



HEALTH & SAFETY POLICY

**Safety is “Everybody’s” Business
“If In Doubt ASK!”**

HEALTH AND SAFETY POLICY STATEMENT

This document details the Health and Safety Policy of Noel Fitzpatrick Ltd. The Management regard the promotion of health and safety to be more important than any other management function and they shall: -

Ensure that employees and subcontractors are aware of safety and safe working practices.

Ensure that high standards of safety are maintained in all operations and in all work places.

Ensure that preventative action is taken to eliminate all work-related accidents.

Maintain effective lines of communication and consultation between management and workforce.

Ensure safety procedures are monitored through the Safety Review System and information on potentially hazardous substances is provided where necessary.

Emphasize that a successful Health and Safety Policy complying with the Health and Safety at Work Act 1974 and all other relevant regulations relies upon the participation and co-operation of all individuals at all levels.

Aim for continual improvement to ensure that we have the latest and relevant Health & safety legislation, which will maintain a responsible approach to our employees, sub contractors and our legal obligations.

The policy will be reviewed annually, to take account of the ever changing Health & Safety regulations, thus ensuring we meet the HSE regulations, safety of our employees and sub contractors whilst working safely.

.....

Director

Date:

Review number 2008/01

The Construction (Design and Management) Regulations 2007 – Duties

Principal Contractor Duties:

'Contractor' means any person (including a client, principal contractor or other person) who, in the course or furtherance of business, carries out or manages construction work.

When we are appointed as principal contractor we will:-

- Satisfy ourselves that the client is aware of his/their duties and that a CDM Co-ordinator has been appointed
- Ensure the HSE has been informed of the project via **F10**
- Ensure the construction phase is properly planned, managed and monitored, adequately resourced and site management is appropriate and competent
- Ensure that contractors employed on the project are informed of the minimum amount of time they will be allowed for planning and preparation before they begin on site
- Ensure contractors receive adequate information about the project
- Arrange for the control, co-ordination and co-operation between all contractors involved in work on the construction site
- Ensure the **Construction Phase Health and Safety Plan** is prepared before work commences, developed, implemented and kept up to date as the project progresses.
- Satisfy ourselves that designers and contractors are competent.
- Ensure suitable and sufficient welfare facilities are provided from the start of the construction phase
- Ensure that only authorised persons have access to the construction site and that effective measures are taken to prevent unauthorised entry at all times.
- Prepare and enforce site rules
- Inform all contractors of those parts of the safety plan that affect their operations.
- Liaise with the CDM Co-ordinator on design carried out during the construction phase
- Provide the CDM Co-ordinator with any information that is required for inclusion in the **Health and Safety File**
- Ensure that the workforce have been adequately inducted onto site
- Ensure the workforce are consulted re health and safety matters
- Display in a prominent position on site, the F.10, Health & Safety at work law poster and a copy of the employer's liability insurance.
- Ensure that all injuries, diseases, dangerous occurrences and near misses are recorded and reported to the HSE where necessary.
- Provide induction and methods of ensuring workers are adequately trained and supervised

Contractors and Self Employed Duties:

'Contractor' means any person (including a client, principal contractor or other person) who, in the course or furtherance of a business, carries out or manages construction work.

When we are appointed as contractor, we will:-

- Plan, manage, supervise and monitor our work and that of our workers to ensure it is carried out safely and that health risks are addressed
- Check that the client is aware of their duties
- Ensure that only competent contractors, suppliers and workers are employed
- Comply with the Principal Contractors instructions relating to matters of health and safety
- Co-operate and co-ordinate our activities with the Principal Contractor and other Contractors who may be affected by our operations.
- If we produce a design, we acknowledge our duties as a designer
- Acknowledge our duties with regard to health and safety on site
- Ensure our workers are inducted onto site
- Ensure suitable welfare facilities are provided from the start of the project
- Provide method statements, risk and **COSHH** assessments as required.
- Inform all our employees and sub-contractors of those details in the Safety Plan that may affect their operations and any safety rules they are required to comply with.
- Provide the Principal Contractor with evidence of all training our employees have received
- Promptly provide the Principal Contractor with any information that is required for inclusion in the Health and Safety File.
- Assist the Principal Contractor to ensure that only authorised persons have access to the construction site where the company's operations are taking place. .
- Ensure that our workforce is properly consulted on health and safety matters.
- Ensure that all near misses, injuries, diseases and dangerous occurrences, that are reportable under **RIDDOR 1995**, are promptly reported to the Principal Contractors site management.

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1 ORGANISATION

The nominated person responsible for Safety is Mr Patrick Gallagher who shall ensure the effectiveness of the Health and Safety Policy to provide impartial advice to all employees and Sub Contractors.

The safety performance of the Company shall be monitored through the Director, who shall at regular intervals establish and develop policy matters. The proprietor shall respond to safety requests and requirements and shall table at each meeting accident and damage reports and discuss any matter that affects the health, safety and welfare for any Company employee.

Where a Manager is unclear of requirements, requires clarification or updated information, he shall seek advice from the Company Safety Advisor.

2 OBJECTIVES

Provide funds as necessary for the implementation of Health and Safety activities.

Set standards, which demonstrate the commitment of the Company to safety in all its activities to meet local and national statutory requirements and provide environmental protection for all its employees and the public at large.

Review and develop standards to meet any change in technology, industrial practices or legislation.

Ensure that all employees and subcontractors are informed of their responsibilities for health, safety and environmental matters and that they discharge them effectively.

Provide instruction and training to all employees in all required disciplines, in particular their legal obligations under The Health and Safety at Work Act 1974 and any other such Statutory Act and Regulation.

3 COMPLIANCE

Employees and subcontractors will comply fully with Statutory Acts, Regulations, Codes of Practices, Guidance Notes, Company's/Clients Safe Working Procedures etc. which may be relevant to the works being carried out.

Employees and subcontractors will observe and comply with any special safety rules, notices or procedures implemented by the Company Management including any verbal instructions given which have the sole purpose of ensuring the Health & Safety of Employees and others at the workplace.

Any person(s) found willfully disregarding instructions, and procedures as aforementioned and the misuse of safety equipment will result in disciplinary action being taken against that person(s).

4 ARRANGEMENTS

4.1 Hazard and Damage Report

All persons employed by Noel Fitzpatrick Ltd and subcontractors shall immediately report any hazard or damage to equipment, structure or fittings.

4.2 Accident/Dangerous Occurrence, Near Miss Reporting

All employees and subcontractors shall immediately report any accident, dangerous occurrence or near miss to their relevant supervisor who shall in turn report it to the company safety advisor. Site personnel are to ensure that the client is informed where necessary.

Supervisors are to investigate and discuss ALL accidents and near misses with the affected party and find out the following: -

- How the accident/near miss happened
- Why the accident/near miss happened
- How could it have been prevented

Any actions or comments arising from the investigation are to be entered into the accident book and reported to the Safety Advisor if necessary.

All employees and subcontractors shall report immediately any near miss that could have caused an accident or injury.

Accident Report Forms must be filled in and returned to the Safety Advisor as soon as possible. Should the injured party be unable to continue working, the Personnel Department must be informed.

The Safety Advisor will investigate and report upon any reportable accident or dangerous occurrence and report it to the necessary authority.

4.3 Safety Inspections

The Safety Advisor or a person delegated to carry out an audit of the section shall carry out inspections of premises and sites at regular intervals.

The Safety Advisor, or person delegated, detailing matters requiring remedial action shall give the Manager a written report for action by the Manager.

4.4 Permits to Work

Where a Permit to Work is required, no work shall be carried out until a responsible and qualified person has approved a properly completed permit.

4.5 Electricity at Work

It is the duty of all employees and subcontractors to comply with the provisions of Statutory Regulations where it is within their control.

Employees and subcontractors shall: -

- Not interfere with equipment.
- Ensure before using equipment that it has been inspected, tested and is safe to use.
- Report any defect immediately.
- Have a safe system of work

4.6 Overhead Cables

The main hazards are contact with the cables by plant or vehicles or by operatives handling long objects, e.g. scaffold tube, cladding sheet, ladder, etc.

The fact that electricity can “arc” across gaps must always be taken into account. Where work directly beneath or near cables has to be carried out, the cables may need to be dead and a Permit to Work system operated. In these cases consult the Safety Advisor.

Aluminum ladders shall not be used in “Energised Areas.”

4.7 Personal Protective Equipment

You are obliged as a condition of your employment to wear or use sufficient Personal Protective Equipment (PPE) to protect yourself from injury or damage, whether the wearing of that equipment is legally required or not. You are also obliged to ensure that your colleagues are wearing or using sufficient Personal Protective Equipment (PPE), and it is an employees and subcontractors legal duty to protect all safety equipment and clothing from damage and misuse.

4.8 Company Vehicles

Drivers using company vehicles or using their own vehicles on company business shall: -

- Drive safely, paying due regard to the traffic and weather conditions at all times and follow the guidance contained in the Highway Code.
- Ensure all loads are secure.
- Report all traffic offences or change in license details.
- Report all accidents.
- Rest at regular intervals or arrange overnight accommodation if necessary
- Goods Vehicle drivers are to drive within the hours as laid down in the transport legislation.

4.9 Machinery

All prime movers, transmission machinery and dangerous parts of any machinery shall be properly guarded.

All employees and subcontractors are not to work on, or use machinery unless properly trained or supervised.

The Power and Use of Work Equipment Regulations shall be strictly complied with, before you use any machinery check: -

- All guards and safety switches are in place and you know how to stop the machine.
- The necessary Personal Protective Equipment (PPE) is worn.

All faults are to be reported immediately and use is to be prevented if unsafe.

4.10 Housekeeping

All employees and subcontractors will be expected to carry out their work for, or on behalf of, the company in a clean and orderly manner and will ensure a safe environment is maintained at all times.

Materials may not be stacked or stored in work areas where they may either impede access or egress or the safe working of other parties. On no account should material be stacked or stored where it may become a fire risk.

All waste material arising from the execution of the works will be cleared on a daily basis to disposal points as designated.

4.11 Display Screen Equipment

The Company Safety Advisor shall assess the risk of workstations with the respective Managers and arrange training for all operators who are classified as users under the Display Screen Equipment Regulations.

Make sure your workspace is set up properly: -

- Do adjust the height of your chair and table as to have the keyboard or mouse at or below table height.
- Do ensure that your image is stable, does not flicker and avoid reflections and glare on the screen.
- Do organise your work to take frequent short breaks.

4.12 Musculoskeletal Problems (Work Related Upper Limb Disorders)

Any employees or subcontractors whose tasks are repetitive are to take regular breaks by alternating the work being carried out. If any symptoms occur such as soreness or tenderness of the fingers, hands, wrists, arms, neck or elbow they should notify the Safety Advisor or Manager.

4.13 Hand Arm Vibration

Any employees whose tasks involve the use of vibrating equipment are to use any such protection that will reduce vibration and take regular breaks by alternating the work being carried out.

If any symptoms occur such as soreness or tenderness of the fingers, hands, wrists, arms or elbow they should notify the Safety Advisor or Manager immediately.

4.14 Fire/Emergency Precautions

All employees and subcontractors shall familiarise themselves with the arrangements for the means of escape in the event of an emergency or outbreak of fire.

“No Smoking” rules will apply in designated areas.

When the alarm system is activated all personnel shall evacuate the building by the nearest escape routes, muster at the assembly points and have their name checked in the register.

No employee shall return to the building until directed to do so by the Safety Advisor or senior manager.

4.15 Risk Assessment

The Management of Health & Safety at Work Regulations requires that an adequate assessment be made of the risks: -

- To which employees or self-employed persons are exposed whilst they are at work.
- To other persons arising out of or in connection with the activity being undertaken.
- These are to be assessed by references to hazards and evaluating the risks that arise from them.
- The assessment shall take account of the type and competence of the workforce and whether it includes groups of people who may be especially at risk from the activity e.g. young and/or inexperienced people.
- The assessments shall be recorded and shall identify any group of employees or others who are especially at risk.
- Details of Risk assessments and the appropriate control measures shall be made available to all employees for all activities to be undertaken on the site.

Control Measures

Control measures to combat the identified risk are to be detailed on the assessment. The following principles must be applied in deciding the appropriate control measures to be used: -

- If possible avoid the risk altogether.
- Where possible combat risk at source.
- Give priority to measures, which protect the whole work.
- Wherever possible, adapt work to the individual.
- Take advantage of technological and technical progress.

Minimising risk by the use of personal protective equipment should only be used as a last resort.

In many instances, effective control of significant risk will only be achieved by the implementation of a permit to work system, which is appropriate to the task. All permit systems, where implemented, shall be strictly compiled with.

4.16 C.O.S.H.H.

The Control of Substances Hazardous to Health Regulations require that an assessment is made of each chemical and substance which may be used, which fall into the categories irritant, corrosive, toxic and/or harmful or chemicals and substances which have an occupational exposure standard.

All substances that are in the scope of the Regulation and in use should be listed in a register. A COSHH Assessment sheet must be provided for each substance. This must detail precautions to be applied in normal use, emergency procedures upon spillage or accident in usage and appropriate first aid treatment. Each site of work shall have the lowest risk substances, which will adequately perform the task required.

Copies of COSHH Assessment Sheets shall be provided and retained on site for all substances to be used on the site, which are in the scope of the Regulation.

No hazardous substances other than those designated are to be brought onto site.

If any hazardous substance is to be used, all necessary instruction, information, training and protective equipment must be provided to ensure the use of the chemical/substance provides the lowest risk.

Hazardous chemicals must be stored in a cool dry place with good ventilation with alkaline and acid-based products separated.

To ensure personal safety and the safety of others with whom contact may be made during the work, the following safe working practices must be adhered to:

- Use only substances that are correctly labeled.
- Always follow the manufacturers` instructions.
- Always wear rubber gloves when using chemicals.
- Never mix chemicals.
- When diluting chemicals, always place the chemicals into the water and **NOT** water into the chemical. This prevents neat chemicals being splashed.
- Do not decant chemicals into unmarked containers
- Do not use fingers to smooth High Velocity Duct Sealant due to the chemical content could cause long-term health problems?

4.17 Noise at Work

The Noise at Work Regulations require that an assessment be made of anticipated noise levels where workers are expected to be exposed to noise levels.

Exposure limit values and action values

4- (1) The lower exposure action values are-

- (a) a daily or weekly personal noise exposure of 80 db (A weighted); and
- (b) a peak sound pressure of 135 db (C-weighted).

(2). The upper exposure action values are-

- (a) a daily or weekly personal noise exposure of 85 db (A-weighted); and
- (b) a peak sound pressure of 137 db (C-weighted).

(3) The exposure limit values are-

(a) a daily or weekly personal noise exposure of 87 db (A-weighted); and

(b) a peak pressure of 140 db (C-weighted).

Provision. Inform and train employees at the new directive of 80 db(A)
Provide hearing protection at 80 db (A)
Hearing protection must be worn at 85 db (A)
Introduce control measures at 87 db (A)

Steps must be adopted to reduce noise levels at their source to the lowest levels reasonably practicable by:

- Substituting noise for quieter machines.
- Sighting noisy machines away from main areas of work whenever possible.
- Ensuring machines are regularly serviced and maintained.
- Checking all bolts, fixings, removable covers etc. on equipment are kept tight to prevent vibration and rattling noises.
- Switching off machines when not in use.
- Providing acoustic enclosures around machines to contain and absorb the noise.

The provision and wearing of ear protection should only be considered as a secondary line of defence. The first priority should be to reduce the noise at source to the lowest reasonably practicable level. Ear protection, which gives at least 5db(A) protection above the anticipated noise level must be provided and worn dependant upon the noise exposure level: -

- Ear protection, which is suitable and sufficient, should be made available upon request and may be worn at the employee's discretion.
- Ear protection, which is suitable and sufficient, must be provided and worn at 85 db (A).

4.18 Lone Workers

Solitary workers face particular problems. It is therefore essential that the Supervisor is informed of the location and expected duration of the work at commencement and is made aware when the work is completed.

Solitary workers must not expose themselves to significantly more risk than employees who work together.

Solitary workers should make themselves aware of the location of fire fighting equipment, first aid equipment, means of escape, etc.

Lone workers should only handle substances and goods, which can be safely handled by one person.

4.19 Confined Spaces

Confined spaces require special attention to ensure that they are safe to enter and that rescue can be achieved easily in the event of an accident. Work should be carried out in accordance with the HSE Guidance Note, Ref. GS/5 - 'Entry into Confined Spaces'.

4.20 Asbestos/Contamination

Where the work involves the handling and removal of ductwork from existing buildings, where there may be a possibility of asbestos or contamination, the Employee or Subcontractor shall verify if an asbestos or contamination assessment has been carried out, if not they are to contact the Safety Adviser for further advice.

In the event of asbestos or contamination being suspected or found all work is to cease until a full assessment has been carried out and the asbestos or contamination removed.

Only Licensed operators will undertake asbestos removal from any of our projects/sites, the Safety Adviser will liaise with the removal contractors throughout the process. He will organize and liaise from the beginning of the project/site with the removal contractors the necessary steps to be taken to abide with legislation and ensure optimum safety.

4.21 Working at Heights

General

Working at heights is inherently dangerous particularly if both hands are required to do a job. A working platform is safer than a ladder or stepladder.

Where the equipment causes an obstruction, warning signs and lighting may have to be provided and maintained.

Access equipment must only be set-up on a firm even surface, away from overhead and wall-mounted power cables.

All contractors must ensure that adequate precautions are taken to protect and safeguard all persons working below them, before work is commenced.

If working near an open balustrade, precautions must be taken to ensure prevention of anyone falling through the opening.

Weather conditions must be considered whilst working at heights, for example, if high winds are present it may make the ladder or working platform unsafe, in these conditions work at heights must not be attempted.

4.22 Ladders

Ladders must be of a type intended for industrial use and of adequate construction to enable them to safely carry the working load.

All ladders must be inspected before use and clear of defects. Rungs must be checked for security, stiles must not be warped and there should not be any cracking or splintering.

All ladders must be long enough for the job. They must project at least 1.1 metres (3ft 6ins) that are about five rungs, above the landing place, so that an adequate handhold is available.

Ladder rungs must not, under any circumstances, be used to support gangways, runs or platforms of any kind.

No ladder, or run of ladders, may rise a vertical distance of more than 9.0 metres (29ft 6ins) unless intermediate landing places are provided.

Consult your Health & Safety Advisor if the working height is over 30 foot, for extra safety control measures.

Do not erect a ladder:

- On a sloping surface.
- On moveable objects.
- Against a slippery or unstable surface.
- In front of a door which may open.

The correct angle to lean a ladder is 75°, 1 metre out for every 4 metres in height.

The foot of the ladder should be supported on a firm and level surface.

Ensure the ladder cannot slip, by securely fixing the top wherever practicable.

While lashings, etc. are being fixed the ladder should be footed by a second person. This precaution however is considered to be effective only for ladders not more than 5m in overall length.

The person `footing` the ladder should face the ladder with one hand on each side and one foot on the bottom rung.

Where securing the top of the ladder is impracticable, arrangements must be made to prevent the ladder from slipping outwards or sideways. In cases where it is not possible to tie the ladder at the top or foot, use a proprietary spreader.

Ladders must not be used if there are overhead power cables, etc., in close proximity.

Clean grease etc. off your footwear before attempting to climb the ladder. If the ladder becomes contaminated take it out of service for cleaning.

Face the ladder when climbing and descending.

Personnel must be sensibly dressed, wearing safety footwear, no loose clothing and act in a sensible manner.

Only one person on a ladder at any one time.

Do not over reach.

Never throw equipment down, always carry it down the ladder.

4.23 Trestle Scaffolds

Trestle scaffolds must only be erected and used by personnel who are competent, trained and authorised by management to use them.

All trestles must be clear of defects. Rungs must be checked for security, stiles must not be warped and there should not be any cracking or splintering.

Trestles must only be erected on a firm level base.

Generally, the upper third of a trestle should be made available to provide a handhold and maintain stable balance to the work platform.

No attempt must be made to erect or use a trestle scaffold, which is more than one tier in height.

Trestles must only be used where there is **NO** risk of a person falling more than 2m from the platform and only for light work of comparatively short duration.

For working over longer periods, a more substantial scaffold should be erected

The platform must be at least 600mm wide and preferably a lightweight staging.

Trestle scaffold must be provided with an independent means of access to the platform (e.g. a step ladder).

For trestles at 1.8 metres (6ft) level, personnel should only be allowed to work from a sitting position.

4.24 Mobile Towers

Proprietary mobile towers must only be erected, altered and dismantled in accordance with the manufacturer's instructions by competent persons who have received adequate information, instruction and training and who are authorised by management to do so.

The maximum height of a mobile scaffold must not be more than three times the minimum base width for outside use and three and a half times for inside use. Outriggers or ties must be used when exceeding these ratios.

Double guardrails and toe boards must be fixed when the working platform is higher than 2 metres (6ft 6 ins) from the ground. Consideration should be given to fixing them even at lower heights to minimise a fall hazard.

Ladder access, preferably on the inside of the tower, must be provided to the working platform.

Scaffold towers must be clear of extraneous materials at all times, and must not be used for support purposes at any time.

Never use boxes, steps and so on to gain extra height from the work deck. "Add an extra lift."

Inspections must be carried out, and recorded, by a competent person if the tower remains in the same place for seven days.

4.25 Roof Work

Working on roofs results in a substantial number of fatal and serious accidents every year. An assessment of the work activities and weather conditions must be completed by a competent person prior to the work commencing. A safe foothold can be difficult in bad weather.

Roofwork must only be undertaken by competent, properly trained employees who have been authorised by management to have access onto a roof.

A safe means of access to the roof must be provided.

When working on sloping roofs or where fragile materials are used, suitable ladders or crawling boards, which are properly supported and securely fixed or anchored to prevent accidental displacement, must be used.

Where the roof cladding material is of a fragile material, the valley gutters must not be used to walk along, the valley gutter should not be used as a ladder support unless the roofing material has been protected to prevent anyone falling against it.

Unless the work to be carried out is of short duration (i.e. 15 minutes) or safe by position from the edge of the roof, suitable guard-rails and toe boards at the edge and fencing around any opening or skylight must be provided where persons can fall more than 2 metres (6ft 6ins) or alternatively, an approved safety harness and lanyard must be used.

If safety harnesses are used suitable anchorage points, which are capable of sustaining the anticipated shock load, must be provided and used.

4.26 Scaffolding and Access Equipment

All employees and subcontractors will ensure that any scaffolding and access equipment used is erected and used in strict compliance with relevant statutory provisions, Codes of Practice, Health & Safety Guidance Notes and where appropriate to the manufacturer's instructions.

Scaffold and access equipment should be of adequate strength and suitable for the purpose in relation to the work activities being undertaken and not exceed its Safe Working Load (SWL).

Fixed scaffolding is only to be installed, altered or removed by a qualified trained and authorised Scaffold Erector.

4.27 Lifting Operations

All employees and subcontractors will ensure that any lifting equipment used is erected and used in strict compliance with relevant statutory provisions, Codes of Practice, Health & Safety Guidance Notes and where appropriate to the manufacturer's instructions

All lifting gear or equipment brought into a workplace must comply with the requirements of the relevant statutory provisions.

Before any lifting operation is carried out a current test certificate for that appliance along with any other reports, registers or certificates as is necessary is to be made available for inspection.

The company will particularly ensure that, before bringing onto the workplace a crane or other lifting appliance, will establish that a suitable standing is provided and that the ground can support the weight, which it is likely to have imposed upon it.

A written Method Statement specific to the situation will be required prior to implementation of the lifting operation, which clearly identifies the measures necessary to control any potential hazards and risks, which may arise.

4.28 Plant and Tools

General

All equipment/plant must comply with the current issue of the Provision and Use of Work Equipment Regulations.

No item of equipment/plant shall be used by any person who has not received adequate health and safety training in its use, including training in the methods, which should be adopted when using the equipment/plant, any risks which may arise from its use and precautions to be taken.

All electrically operated plant brought to building sites should normally be suitable for use with 110 volt supply. The mains lead to the transformer serving the equipment must not exceed 3 metres (10 feet) in length.

In certain instances, in existing buildings, the use of 240-volt equipment is acceptable but remember, it is potentially lethal. In such instances, to reduce the risk of electrical shock it is mandatory to use an RCD (Residual Current Device)

All cables/plugs must be visually examined, prior to use, to ensure that they are free of defects, of a type suitable for the duty required and are safe to use. Damaged cable must not be used. The correct type of plug/socket must be used. All electrical equipment must be certified to be safe in use by Portable Appliance Testing (P.A.T) at appropriate intervals. All electrical work must be carried out by competent electricians. Unauthorised persons must not tamper with electrical connections.

Guards and safety devices fitted to plant or equipment, which have been provided for personal protection, must not be removed or interfered with. All guards must be kept in position at all times whilst machinery is being operated.

Any defects must be reported to the supervisor as soon as possible and the equipment clearly marked to indicate that it is not to be used until repaired.

If possible, the flex of portable electric tools should be draped over one shoulder to keep it clear of the work area, while ensuring there is still enough slack to allow adequate movement.

As far as possible, portable powered hand tools should be held in both hands, keeping clear of any moving parts, and a stable stance that gives a good view of the work adopted.

Noisy plant must be sited away from main areas of work wherever possible and must meet the requirements of the Noise at Work Regulations.

Vehicles and machinery must not be left running whilst unattended and if unattended, must be left in a safe position.

4.29 Powered Hand Tools

All abrasive tools must be kept in good condition and be fitted with the correct disc or wheels. Guards must not be removed from any grinding tools. Grinding discs or abrasive wheels shall only be fitted or changed by a competent person trained person.

Cartridge tools must at all times be in good condition and must only be used by persons in possession of a certificate of training in respect of such tools.

4.30 Mobile Elevated Work Platforms (MEWP's), Forklifts and Large Plant

MEWP's, forklift trucks, and other large plant shall only be operated by trained competent personnel over the age of 18 years, who are authorised to operate it and, where appropriate, are in possession of a current driving licence.

The carrying of casual passengers on forklift trucks or any such vehicle not constructed for the carriage of passengers is forbidden.

All loads are to be inspected for safety prior to being transported.

A forklift truck may be used as a hoist or working/platform when a suitable platform, properly guarded, has been fitted.

Drivers of vehicles must report defects such as faulty steering etc to the Supervisor immediately.

Harnesses are to be worn when working from MEWP's at height.

4.31 Hot Work

General

In many instances, particularly in completed buildings and high risk areas, effective control of `hot work` will only be achieved by the implementation of a Hot Work Permit system. Where implemented the permit system shall be strictly complied with. This requirement should be identified when the Risk assessment for the activity is carried out.

All combustible materials must be removed from the area where any naked flame is to be used. Fire blankets are to be used to cover materials, which cannot be moved away. Ensure that oxygen and acetylene cylinders are clear of falling sparks.

After work is completed the work area must be checked to ensure that there are no materials smouldering. Further checks are to be made one hour after the work ceases and before the end of the working day.

At least one fire extinguisher for every two welding kits is to be kept on site at the point of welding operations. When the risk is great, every welding operation should have a fire extinguisher available.

A dry powder fire extinguisher must be on hand whenever LPG appliances are being used.

Naked flames must be extinguished when not in use. Never put down or leave a lighted torch.

4.32 Gas/Arc Welding, Brazing & Cutting

Only personnel who are competent, adequately trained and authorised by management are allowed to use welding/cutting equipment.

Suitable goggles must be provided and must be worn at all times by all persons when engaged in oxy-acetylene welding and cutting, chipping and grinding and in any other operation whereby any dust, chemical or other material could prove hazardous to the eyes. Full compliance with the Personal Protection Equipment at Work Regulations must be undertaken.

Welders and anyone assisting during welding must wear suitable face shields and necessary protective clothing. Screens are to be provided and positioned to ensure all persons are protected from glare and possible eye injury.

All welding and brazing operations produce fumes, which can be harmful and are subject to the COSHH Regulations. Therefore, an assessment should be made prior to carrying out work to establish control methods, which may be necessary to avoid exposure to excessive fume levels.

When welding in confined spaces adequate ventilation is to be provided in compliance with current legislation.

The welding and flame cutting of galvanized metal must not be undertaken without adequate precautions.

During welding operations care should be taken to: -

- Ensure that the return lead is clamped as close to the point of welding as possible.
- To avoid Arc Welding on plant fitted with rubber anti vibration joints.
- Ensure that when using mains powered Welding Transformers the job is “earthed”, for protection against an insulation failure.
- Ensure that any generator used for welding is positioned so that fumes do not enter the workplace and that noise levels are not exceeded.

4.33 Compressed Fuels, Gases and Liquids

General

Always observe the following points:

- Full and empty cylinders should be kept separate and identified.
- No cylinders, whether full or empty, should be left with a valve open.
- Cylinder valves must be kept clean and clear of grease.
- Flash back arresters should be fitted to acetylene gas and oxygen lines.
- Always use cylinders in an upright position.

All regulators gauges, hoses, nozzles etc. shall be used in accordance with the manufacturers recommendations. Crimp fittings must be used for hose connections - “Jubilee” clips must not be used.

All hoses must be inspected and checked for damage, wear and tear before commencing work, also that they are suitable for the pressure used.

Only cylinders in actual use should be taken into the work areas. Care should be taken in lifting and handling to avoid injury.

Never leave empty cylinders lying around the site, keep them in the storage compound or return them to the suppliers promptly.

4.34 Flammable Gases

Liquefied petroleum gas (LPG) can be extremely dangerous if not handled correctly. It is supplied in red cylinders (propane) and blue cylinders (butane) and its storage, transport and use is controlled by the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations. The current issue of this Regulation must be complied with at all times.

Smoking must not be permitted in an area, which is used for the storage of compressed gases or fuels. Notices to this effect must be prominently displayed.

LPG is heavier than air and any leakage will accumulate at low levels, for this reason, fuel gases, and other flammable materials must be stored separately, at least 3 metres (10 ft) away from oxygen.

If a gas leak is suspected: -

- Tell everyone in the immediate area to **turn off or put out anything that could ignite the gas, unless this involves using electrical switches** - most make a tiny spark.
- If indoors, open doors and windows and take all gas cylinders outside.
- Check all the cylinder valves are closed and test for leaks before replacing the plastic caps - **never test for leaks with a naked flame.**
- If a lot of gas has escaped evacuate the premises and call the Fire Brigade.

4.35 Compressed Air

Only personnel who have been adequately trained and authorised are allowed to make up or extend an airline.

Compressed air must be handled with care. Horseplay with the hose however innocently it may begin, may end with the most disastrous consequence

Never use compressed air to clean machinery. It is far safer to clear away swarf or dust with a brush and it is just as effective.

Never use compressed air to dust yourself down. A pressure strong enough to dust or clean is certainly strong enough to breach the skin and penetrate the body.

Suitable eye protection must be worn when operating an airline.

Make sure other people in the area are safe.

4.36 High Pressure Water Washers

The high-pressure spray can cause serious damage to the human body - appropriate personal protective equipment must be used at all times when using the equipment.

All equipment must be checked before use, paying particular attention to the hoses. If there is any sign of excessive wear they must not be used.

If the equipment is electrically operated, remember that the damp and wet conditions, which may result from the use of the equipment, can be dangerous. To reduce the risk of electric shock an RCD (Residual Current-operated Device) must be used.

Hoses must be handled with care and not trailed over sharp edges or placed where they are vulnerable to mechanical damage. Hoses should be coiled up neatly when not in use.

When using pressure washers: -

- The spray must at all times be directed away from people or anything else that could be damaged by it.
- The spray should not be directed at or near anything electrical. Even if it is isolated from its power supply, water penetration may cause problems when the power is restored.
- The unit must not be left running unless the lance is actually in use - the pump will overheat
- In the winter months ensure that the washer is protected from frost at all times.

4.37 Manual Handling & Lifting

The Manual Handling Operations Regulations require that, unless the operation is very simple, an adequate assessment must be made of the lifting/carrying operation.

This must take account of the task, the load, the working environment and the individual's capacity.

To avoid back injuries, which form the largest category of work injury, mechanical lifting and handling equipment must be provided and used wherever possible.

Information, instruction and training must be given in the correct methods of handling and lifting.

A back injury, once sustained, frequently causes permanent weakness. Where avoidance of heavy handling is impossible the following simple rules can prevent years of suffering:

If the load is too awkward or too heavy - GET HELP

If mechanical aids are available **USE THEM** to move the load, providing of course, that full instruction in their safe use has been received.

Check in advance there is adequate room to lift the object, **a clear path is available to the destination** and there is adequate room for putting it down.

Check for sharp edges, wear protective gloves if necessary.

Wear suitable footwear.

When lifting an object remember these points: -

- **Face the load** with feet either side of it.
- **Squat Down** and check that you can see over the load when carrying.
- **GRIP** the load firmly with both hands (keep your chin tucked in).
- **Lift smoothly** using your leg muscles and stand with your back straight.
- **Don't twist.** Hold the load close to the centre of your body.

4.38 Entry into Premises or Workplaces

On initial arrival at premises or workplaces, "Contractors" supervision will report to Noel Fitzpatrick Management who will, in turn, report to the Occupier, the number of employees actually in the premises or workplace.

"Contractors" should understand the importance of this requirement, which is intended to ensure the safety of personnel employed if an emergency evacuation of the premises or workplace were necessary.

Vehicles owned by "Contractors" or their "Employees" must be parked only in areas defined by the "Employer".

Vehicles entering or leaving premises or workplaces where security arrangements are in force, may be subjected to a search of the contents or occupants to ensure that no unauthorised plant, equipment or material is removed from the premises or workplace.

"Contractors" should therefore ensure that the relevant documentation and authorisation to remove any items is in the possession of vehicle drivers or other individuals.

4.39 Weil's Disease

Weil's disease (medical name leptospirosis) can be contracted by coming into contact with canal or river water, or sewerage, which is contaminated with urine from affected rats. The microbe responsible for the disease enters through unprotected cuts and scratches. Entry through the lining of the mouth, throat or eyes is also possible although less common.

Areas of the workshop and certain sites may be affected. If exposed to this danger reduce the risk by:

- Cleaning, disinfecting and covering cuts, scratches and abrasions. Use waterproof adhesive dressings.
- Wearing protective clothing including rubber gloves and boots.
- Washing hands and forearms before eating, drinking and smoking.
- In the event of flu-like symptoms consult a doctor immediately. Early signs of Weil's disease are fever, headache and chill very similar to influenza.

4.40 Mobile Phones

At present there is no scientific evidence of risks with mobile phones but as a precaution the following measures are to be taken by all mobile phone users: -

- Use only for as shortest time as possible.
- Use landlines or facsimile where possible.
- Choose a Mobile with the Lowest Specific Absorption Rate (SAR).
- Do not use on tasks that could cause risk of injury.
- Report any likely effects.

Persons who make calls to mobile phones are to keep conversations as short as possible or use other means of transmission e.g. landline or facsimile.

4.41 Stress

The company will consult workers about workplace and organisational changes that are likely to affect the Health and Safety of its employees.

The company operates an open door policy for any person that wishes to discuss any matters that may cause them stress, and if problems cannot be solved internally then a suitable stress councilor will be sought.

4.42 Ionising Radiation Regulations

The company shall ensure that workers who work with ionising radiation are trained, informed and instructed so that they know: -

- The risks to health created by exposure to ionising radiation.
- The precautions, which should be taken.
- The importance of complying with the medical and administrative requirements for the Regulations.
Employees are required to: -
- Not knowingly over expose themselves to ionising radiation.
- Exercise reasonable care.
- Comply with reasonable requirements.
- Co-operate with the medical surveillance requirements.
- Report over exposure to the management.

4.43 Drugs and Alcohol

Misuse of drugs or alcohol during working time will be a disciplinary offence, and may lead to dismissal.

Company drivers and persons who operate machinery must be free from alcohol or drugs, which may affect their ability to drive or use machinery.

Drivers of company vehicles and operators of machinery will be subject to a "Zero Consumption" rule.

4.44 Waste Management

All employees and subcontractors will comply with the requirements of the Environmental Protection Act and any other statutory provisions, which apply to the handling, storing, and disposal of waste from their activities.

4.45 Welfare Arrangements and First Aid Facilities

These will be provided and maintained in accordance with the provisions and requirements of the Statutory Regulations.

Any facilities provided by the company for the use by the employees and subcontractors must be maintained at all times.

4.46 Young Persons

There are strict rules on the employment of young persons past the official school leaving age and under 18, all managers and subcontractors are to report any such person(s) to the company Safety Advisor who maybe employed or subcontracted for
RSJ Building Services

5 RESPONSIBILITIES

5.1 Director

The Director shall:

Ensure there is an effective and cohesive Health and Safety Policy within the Company.

Ensure the Health and Safety Policy is reviewed on a regular basis.

Agree a budget for implementing the Health and Safety Policy.

Review the effectiveness of the Health and Safety Policy with Senior Managers and ensure that the policy is implemented.

Review Safety Reports regularly.

Ensure that sufficient funds are available to meet the requirements of the Health and Safety Policy.

5.2 Company Safety Advisor

The Company Safety Advisor shall: -

Co-ordinate and implement the Company Safety Policy in conjunction with the Safety Committee.

Instruct and guide the safety representative, whether they are appointed by him or through local or senior management.

Maintain a register of accidents and dangerous occurrences.

Carry out safety audits in conjunction with local management and ensure this information is available to senior managers.

Attend all Safety Review Meetings and assist project and senior management with safety audits and their regular review.

Assist with the preparation of Safety Manuals.

Maintain central records on the health and safety of all employees and analysis of these records in order that the Safety Advisor can provide data for discussion and action.

Ensure all responsible persons are aware of the requirements of the Health and Safety Executive in particular the reporting of accidents and dangerous occurrences.

Ensure reports are sent to the Health and Safety Executive as required under statutory regulations.

Review all statutory documents and publications and report any changes to management.

Ensure all statutory requirements relating to the Company are complied with.

Stop any work, which, in his opinion, involves risk or injury.

5.3 Personnel Department

The Personnel Department shall:

Liaise with the Safety Advisor in the keeping of records relevant to health and safety.

Assist the Safety Advisor with in-house training and ensure adequate facilities are provided.

5.4 Managers, Foremen and Supervisors

Managers, Foremen and Supervisors at all levels shall:

Ensure they are familiar with the policies, procedures and codes of practice relating to health and safety and that these are implemented.

Review safety reports and ensure that the appropriate action is taken following any incident involving persons under their control.

Regularly and continuously consider health and safety matters as they arise and implement all necessary changes.

Ensure staff are aware of the locations of the fire fighting equipment and are trained in it's use.

Ensure staff are aware of the locations of first aid facilities and that these meet the requirements of the statutory regulations.

Ensure protective clothing, equipment, footwear, etc. is worn where appropriate and employees using personal protective equipment are strictly supervised.

Ensure adequate supervision is provided particularly where young or untrained persons are involved.

Report all defects in machinery or equipment and arrange for repair or replacement.

Liaise with Safety Advisor on activities such as safety audits, record keeping and identifying areas of weakness.

Stop any work, which, in your opinion, involves risk or injury.

5.5 Employees

Employees shall: -

Familiarise themselves with the Company Health and Safety Policy and comply with it at all times.

Sign a copy of the Safety Policy to confirm receipt.

Comply with Health & Safety instructions given by the Management and Company Safety Advisor.

Report any observed accidents or damage to property or equipment, irrespective of whether persons are injured or not.

Report any working practices or actions by any person(s), which could lead to a health and safety risk.

Ensure accidents are recorded in the accident book.

Adopt work methods to ensure their own safety and that of those around them and comply with the requirements of Statutory Acts, Regulations, Codes of Practice, and Health & Safety Guidance Notes.

Co-operate with Management or any person whose work activity affects any employee by complying with any control measures that necessary.

Comply with the requirements of the owner/occupier of premises in which work is undertaken.

Never interfere with or attempt to use equipment for which they have not been duly trained or authorised.

5.6 Subcontractors

The Health and Safety Policy shall be enforced in all activities by the subcontractor and to those under the control of subcontractors of Patrick Gallagher.

Subcontractors shall sign a copy of the Safety Policy to confirm receipt prior to work commencing.

The subcontractor shall, where required provide Patrick Gallagher with a method statement, which details the safe working procedures to be followed on the contract. The method statement shall include permits to work and any warning notices, which may be necessary.

Subcontractors shall ensure that the areas of work are safe, including access and egress, before allowing their employees to commence any work.

Failure by any subcontractor to comply with Noel Fitzpatrick Ltd's policy, instructions and conditions regarding Health and Safety shall result in written notice to the offending party. Repeated non-compliance after warning could result in the termination of the sub-contract.

Subcontractors shall ensure that their employees are provided with and use protective clothing or equipment and that it is maintained in a proper manner to safeguard their health.

6 REMEMBER

These are statutory requirements carrying strict legal responsibilities.

The Company provides protective and safety equipment for its employees. It is the responsibility of all persons to wear these as appropriate. Disciplinary action may be taken in cases of non-compliance.

You have a responsibility to **yourself, your family**, those around you and the Company to comply with the requirements of the Health and Safety Policy at all times.

FAILURE TO COMPLY WITH THE REGULATIONS SHALL RENDER EMPLOYEES LIABLE TO DISCIPLINARY ACTION OR DISMISSAL

ACKNOWLEDGMENT SLIP

Name and address of Contracted Company /Employee:

.....
.....
.....

Brief description of works to be carried out

.....
.....
.....

Address of site or premises where works to be provided

I/We acknowledge receipt of the document entitled "Health and Safety Policy Edition 1/2008" and agree to comply with all the conditions set out therein, and to any other Regulations or Codes of Practice that may apply.

Signed:

.....

Name of signatory (Block capitals)

.....

Position in Company (Block capitals)

.....

On behalf of (name of Company):

.....

Date:

Please read and complete this slip and return it to: -

Mr. Laurence Owen
Noel Fitzpatrick Ltd
Langland Way
Reevesland Industrial Estate
Newport
South Wales
NP19 4PT

The Health and Safety Policy forms part of your contract with Noel Fitzpatrick Ltd and remains in force as long as you are employed or contracted with Noel Fitzpatrick Ltd