which can take place on projects, all of which should be agreed at the outset with the Client. Reference to conditions concerning combined duties and detailed application of these Regulations should be made using the HSE publications available from the Safety Adviser. The CDM Regulations apply to ALL building works. The following criteria should be used to determine whether a project is notifiable:

- Will the construction phase take more than 30 days or 500 person days?
- Designer's duties will apply on all projects.

4.2 Responsibilities

Clients planning projects/contracts are required to determine, whether notification is necessary. Where notification is found to be necessary, the appointment of competent duty holders must take place 'as soon as reasonably practicable.' Clients must ensure that construction work does not begin prior to a suitable and sufficient safety plan being developed by the Company/Principal Contractor.

4.3 Conditions of Appointment

Duties placed upon appointees by the client must be understood clearly by all parties. Conditions of appointment should be set out by the client or their agent. The documents should be agreed and signed by the parties concerned. Where the situation dictates, the text may be altered to include any extension of the duties placed upon the CDM Coordinator beyond those set out in the Regulations. Principal Contractor duties are set out in the company general Conditions of Contract, prepared by the Commercial Manager.

5 Hazard Control

5.1 Safe Place of Work

Adequate arrangements must be made to keep workplaces in a clean, orderly and safe condition. Walkways, gangways and roads to be clearly marked as appropriate.

At all workplaces safe means of access to and egress from all working areas are to be provided and maintained.

Adequate arrangements are to be made at each workplace for flammable, toxic and corrosive substances to be stored and used safely and without risk to health.

The established Permit to Work procedure is to be used wherever necessary.

5.2 Machinery/Plant and Transport

Managers responsible for the supervision of operations involving the use of machinery/plant and transport must ensure that it is used correctly and is safe and without risk to health. Checks must be made to ensure that machinery/plant and transport operators are competent and, where necessary, arrangements for training must be made.

All machinery / plant and transport must be inspected, serviced and maintained as necessary, all of which shall be correctly documented.

Ensure full information relating to servicing and maintenance is sent with the item of plant from the Plant Department or made available by the supplier or Hire Company.

5.3 Noise

Employees responsible for the selection of plant and machinery shall take into account the level of noise where necessary, in conjunction with the place where the plant or machinery is to be used and take the appropriate action by silencing, isolating or enclosing to reduce the overall noise to an acceptable level.

Where it is impracticable to reduce the noise to an acceptable level, warning notices are to be displayed and affected employees provided with suitable ear protectors.

The requirements of the Control of Noise at Work Regulations and Code of Practice for reducing the exposure of employed persons to noise must be understood and adhered to wherever practicable.

5.4 Radiation

It is generally the policy of the Company to use specialist sub-contractors in any operation involving radioactive isotopes. However, it is the responsibility of the manager of the workplace to ensure that adequate precautions are taken to ensure the safety of persons who may be affected and that adequate monitoring/warning equipment is available and used.

Where appropriate operations involving company owned or hired equipment containing a radioactive source, their use must be controlled in accordance with any recommended procedures set down by the manufacturer/supplier/ or enforcing agencies.

Records are to be kept in accordance with the Ionising Radiation Regulations 1985.

5.5 Substances Hazardous to Health

The company is aware that certain substances/materials may cause bodily harm by inhalation, ingestion, skin contact or absorption through the skin. Suppliers' Material Safety Data sheets are to be acquired for all items purchased. Prior to putting into use a substance/material an assessment shall be carried out to determine any health risks and whether control measures are necessary to guard employees against harm from the substance or material. These assessments are to be recorded on the COSHH Assessment form, stocks of which are available from the Safety Adviser.

Employees responsible for the use, handling, storage or transport of substances which are identified as being either, toxic, corrosive or irritant must make arrangements to ensure that the use, handling, storage and transport of such substances is safe and without risk to health.

Where hazardous substances are identified and used, adequate precautions must be taken to ensure the health and safety of persons affected by the proper use of protective clothing and respiratory equipment.

5.6 Electricity

All electrical installations, systems, appliances, power tools etc. must be safe for use and free from mechanical and electrical defect when in use. The safest possible voltages are to be used at all times. The inspection and testing of systems and parts of systems shall take place at regular intervals and shall be carried out by a competent person. The results of the inspections and tests shall be recorded as laid down in the Company Procedures. The Safety Adviser will advise on these procedures and the requirements of the Electricity at Work Regulations.

5.7 Manual Handling Operations

Many work activities include the need for manual handling of materials, etc. The Company will provide training on manual handling and, where requested by managers, carry out on-site assessment of risks to employees from specific operations. Employees who suffer from health problems that may affect their capability during manual handling tasks are required to report to their managers how these may limit their capability to lift. Managers shall confirm if employees have problems affecting their lifting capability and take this information into account during the preparation of any assessment involving the employee.

5.8 Fire Prevention

Fire prevention is the responsibility of all staff and precautions taken by staff are as below.

- Keep heat sources (such as electric fires) and combustible materials separate
- Do not overload electrical circuits, or use non-approved fitments (multi-socket adapter plugs) or obvious defective electrical appliances
- Report all defects
- Switch off and isolate where possible all electrical appliances at the end of the working day
- Ensure good housekeeping and do not allow accumulation of combustible materials
- Strictly control the use of flammable substances and always follow the manufacturer's instructions for use
- Hot work carried out by craftsmen/contractors must be carried out under Permit to Work conditions
- Use and storage of highly flammable liquids and gases must comply with the relevant regulations.

5.9 Display Screen Equipment (VDU and Computers)

To secure the health and safety of staff so far as is reasonably practicable, the company will, in consultation with staff and their representatives:

Carry out an assessment of each workstation, taking into account the display screen equipment, the furniture, the working environment and the employee.

Take all necessary measures to remedy any risks found as a result of the assessment.

Take steps to incorporate changes into the employee's work schedule throughout the working day to prevent intensive periods of on-screen activity.

Review software to ensure that it is suitable for the task.

Arrange for the free provision of eye tests where an employee reports a visual problem when using VDU equipment and the employee is a designated "User" under the Display Screen Equipment Regulations.

Arrange for the supply of any corrective appliances where the appropriate optician confirms that they are required specifically for working with display screen equipment.

Advise employees, and agency staff required to use display screen equipment, of the risks to health and how these are avoided.

5.9.1 Regular Eyesight Tests

Employees who are specifically users of display screen equipment will be invited to undergo an eyesight test at regular intervals.

5.9.2 Pre-Employment

All new employees with eyesight difficulties must, when taken into employment by the Group, provide him/herself with suitable spectacles prior to taking up employment that involves VDU work. Thereafter, regular eyesight tests and provision of spectacles apply as in all other paragraphs of this policy.

5.9.3 Provision of Spectacles

Spectacles, where an eyesight test indicates they are required, shall be provided at company expense and will be of a frame type and style set by the company. Alternatively, a payment equivalent to the cost of these spectacles may be made to the employee who will then provide his or her own spectacles in his or her own preferred style.

5.9.4 Care and Replacement of Spectacles

Employees will be personally responsible for the safekeeping of spectacles. The spectacles are supplied in accordance with a statutory requirement, in the interest of health and safety. It is an offence to interfere with, or misuse, anything provided in the interest of health and safety. Employees are expected to show the same degree of care for spectacles as for any other item of safety equipment.

5.9.5 Rest Breaks

Users of display screen equipment are encouraged, and will be expected, to take the opportunity of breaks from work with the equipment so as to prevent the onset of fatigue. To achieve this objective the company will seek to encourage changes of activity into the working day. Department managers are expected to assist in achieving the objective through advising and assisting staff to plan their daily work activities.

5.9.6 Radiation and Pregnancy

Scientific research has concluded that no health risk exists from radiation to a pregnant women, or women seeking to become pregnant, when using VDU equipment. Consequently, there is no need for them to avoid working with VDUs. However, should an employee have a genuine concern the company may, after taking into account the effect of any resultant disruption, allow an employee to transfer duties temporarily.

5.10 Personal Protective Equipment (PPE) and Safety Appliances

The Group will provide personal protective equipment to reduce residual risks to a tolerable level where the risk is from a work activity cannot be adequately controlled by other means such as engineering controls. Training of employees in the correct use of the equipment and its limitations will be carried out as necessary taking into account any statutory requirements.

The implementation of this policy requires total co-operation of all employees and the involvement of elected Safety Representatives in consultation on matters regarding the suitability of equipment. Site Managers are responsible for implementation of this policy.

5.10.1 Health and Safety Arrangements

Site managers with assistance from the safety Adviser will, having duly consulted Employee Representatives:

- Carry out an assessment of proposed PPE to determine its suitability for the risks identified
- Where two or more items of PPE are used simultaneously, ensure they are compatible and that no item reduces the protection offered by the other
- Implement steps for the maintenance, cleaning, repair and suitable storage of the PPE and for ensuring the PPE does not cause the user to be subjected to other risks
- Provide or replace necessary PPE at no cost to employees
- Inform all employees of the risks, which exist, and re-assess activities where changes to the works process or substances make this necessary
- Investigate complaints and take action concerning PPE suitability or defects.

5.10.2 Employee Responsibilities

Employees must:

- Use PPE only for its intended purpose and only in accordance with training provided
- Not misuse any PPE issued
- Carry out maintenance and hygiene precautions as required
- Inform a responsible person immediately of any defects (supervisory staff or manager)
- Keep statutory records updated in any logbook, which is provided.

5.10.3 Eye Protection

Where Company operations necessitate wearing of eye protection, employees must be provided with and wear the necessary PPE. These operations include handling dusty materials, hazardous liquids, cutting and grinding with abrasive wheels, using hand tools and powered tools on materials which may fragment, welding and cutting operations, laboratory work and trimming wires on circuit boards. This list is not exhaustive and risk assessments may identify other situations where eye protection will be required.

5.10.4 Hearing Protection

The Control of Noise at Work Regulations 2005 define exposure levels for employees. The lower exposure action value corresponds to a personal daily noise exposure level (LEPd) of 80 dB(A); the upper exposure action value is 85 dB(A) and the exposure limit value of 87 dB(A).

Where noise levels of existing equipment and machinery lie between the lower and upper exposure values, the company will carry out assessments of the levels, implement any reasonably practicable noise reduction measures by engineering and efficient maintenance of the equipment.

Where the residual noise level:

- Remains above 80 db(A), the company will provide hearing protection for use by employees at their discretion
- Exceeds 85 db(A), the company will provide hearing protection which employees must use, mark a hearing protection zone with the relevant statutory signs and enforce the use of hearing protection within the zone.

5.10.5 Respiratory Protection

As with protection against noise, the policy of the Company is to reduce risks to the employee by tackling hazards at source. This is achieved by use of local ventilation and extraction systems (LEV), fixed or portable, as required. However, some operations may also necessitate the use of respiratory equipment. Respiratory protective equipment (RPE) can vary between disposable dust masks/respirators, canister full-face masks and compressed air breathing apparatus (CABA). Risk assessments will determine which type of RPE is necessary for any particular activity/task.

Use of **disposable dust masks/respirators** is to be confined to low risk operations and exposures recommended by the manufacturer. Advice is to be sought from the manufacturer prior to making use of this type of protection.

5.10.6 Foot Protection

Employees will be issued with safety boots/shoes and wellingtons if involved in operations where injuries to the foot could occur. Footwear provided to employees must provide protection to the toes and underfoot against penetration by sharp objects. Protection to minimise risk of injury from electric shock is achieved from purchasing footwear with high resistivity soles. Issues to craftsmen should give protection against ingress by diesel and/or lubricating oils, etc.

5.10.7 Body and Hand Protection

The CDM Regulations require provision of adequate and suitable clothing to employees as protection against inclement weather conditions. Operations where employees are exposed to substances, etc. will be provided with the necessary protection to combat specific hazards identified by risk assessments.

Hand protection of various types shall be provided as required.

5.10.8 Head Protection

The requirements are laid down in the Construction 'Head Protection' Regulations 1989. All company staff are required to wear safety helmets where there is a foreseeable risk of injury to the head other than by falling. Certain works make the wearing of safety helmets absolute and include working in excavations 1.2 m or over deep, in close proximity to excavators, lifting appliances or other construction plant, on sites where overhead work is in progress, designated hard hat sites, confined space work and any other situations where managers or supervisors decide the need.

Safety helmets are not to be used where the manufacturer's date stamp on the helmet indicates that the helmet is over two years old. Departments should carry out regular inspections of helmets and implement a change programme.

5.10.9 Hi-Visibility Clothing

It is a requirement of 'The Code of Practice' Safety at Street Works and Roadworks that persons working on/or near the carriageway wear Hi Visibility clothing. Supervisory staff are to ensure those attending worksites covered by the code of practice comply.

5.10.10 Safety Harnesses

Where it is not practicable to provide platforms or gangways with guardrails at levels above 2m, safety harnesses are to be worn. Similarly, when working in certain confined spaces safety harnesses shall be worn.

Company risk assessments identify situations and locations where it will be necessary to use safety harnesses. Where they do not already exist, the provision of suitable anchorage-points is the responsibility of the owner department.

At locations where fixed ladders are not guarded by safety hoops, fall arrest systems may be used as an alternative safety measure when using such ladders. Inspection of these systems is to be carried out by a competent person every 12 months.

5.11 Working at Height

All work at height must be properly planned and risk assessed prior to commencement in accordance with the Working at Height Regulations 2005.

The particular hazards of each task must be properly risk assessed so that a safe system of work can be established. This must take into account not only the persons involved in the work, but others who might be affected such as other employees, other contractor, occupiers of the building and members of the public.

Ladders may only be used for work of short duration or for access.

Suitable safeguards will be utilised for work at height, such as guard rails, harnesses, brick guards & toe boards.