



# **HEALTH AND SAFETY POLICY**

**September 2025**

**REVISION 3.0**

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### Foreword

*This document contains Aston Crean's General Statement for Health and Safety. To realise the objectives for the Health, Safety and Welfare of the Company this statement is supported by details of the Organisation and Arrangements, which are necessary to ensure that the policy is effective.*

*By law this company is required to have a written health and safety policy and this must be brought to the attention of all employees. This policy covers the Company's premises at 1<sup>st</sup> Floor North | Alexander House | Christy Court | BASILDON | SS15 6TL and all site operations*

*We are writing to ask for your personal commitment in developing our safety culture. Experience tells us that unless we plan in advance for our work to be carried out in a safe manner and if we do not then take care to ensure that the work is conducted in accordance with the plan, then serious, even fatal accidents could occur. It is only by giving safety a high priority at all times that we can ensure that we, our colleagues and the general public are protected from the hazards which may exist throughout our working operations.*

*We expect all employees to make themselves fully conversant with, and conscientiously discharge, their duties and responsibilities as defined in this Policy document, thereby ensuring that our operations are undertaken with full regard to Health, Safety and Welfare.*

*Safety is the concern of each and every employee within our organisation. We would therefore ask you to read, understand and comply with the contents of this document and encourage others to do likewise.*



*Daniel Hunt  
Director Responsible for Health and Safety  
22/09/2025  
Revision 3.0*

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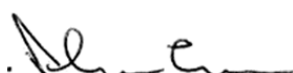
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## **HEALTH AND SAFETY POLICY STATEMENT**

1. As the Board of Directors of Aston Crean UK Ltd, we accept that we have moral and legal responsibility for the Health, Safety and Welfare of all employees and others who may be affected by our Company's operations. We recognise that injury, damage and loss can be avoided and that consideration for health, safety and welfare should rank equally with all other commercial considerations. We therefore will ensure the full implementation of this policy and expect all employees to follow my example.
2. The policy of this Company is that all work will be carried out in such a manner to safeguard, so far as reasonably practicable, the health, safety and welfare of all employees and others, this will include other contractors, visitors and members of the general public. In particular, the Company will:
  - a. Make the workplace safe and without risk to health, ensuring safe access and egress.
  - b. Ensure plant and machinery are safe and that safe systems of work are set and followed.
  - c. Give information, instruction, training and supervision necessary for health and safety.
  - d. Ensure articles and substances are moved, stored, maintained and used safely.
  - e. Provide a safe working environment with adequate welfare facilities.
  - f. Take all measures to meet, exceed or develop all necessary or desirable requirements and to continually improve on health and safety performance.
3. As a Company we will consult with employees on health, safety and welfare matters, importantly to include:
  - a. Any change which may substantially affect their health and safety at work, such as in procedures, equipment or ways of working.
  - b. The health and safety consequences of introducing new technology.
  - c. The information they require on the likely risks and dangers arising from their work, and measures to reduce or get rid of these risks and what they should do if they have to deal with a risk or danger.
  - d. The planning of health and safety.
4. Competent people will be appointed to assist the Company in meeting its statutory duties including where appropriate, specialists outside of our organisation to provide the necessary proficient advice on health and safety matters.
5. Adequate funds, time and other resources will be allocated to meet the objectives of this Policy. Under no accounts should health and safety be compromised to meet the requirements of any other objective.
6. This policy will be reviewed at least annually or as legislation demands and reissued. Where appropriate amendments incorporated into this Policy will be brought to the attention of employees as new changes are implemented.
7. The allocations of duties, responsibilities and the arrangements for the implementation of this Policy are within this document. With your co-operation we are certain that we can achieve all that is required to meet with this, our Company's health, safety and welfare objectives.

Signed:



**Alan Crean**  
Managing Director  
Revision 3.0

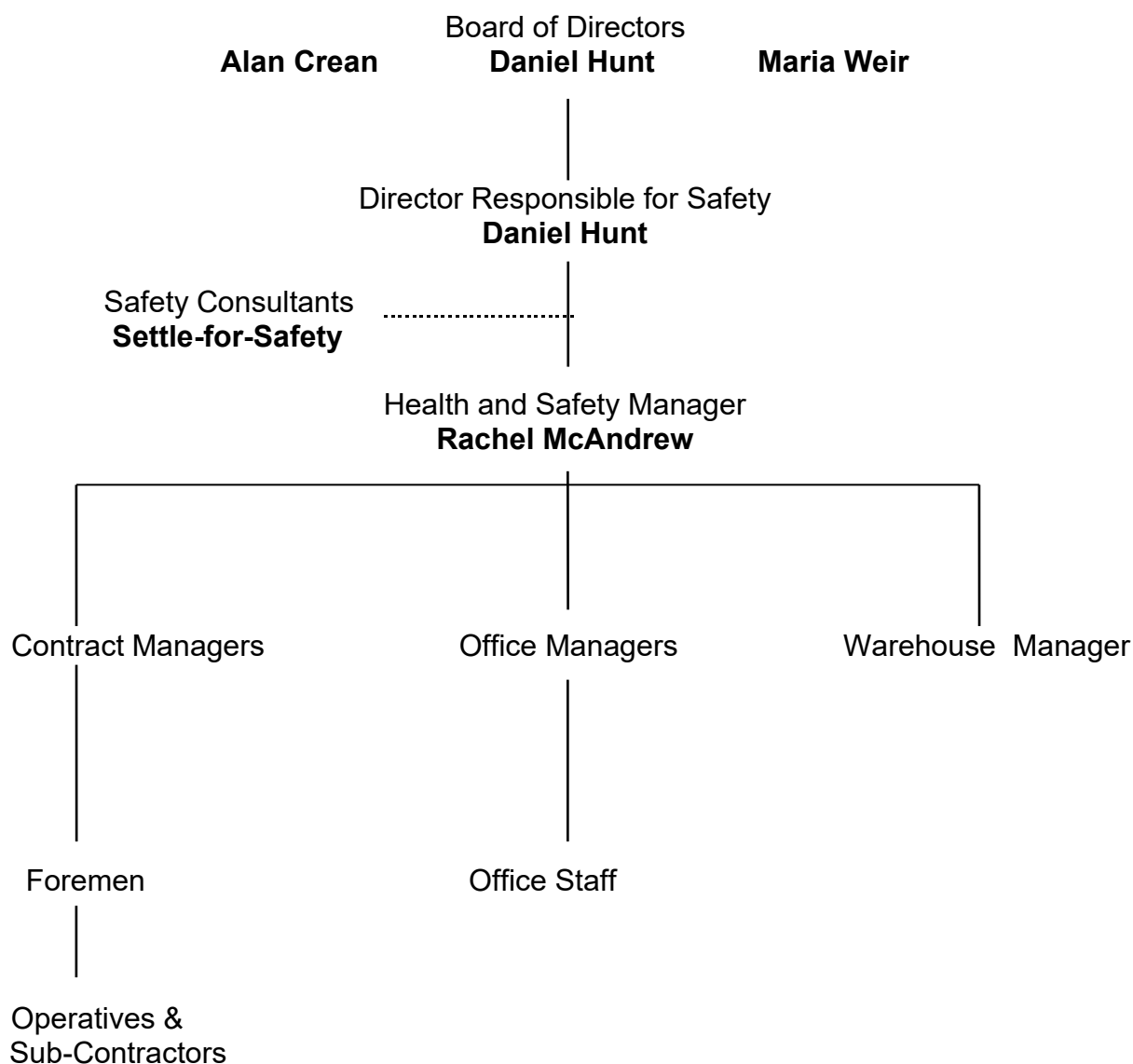


**Daniel Hunt**  
Contract Director



**Maria Weir**  
Commercial Director

## **MANAGEMENT TREE FOR SAFETY RESPONSIBILITY**



## **COMPANY SAFETY RESPONSIBILITIES**

1. **BOARD OF DIRECTORS: Alan Crean, Daniel Hunt, Maria Weir**
  - 1.1. Have overall responsibility for the health and safety function and delegation of duties as detailed in this section of the Company's Health and Safety Policy.
  - 1.2. They will ensure that the objectives of this policy are fully understood and observed by all levels of management and employees.
  - 1.3. They will ensure adequate funds are allocated to meet the requirements of this Policy, and that adequate arrangement exists to enable effective management of health and safety matters.

- 1.4. They will appoint competent persons to assist them to comply with their obligations under all health and safety legislation. Ensuring such persons classed as competent are/will be trained to enable them to carry out their duties.
- 1.5. They have responsibility for ensuring this Health and Safety Policy is implemented, is comprehensive, is effective and kept up to date. They will initiate this Policy to be reviewed at least annually and amended as necessary. They will further amend this Policy to take into account of new working procedures, new staffing levels, new equipment, and recommendations from safety audits/inspections and/or as required by the introduction of new safety legislation.
- 1.6. They will provide effective procedures to be followed in the event of serious or imminent danger to all persons involved in Company undertakings and nominate competent persons to implement any evacuation procedures and restrict access to danger areas.
- 1.7. They will institute the reporting (in accordance with RIDDOR), investigation and costing of injury, damage and loss. They will promote analysis of these investigations to discover trends and ensure necessary control measures are put in place to eliminate any reoccurrence of incidents.
- 1.8. They will consult as necessary with the Company employees and/or with their representatives to discuss accident prevention, safety performance, safety improvements and welcome positive safety improvement suggestions presented. They will further ensure that all safety suggestion, grievances and complaints from employees are fully investigated and take appropriate remedial action.
- 1.9. They will reprimand any member of the staff failing to satisfactory discharge their responsibilities to health and safety; making sure that good health and safety practices do not go unrecognised.
- 1.10. They will set a personal example when visiting sites by wearing appropriate personal protective equipment.

## **2. DIRECTOR RESPONSIBLE FOR SAFETY: Daniel Hunt**

- 2.1 Is responsible to the Board of Directors for applying the principals of this Policy to all Company operations and ensuring its effective implementation. He will ensure that this Policy is brought to the attention of all employees and that it is translated into effective action at all levels within the Company.
- 2.2. He will ensure Board of Directors are informed of the Company's safety performance, accident record and any significant events affecting or arising out of the Company's undertakings.
- 2.3 He is to maintain his health and safety competence qualification by continually reflecting, reviewing and updating his professional knowledge, ensuring he remains familiar with all appropriate safety statutory requirements affecting the Company. This he is to achieve by regularly consulting / liaising with all necessary agencies such as the Health and Safety Executive (HSE), Local Authority Environmental Officers, Trade Associations, Safety Consultant, etc.

- 2.4. He will be the Responsible Person and ensure fire risk assessments in accordance with the Regulatory Reform (Fire Safety) Order are conducted for Company premises and put in place the necessary control measures.
- 2.5. He will ensure that necessary asbestos surveys are carried out for Company premises in accordance with the Control of Asbestos Regulations.
- 2.6. He will ensure that all accidents and dangerous occurrences are reported in accordance with the RIDDOR and are investigated thoroughly, and that suitable remedial measures are put in place to prevent reoccurrences.
- 2.7. He will identify all Company training needs. He will maintain the Company training matrix and ensure all necessary required training / refresher training is carried out. He will further, detail and ensure that Managers undertake health, safety, welfare and environmental toolbox talks as required by Company procedures.
- 2.8. He will with the assistance of other Directors assess and maintain the Company's approved list of contractors. He will ensure that firms and individuals employed by the Company are safe and competent contractors / individuals.
- 2.9. He will oversee the Warehouse Manager ensuring that he carries out his duties in accordance with Company policy.
- 2.10. He will ensure regular safety spot checks are carried out in Company premises and safety registers and logs. Recording his findings and ensuring all defaults are brought to the attention of respective Company duty holders for rectification.

### **3. CONTRACTS MANAGERS:**

- 3.1. Are responsible for the overall effectiveness of the Company Health, Safety and Welfare Policy, and will initiate its periodic review and amendments as may be necessary in the light of developments.
- 3.2. They will ensure that this Policy is brought to the attention of all their staff and that it is translated into effective action at all levels within the Company.
- 3.3. They are to make themselves familiar with all appropriate safety statutory requirements affecting the Company.
- 3.4. They will ensure that tenders are adequately priced to allow for inclusion of safety resources, proper welfare facilities, and safe working methods and that sufficient provision is provided to avoid injury, damage and wastage.
- 3.5. For all contracts / projects they are responsible for they will authorise the purchase of safety equipment and literature.
- 3.6. They will ensure all necessary and adequate health and safety training is provided to all persons involved in their Divisional operations. This will be on recruitment and on their exposure to new or increased risks because of:
  - a. Job or responsibility change.

- b. Introduction of new work equipment.
- c. Changes in use of existing work or equipment.
- d. Introduction of new technology.
- e. Introduction of a new system of work or a change of one.

This training is to be repeated where appropriate, take account of new or changed risks to employees concerned, and this training to take place in normal working hours. They will organise safety training for their existing staff and ensure induction training is carried out for all newly appointed employees.

3.7. For all contracts / projects they are responsible for they are to ensure, that:

- a. Only trained and competent personnel (including sub-contractors) are employed.
- b. Sufficient safe equipment, plant, materials and tools are provided which are fit for purpose.
- c. Emergency procedures are planned and communicated to their workforce for each project's location.
- d. Sufficient welfare facilities and adequate first-aid facilities are provided.

3.8. They will insist on sound working practices as laid down by the by Approved Codes of Practice. Ensuring that suitable and sufficient risk assessments are undertaken to safeguard the health and safety of employees and others who are not in Company employment but may be affected by Company undertakings. They will establish appropriate control measures and ensure these are put and remain in place. They are also to ensure that risk assessments are reviewed as necessary and that significant findings are recorded.

3.9. They will introduce an inspection procedure to ascertain that contract activities are undertaken in a controlled safe manner with due regard to statutory obligations, approved Codes of Practice Procedures and contract requirements.

3.10. They are to report all incidents / accidents to the Director Responsible for Safety and if necessary provide to him all information required for RIDDOR reporting

3.11. They will reprimand any employee / contractor failing to satisfactorily discharge their responsibilities to health and safety; making sure that good health and safety practices do not go unrecognised.

3.12. They will set a personal example when visiting sites by wearing appropriate personal protective equipment.

#### **4. HEALTH AND SAFETY MANAGER: Rachel McAndrew**

4.1. Apart from other Company duties she is directly accountable to the Director Responsible for Safety for applying the principals of this Policy and ensuring its effective implementation.



- 4.2. She is responsible for ensuring that all company accidents, dangerous occurrences and diseases are reported in accordance with the RIDDOR. He will carry out investigations (as necessary seeking the advice of Settle for Safety Ltd) into all Company and Sub-Contractors' (working for or on the behalf of Aston Crean) accidents / incidents / dangerous occurrences / near misses and for compiling reports on same to the Directors. His report findings are to identify lessons learnt and are to establish trends and recommend the necessary control measures that are to be put in place to eliminate any reoccurrence of incidents. The report recommendations are to be implemented and communicated the workforce.
- 4.3. She is responsible for supporting site management personnel with the completion project / work activity risk assessments, safe systems of work and the writing of method statements. She will further review risk assessments and method statements (RAMS) submitted by sub contractors. Where RAMS are considered to be insufficient for the sub contracted proposed works, the contractor is to be advised accordingly and is to re- examine their proposed works and resubmit revised RAMS.
- 4.4. She is to ensure he keeps relevant and up-to-date with health and safety legislation this by regularly visiting the HSE website and registering for HSE eBulletins. As necessary she will issue safety alerts and safety alert briefings to all departments
- 4.5. She is responsible for supporting the Safety Documentation Controllers for themaintenance of the Company's ISO9001, ISO14001 and OHSAS18001 accreditation,ensuring external auditors' findings of non-compliances are addressed and closed-out to the satisfaction of the auditor. He will further support the Safety Documentation Controllersto complete all annual national competence (such as SafeContractor, CHAS, Contractor Plus, etc.) questionnaires and provide necessary supporting evidence to accredited assessors to ensure the Company maintains continuous accreditation.
- 4.7. She will be responsible for maintaining the company's health and safety library. She will order/download and up-date relevant health and safety publications as required.
- 4.8. She is the person responsible for storing all company accidents records in accordance with the requirements as detailed in the Accident Book BI.510.
- 4.9. She will reprimand any member of the staff failing to satisfactorily discharge their responsibilities to health and safety; however he will also ensure that good health and safety practices do not go unrecognised.
- 4.10. She will set a personal example when visiting sites by wearing appropriate personal protective equipment. She will regularly report to the Director Responsible for Safety upon all matters relating to health and safety and immediately report:
  - a. Any unsafe, unhealthy or illegal working practice.
  - b. Any accident, dangerous occurrence, event or near miss (in accordance with RIDDOR) and any consequence resulting.
5. **FOREMEN** (*This responsibility may be delegated to a competent sub contractor*)
  - 5.1 Shall as well as having a legal duty to work in a safe manner, be directly responsible to their Contract Manager and be responsible for all Aston Crean work activities on site. Theywill arrange, co-ordinate and monitor all matters relating to health, safety and welfare for

their particular place of work. They will ensure that all operatives under their charge (including sub-contractors) receive project Site Safety Induction Training before commencing work.

- 5.2. They will ensure their workforce including sub-contractors are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks.
- 5.3 They will know the requirements of relevant health and safety legislation and ensure that their workforce observes them.
- 5.4. They will ensure that their workforce fully complies with Company, site and statutory safety rules / regulations. They will regularly report to their Contract Manager upon all matters relating to health and safety and immediately report:
  - a. Any unsafe, unhealthy or illegal working practice.
  - b. Any accident, dangerous occurrence, event or near miss (in accordance with RIDDOR) and any consequence resulting.
- 5.5. They must ensure that they have a telephone (this can be a mobile) on site and that all relevant emergency telephone numbers are known.
- 5.6. They will take on the role of the competent person (or in their absence from site, nominate a deputy), to guide their workforce to safety in the event of an emergency. They are to take the appropriate action to notify Site Management / the emergency services and until such time as relieved of their duties by the emergency services / management, take charge of the situation ensuring no one is put into danger. Their Contract Director / Manager must be informed immediately by quickest means after they have initiated any emergency procedures.
- 5.7. They will ensure that all work is conducted in accordance with method statements and safe systems of work as laid down in the project health and safety plan. They will ensure all work activities are assessed for risks, including manual-handling operations. If work has to deviate from the plan and before it is carried out it must be discussed and agreed with by their Contract Manager.
- 5.8. They are to ensure that suitable protective clothing and equipment is made available and maintained, and their workforce wears such items in accordance with statutory requirements, and as required by risk assessments, site rules and Company Policy.
- 5.9. They must ensure that suitable welfare facilities are provided and maintained on a daily basis throughout the period of a project.
- 5.10. They will provide and maintain sufficient first-aid kits. If not a qualified first-aider themselves, they will ensure that there is a first-aider on site and that this persons name and details communicated to their workforce. All accidents are to be recorded into Aston Crean's site accident report book (BI 510) and when record is completed it is to be forward to the Safety Document Controllers for safe and secure keeping. Further, they are to inform their Contract Director / Manager by quickest possible means of any accidents / dangerous occurrences / near misses so as necessary reporting / actions can be initiated.

- 5.11. They will ensure that all tools and equipment are inspected to ensure that they are safe to use and meet statutory test requirements prior to being used.
- 5.12. They are to plan for and maintain a tidy site, ensuring their workforce maintain a clean and tidy work area and dispose of arisings in an appropriate manner on a regular basis.
- 5.13. They are to organise delivery and safe stacking of materials to avoid double handling and ensure that unloading and loading is carried out in a safe manner.
- 5.14. On site they are to liaise with Site Management / Client and as required all outside authorities such as HSE, Local Authority Enforcement Officers, Fire Service, Police, etc. When dealing with the said, they are to be polite and co-operative. They are to accompany Safety Inspectors during all inspections and act positively on their recommendations. If any notices are served (Improvement or Prohibition) they are to abide by the notice instruction and inform their Contract Manager immediately of action taken.
- 5.15. They will reprimand any member of their workforce failing to satisfactorily discharge their responsibilities to health and safety; making sure that good health and safety practices do not go unrecognised.
- 5.16. They will set a personal example throughout their duty as Foreman by wearing appropriate personal protective equipment where required and are to carry out their work in a safe manner.

## **6. OFFICE MANAGERS**

- 6.1. Apart from other Company duties Office Managers are responsible for the health, safety and welfare of their Divisional office complex. All facilities are to be maintained in accordance with all statutory regulations.
- 6.2. They are to maintain the premises Fire Log. Ensuring fire safety precautions are maintained and emergency procedures and signage is clearly displayed. They will ensure:
  - a. Premises fire exits are kept clear at all time.
  - b. Fire emergency notices are displayed.
  - c. Fire fighting equipment is in place and regularly inspected.
  - d. Fire drills/exercise is conducted at least once a year.
- 6.3. They will take on the role of the competent person or in their absence from the office complex, nominate a deputy, to guide all persons to safety in the event of an emergency. In the event of an emergency they are to take the appropriate action to notify the emergency services and until such time as relieved of their duties they are to take charge of the situation ensuring no one is put into danger. To this end they must at all times be aware of number of persons in their premises (working/visiting/other) and of their whereabouts.
- 6.4. They will ensure that all office equipment and machinery is correctly installed and regularly maintained. Risk assessments for the office workplace are to be conducted. They will ensure that employees required to use office equipment are given instruction and training in its correct use.

- 6.5. They will ensure that the premises welfare facilities are regularly maintained, and kept in a clean and healthy condition.
- 6.6. Office Managers will ensure that adequate and an appropriate number of suitably trained persons are appointed to render first aid to persons within the premises. They will ensure names of First Aiders and first aid arrangements are displayed in such a position for all persons using their premises. They are further to ensure with assistance from the nominated First Aider that first aid kits are kept fully stocked and that first aid treatments are properly recorded in accordance with the requirements as detailed in the Accident Book BI.510. All completed Accident Book records are to be forwarded to Safety Document Controllers for secure keeping.
- 6.7. They are responsible for conducting office staff induction training.

## **7. WAREHOUSE MANAGER**

- 7.1 Shall as well as having a legal duty to work in a safe manner and be directly responsible to the Director Responsible for Safety for all work and safety practices conducted in the Warehouse and Outside Areas. He will arrange, co-ordinate and monitor all matters relating to health, safety and welfare for his place of work.
- 7.2. He and his staff are to conduct their work safely taken due regard of other persons entering work areas. He is to ensure he and his staff knows and abides by:
  - a. Details of safe systems of work.
  - b. Warehouse emergency procedures.
  - c. Safe stacking arrangements.
  - d. Arrangements for the maintenance, charging of batteries and safe operating procedures of Company Forklift Trucks.
- 7.3 He will regularly report to the Director Responsible for Safety upon all matters relating to health and safety and immediately report:
  - a. Any unsafe, unhealthy or illegal working practice.
  - b. Any accident, dangerous occurrence, event or near miss (in accordance with RIDDOR) and any consequence resulting.
- 7.4. He will take on the role of the competent person and Fire Marshall to guide all persons working in the Warehouse to safety in the event of an emergency. He is to take the appropriate action to notify the emergency services and until such time as relieved of his duties, take charge of the situation ensuring no one is put into danger. A Director must be informed immediately by quickest means after he has initiated any emergency procedures.
- 7.5. He will ensure all work activities are assessed for risks, including manual-handling operations. If work has to deviate from normal procedures and before it is carried out it must be discussed and agreed with the Director Responsible for Safety.
- 7.6. He is to organise the safe stacking and movement of materials to avoid double handling and ensure that loading and unloading is carried out in a safe manner.
- 7.7. He will set a personal example to all others by wearing appropriate personal protective equipment and work in a safe manner



## 8. EMPLOYEES

*An employee is any person employed by Aston Crean UK Ltd. be they full, part time or casual workers, be they directors, managers, foremen or operatives or persons treated as self employed (for tax and national insurance) working on the behalf of the Company.*

8.1. The Health and Safety at Work Act 1974, places certain responsibilities and obligations upon Employees whilst at work. These are:

a. To take reasonable care of the health and safety of him/herself and other persons who may be affected by his acts or omissions at work. and

b. As regards any duty, liability or requirement imposed upon his Employer or any other person or under any of the relevant statutory provisions or measures, is to co- operate with them so far as is necessary to enable that duty, liability or requirement to be performed or complied with.

8.2. No Employee shall:

a. Intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions.

b. Take risks that may cause an accident to themselves and/or other persons.

c. Correctly use work items provided, including personnel protective equipment in accordance with training and instruction.

8.3. All employees are reminded of their responsibility to co-operate with management and to take reasonable care of themselves and others. Whenever they are aware of any unsafe conditions, or notice a health and safety problem that they cannot put right without putting themselves at risk, they are to bring this matter to the attention of an appropriate manager or report the same to their Divisional Director.

8.4. All Aston Crean employees are required:

a. To make themselves aware of emergency procedures for all Company areas and for other sites they are required to work on, if in doubt they are to seek advice from management.

b. To work in a safe manner at all times and are not to take any risks, which could endanger themselves or others.

c. To warn others, particularly young and/or trainees of all known hazards.

d. To wear the necessary personal protective equipment that has been provided for their use.

e. To use the correct tool/equipment for the job in hand, keeping tools/equipment in good condition, reporting any damage and/or defects to management.

f. Not use equipment (unless supervised) for which they have not been trained to use.

g. Not to play dangerous or practical jokes or 'horseplay' whilst at work.

- h. To report any injury or illness to themselves which has been caused through a working incident, even if they consider it to be very minor and does not stop them working.
- i. To suggest safer methods for working.
- j. Not to work if they are unwell, or under the influence of alcohol or other substances.
- k. To keep welfare facilities clean and tidy and report to management if these facilities are defective or of any person they see/know abusing the facilities provided for the comfort of the whole workforce.

## **9. CONTRACTORS AND SUB-CONTRACTORS**

- 9.1. This health and safety information applies to all contractors and other persons engaged to carry out specific work on Aston Crean UK Ltd premises / sites or undertaken work on the behalf of the Company which forms part of the terms of a contract. It is our Company's objective to secure and maintain the very highest standards of health and safety within all areas under Aston Crean control.
- 9.2. All contractors and their employees will be expected to work and comply with this Health and Safety Policy when working on Aston Crean contracts. They are to familiarise themselves with Company emergency procedures and accept any instruction and training requirement given by Aston Crean.
- 9.3. All work must be carried out in accordance with relevant statutory provisions, taking into account the safety of other persons and property. Contractors are to undertake and conduct their activities in accordance with recognised safe practices, methods and procedures.
- 9.4. Are to employ on the contract, only persons, who are skilled, experienced and competent in the performance of the work they undertake.
- 9.5. All plant or equipment brought onto Aston Crean sites and premises by sub contractors must be safe and in good working condition, fitted with any necessary guards and safety devices. The necessary inspection and test certificates and risk assessments must be made available for checking by Aston Crean management. All operatives must be adequately trained in the use of such plant and equipment and, where appropriate, provide proof of competence.
- 9.6. Sub contractors are to provide hazard data sheets and COSHH assessment records of hazardous materials to be used on any contract prior to starting work along with what control measures will be used to protect all persons from any hazard or risks. Those materials or substances must be used and stored in accordance with Regulations and current recommendations
- 9.7. Any injury sustained or damage caused by sub contractor employees during contract work activities must be reported immediately to Aston Crean management.



- 9.8. Aston Crean has engaged Settle-for-Safety to inspect sites and report on health and safety matters. The safety advisers have this Company's authority to stop work at any time that they consider that there is an imminent risk of serious injury. Sub contractors informed of any hazards or defects noted during these inspections will be expected to take immediate remedial action.
- 9.9. Sub contractors will be required to provide and wear and/or use correct items of protective clothing and equipment as appropriate and in accordance with risk assessment and site rules.
- 9.10. Sub contractors are to plan for and maintain a tidy site, ensuring their workforce maintain their work areas and dispose of arisings in an appropriate manner on a regular basis.
- 9.11. Any breach of Aston Crean health and safety rules or any legal requirements will lead to the suspension, at the contractor's own expense, and may result into the termination of their contract.

## **10. VISITORS**

- 10.1. Aston Crean is responsible for the safety of all visitors.
- 10.2. Visitors should not enter any work area unaccompanied and they will not be allowed entry into areas where they will be put at risk.
- 10.3. All visitors must report to Reception or Company management, who will ensure they sign the visitors' book before being permitted further access to the site or premises. All visitors are to be briefed on emergency procedures and given other appropriate information (where necessary given PPE) concerning their safety.

## **11. HEALTH AND SAFETY CONSULTANTS - SETTLE FOR SAFETY**

- 11.1. Will provide a health, safety and welfare consultancy service on an "as requested" basis and shall: -
  - a. Provide a telephone advisory service relating to health and safety.
  - b. Compile health and safety policy and procedural documentation as required.
  - c. If required assist in conducting risk assessments and write method statements.
- 11.2. Will by arrangement conduct site inspections, safety audits and provide an accident investigation service.
- 11.3. If requested attend meetings concerning health and safety to represent the Company.



## **HEALTH AND SAFETY ARRANGEMENTS**

### **1. ASBESTOS**

- 1.1 Asbestos is widely recognised as a material with a health hazard. Asbestos related diseases kill more people than any other single work related cause. All types of asbestos can be dangerous if disturbed. Danger arises when asbestos fibres become airborne. They form very fine dust that is often invisible. Breathing asbestos dust can cause serious damage to the lungs and cause cancer. Asbestos diseases usually occur only as a result of prolonged exposure to asbestos dust at levels well above those found in British industry. An isolated accidental exposure to asbestos dust of short duration is therefore unlikely to result in the development of an asbestos related disease.
- 1.2. Aston Crean acknowledges the health hazards arising from exposure to asbestos and will protect those employees and other persons from being exposed to asbestos as far as is reasonably practicable by minimising exposure through proper control measures and work methods supported by information, instruction and training.
- 1.3. The presence of asbestos in most cases will not be obvious. It can be assumed that any building constructed or refurbished before the year 2000 may contain asbestos-based materials in some form or other. Contract Managers and Foremen are responsible for seeking confirmation of the existence or otherwise of asbestos to areas where work operations will be conducted. Where buildings have asbestos logs and/or health and safety files these should also be consulted.
- 1.4. Operatives are warned that no work should be carried out which is likely to disturb asbestos and expose people to risk unless adequate assessment of exposure has been conducted. This means that the areas where work is to be conducted should be visually checked for the presence of asbestos especially where flooring tiles are to be lifted. Where operatives suspect asbestos they must stop work and report their suspicions to their Foreman who will take the appropriate action.
- 1.5. Aston Crean have a legal duty to manage the risk from asbestos that may be present in premises we own or occupy. Our duty extends to:
  - a. Finding out if there is asbestos in our premises, its amount and what condition it is in.
  - b. Presuming materials contain asbestos, unless we have strong evidence that they do not.
  - c. Making and keeping up to date a record of the location and condition of the asbestos.
  - d. Assessing the risk from asbestos found.
  - e. Preparing a plan that sets out in detail how to manage the risk from this material and taking steps needed to put the plan into action.
  - f. This premises asbestos plan will be reviewed and monitored and the necessary arrangements put in place.

g. Further, we are required to provide information on the location and condition of the asbestos material to anyone who is liable to work on or disturb it.

- 1.6. The Board of Directors have appointed Director Responsible for Safety to be the responsible person to ensure the necessary procedures are in place to meet the requirements of this asbestos duty. He is the person who must be consulted before any repairs or alterations to Aston Crean premises (this includes drilling into the structures fabric) take place.

## **2. CONFINED SPACES**

- 2.1. The Confined Spaces Regulations follow the current trend for health and safety legislation to require elimination of the hazardous activity as the first consideration, i.e. work must not be carried out in a confined space unless it is not reasonably practicable to do so.
- 2.2. The Regulations define a confined space as “any place including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises reasonably foreseeable risk”. The specified risks are as follows:

- a. Injury due to fire or explosion.
- b. Loss of consciousness due to an increased body temperature (heat stress).
- c. Asphyxiation.

The latter can be caused by lack of breathable air, drowning in liquid or asphyxiation or entrapment by free flowing solid.

- 2.3. Aston Crean will work a ‘Permit to Work’ system for all work activities conducted in confined spaces. This will include any work area where there is a restriction of access, a lack of free flowing supply of clean breathable air, or a presence of dangerous gases, vapours or fumes. Foremen will conduct specific risk assessment to determine if a ‘Permit to Work’ is required for this type of operation. They will determine if the workplace is a confined space by considering:

- a. The type of access - is it easy or restricted?
- b. Do any flammable or hazardous gases, vapours or residues present, or likely to collect (due to the nature of work, such as asphaltting), cause a greater hazard?
- c. Is evacuation reasonably easy in the event of an emergency?
- d. Could an unstable surface give way and trap an operative?

- 2.4. If it can be shown there is no other reasonably practicable way for conducting work other than entering a confined space and before allowing Aston Crean operatives to carry out the work, the risk of assessment will take into consideration:

- a. Breathable air.

- b. Adequate accessibility to enter and leave safely.
- c. Adequate supervision.
- d. Some means of ensuring that an extra hazard will not be introduced during work.
- e. Some means of removing the workers from the space in an emergency or if they become unconscious.
- f. Adequate instruction, information and training for all those involved in the work.

### **3. THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS (CDM).**

- 3.1. The construction industry covers a vast and diverse range of activities, hazards, materials, techniques, employment patterns and contractual arrangements. In these circumstances good management of construction projects is needed from conception through to execution if health and safety standards are to be maintained. A committed approach to managing construction projects for health and safety is needed by all those who can contribute to the avoidance, reduction and controlling of health and safety risks in new build, maintenance, repairs, renovation, demolition or other construction work.
- 3.2. The key aim of the Construction (Design and Management) Regulations (CDM) is to integrate health and safety into the management of projects and to encourage everyone involved to work together to:
  - a. managing the risks by applying the general principles of prevention;
  - b. appointing the right people and organisations at the right time;
  - c. making sure everyone has the information, instruction, training and supervision they need to carry out their jobs in a way that secures health and safety;
  - d. dutyholders cooperating and communicating with each other and coordinating their work; and
  - e. consulting workers and engaging with them to promote and develop effective measures to secure health, safety and welfare.
- 3.3. The regulations are intended for duty holders to focus attention on planning and management throughout construction projects, from design concept onwards. The aim is for health and safety considerations to be treated as an essential, but normal part of a project's development – not an afterthought. The effort devoted to planning and managing health and safety should be in proportion to the risks and complexity associated with the project. In complying with the regulations as a company we will focus on the actions necessary to reduce and manage risks.
- 3.4. Aston Crean may be involved with the regulation in a number ways by taking on the legal duties as Principal Contractor, Contractor, Designer or even as Client (if we were to commission construction work to be carried out. The Managing & Safety Director will ensure

that as a Company we will apply the general principals of prevention when carrying out duties:

### **As Client:**

- a. CDM 2015 seeks to embed the client at the head of the project team and thus take the lead in ensuring construction work is managed properly and risk is minimised. CDM 2015 aims to outline the importance of the client role in the project, ensure clarity about their duties, and accountability for the manner in which the project is managed.
- b. The client is not expected to take an active role in managing the work, but must make arrangements for managing the project such as:
  - assembling the project team – PD and PC,
  - ensuring their roles, functions and responsibilities are clear,
  - ensuring sufficient resources and time are allocated
  - ensuring mechanisms are in place for the project team to communicate and co-operate
  - taking reasonable steps to ensure PD & PC comply with their duties
- c. For notifiable projects (30 days of construction work and has 20 or more workers working simultaneously at any point; or exceeds 500 person days), notifying the HSE.
- d. The client must provide as much pre-construction information as they have in their possession; ensure the Construction Phase Plan is produced by the PC, and that the Health and Safety File is prepared by the PD.
- d. Making sure the construction phase does not start until the Construction Phase Plan is suitably developed and that suitable welfare arrangements have been made and are in place.

### **As Designers:**

- a. Make sure that we, as designers, are competent and adequately resourced to address the health and safety issues likely to be involved in the design.
- b. Check that Clients are aware of their duties.
- c. When carrying out design work, avoiding foreseeable risks to those involved in the construction and future use of the structure. In doing so, they should eliminate hazards (as far as is reasonably practicable, taking account of other design considerations) and reduce risk associated with those hazards which remain.
- d. Provide adequate information about any significant risks associated with the design.
- f. Co-ordinate their work with that of others in order to improve the way in which risks is managed and controlled.
- g. Consider the hazards and risks to those who:
  - Carry out construction work including demolition.
  - Clean any window or transparent or translucent wall, ceiling or roof in or on a structure or maintain the permanent fixtures and fittings.

- Use a structure as a workplace.
- May be affected by such work, for example clients or the general public.

**As Contractor:**

- a. By checking client is aware of their duties.
- b. Planning, managing and monitoring our own work and that of others.
- c. Checking competence of our appointees and workforce.
- d. Complying with Part 4 of the regulations concerning installation and maintenance work.
- e. Where applicable co-operating with the principal contractor in planning, managing work, site rules and providing information on any sub-contractor we may employ.
- f. Ensuring there are adequate welfare facilities for our workforce.
- g. Where applicable co-operate with the Principal Contractor
- h. Where applicable informing the principal contractor of any problems with the plan and of any accidents, diseases and dangerous occurrences.
- i. Providing any information needed for the health and safety file.

**4. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

- 4.1. The COSHH Regulations cover innumerable materials and substances that have been classified as hazardous. Many are used within the workplace. The regulations are quite involved, so the following six steps are the basis for evaluating health hazards:
  - a. Know the product. Be familiar with the substance in advance, and obtain Product Health and Data Sheet. Manufacturers and suppliers are required by law to provide these sheets free of charge.
  - b. Know the danger. Assess the potential risks to health and the exposure levels.
  - c. Control or eliminate the hazard. Decide what action is required.
  - d. Instruct operatives about the dangers.
  - e. Provide the operatives with the appropriate personal protection equipment.
- 4.2. The COSHH Regulations require the Company to prevent exposure to substances hazardous to health, if it is reasonably practicable to do so. In order to comply with this requirement where practical and in order of preference the following steps will be taken:
  - a. Change process or activity so that the hazardous substance is not needed.
  - b. Replace the substance with a safer alternative.

- c. Use the substance in a safer form for example using water based other than solvent based or ready mixed other than mixing components.
- d. Totally enclose the work activity / process.
- e. Partially enclose and use local exhaust ventilation.
- f. Provide general ventilation.
- g. Reduce number of persons exposed, or duration of their exposure.
- h. As a last resort where the exposure cannot be adequately controlled by measures above personal protective equipment will be provided.

- 4.3. Contract Managers will ensure compliance with the Control of Substance Hazardous to Health Regulations (COSHH). When any toxic or hazardous material or substance is to be used, they will ensure all the requirements of storage; use and disposal are complied with. It is essential that manufacture's / suppliers safety data sheets, together with details of assessment, are available prior to usage, copies of which should be attached to method statements.
- 4.4. Foremen will ensure before new substances are used on site that COSHH assessments have been conducted and that any specific instruction and safety precautions are adhered to. This information must be communicated to their workforce.
- 4.5. Work with hazardous substances must not take place unless a COSHH assessment has been conducted. Employees must not work with a hazardous substance unless they have read or been informed of the requirements of the COSHH assessment. Employees using or encountering hazardous substances should be informed of potential risks and trained in the safe use of the substance

## **5. DISPLAY SCREEN EQUIPMENT (DSE)**

- 5.1. Under the Health and Safety (Display Screen Equipment) Regulations the employer must carry out an analysis of workstations for the purpose of assessing risks, in particular the risks of musculo-skeletal discomfort, visual disturbance and mental stress. Risks must be remedied, so far as reasonably practicable.
- 5.2. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. It is the intention of the Company to ensure that any risks are reduced to a minimum.
- 5.3. Office Managers in consultation with office staff will carry out an assessment of the office workstation, taking into account the DSE, the furniture, the working environment and the user.
- 5.4. DSE operations will be planned so as to ensure work can be periodically interrupted to give Users a break away from the keyboard and screen. Users are advised that short frequent breaks are more satisfactory than occasional long breaks. For example a 5 – 10 minute break after 45 minutes continuous screen / keyboards work is likely to be better

than a 15 minute break after 2 hours working. In most cases natural breaks will occur e.g. involving filing, answering telephones, sending fax's, etc., so the work can be planned and interrupted accordingly. Any break will allow the User to:

- a. Vary his/her posture.
- b. Avoid activities require repetitive arm or hand movements.
- c. Provide visual relief from screen.

5.5. Users of DSEs and those to become users can request an eye and eyesight test that will be paid for by the Company. If the test shows they need spectacles especially for their visual display unit (VDU) work the Company will pay for a basic pair of frames and lenses. Users are entitled to further tests at regular intervals after the first test, and in between if they are having visual difficulties, which may reasonably be considered to be caused by their VDU work.

5.6. Users of DSEs are to adhere to the following daily start-up checks before operating this equipment:

- a. Sit right back in your chair so that the backrest can support you.
- b. Form a relaxed curve in your lower back and adjust your backrest to provide support when in this position.
- c. Raise or lower your seat until your forearms are horizontal, make sure your wrists are straight when your hands are on the keyboard.
- d. Use a footrest if your feet do not comfortably touch the floor.
- e. Remove any obstacles under your desk that prevents you sitting in an upright position.
- f. Check your workstation has not become disorganised forcing you to sit in an awkward position.
- g. Set your display viewing distance to suit screen characters and copy stand text size.
- h. Position your copy stand close to the screen (e.g. same height and viewing distance and next to display).
- i. Adjust your screen and copy stand angle to suit your sitting position.
- j. Adjust the brightness control to suit the office lighting level.
- k. Adjust the brightness control if the light levels have altered since you started work, lower window blinds if sunlight is causing glare.



## 6. DRIVING

6.1. Drivers or operatives engaged in operations involving the loading and unloading of vehicles might be at risk from the following hazards. Other employees, contractors and members of the general public may also be at risk due to:

- Refuelling locations, loading bays and roadside repairs;
- Reversing manoeuvres;
- Overloading of vehicle;
- Falls of persons or loads from vehicle;
- Speeding;
- Driving under the influence of alcohol or drugs;
- Road conditions and weather conditions;
- Lone working.

6.2. The Director Responsible for Safety will ensure that all employees involved with Company vehicles are properly licensed and authorised to drive. All drivers must take a responsible attitude towards the care and maintenance of their vehicles. There may be a need to wear specific PPE, dependent upon the nature of the loads to be transported and/or the destination premises or sites.

6.3. Drivers have the ultimate responsibility for the roadworthiness of their vehicle and load so therefore must conduct the following safety checks at the commencement of their driving day:

- Brakes
- Tyres
- Steering
- Mirrors
- Windscreen washers and wipers
- Lights
- Indicators
- Horn and other sound warning devices
- Specific safety systems
- First aid kit

6.4. It is the drivers' responsibility to ensure that their vehicle is not over loaded or loaded in such away that it will affect the safe handling of the vehicle.

6.5. It is the drivers' responsibility to report all accidents they may be involved in, vehicle damage and defects to the Director Responsible for Safety.

6.6. Drivers are to drive in a responsible manner, in accordance with Road Traffic Legislation and the Highway Code at all times. They are to be particularly careful when driving on construction sites, reporting to the site management for instruction when first entering site. It is important that drivers wear suitable safety footwear and other protective clothing as they may be exposed to the same hazards as construction operatives on sites when they are not in their vehicle.



- 6.7. Drivers are to ensure that when reversing that there are no obstructions or people behind the vehicle. Preferably, they are to ask someone to act as a banksman when they reverse.
- 6.8. Drivers must not operate mobile phones whilst the vehicle is in motion, they are to pull over, turn off the engine and park before answering or making a call.
- 6.9. Smoking is not permitted at any time in Company vehicles.

## **7. DRUGS & ALCOHOL USAGE**

- 7.1. Employees and sub-contractors (including supervisory and management staff) undertaking, activities on behalf of the company whilst under the influence of alcohol or drugs can adversely affect the safety and health of themselves or other persons that may be affected by those activities. Therefore it is Aston Crean's policy that all personnel in our employ shall not be permitted to work on company undertakings whilst under the influence of alcohol or drugs. Any person known to be, or suspected of being under the influence of alcohol or drugs must be referred to management, who will arrange for the person to be removed from site.
- 7.2. Personnel who are prescribed drugs by their doctor, must advise their Contract Managers immediately prior to undertaking any work on the behalf of the company, in order that the implication of such prescription can be evaluated and thereby determine the competency of that person to continue in the undertaking of normal work and driving activities.
- 7.3. Any person contravening company policy will be subject to disciplinary action which may result in the termination of employment with Aston Crean.
- 7.4. The effects of alcohol or drugs at work create serious health and safety risks. Therefore the following rules will apply:
  - a. Do not come to work under the influence of drugs or alcohol.
  - b. Do not bring non-prescribed drugs or alcohol onto company premises or sites.
  - c. Check with your doctor or pharmacist about the side effects of prescribed medications
  - d. Do not protect colleagues who you suspect of suffering from alcohol or drug abuse by keeping silent. Report your suspicions to management.
  - e. Ask for assistance if you feel that matters are beyond your control.

- 7.5. Management recognises that symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions e.g. heat exhaustion, hypothermia, diabetes, etc. Also, the person may be affected by legitimate medication prescribed by the doctor. These conditions, while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that may be considered.

## **8. ELECTRICITY**

- 8.1. All electrical equipment and electrical systems installed and used on Aston Crean's premises and sites are subject to the Electricity at Work Regulations. Electricity can not

only cause shock, but also cause burns and start fires. It should therefore never be treated lightly. All electrical equipment and systems within the workplace is/will be installed and maintained by a competent person.

- 8.2. All work on electrical equipment or systems that involve the exposure of conductors must be carried out with the supply switched off, isolated and secured against re-energising. A proving test to ensure isolation must be completed before starting work and an approved test instrument must be used for this purpose.
- 8.3. Where reasonably practicable, no power tools or electrical equipment of greater voltage than 110 volts shall be used on sites. All portable electrical tools/equipment used on site must be tested for safety compliance. If mains voltage has to be used, the risk of injury is high if the equipment, tools, leads, etc., are damaged or there is a fault. Therefore, trip devices (such as residual current devices (RCD's) rated at 30mA with no time delay) will be fitted at supply point to ensure that current is promptly cut off if contact is made with a live part. Trip devices are to be subject to routine testing and checked daily by operating the test button.
- 8.4. If at any time a temporary electrical system is used this wiring must be as safe as a permanent installation and must be replaced by a permanent installation as soon as practicable if it is likely to be needed for a period longer than three weeks. The use of long extension leads must be avoided wherever possible. Where a reel extension lead is used, the cable must be is completely wound off the reel before connecting to main supply.
- 8.5. Most people are aware of the health and safety hazards associated with electricity. To avoid injury, or worse, it is essential that employees adopt the following precautions:
  - a. Report faults immediately, do not use or continue to use faulty equipment.
  - b. Do not carry out repairs, etc., or even fit plugs, unless authorised to do so.
  - c. On a daily basis, or when you first use electrical equipment it should be visually checked to ensure that there are no obvious faults, e.g. exposed or loose wires, cracked plugs or sockets, switches not working correctly. Any faults must be reported to your Foreman/manager immediately and the equipment not used.
  - d. Avoid trailing leads ensuring leads or supply do not come into contact with water, lift up and secure out of harms way,
- 8.6. Some faults, such as the loss of earth continuity due to wires breaking or coming loose within equipment, the breakdown of insulation and internal contamination will not be spotted by visual inspections. To identify these problems, a program of inspection and testing is necessary. An appointed competent person will carry out all tests and inspections. As well as testing as part of the planned maintenance program, combined inspection and testing should/will be carried out:
  - a. If there is reason to suspect the equipment may be faulty, damaged or contaminated, but this cannot be confirmed by visual inspection.
  - b. After any repair, modification or similar work to the equipment, where this could have affected its electrical safety.

- c. Where portable electrical appliances/tools/leads/lights are used on construction projects, the said are to be tested a 3 monthly intervals.

A program of electrical testing and inspection can be found at the Appendix. The Director Responsible for Safety is responsible for ensuring all inspections are carried out and recorded.

- 8.7. No private electrical equipment is to be used in the workplace unless the said equipment has been registered with the Director Responsible for Safety and passed test inspection by appointed competent person.

## **9. EMERGENCY PROCEDURES**

- 9.1. It is the intention of the Company to ensure that any risks arising from work activities are eliminated or reduced to a minimum. However, the Company acknowledges that despite these measures it cannot be assumed that a major incident will never occur, although such an incident is highly unlikely if all risks are adequately controlled. The consequences could be catastrophic if risks are not controlled. Aston Crean will also endeavour to give information and training as often as is necessary to all employees (and other persons, such as contractors and visitors) to enable a better understanding of these matters.
- 9.2. Any concerns employees may have regarding the Company's emergency procedures should be reported to management as soon as possible. The Director Responsible for Safety will then take the necessary measures to investigate and remedy the situation.
- 9.3. In order to be prepared for any emergency event, the Company will plan for reasonably foreseeable incidents and prepare a written plan outlining procedures to be followed in such an event. Aston Crean will, in consultation with employees and their representatives:
  - a. Carry out a risk assessment to identify foreseeable major incidents for which emergency procedures would be required.
  - b. Establish procedures to be followed by employees in the event of an emergency situation, including:
    - i. Raising the alarm;
    - ii. Means of escape;
    - iii. Assembly points and "safe havens";
    - iv. Summoning the emergency services;
    - v. Evacuation of persons;
  - c. Appoint competent persons to be responsible for specific procedures in the event of an emergency situation.
- 9.4. Emergency procedures are to be established for all sites, for all to follow in the event of a situation presenting serious and imminent dangers. The aim will be to set out clear

guidance on when employees, contractors and others at work, should stop what they are doing and be moved or guided to a place of safety.

- 9.5. These procedures will vary from building to building and from site to site. However, procedures will set out the basis and identify the role and responsibilities of competent persons nominated to implement action when confronted with an emergency. To ensure employees are familiarised with the laid down procedures, emergency drills will be exercised and tested to prove their effectiveness.

## **10. EMPLOYMENT**

- 10.1. Aston Crean will ensure that on engaging a person for employment, they do not suffer from any illness, disability or are undergoing treatment or prescribed medication, which would constitute, in the working environment, a hazard to them or others.
- 10.2. Aston Crean will ensure that all existing employees do not suffer from any illness, disability or are undergoing treatment or prescribed medication, which would constitute, in their present working activity, a hazard to themselves or others. To this end employees are to keep Management fully informed of any ailments or disabilities they may be suffering.
- 10.3. Aston Crean will only employ persons that are competent to carry out the work for which they are engaged. Employees will be provided with information, adequate supervision and given suitable training to enable them to conduct their work safely. Each person will be made aware, prior to the commencement of any work, of all relevant legislation, codes of practices and/or guidance notes to comply with safe working practices. All employees are required to read the Company's Health and Safety Policy. They are to append their signature on the appropriate page of the master copy to indicate that they understand all Company health and safety objectives, rules and regulations.
- 10.4. It is the Company's intention to update employees on all health and safety matters as and when it is deemed necessary and when change in legislation occurs.

## **11. FIRE EQUIPMENT AND PRECAUTIONS**

- 11.1. The provision of alarms, equipment, means of escape and procedures for all drills is based on the requirements of legislation. The equipment provided and arrangements for evacuation will be tested regularly to ensure its effectiveness.
- 11.2. All employees are required to make themselves conversant with the fire precautions and drill for their own and other site work places to which their duties may take them. All Company buildings are provided with the appropriate fire extinguishers securely fixed in readily accessible positions. It is the duty of all staff to report to their Divisional Director of any loss, lack of servicing, discharged, misused or damaged fire-fighting equipment, so that prompt remedial action may be taken.
- 11.3. Lives and jobs are at risk if a fire starts. Fire prevention is vital. Never smoke in "No Smoking" areas, and make sure that in other areas smoking materials are put out before being disposed of. Do not:
- a. Allow combustible materials to accumulate especially in, corners or under desks and work benches.

- b. Overload electrical sockets or cables.

Everyone can help reduce the risk of fire by:

- a. Making themselves familiar with fire procedure; this means knowing how to raise the alarm, the position and use of fire extinguishers and routes of escape in case of an emergency.
- b. Keeping fire escape routes clear at all times, do not place tools, furniture, equipment, waste materials, or anything else in passages, especially those, which are, fire evacuation routes.
- c. Reporting any defective electrical equipment or frayed electrical flex or cables, overloaded electrical socket outlets, the misuse of heating appliances, and any leakage of flammable liquids.
- d. Reporting damaged or missing fire equipment.
- e. Keeping fire doors closed; if you notice them jammed open, close them and make sure everyone understands their purpose in a fire; smoke is a major killer in fires and makes evacuation of the building slower and more dangerous.
- f. Extinguishing very small fires immediately on discovery; the first few seconds count, do not endanger yourself when fighting a fire; make sure your escape route is clear.
- g. Making your escape by the nearest route on hearing the alarm (if you are not directly involved) and proceeding to the assembly point as identified in the Emergency Procedures, switching power off to your work area if there is time.

#### 11.4. Fire precautions – Management and Foremen will ensure that:

- a. Sufficient fire fighting equipment is available in the workplace they are responsible for and that it is in date for service and inspection.
- b. Training and instruction has been given to staff and operatives in respect to means of escape, the use of fire fighting equipment and fire drill procedures.
- c. Records will be kept of items (a) & (b) above.
- d. Delegate a member of their workforce to conduct a fire safety check of the workplace at the end of each working day ensuring that:
  - i. electrical, gas and oil equipment not required for overnight is switched off, all gas is turned off at the cylinder and all unessential electrical equipment are unplugged from the mains;
  - ii. unprotected equipment in use over night is safe;
  - iii. no cigarettes are left smouldering and waste bins are emptied;
  - iv. fire doors and smoke stop doors are closed, buildings and site secured;

- v. all gas cylinders are removed from inside of buildings and stored in the LPG cage.

## **12. FIRST AID**

- 12.1. The Health and Safety (First Aid) Regulations states “An employer shall provide, or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to employees if they are injured or become ill at work”. In order to discharge our duties Aston Crean will provide adequate and an appropriate number of suitable and trained persons to render first aid to ill or injured employees.
- 12.2. A suitable person as defined by the Regulations is someone who holds a current first aid certificate issued after successfully completing a training course approved by the Health and Safety Executive.
- 12.3. Name of first-aider, appointed persons and whereabouts of first-aid facilities will be displayed throughout the Company premises, and first-aid arrangements communicated to the workforce during initial safety induction training.
- 12.4. Office Managers will ensure that Company first aid kits are kept fully stocked.
- 12.5. The Safety Document Controllers are responsible for storing all accidents records in accordance with the requirements as detailed in the Accident Book BI.510. Therefore completed records of accidents must be forwarded to them for secure keeping.

## **13. FORK LIFT TRUCKS (FLT)**

- 13.1. Only staff that has been properly trained to operate the company forklift, who are certificated and names entered in the Training and Licence Section of the Company Forklift Maintenance & Defects Log are authorised to operate Company forklifts.
- 13.2. At the beginning of every working day forklift operators must conduct daily user checks on the forklift. All defects are to be recorded in the Forklift Maintenance & Defect Log and reported to the Director Responsible for Safety who will take the appropriate action.
- 13.3. Every Monday a weekly check is to be carried out on the forklift. A written report on this check will be recorded in the Forklift Maintenance & Defect Log. Every 3 months a competent engineer will conduct a thorough examination of the forklift in accordance with manufacturers’ recommendations and issue a certificate that the forklift is safe to use. The forklift lifting chains will undergo 12 monthly examination, this to comply with statutory requirements.
- 13.4. Forklift drivers are not to carry out repairs or adjustments unless authorised.
- 13.5. The following rules apply when operating the forklift:
  - a. Conduct user checks at the start of every working day.



- b. On completion of work, park the forklift in the designated parking area with fork arms lowered to the ground, parking brake applied and engine switched off and key removed from ignition.
- c. Keep to 5MPH speed limit. Where possible, travel with fork arms lowered to within 150mm of level ground and mast tilted slightly back. Always look in direction of travel.
- d. Sound horn in short sharp blasts at every potential danger spot. Remember that the horn does not give right of way.
- e. Give right of way to all visitors and other pedestrians in the area where operating forklift. Do not operate the forklift in close proximity of these people.
- f. Stop before end of stacks and blind spots. Sound horn and proceed slowly if clear to do so.
- g. Avoid violent braking or sudden change in direction, which may cause the load to fall or the forklift to tip.
- h. When leaving the forklift, even for a few seconds, apply the parking brake, make sure that it is in neutral and the fork arms are tilted forward and lowered to the ground, and remove the ignition key.
- i. Don't operate the forklift when under the influence of alcohol or drugs. Even small quantities of alcohol can impair judgement and put the safety of you and others at risk.
- j. Do not pick up a load with someone standing close to it.
- k. Do not allow people to walk underneath the load.
- l. Do not move a load that appears unsuitable. Mark it as such and report it to management.
- m. Do not carry passengers.
- n. During a stacking or de-stacking manoeuvres do not operate with the load raised except at creep speed because of the risk of overturning.

## **14. HEALTH SURVEILLANCE**

- 14.1. Risk assessment will identify circumstances in which health surveillance is required by specific health and safety regulations (e.g. COSHH, Lead, and Asbestos). The objective and benefit gained from health surveillance is that adverse health effects can be detected at an early stage, thereby enabling further harm to be prevented.
- 14.2. Results from health surveillance can provide a means of:
  - a. Checking the effectiveness of control measures.
  - b. Providing feedback on the accuracy of the risk assessment.



c. Identifying and protecting individuals at risk.

- 14.3. Present work activities identifies that health surveillance may be required where operatives are subjected to excessive vibration and/or noise, manual handling operations and contact with certain substances, therefore and all employees are requested to fully cooperate if required to be programmed for such health surveillance.
- 14.4. Employees may be issued with a medical in confidence self assessment questionnaires which are to be updated at six monthly intervals. Completed assessment forms are to be forwarded to the Office Manager for safe and confidential filing with personal records.

**15. HOUSEKEEPING**

- 15.1. Poor standards of housekeeping are a common cause of injury and damage at work and can create unnecessary fire hazards. Low standards often result from poor working practices and/or organisation deficiencies. Poor housekeeping is a common cause for accidents and fires in the workplace.
- 15.2. Management and Foremen must ensure that housekeeping in their areas of responsibility is maintained to a satisfactory standard at all times. Workplace inspections are to be carried out on a regular basis to identify areas where standards require improvement. These are to be highlighted for remedial action.
- 15.3. All employees and sub contractors are responsible for ensuring that they do not allow waste material to accumulate in their working area and for keeping their workstations and work areas tidy. They are to report problems relating to storage or removal of materials, arisings and waste to their Manager.
- 15.4. Floors must be cleaned on a regular basis and waste bins must be emptied daily. Rubbish must be kept in suitable containers and must not be allowed to overflow. Combustible waste must be kept away from ignition sources. Large items of rubbish that pose a particular hazard must be removed separately and without delay.
- 15.5. In order to ensure that satisfactory standards of housekeeping are achieved the following arrangements are to be adhered to:
  - a. Check that the workplace is free of hazards at the beginning of each day.
  - b. Always put materials/tools away immediately after use.
  - c. Clear up any spillage, arisings, etc. immediately.
  - d. Do not allow objects to protrude into passages, doorways, stairs, etc.
  - e. Ensure that waste materials are properly stored and removed on a regular basis, remove skips for emptying when full.
  - f. Ensure that special arrangements (do not leave it all to the cleaners/labourers) are made for the removal of unwanted extra large materials or substances.
  - g. Do not store materials or substances anywhere other than in their designated correct storage.

h. Ensure the workplace is tidy and materials and substances are put away at the end of each and every working day.

## **16. INCIDENT AND ILL HEALTH REPORTING**

16.1. All employers have a legal duty to report the following work-related health and safety incidents:

- Deaths;
- Specified injuries;
- Over-seven-day injuries, where an employee or self-employed person has an accident resulting in them being off work (or unable to do their work) for more than seven days;
- Injuries to members of the public that require them to go to hospital;
- Work-related diseases; and
- Dangerous occurrences, which could potentially have resulted in a reportable injury.

16.2. All injuries, disease, damage and/or 'near-miss' occurrence resulting from incidents related to Company working operations, whether it is on or, is during access and egress to/from Company premises, or on Client sites, however minor, must be reported. This applies to injuries received by sub-contractors, self-employed, visitors or others as well as Company employees. Reports are to be made to the Director Responsible for Safety who will ensure that all appropriate first aid, reporting, corrective and emergency action is taken.

16.3. On the completion of first-aid and emergency procedures details of injuries are to be entered into the site and company accident book BI 510 and if a notifiable incident, reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR). A precise of RIDDOR can be found at the Appendix. Reports are to be made to the Incident Contact Centre by phoning 0845 300 9923 in the case of fatal or specified injuries only; or via the HSE website [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) for all other incidents.

16.4. All fatal or specified injuries to any person or dangerous occurrence (as defined by RIDDOR), no matter what time of day or night it is, must be reported to a Managing Director by the quickest possible means (telephone).

16.5. The Safety Document Controllers are the custodians of Aston Crean completed Accident Book records; these records are confidential and will be kept in a secure place. Contract and Office Managers are responsible for ensuring all completed site accident book records are forward to Safety Document Controllers for safe keeping.

## **17. LONE WORKING**

17.1. Aston Crean will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to health and safety. Lone working exposes employees to certain hazards. The Company's intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce and control them to an acceptable level.

- 17.2. Assessments of the risks of working alone carried out under the Management of Health and Safety at Work Regulations will confirm whether one unaccompanied person can actually do the work safely. This will include the identification of hazards from, for example, means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc. Particular consideration will be given to:
- a. The remoteness or isolation of workplaces.
  - b. Any problems of communication.
  - c. The possibility of interference, such as violence or criminal activity from other persons.
  - d. The nature of injury or damage to health and anticipated "worst case" scenario.
- 17.3. Employees will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Employees will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures. All employees are required to cooperate with these efforts to ensure safe working and to report any concerns to management.
- 17.4. Apart from employees being sure that they are capable of doing the job on their own, the three most important things to be certain of are that:
- a. The lone worker has full knowledge of the hazards and risks to which he or she is being exposed.
  - b. The lone worker knows what to do if something goes wrong.
  - c. Management knows the whereabouts of the lone worker and what he or she is doing.
- 17.5. Where operatives or any other employee of Aston Crean are expected to work alone and away from Company premises/site, they must first inform their immediate Manager and ensure details of their movements are recorded. Details required will be: destinations, purpose of absence, contact information, modes of travel and expected duration of absence. It is the Manager's responsibility to know the whereabouts of their workforce and that they are accounted for, before they themselves go home at the end of the workingday.

## **18. MANUAL HANDLING**

- 18.1. The objective of Aston Crean is to apply an ergonomic approach to the prevention of injury while carrying out manual handling tasks.
- 18.2. Aston Crean have a duty to make evaluations and then assessments of workplace manual handling operations. Where so far as it is reasonably practicable we will avoid the need for employees to carry out those operations, which involve the risk of injury. Where this cannot be done we will ensure the following:

- a. To take appropriate steps to provide employees who are carrying out manual handling operations with the general indications and, where reasonably practicable to do so, precise information on the weight of each load and the heaviest side of any load whose centre of gravity is not centrally positioned.
- b. To make, keep up to date, review and amend a suitable and sufficient assessment of all such manual handling tasks.
- c. To take appropriate steps to reduce the risk to employees arising from any such operation to the lowest level reasonable practicable.

18.3. Aston Crean will provide all employees with information and training to ensure they operate when lifting with maximum comfort and hence maximum efficiency. Employees will be informed about hazards and risks; in the correct use of their own bodies, their tools, equipment and in safe systems of work.

18.4. Training is important and will cover:

- a. How to recognise harmful manual handling.
- b. Appropriate systems of work.
- c. Use of mechanical aids.
- d. Good handling technique.

18.5 Employees have duties to:

- a. Follow appropriate systems of work laid down for their safety.
- b. Make proper use of equipment / plant provided for their safety.
- c. Cooperate with management on health and safety matters.
- d. Inform their Foreman / Contract Manager if they identify hazardous handling activities.
- e. Take care to ensure that their activities do not put others at risk.

18.6. All personnel are warned to always think before they lift. Plan the lift. Where possible use handling aids (sack trolley, forklift, etc.) Get assistance. When lifting they are to remember to use the techniques that they will have been taught.

## **19. MONITORING OF COMPANY SAFETY POLICY.**

19.1. Suggestions on where and how safety arrangements that will benefit Aston Crean's workforce will be most welcome. Employees are requested to pass on health, safety and welfare suggestions to their Divisional Director who will ensure such suggestions, are brought to the attention of the Director Responsible for Safety and Board of Directors.

19.2. Improvement of performance in health and safety practice is only achieved through continual development of management techniques in risk control. Aston Crean main objectives for monitoring policy are to achieve:

- a. The maintenance of progressive improvement of an effective health and safety policy.
- b. The maintenance and development of our organisation to ensure the proficient implementation of the policy.
- c. The continued improvement of performance standards.
- d. The quick and effective implementation of remedial action in the event of failures or shortfalls in policy and procedures.

19.3. Measures that will be adopted to achieve these objectives shall include:

- a. Consultation with employees.
- b. Encouragement of suggestions, observations and criticisms by employees.
- c. Reports of unsafe practices and/or hazards by employees.
- d. Reporting of near misses and other incidents.
- e. Workplace / site inspections by Management

19.4. At intervals of no less than 12 months, the Director Responsible for Safety will assess the Company's safety performances, review this Company Safety Policy and recommend to Board of Directors they implement change where required.

19.5. Safety meetings between the Management and employees are encouraged and will be periodically arranged or will be convened if so requested by employees. Employees' involvement in health and safety is essential in effective occupational accident and ill- health prevention.

## **20. NEW EQUIPMENT, PLANT, MACHINERY AND SUBSTANCES**

20.1. The Provision and Use of work Equipment Regulations applies to all items of work equipment. Work equipment covers almost any equipment used at work: hand tools such as hammers, screwdrivers, paintbrushes, powered tools and ladders to all larger tools such as plant and vehicles. The following outlines Company policy in relation to plant and equipment.

20.2. Contract Managers will ensure:

- a. All operations/work activities are assessed to take account of the work conditions and hazards when selecting work equipment.
- b. Work equipment is designed and constructed in compliance with appropriate EC and BS standards.

- c. The equipment is suitable for its intended use.
  - d. Safe working practices and procedures are devised in accordance with applicable standards.
  - f. Equipment is maintained in good and safe working order.
  - g. As applicable, equipment is regularly tested and a register thereof is maintained.
  - h. Where use of the equipment is likely to involve specific risk, then use of that equipment will be restricted to persons specifically trained and appointed as the competent person to use the said equipment.
  - i. Only suitably trained persons will be allowed to undertake repairs, modifications, maintenance or servicing to any equipment.
- 20.3. Low risk equipment used for low risk activities does not require formal inspections. However, employees are instructed that a visual inspection is required before using such equipment to ensure that it is in good condition.
- 20.4. Equipment that is of a higher risk and equipment with moving parts is visually checked as above before each use, but may require a more formal check at specified intervals, e.g. power tools, lifting equipment, etc.
- 20.5. Contract Managers will ensure that all purchased, leased or loaned equipment, plant, machinery and substances introduced in to our working environment, meet all specific provisions of regulations and conform to recognised standards.
- 20.6. Employees are not to use any plant, equipment or substance, which they are unfamiliar with or have not been previously trained to use. If in any doubt they must seek the assistance from a Manager.
- 20.7. All portable electrical equipment (tools, lighting and extension leads) used in the Company's workplace are to be powered by 110 volts or battery supply and these are to be subject to 3 monthly testing.
- 20.8. Any problems with plant / equipment should be reported to a Foreman or Manager.

## **21. NOISE**

- 21.1. Aston Crean will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum. We also recognise that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress and will take all reasonable steps to reduce noise levels as far as possible.
- 21.2. Where necessary Aston Crean will carry out regular noise exposure assessments and noise level surveys of noisy areas and noisy equipment. These will be used as the basis for formulating action plans for remedial measures when required. Assessments and

surveys will be recorded and updated regularly, particularly when changes in work practices cause changes in noise exposure levels of employees.

- 21.3. Aston Crean will, as far as is reasonably practicable, take all steps to reduce noise exposure levels to employees by means other than the use of personal protection. This will include use of reduced exposure time to ensure that the permitted dose rate over an 8 hour period is not exceeded. The company accepts that the use of ear protectors is a last resort, and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.
- 21.4. Aston Crean will provide suitable and effective ear protection to employees working in high noise levels, as indicated to be necessary by the results of noise exposure assessments. We will also provide for the maintenance and repair or renewal of the protective equipment, and provide training in the selection and fitting of protectors and details of the circumstances in which they should be used.
- 21.5. Ear protection zones where designated are particular hazardous noisy areas. All employees and others entering these zones will be required to wear hearing protection provided. Aston Crean will maintain all equipment and monitor all procedures introduced for the purpose of reducing noise exposure of employees, such as enclosures, silencers, machine covers, etc. All personnel will be required to use these procedures and equipment correctly and promptly report any defects or deficiencies to Management.
- 21.6. Aston Crean will provide adequate training of employees as part of its hearing conservation and noise control policy. All employees who are subject to high levels of noise will be provided with information, instruction and training about the harmful effects of noise and what they must do in order to protect them and meet the requirements of the law and of company policy.
- 21.7. Working in high levels of noise without proper protection can cause irreversible damage to hearing. Even at lower levels noise can cause disturbance and stress. The risk of Aston Crean employees incurring harmful and disturbing effects of noise can be minimised by taking the following precautions:
  - a. Avoid making unnecessary noise.
  - b. Co-operate fully when any noise assessments are being carried out so that estimates of noise exposure levels are as accurate as possible.
  - c. Correctly use all equipment and procedures designed to reduce noise exposure levels, e.g. acoustic covers, silencers, etc. Do not interfere with or modify any such equipment without authorisation and cooperate to ensure that it is properly maintained.
  - d. Always wear hearing protection provided when required to do so, e.g. in designated and marked Ear Protection Zones. Make sure that hearing protection is always fitted correctly and are properly looked after.
  - e. Promptly report all situations, which may lead to increases in noise exposure levels, such as defects in equipment or changes in work routine.
  - f. Inform management immediately of any problems caused by noise at work.



- 21.8. As a “rule of thumb” if you cannot conduct a conversation with someone that is 2m away or less without either shouting, due to ambient noise you will require hearing protection. Action must be taken to protect your hearing and where practical to reduce the noise.

## **22. PALLETS**

- 22.1. Pallets form an essential part of many mechanical handling systems throughout the storage area. Accidents can be directly attributed to pallets and these usually arise from five main sources:
- a. Over loading.
  - b. Poor design and/or construction.
  - c. The use of a pallet which is unsuitable for a particular load or handling method e.g. pallet taken at random from a “mixed bag” or pallets for which the original specification is not known.
  - d. The continued use of a damaged pallet.
  - e. Bad handling.
- 22.2. Pallets should be loaded to an established pattern designed to achieve maximum stability and safety within the rated load of the pallet. Loads should be applied gradually and be uniformly distributed over the deck area. As a general guide, the height of the load should not exceed the longest base dimension of the pallet. Care should be exercised when using strapping to secure loads to pallets, as deck boards can be pulled from bearers if excessive tension and/or incorrect strap position is used.
- 22.3. If palletised loads are to be stacked directly on top of each other a firm base on the floor and on top of the preceding pallet load should be provided. Stacks should be checked periodically for stability and corrective measures taken as necessary.
- 22.4. Empty pallets should be carefully handled and not dragged or thrown down. Empty wooden pallets constitute a fire hazard therefore if reasonably practicable they should be stored away from the sides of building and sources of ignition.
- 22.5. All pallets should be inspected on each occasion before use to ensure that they are in a safe condition. Damaged pallets should not be used. They are to be set-aside in the designated area. The Warehouse Manager will survey all damaged pallets and determine whether they should be repaired or disposed of. It is vital that everyone understands that the proper repair of a pallet is to restore it to the original specification. This will require the use of timber of suitable quality and correct dimensions and appropriate fastenings. Temporary repairs are unacceptable.
- 22.6. The Warehouse Manager / Foremen before mechanically unloading palletised materials from delivery vehicles they must ensure the supplied pallets are sound and undamaged. If palletised materials are considered to be unsafe for off loading the delivery must be refused and returned to the supplier. Alternatively, materials may be unloaded by hand (do not use FLT) and stacked on serviceable pallets before transfer to storage or work areas.

## **23. PERMITS TO WORK**

- 23.1. A permit to work is a formal, controlled safe system of work, containing authority to work as well as being a check list and reminder intended to ensure that work is conducted to high safety standards when there is high risk. A permit to work is a document that combines:
- a. A statement of the work to be done, when and by whom.
  - b. A clear description of the plant or pieces of equipment involved, and details showing how they are identified.
  - c. An indication of the extent to which the plant has been made safe (if applicable).
  - d. A warning of possible remaining hazards.
  - e. Precautions to be taken against these hazards.
  - f. A notification of release of the equipment to those who are to carry out the work.
  - g. A formal acceptance of the tasks concerned and agreement to abide by conditions and precautions specified.
  - h. A notification that the task is complete.
  - i. An acceptance that the task is complete.
  - j. Or, a notification that the task is incomplete necessitating additional arrangements including the issuing of a further permit to work.
- 23.3. Permits to work will be issued by Site Management prior to starting any task assessed as requiring the extra safety precaution. These may be required for confined spaces or hot work (vinyl welding).
- 23.4. A permit to work is issued in certain conditions known to the issuer at the time of issue. It follows that the precautions then considered necessary may only hold well if the task is carried out as originally intended. Therefore, if the recipient of the issued permit to work finds that it is necessary to depart in any way from the task to be done as agreed when the permit was first issued. They must not make any change until they have obtained the agreement from the person who issued the permit. If the change they wish to make alters in any way the conditions covered by the permit, then they must obtain a new permit to work before they start work. The original permit must be signed off.
- 23.5. A time of expiry will be written on each permit to work. If work is not complete, the permit must be handed back and a new one issued.
- 23.6. When the task has been completed the area must be inspected to make sure that it is safe and ready for the return to normal operation. The cancellation line on the permit to work should then be signed giving completion date and time and handed back to site management.

## **24. PERSONAL PROTECTIVE EQUIPMENT (PPE).**

- 24.1. Personal protective equipment (PPE) means all equipment designed to be worn or held by a person at work to protect them against one or more risks. Both protective clothing and equipment are within the scope of the definition, and therefore such items as diverse as safety footwear, safety helmets, gloves, high visibility clothing, eye, hearing and respiratory protection are all covered by the Personal Protective Equipment at Work Regulations.
- 24.2. Aston Crean requires every employee who may be exposed to risk while at work, (except where any such risk is adequately controlled by other means which are equally or more effective) to wear PPE which will be provided free of charge. PPE will be used as a last resort. Steps will first be taken to prevent or control risks at source by making machinery or operations safer, by using engineering controls and/or safe systems of work.
- 24.3. Risk assessments will be conducted in accordance with the Management of Health and Safety at Work Regulations to help determine the most appropriate control measures possible for this equipment. Appropriate information, instruction and adequate training will be given by management to those required to use PPE. This so as they know the risks the PPE will avoid or limit, and the purpose, manner of use and action required by the employee to ensure PPE remains and is maintained fit for purpose, in working order, good repair and remains in a hygienic condition.
- 24.4. All employees provided with PPE must take reasonable steps to ensure it is properly used in accordance with the training received. Any loss or defect to the issued PPE is to be reported to a Contract Manager / Foreman.
- 24.5. Kevlar gloves have been introduced to be worn in all Aston Crean workplaces. Operatives are required to wear these gloves on the non-cutting hand when conducting cutting operations take place with a craft knife.

## **25. RISK ASSESSMENTS**

- 25.1. The Management of Health and Safety Regulations makes it a legal requirement for a risk assessment to be carried out for each work activity. Risk assessments are carried out to enable control measures to be devised and put into place. We need to have an idea of the relative importance of risks and to know as much about them as we can in order to take decisions on controls, which are both appropriate and cost effective. Where risk is deemed to be significant, results are to be recorded and information based on the risk will be given to employees associated with the risk.
- 25.2. Hazard and risk - a hazard is something with the potential to cause harm and covers injury and ill health, loss of production and damage to plant and property; a risk is the likelihood of damage, injury or harm occurring. Risk reflects both the likelihood that harm will occur and its severity.
- 25.3. Management will conduct Aston Crean risk assessments. Assessments will be recorded attached to the method statement and communicated to the workforce and kept in the Project Safety Register. Once the risk assessment has been carried out the assessor will formulate the control measures and make a judgement as to what preventive action is to be taken. As far as is reasonably practicable this judgement will weigh the costs (generally

time, trouble, effort, money) of reducing the risk to health against the risk. Where the costs are shown to be grossly disproportionate to the benefits that would arise, it may not be reasonably practicable for the costs to be incurred. However, all Aston Crean employees can be assured that they will not be put at or expected to take risks.

- 25.4. Risk assessors may utilise Company 'generic' risk assessments (i.e. confine space working, etc.) when formulating a risk assessment. However, when establishing detailed control measures and writing safe systems of work for a specific operation, they will conduct the risk assessment at and for the proposed place of work. They will make the assessment in relation to the additional hazards identified at this place and other work activities involved, paying particular attention to emergency procedures and training requirements.
- 25.5. Risk assessors where appropriate shall take steps to monitor that control measures remain adequate, are applied, and are working for the assessed operation. If the control measures are found to be unsuitable the risk assessor shall take such steps to ensure adequate controls are suitably modified and if necessary, a fresh risk assessment is undertaken.

## **26. SAFETY REPRESENTATIVES**

- 26.1. Aston Crean does not expect to be in a position where trade union safety representatives will be appointed. If the occasion does arise the Board of Directors will respect trade union wishes and recognise their right to appoint safety representatives. However, the workforce is encouraged to nominate safety representatives from within their ranks so as they may take an active part in establishing a safe and healthy working environment.
- 26.2. Safety meetings between Management and employees are encouraged and will be periodically arranged or will be convened if so requested by employees. A notice of the meeting will be promulgated to inform all employees of the agenda and when and where the meeting will be held. It is hoped that by promulgating this notice it will promote discussion, ideas and suggestions from and within the workforce. Employees' involvement in health and safety is essential in effective occupational accident and ill-health prevention.
- 26.3. The formation and constitution for the company health and safety committee is at the Appendix.

## **27. SHELVING AND STACKING OF MATERIAL**

- 27.1. The warehouse shelving and racking systems are installed to ensure safe system of storing and handling of materials.
- 27.2. The limitations indicated in the maximum load notices displayed on the racking must not be exceeded. The weight of each load should be determined before the decision is made to store it on the racking. The combined loading on the racking must be taken into consideration, if in doubt seek advice from the Warehouse Manager.
- 27.3. Racking must not be altered unless you are authorised to carry out this work. The reason for this is that Management will require calculating whether any new configuration affects the safe working loads intended.

- 27.4. Where racking has been identified as being damaged, the Warehouse Manager will ensure that the said racking is put out of use until such time that it has been repaired and inspected by a competent person. The system will be off loaded until remedial repair work has been carried out.
- 27.5. To ensure that the racking installation continues to be serviceable and safe the following action is in force:
- a. The Warehouse Manager will conduct regular inspections of racking to identify and determine the extent of any damage and institute any remedial action to be taken.
  - b. Staff is encouraged to report any damage to racking, however minor, so that its effect and safety can be assessed.
  - c. The contents of maximum load notices must be strictly adhered to.
  - d. The Warehouse Manager will record inspections of racking.
- 27.6. The Warehouse Manager will strictly control free standing loads and the stacking of palletised loads (block stacking). Loads must not encroach into vehicle routes, parking bays or block access and egress. Only loads that are capable of being stacked directly on top of each other are permitted and these loads should be positioned on a firm level base. The maximum permissible height may be up to four loads high provided that the pallet itself and the materials to be stored are designed to exceed the four-high strength. Adequate clearance should be maintained between rows to ensure safe stacking and withdrawal. Stacks should be checked periodically for stability and corrective measures taken where necessary.

## **28. SMOKING**

- 28.1. As part of its continuous review of health and safety matters Aston Crean has considered the current evidence of the health risks associated with passive smoking, as well as the discomfort suffered by non-smokers exposed to tobacco smoke. Therefore, this Company has adopted a policy, which restricts smoking in the majority of working areas. The aim of the smoking policy is to guarantee the right of non-smokers to breathe smoke-free air at work, whilst also taking into account the needs of those that smoke.
- 28.2. It is a legal requirement to make smoking in public and workplaces smoke-free, with the exception of a limited number of areas. The following standards are to be observed:
- a. If you wish to smoke, do so in a designated smoking area; do not smoke in the areas of the workplace in which smoking is prohibited. Smoking is prohibited inside of all Company buildings.
  - b. Do not take smoking breaks for longer than allowed or at times not previously agreed with management.
- 28.3. All visitors, temporary staff and sub-contractors will be expected to abide by the terms of the smoking policy. Appropriate no smoking signs are/will be displayed throughout Company buildings and sites, and employees should tactfully remind visitors of the no smoking policy. Any concerns employees may have regarding smoking at work should be

reported immediately to the Director Responsible for Safety so that corrective action can be taken if necessary.

## **29. STRESS**

29.1. Aston Crean has a duty to ensure employees' health is not harmed by work-related stress. In particular, management must:

- a. Assess the risk to your health from work-related stress.
- b. Put in place measures to eliminate (or where that is not possible, reduce) that risk.
- c. Consult with employees, either directly or through representatives, about workplace and organisational changes that are likely to significantly affect the health or safety of employees.

29.2. Stress is not a weakness and employees don't have to suffer. Management has a duty to protect employees' health and safety at work and management will appreciate any suggestions employees have for reducing work-related stress. Work-related stress is a symptom of an organisational problem, not an individual weakness.

29.3. Stress is the adverse reaction people have to excessive pressure or other types of demand placed on them. It can be caused by things at work or by things outside of work, or both. Work-related stress is not an illness, but it can lead to increased problems with ill health, if it is prolonged or particularly intense, For example it produces:

- a. Physical effects such as heart disease or back pain, gastrointestinal disturbances and various minor illnesses.
- b. Psychological effects such as anxiety and depression.

29.4. Where employees need help if they have a problem they are encouraged to contact Mr. Daniel Hunt directly who will do all in his power to support them through their troubled time. Employees are further advised to speak to their GP if they are worried about their health.

## **30. TRAINING**

30.1. The Company will ensure that all employees receive training to assist them in undertaking their tasks safely and efficiently. Where necessary external courses on specific subjects will be arranged. Management will conduct all other safety training including induction training. It is the duty of all Managers / Foremen to ensure members of their workforce receive appropriate training and instruction where appropriate.

30.2. Providing adequate training to our workforce is a requirement of the Health and Safety at Work Act. It is also required by other more specific legislation, which relates to the use of machinery, handling activities, hazardous substances and the wearing of personal protective equipment are some of examples of such legislation. The test of adequacy is based on providing sufficient training to ensure employees can carry out their duties without jeopardising either their health and safety or that of their colleagues and others.



30.3. The following procedures describe the steps that the Company will take to comply with our obligations to provide adequate training:

a. All new employees will receive induction training, which will cover the following information:

- The Health and Safety at Work Act.
- Company health and safety policy.
- Fire and emergency procedures.
- First aid - names of first-aiders, introduced to them, contents and position of first aid boxes and rules for their use.
- Regulations concerning PPE
- Regulations concerning manual handling.
- Regulations concerning, tools, COSHH, plant and other work equipment.
- General and specific hazards allied to and around the working environment.
- Risk assessments and safe systems of working.
- Procedures for reporting accidents, injuries and property damage.
- Welfare - location of toilets and other welfare facilities provided on sites.

b. This training will also be provided to other groups who will be working on the behalf of the Company. This includes agency temps, work experience students and contractors.

c. Some training is a statutory requirement, e.g. for manual handling activities. However, where this is not the case, a risk assessment will be used to determine whether any training necessary in order to carry out a work activity safely. The specific needs of the individual will also be considered at this time.

d. Where an employee's job involves the operation of tools or machinery, on-the-job training will be provided by the Flooring Team's Supervisor or external trainers where appropriate.

30.4. Contract Managers / Foremen are responsible for conducting site / project induction training where the Employer or Main Contractor does not provide this.

30.5. Contract Managers / Foremen will provide their workforce with regular toolbox talks and other training to ensure that they work according to statutory requirements, risk assessments and method statements.

30.6. All records of training will be held by Safety Document Controllers (and copied in to personal files) together with any certificates awarded from outside agencies. No person will work for Aston Crean without first having training, which is suitable for the work activity they are to carry out as detailed in the method statement / safe system of work; unless it is for the purpose of training under close supervision.

## **31. VIBRATION**

31.1. The use of various types of hand-held tools, in particular those which are of a rotary or percussive nature, are a serious cause of growing concern. The regular and prolonged use of such tools can cause the users to suffer various forms of damage, a condition known as 'hand-arm vibration syndrome'. The most common form of which is the damage caused by vibration white finger (VWF). Symptoms of vibration white finger are usually set off by the



cold, with early indications of the fingertips rapidly becoming pale and loss of feeling. These attacks can produce numbness and 'pins and needles'. This phase is followed by an intense red flush (sometimes preceded by a dusky bluish phase) signalling the return of blood circulation to the fingers and is usually accompanied by an uncomfortable throbbing. Continued work will see the affected area becoming larger.

- 31.2. Foremen are to take into account all work activities involving vibration during initial risk assessments as required under the Management of Health and Safety at Work Regulations. The use of various tools and operations can expose operatives to hazards from vibrations such as operating:
- Scabblers
  - Drills
  - Jig saws
  - Floor sanders and polishers.

- 31.3. The risk of vibration-related injury depends on a number of issues:

- a. The amount of vibration.
- b. How long the equipment is used and the conditions of use.
- c. The posture of the operative.
- d. The temperature at which work is carried out.

Each of these will have impact on the long-term effects including bone and muscledamage.

- 31.4. Aston Crean's strategy is to ensure the exposure of employees to the effects of vibration is reduced as far as reasonably practicable. Carrying out a risk assessment on all work tasks and addressing the following issues will achieve this:

- a. Can the job be done without using high vibration tools? If this is not possible, is it feasible to reduce the vibration levels of the tools to be used?
- b. Ensuring that any new tools have vibration controls built in. All tools, whether supplied by the Company or hired, will be safe to use and handle, in compliance with the requirements of the Provision and Use of Work Equipment Regulations.
- c. Training operatives in the correct use of vibrating tools, they will be helped to recognise the vibration symptoms and the need to report them to Site Management and subsequently to the HSE under the RIDDOR.
- d. Providing suitable clothing and gloves to reduce the effect of cold on the operatives' hands and other parts of the body.
- e. To reduce exposure period for the operative through a job rotation and regular rest periods.

- 31.5. To minimise risk of injury from vibration operatives must:

- a. Use safe working practices, which are designed to minimise vibration being directed to the hands, thereby maintaining a good blood circulation to the affected areas.
- b. Make sure tools are properly maintained and promptly report defects.
- c. At the onset of the first signs of vibration white finger symptoms, stop work and report 'warning-signs' to the Foreman. Symptoms of vibration white finger are usually set off by the cold, with early indications of the fingertips rapidly becoming pale and loss of feeling. These attacks can produce numbness and 'pins and needles'. This phase is followed by an intense red flush (sometimes preceded by a dusky bluish phase) signalling the return of blood circulation to the fingers and is usually accompanied by an uncomfortable throbbing pain. Continued work will see the affected area becoming larger.

## **32. VIOLENCE AT WORK**

- 32.1. It is recognised that some employees may be exposed to risk of assault (be it verbal or physical) whilst at work. Aston Crean has therefore adopted a Policy for dealing with violence to employees whilst at work. Under this policy the Director Responsible for Safety is responsible for monitoring and ensuring the implementation of the policy within the Company. This can only be achieved if employees report all assaults and potential violent confrontations.
- 32.2. Violence at work can be physical and physiological force, whether the instigator of the violence is a fellow employee (regardless of status), an employee of another organisation or visitor/caller. Physical force against an individual is an obvious example of violence, but it can also take the form of verbal abuse and threats, threatening gestures and sexual harassment.
- 32.3. Aston Crean will ensure that, where possible, employees are not put at risk of violence while performing work duties.
- 32.4. Bullying from within our workforce will not be tolerated. The Board of Directors will provide support and advice to any employee who is subjected to bullying, other violence or assault, and should be the first point of contact.

## **33. WELFARE FACILITIES.**

- 33.1. Welfare facilities are provided in compliance with the Workplace (Health, Safety and Welfare) Regulations together with any other legislation that maybe applicable to Aston Crean premises or workplaces.
- 33.2. Appropriate sanitary conveniences are provided at Company premises.
- 33.3. Arrangements have been made to regularly clean and maintain sanitary and washing conveniences. Any reported defects in facilities will be remedied, as soon, as is reasonably practicable. Where facilities are temporarily unavailable, such as during maintenance and repair work, suitable alternative arrangements will be implemented. Regular testing and examination of ventilation and water systems will be undertaken to ensure that the required standards of health and safety are maintained. Water

temperatures will be controlled to ensure the health and safety of users. Where adequate temperatures are not maintained management must be notified immediately.

- 33.4. Any defects in washing and sanitary facilities must be reported immediately to management for investigation and action. In order to assist the Company in maintaining suitable washing and sanitary facilities the following procedures must be followed.
- a. Only use those facilities that you are authorised to use and for the intended purpose; hand basins should not be used for rinsing of mops or soiled rags, etc.
  - b. Leave the facilities in clean and tidy condition after use.
  - c. Report any defects or problems to management.
  - d. Ensure that spillage of water or other slip hazards are cleared up immediately.
  - e. Use sanitary disposal units for their intended purpose.
  - f. Do not leave spare toilet rolls or towels, etc. on the floor; keep them in their designated locations.
  - g. Inform management of any special needs in relation to provision or use of sanitary or washing facilities.
  - h. Do not smoke in toilets or washrooms.
  - i. Inform visitors and contractors of facilities, which are available to them.

#### **34. WORKING AT HEIGHT**

- 34.1. Aston Crean is required to carry out a risk assessment for all work conducted at height and to put in place arrangements for:
- a. Eliminating or minimising risks from working at height.
  - b. Safe systems of work for organising and performing work at height.
  - c. Safe systems for selecting suitable work equipment to perform work at height.
  - d. Safe systems for protecting people from the consequences of work at height.
- 34.2. The risk assessment and action taken will be proportionate to harm that could occur if no action was taken. Management/Foremen will assess by careful examination what harm could be caused from working at height with the view to taking the necessary steps to reduce the likelihood of this harm occurring, either through avoiding the activity or, where this is not reasonably practicable, through carrying it out in a safe manner using the appropriate work equipment.
- 34.3. There is no minimum requirement for work at height. Work at height can be defined as “all work activities where there is a need to control a risk of falling a distance liable to cause personal injury. This is regardless of the work equipment being used, the duration the person is at a height, or the height at which the work is performed. It also includes access

to and egress from a place of work.”

34.4. Notwithstanding the above the overriding principal is to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury. To achieve this we as a Company will be required to:

- a. Assess the risk to decide how to work safely.
- b. Follow the hierarchy for safe work at height – avoid, prevent, mitigate and give collective priority.
- c. Plan and organise work properly taking account of weather conditions and the possibility of emergencies.
- d. Ensure those working at height are trained and competent.
- e. Make use of appropriate work equipment.
- f. Manage the risks from working on or around fragile surfaces and from falling objects.
- g. Inspect and maintain the work equipment to be used and inspect the place where the work will be carried out, including access and egress.

34.5. The Work at Height Regulations place specific duties on employees this to:

- a. Report any hazards to their employer.
- b. To use equipment supplied (including safety devices) properly, following any training and instructions (unless they think that would be unsafe, in which case they should seek further instructions before continuing).

## **35. WORKING NEW OR EXPECTANT MOTHERS**

35.1. “New or expectant mothers” means an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding. The Management of Health and Safety at Work Regulations require all employers to ensure there are no risks to women in their employ who are new or expectant mothers. Most of the risks in this category have already been controlled by existing legislation such as the Control of Substance Hazardous to Health Regulations and the Manual Handling Operations Regulations. However, to aid compliance with the legislation an additional risk assessment is required for employees who are new or expectant mothers.

35.2. So as assessment can be carried out in accordance with legislation it is expected that employees inform an Office Manager once they become pregnant. It is also most important for new employees to inform the Office Manager if they are new or expectant mothers.

## **36. YOUNG PERSONS**

- 36.1. A young person is defined as an individual who has reached school-leaving age but has not reached the age of 18. Aston Crean is aware of the additional risks that may follow the consequences of the employment of young persons and will take all measures necessary to minimise those risks so far as is reasonable practicable. Additional risk assessments and control measures will be required to ensure the health and safety of young persons.
- 36.2. Young persons will be afforded extra information, instruction, training and supervision required enabling them to work safely.
- 36.3. Young persons are entitled to a rest period of not less than twelve consecutive hours in each 24-hour period during which they work. Where young persons' daily working time is more than four and a half hours, they are entitled to take a rest break of at least 30 minutes, which shall be consecutive if possible, and they are entitled to spend it away from their workplace.
- 36.4. A young persons risk assessments will specifically take into account the following:
  - a. The young person's inexperience, lack of perception of danger and immaturity.
  - b. Their workplace.
  - c. Any exposures to physical, chemical and/or biological agents.
  - d. Any work equipment used.
  - e. The work activities and processes to be undertaken.
  - f. Any specific training required.
- 36.5. The employment of pupils and young persons on work experience or on placement is not to be discouraged, however, all such programmes must be approved by a Managing Director and properly organised to address all necessary health, safety and welfare requirements.

**APPENDIX A****LEGISLATION APPLICABLE**

The following are just some of the Acts and Regulations that are applicable to the Aston Crean work activities. Company undertakings will be conducted to the requirements of legislation and approved codes of practice, in particular to but by no means restricted to:

The Health and Safety at Work. Etc. Act 1974  
Construction (Design and Management) Regulations 2015  
Lifting Operations and Lifting Equipment Regulations 1998  
Management of Health and Safety at Work Regulations 1999  
Provision and Use of Work Equipment Regulations 1998  
Manual Handling Regulations 1992  
Personal Protective Equipment at Work Regulations 2002  
Health and Safety (Display Screen Equipment) Regulations 1992  
The Regulatory Reform (Fire Safety) Order 2005  
Confined Spaces Regulations 1997  
Control of Lead at Work Regulations 2002  
Control of Substances Hazardous to Health Regulations 2003  
Control of Asbestos Regulations 2012  
Environmental Protection Act 1990  
Special Waste Regulations 1996  
Control of Pollution (Amendment) Act 1989  
Controlled Waste Regulations 2012  
Health and Safety (First-Aid) Regulations 1981  
Reporting of Injuries, Disease, and Dangerous Occurrences Regulations 2013  
Dangerous Substances and Explosive Atmosphere Regulations 2002  
Electricity at Work Regulations 1989  
Noise at Work Regulations 2005  
Health and Safety (Information for Employees) Regulations 2009  
Health and Safety (Consultation with Employees) Regulations 1996  
Safety Committee and Safety Representative Regulations 1977  
Health and Safety (Safety Signs and Signals) Regulations 1996  
The Work at Height Regulations 2005

**APPENDIX B**

**REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS**

**1. What is a reportable injury?**

1.1. The following categories of injury must be reported to the Incident Contact Centre. All incidents can be reported online ([www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)), but a telephone service remains for reporting fatal and specified injuries **only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm):

a. Death of an employee, self-employed person or visitor on site. (Or if death occurs within 11 months of the injury - report the death as soon as it is known.

b. Specified injuries to workers:

- Fractures, other than to fingers, thumbs and toes:  
Bone fractures include a break, crack or chip. They are reportable when diagnosed or confirmed by a doctor, including when they are specified on a GP 'fit note'. In some cases, there may be no definitive evidence of a fracture (e.g. if an X-ray is not taken), but the injury will still be reportable if a doctor considers it is likely that there is a fracture. Self-diagnosed 'suspected fractures' are not reportable.

- Amputation of an arm, hand, finger, thumb, leg, foot or toe:  
Amputation includes both a traumatic amputation injury at the time of an accident, and surgical amputation following an accident, as a consequence of the injuries sustained.

- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes

Any blinding and injuries causing reduction in sight are reportable when a doctor diagnoses that the effects are likely to be permanent.

- Any crush injury to the head or torso, causing damage to the brain or internal organs: Injuries to the brain or internal organs in the chest or abdomen are reportable, when caused by crushing as result of an accident.

- Any burn injury (including scalding), which:  
Covers more than 10% of the whole body's total surface area or causes significant damage to the eyes, respiratory system or other vital organs  
Burns which meet the above criteria are reportable, irrespective of the nature of the agent involved, and so include burns caused by direct heat, chemical burns and radiological burns.

Medical staff may indicate the approximate proportion of skin suffering burn damage, and charts are often available in hospital burns units. In adults of working age, the *Rule of Nines* can help estimate the body surface area (BSA) affected:

- \* skin covering the head and neck: 9%
- \* skin covering each upper limb: 9%
- \* skin covering the front of the torso: 18%
- \* skin covering the rear of the torso: 18%
- \* skin covering each lower limb: 18%

If the BSA of a burn exceeds 15% in an adult, they are likely to require



hospitalisation for intravenous fluid resuscitation.

Where the eyes, respiratory system or other vital organs are significantly harmed as a consequence of a burn, this is a reportable injury irrespective of the surface area covered by that burn. Damage caused by smoke inhalation is not included in this definition.

- Any degree of scalping requiring hospital treatment:

Scalping is the traumatic separation or peeling of the skin from the head due to an accident, e.g. hair becoming entangled in machinery. Lacerations, where the skin is not separated from the head, are not included, nor are surgical procedures where skin removal is deliberate.

- Any loss of consciousness caused by head injury or asphyxia:

Loss of consciousness means that the injured person enters a state where there is a lack of response, either vocal or physical, to people trying to communicate with them. The length of time a person remains unconscious is not significant in terms of whether an accident is reportable.

Asphyxia (lack of oxygen) may happen when a person enters an oxygen-deficient atmosphere, such as a confined space, or are exposed to poisonous gases, e.g. carbon monoxide.

- Any other injury arising from working in an enclosed space, which:

Leads to hypothermia or heat-induced illness or

Requires resuscitation or admittance to hospital for more than 24 hours

- c. What to do when the extent of an injury is unclear:

In some cases, employers and self-employed workers may not be in a position to know the full extent of an injury, e.g. when a prognosis has not yet been established in relation to an eye injury, or when efforts are being made to treat an injured limb which may ultimately require surgical amputation. In such situations, there is no requirement to make precautionary reports of specified injuries. It is likely that the accident will in any case require reporting due to the injured person being incapacitated for more than seven days. The enforcing authority should be notified or updated as soon as a specified injury has been confirmed.

- 1.2. Contacting the HSE out of hours. The types of circumstances where HSE may need to respond out of hours are:

- Following a work-related death, or where there is strong likelihood of death following an incident at or connected with work;
- Following a serious accident at a workplace, to gather details of physical evidence that would be lost if you waited until normal working hours;
- Following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or Government ministers.

If you feel that the incident fits these descriptions, or if you are not sure, then ring the duty officer on 0151 922 9235. The duty officer will take your message and will ask you for a phone number to allow the HSE to contact you. They will pass your details to an appropriate HSE officer, who may wish to contact you further.

- 1.3. The following category of accidents should also be reported to the Enforcing Authority. Reports are to be made to the Incident Contact Centre via [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) within fifteen days from the day of the accident:

a. Any incapacitation injury, which results in the worker is being absent from work or is unable to do work that they are reasonably be expected to do as part of their normal work for 7 days (not counting the day on which the accident happened) or more (and the injury is not a specified injury as defined above).

## 2. What is a Dangerous Occurrence?

- 2.1. The following are applicable specified dangerous occurrences, which must be reported to the Health and Safety Executive. Reports are to be made to the Incident Contact Centre via [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor):

a. Lifting equipment

- The collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting.

b. Pressure systems

- The failure of any closed vessel or of any associated pipework (other than a pipeline) forming part of a pressure system as defined by regulation 2(1) of the Pressure Systems Safety Regulations 2000(1), where that failure could cause the death of any person.

c. Overhead electric lines

d. Electrical incidents causing explosion or fire

- Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either –
  - \* results in the stoppage of the plant involved for more than 24 hours; or
  - \* causes a significant risk of death.

e. Explosives

f. Biological agents

- Any accident or incident which results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.

g. Radiation generators and radiography

h. Breathing apparatus

- The malfunction of breathing apparatus -
  - \* where the malfunction causes a significant risk of personal injury to the user; or
  - \* during testing immediately prior to use, where the malfunction would have caused a significant risk to the health and safety of the user had it occurred during use,

i. Diving operations

- j. Collapse of scaffolding
- k. Train collisions
- l. Wells
- m. Pipelines or pipeline works
- n. Structural collapse
- o. Explosion or fire
- p. Release of flammable liquids and gases
- q. Hazardous escapes of substances

### **3. What is an Occupational Disease?**

3.1. The following diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work must be reported. Occupational diseases are to be reported on form F2508A as soon as a written diagnosis is received from a doctor. Report is to be made to the Incident Contact Centre via [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor):

- a. Carpal tunnel syndrome;
- b. Severe cramp of the hand or forearm;
- c. Occupational dermatitis;
- d. Hand-arm vibration syndrome;
- e. Occupational asthma;
- f. Tendonitis or tenosynovitis of the hand or forearm;
- g. Any occupational cancer;
- h. Any disease attributed to an occupational exposure to a biological agent.

**APPENDIX C**

**CONTENTS OF FIRST AID KITS**

**Site First Aid Box:**

- 1 x General guidance card on first aid
- 6 x triangular bandages
- 20 x assorted plasters
- 20 x antiseptic wipes
- 3 x extra large dressings
- 6 x medium dressings
- 2 x large dressings
- 6 x eye pads
- 6 x safety pins

**Vehicle First Aid Kit**

- 1 x General guidance card on first aid
- 2 x triangular bandages
- 6 x assorted plasters
- 6 x antiseptic wipes
- 1 x extra large dressings
- 2 x safety pins

The contents of first aid kits must be replenished after use in order to ensure a continued sufficient supply of materials. They must also be checked to establish that material “safe-to-use- by-date” has not expired.

**APPENDIX D**

**SUGGESTED INITIAL FREQUENCIES FOR INSPECTION & ELECTRICAL TESTING**

| EQUIPMENT                                                                                                 |                        | USER CHECKS                       | FORMAL VISUAL INSPECTION                                                        | COMBINED INSPECTION AND TEST                                     |
|-----------------------------------------------------------------------------------------------------------|------------------------|-----------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------|
| Battery operated (less than 40V)                                                                          |                        | No                                | No                                                                              | No                                                               |
| Extra low voltage (less than 50V)                                                                         |                        | No                                | No                                                                              | No                                                               |
| Construction                                                                                              | 110v Equipment         | Yes, daily before use             | Yes, monthly                                                                    | Yes, before use on site then 3-monthly                           |
|                                                                                                           | 230v Equipment         | Yes, daily/every shift before use | Yes, weekly                                                                     | Yes, before use on site then monthly                             |
|                                                                                                           | Fixed RCDs             | Yes, daily/every shift before use | Yes, weekly                                                                     | Yes, before use on site then 3-monthly (portable RCDs – monthly) |
|                                                                                                           | Equipment site offices | Yes, monthly                      | Yes, 6 - monthly                                                                | Yes, before first use on site then yearly                        |
| Office equipment rarely moved, e.g. desktop computers, photocopiers, fax machines                         |                        | No                                | Yes, 2 – 4 years                                                                | No if double insulated otherwise up to 5 years                   |
| Double insulated (Class II) equipment moved occasionally ( <b>not</b> hand-held), eg fans, table lamps    |                        | No                                | 2 – 4 years                                                                     | No                                                               |
| Hand held double insulated equipment (Class II) equipment, eg some floor cleaners, some kitchen equipment |                        | Yes                               | Yes, Every 6 months – 1 year                                                    | No                                                               |
| Earthed equipment (Class 1) e.g. electric kettles, some floor cleaners                                    |                        | Yes                               | Yes, Every 6 months – 1 year                                                    | Every 1 – 2 years                                                |
| Cables, leads and plugs connected to Class 1 equipment, extension leads and battery charging equipment    |                        | Yes                               | Yes, Every 6 months – 4 years depending on type of equipment it is connected to | Every 1 - 5 years (depending on equipment)                       |

**Managing the Electrical Test Programme**

The Director Responsible for Safety will manage a system that regularly inspects and tests electrical equipment. The essential elements of such a system are as follows.

1. Conduct a survey to compile a register of equipment to be tested.
2. Arrange for a competent person to inspect and test
3. Ensure the tested equipment is marked as safe after successful completion of the tests. A suitable label, which provides the user with the information that the equipment has been tested and is safe for use is applied to the equipment.
4. Keep a permanent office record of the date tested and the date that the next test is due.
5. Instruct all staff that no equipment may be used unless it bears a valid test label and the date of intended use is within the period shown on the label.
6. Monitor the effectiveness of the test programme by noting which equipment requires regular repair and investigate the reason for the failure or damage. Take corrective action if the required measures are within your control or refer the problem to the appropriate person.
7. Be prepared to discipline staff who use "time expired" or known faulty equipment.

**APPENDIX E**

**COMPANY SAFETY COMMITTEE FORMATION & CONSTITUTION**

**1. TITLES AND FUNCTION.**

- 1.1. The committee shall be called the Company Health and Safety Committee (herein after referred to as the Committee) and is an advisory committee, not a negotiating committee.
- 1.2. The decision to form the Committee will be by agreement between the management and all Aston Crean employees.

**2. MEMBERSHIP.**

- 2.1. Membership of the Committee shall comprise:

Director Responsible for Safety  
Health and Safety Manager  
A Contract Manager  
3 representatives from employees

- 2.2. The Company Safety Advisors may be invited to attend meetings strictly in an advisory/technical role.

**3. CHAIR**

The Director Responsible for Safety will Chair the Committee.

**4. TERMS OF REFERENCE.**

- 4.1. The Terms of Reference for the Committee shall be:

- a. To act as a forum for the dissemination and resolving of occupational health, safety and welfare matters arising through Aston Crean's operations.
- b. To initiate, promote and pursue all measures necessary to fulfil the aims and objectives of the Health and Safety at Work Etc. Act 1974 and associated legislation, in particular regulations concerning the Flooring, Tiling and Construction industries, in order to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees and those who may be effected by Aston Crean undertakings.
- c. To resolve or progress matters, including disputes raised individual members of the workforce.

**5. AGENDA ITEMS**

1. Actions from last meeting
- 2 Divisional safety reports
3. Accident Trends & Incidents Reporting



4. New Legislation, Safety Rules and Safe Systems of Working
5. Training
6. Safety Representatives concerns
7. Any other business
8. Date of next meeting

**6. MEETINGS.**

- 6.1. Meetings of the Committee shall be held by arrangement, but not less than quarterly, the date and time of venue meetings will be determined by the Chair.
- 6.2. Where a scheduled meeting does not take place, the Chair shall make every attempt to reconvene the meeting prior to the next scheduled meeting of the Committee.
- 6.3. Ad-hoc meetings may also be convened if two or more Safety representatives request one.

**7. QUORUM**

- 7.1. The quorum of the Committee shall be least 3 members.

**8. ATTENDANCE OF SUBSTITUTES.**

- 8.1. Should any Committee member be unable to attend a particular meeting, where possible, such member will nominate a substitute with full powers of proxy for that meeting.

**9. AGENDA.**

- 9.1. An agenda shall be circulated to Committee members at least one week prior to meetings.

**10. MINUTES.**

- 10.1 Minutes of the Committee proceedings shall be recorded, typed and circulated to all Aston Crean's employees.

## **APPENDIX F**

### **RISK ASSESSMENT**

1.1. Managers / Supervisors will conduct risk assessments for work activities in areas they are responsible for. The Managing Director is required to keep copies of all risk assessments.

1.2. There are three possible acceptable methods of addressing the issue of risk assessment and the most appropriate should be adopted. These are:

a. Where operations are of a routine nature and no significant hazards are likely, and providing work is proceeding in accordance with a formalised safety procedure, it is reasonable to assert that a risk assessment has been conducted.

b. Where an appropriate a generic risk assessment may be applied.

c. Where none of the aforementioned is adequate or appropriate, a specific risk assessment shall be made.

1.3. Risk assessment must be specific to the activity and planned operation of work. The result of the risk assessment will form a basis for implementing correct control measures.

1.4. A hazard is something with the potential to cause harm, and can include substances or machines, methods of work and other aspects of work organisation. All aspects of the task, including normal operation, breakdown conditions, maintenance and emergency situations, should be evaluated for potential hazards. Close observation is required to identify the full range of possibilities. An accurate description of the significant hazards and the relevant harm should be recorded. To do this Managers / Supervisor are to take a subjective judgement of the likelihood of damage/injury occurring (risk), potential damage/injury that would occur if the worst were to happen (hazard).

1.5. Persons at risk should be identified when considering hazards. These may be:

a. Employees.

b. Employees of other employers – contractors, security.

c. Visitors - clients, delivery drivers, trespassers.

d. Others - general public, neighbours.

The effect of a hazard on a person will depend on factors such as their age, sex, state of health, etc.

1.6. The purpose of the risk analysis is to obtain an idea of the size or scale of the risk in order to make a decision on the required control measures and prioritisation. The method of analysing risk is based on the following definition of risk:

Hazard Severity x Likelihood of Occurrence = Risk

Risk is defined as a measure of the likelihood that the harm from a particular hazard will occur, taking into account the possible severity of the harm. The likelihood of the harm is expressed in the terms of the frequency with which it could occur (i.e. anything from frequent to remotely ever occurring) and the severity of harm is expressed in terms of the injurious effects on the person (i.e. from minor injury to fatality). The analysis of the risk involves consideration of the two factors of likelihood and severity.

1.7. Severity - The assessor will need to make a judgement of the potential outcome of the hazard and the severity. It is important to be realistic about harm that could be caused. Common sense should be used, but guidance can also be provided in the form of the manufacture's data or HSE guidance. Accident statistics will highlight high-risk activities. Factors affecting severity include:

- a. The number of people who may be affected in one incident.
- b. Individuals especially at risk because of disabilities or medical conditions.
- c. Concentration of a substance, speed, height, weight, amount of energy, etc.

1.8. When analysing the severity of a hazard, any control measures already provided should only be taken into account if they reduce the risk at source, i.e. they make the hazard less dangerous and cannot be affected by lack of maintenance, human error, wilful removal, etc. For example, the provision of gloves to someone who is using a craft knife does not make the blade of the knife less dangerous. Any control measures taken into consideration when analysing risk should be recorded.

1.9. Below is the definition for applying the severity factor for risk assessments:

- a. Minor - injury requiring medical attention and leading to absence from work for up to three days.
- b. Major - RIDDOR major injury per event resulting in more than seven days absence from work.
- c. Severe - multiple major injuries, single/disability injury or occupational illness.
- d. Fatality - single or multiple fatalities per event.

1.10. The likelihood of the accident actually causing harm must be judged. It can be difficult to determine the likelihood of a hazard but it is important not to underestimate this and further guidance, i.e. accident statistics should be referred to if necessary. A number of factors should be taken into account:

- a. The number of times the situation occurs, e.g. once or twice a day.
- b. The location and position of the hazard, i.e. clients in its vicinity, or at an isolated location.
- c. The clarity of the hazard, i.e. whether it is easily recognised as such or whether it is a hazard people may not normally expect.

- d. The amount of distraction from nearby activities.
- e. The duration of exposure to the hazard, i.e. continuous or infrequent.
- f. The environmental conditions, i.e. whether the chances of people slipping will increase following rain.
- g. The quantities of materials used.
- h. The competence of people undertaking the task, i.e. whether special training has been given to certain employees.
- i. The condition of equipment used, i.e. whether any equipment that is not in good condition will be used.

1.11. When considering likelihood, the effectiveness of any existing control measures must always be taken into account. However, when completing the assessment sheets, the risk should be calculated without any control measures in place, so that the effect of the hazard without control measures can be seen to be the worst scenario against which proposed control measures can be judged. In addition, introducing control measures may increase the likelihood of harm created by other hazards so that the overall risk may be higher with the controls than without, i.e. the wearing of goggles may be required by the risk assessment but may increase risks as it restricts the worker's vision. Below is the definition for applying the likelihood factor for all risk assessments:

- a. Frequent - would be expected to occur more than once a week.
- b. Likely - would be expected to occur once a month.
- c. Unlikely - may possibly occur.
- d. Remote - so unlikely, occurrence may not be experienced.

Once the likelihood that an unsafe event will occur and the severity of the outcome should it occur has been assessed, a valid judgement of the risks arising from the activity should be made. Following this, a decision on whether the risks are tolerable will need to be made. Terms used to describe the risk factor or ratings are high, medium or low.

1.12. The risk rating enables decisions to be taken on the amount of effort to be expended on a hazard. In general, high-level risks require the provision of considerable additional resources involving special equipment, training, high levels of supervision, and consideration of the most effective methods for eliminating or controlling hazards. Lower-level risks may be considered as acceptable, but actions should still be taken to try to reduce these risks further if possible within reasonable limits, especially if these hazards are certain or very likely to occur. Examples of how action may be categorised are below:

- a. High - review urgently required determining whether the risk can be removed or reduced, or the controls improved.
- b. Medium - risks not acceptable, hazards and controls need investigation to consider reasonable practicable improvements.

c. Low - acceptable.

1.13. Having decided on the severity and the likelihood the risk rating can be determined. The risk-rating matrix below can be used to help determine what action needs to be taken.

### Risk-rating matrix

| Severity | Likelihood    |               |               |             |
|----------|---------------|---------------|---------------|-------------|
|          | Frequent      | Likely        | Unlikely      | Remote      |
| Fatality | <i>High</i>   | <i>High</i>   | <i>High</i>   | <i>High</i> |
| Severe   | <i>High</i>   | <i>High</i>   | <i>Medium</i> | <i>Low</i>  |
| Major    | <i>High</i>   | <i>High</i>   | <i>Low</i>    | <i>Low</i>  |
| Minor    | <i>Medium</i> | <i>Medium</i> | <i>Low</i>    | <i>Low</i>  |

1.14. The final step in the risk assessment process is evaluation of the risk, which will require the assessors to decide whether the hazards identified have been suitably controlled. The risk analysis stage took into account the control measures currently applied to the hazard and therefore the results of the analysis indicate the amount of risk that remains (residual risk). This result will be used to decide if the residual risk of each hazard is:

1- Trivial

2 - Adequately controlled

3 - Not adequately controlled.

1.15. An action plan must be developed to deal with hazards that are not adequately controlled.

1.16. The hazards and level of risk shall be noted and appropriate control measures introduced. The hazard control measures shall be made known to all those involved and instructions given that the control measures are to be implemented. Managers / Supervisor shall take appropriate steps to monitor that control measures remain adequate, are applied, and are working. If the control measures are found to be unsuitable Managers / Supervisor shall take steps to ensure that they are suitably modified and if necessary that a fresh risk assessment is undertaken.

**APPENDIX G****CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS**

1. The Construction (Design and Management) Regulations 2015 (CDM 2015) came into force in Great Britain on 6 April 2015. They set out what people involved in construction work need to do to protect themselves from harm and anyone the work affects. CDM aims to improve health and safety in the industry by ensuring duty holders:

- sensibly plan the work so the risks involved are managed from start to finish
- have the right people for the right job at the right time
- cooperate and coordinate your work with others
- have the right information about the risks and how they are being managed
- communicate this information effectively to those who need to know
- consult and engage with workers about the risks and how they are being managed

2. CDM 2015 applies to all construction projects, whether they be commercial or domestic projects. A project is not only the construction work, but also includes all the planning, design, and management or other work until the end of the construction phase.

3. CDM 2015 is divided into five parts:

- Part 1 deals with the application of CDM 2015 and definitions
- Part 2 covers the duties of clients for all construction projects. These duties apply in full for commercial clients. However, the duties for domestic clients normally pass to other dutyholders
- Part 3 covers the health and safety duties and roles of other dutyholders, including:
  - Designers
  - Principal designers
  - Principal contractors
  - Contractors
- Part 4 contains general requirements for all construction sites
- Part 5 contains transitional arrangements and revocations

4. A project is notifiable to the HSE if the construction phase will be longer than 30 days and more than 20 people simultaneously working at any time or 500 person days of construction work. Any day on which construction work takes place is counted. What matters is how many days of construction work the project entails, not when these days occur. It is the responsibility of the Client to notify the HSE using a F10 form.

5. The key elements of CDM 2015 include:

- (a) managing the risks by applying the general principles of prevention;
- (b) appointing the right people and organisations at the right time;
- (c) making sure everyone has the information, instruction, training and supervision they need to carry out their jobs in a way that secures health and safety;
- (d) dutyholders cooperating and communicating with each other and coordinating their work; and
- (e) consulting workers and engaging with them to promote and develop effective measures to secure health, safety and welfare.

## General principles of prevention

6. These set out the principles dutyholders should use in their approach to identifying the measures they should take to control the risks to health and safety in a particular project. In summary they are to:

- (a) avoid risks where possible;
- (b) evaluate those risks that cannot be avoided; and
- (c) put in place proportionate measures that control them at source.

CDM 2015 requires designers, principal designers, principal contractors and contractors to take account of the principles in carrying out their duties.

Appointing the right organisations and people at the right time

7. Appointing the right organisations and individuals to complete a particular project is fundamental to its success, including health and safety performance.

8. Anyone responsible for appointing designers (including principal designers) or contractors (including principal contractors) to work on a project must ensure that those appointed have the skills, knowledge and experience to carry out the work in a way that secures health and safety. If those appointed are an organisation, they must also have the appropriate organisational capability. Those making the appointments must establish that those they appoint have these qualities before appointing them. Similarly, any designers or contractors seeking appointment as individuals must ensure they have the necessary skills, knowledge and experience.

9. Dutyholders should be appointed at the right time. For example, clients must appoint principal designers and principal contractors as soon as practicable and before the start of the construction phase, so they have enough time to carry out their duties to plan and manage the pre-construction and construction phases respectively.

10. When contractors appoint anyone to carry out work on a construction site, they must make sure that those they appoint have, or are in the process of gaining, the right skills, knowledge, training and experience. Not everyone will have these qualities and, if they do not, appointments should be made on the basis that they are capable of gaining them. Supervision, instructions and information

11. The level of supervision, instructions and information required will depend on the risks involved in the project and the level of skills, knowledge, training and experience of the workforce. Contractors (including principal contractors) must make sure supervision is effective and suitable site inductions are provided along with other information – such as the procedures to be followed in the event of serious and imminent danger to health and safety

12. Dutyholders must cooperate with each other and coordinate their work to ensure health and safety. They must also communicate with each other to make sure everyone understands the risks and the measures to control those risks. For example, through regular dialogue between the client, the principal designer and principal contractor to ensure they have the time and resources to plan, manage, monitor and coordinate the pre-construction and construction phases

13. Workplaces where workers are consulted and engaged in decisions about health and safety measures are safer and healthier. Consultation about health and safety is two-way. It involves



giving information to workers, listening to them and taking account of what they say before decisions are made by the dutyholder. For example, hold meetings before work starts to discuss the work planned for the day, identify risks and agree appropriate control measures. Involving workers helps those responsible for health and safety to manage it in a practical way by:

- (a) helping spot workplace risks and knowing what to do about them;
- (b) making sure health and safety controls are appropriate;
- (c) increasing the level of commitment to working in a safe and healthy way.

14. Workers must be consulted in good time. The Safety Representatives and Safety Committees Regulations 1977; and Health and Safety (Consultation with Employees) Regulations 1996 require employers to consult their workforce about health and safety

15. In addition, CDM 2015 places a specific duty on principal contractors to consult and engage with workers.

16. A summary of dutyholders' responsibilities under the regulations are as follows:

| CDM Dutyholders* – Who are they?                                                                                                                                     | Main duties – What they need to do                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Commercial clients – Organisations or individuals for whom a construction project is carried out that is done as part of a business.                                 | <p>Make suitable arrangements for managing a project, including making sure:</p> <ul style="list-style-type: none"> <li>other dutyholders are appointed as appropriate</li> <li>sufficient time and resources are allocated</li> </ul> <p>Make sure:</p> <ul style="list-style-type: none"> <li>relevant information is prepared and provided to other dutyholders</li> <li>the principal designer and principal contractor carry out their duties</li> <li>welfare facilities are provided</li> </ul> |
| Domestic clients – People who have construction work carried out on their own home (or the home of a family member) that is <b>not</b> done as part of a business.** | <p>Though in scope of CDM 2015, their client duties are normally transferred to:</p> <ul style="list-style-type: none"> <li>the contractor for single contractor projects</li> <li>the principal contractor for projects with more than one contractor</li> </ul> <p>However, the domestic client can instead choose to have a written agreement with the principal designer to carry out the client duties.</p>                                                                                       |
| Designers - Organisations or individuals who as part of a business, prepare or modify designs for a building, product or system relating to construction work.       | <p>When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> <li>construction</li> <li>the maintenance and use of a building once it is built</li> <li>Provide information to other members of the project team to help them fulfil their duties.</li> </ul>                                                                                                                                                   |
| Principal designers - Designers appointed by the client in projects involving more than one contractor. They can be an organisation or an                            | <p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <li>identifying, eliminating or controlling foreseeable risks</li> <li>ensuring designers carry out their duties prepare and provide</li> </ul>                                                                                                                                                                                            |

|                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| individual with sufficient knowledge, experience and ability to carry out the role.                                                                       | <p>relevant information to other dutyholders.</p> <ul style="list-style-type: none"> <li>• Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Principal contractors – Contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor. | <p>Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <li>• liaising with the client and principal designer</li> <li>• preparing the Construction Phase Plan</li> <li>• organising cooperation between contractors and coordinating their work</li> </ul> <p>Make sure:</p> <ul style="list-style-type: none"> <li>• suitable site inductions are provided</li> <li>• reasonable steps are taken to prevent unauthorised access</li> <li>• workers are consulted and engaged in securing their health and safety</li> <li>• welfare facilities are provided</li> </ul> |
| Contractors – Those who carry out the actual construction work, contractors can be an individual or a company.                                            | <ul style="list-style-type: none"> <li>• Plan, manage and monitor construction work under their control so it is carried out without risks to health and safety.</li> <li>• For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.</li> <li>• For single contractor projects, prepare a Construction Phase Plan</li> </ul>                                                                                                                                                                                |
| Workers – Those working for or under the control of contractors on a construction site.                                                                   | <p>Workers must:</p> <ul style="list-style-type: none"> <li>• be consulted about matters which affect their health, safety and welfare</li> <li>• take care of their own health and safety, and of others who might be affected by their actions</li> <li>• report anything they see which is likely to endanger either their own or others' health and safety</li> <li>• cooperate with their employer, fellow workers, contractors and other dutyholders</li> </ul>                                                                                                                                                                                                    |

\* Organisations or individuals can carry out the role of more than one dutyholder, provided they have the skills, knowledge, experience and (if an organisation) the organisational capability necessary to carry out those roles in a way that secures health and safety.

\*\* CDM 2015 applies if the work is carried out by someone else on the domestic client's behalf. If the householder carries out the work themselves, it is classed as DIY and CDM 2015 does not apply.

## **APPENDIX H**

### **ACTIVITY CHECKLIST**

1. This list is to be used as an aide-memoir by Aston Crean's Project Managers/Supervisors. It lists the main points to consider when checking health and safety on site. Identify the hazards, then assess and control the risk. It is not a comprehensive list; more detailed information must be sort from construction reference books and HSE publications.

2. A range of plant and equipment needs to be inspected on a regular basis by a competent person to ensure safety. Records of some inspections are also required to be made and kept.

3. Regular inspection is important but it is also essential that when defects are identified by the inspection or reported by people using the equipment, either the defects are remedied immediately or work is stopped until necessary repairs are completed.

#### **Access on site**

- Can everyone get to their place of work safely?
- Are access routes free from obstructions and clearly signposted?
- Are holes protected with clearly marked and fixed covers to prevent falls?
- Are temporary structures stable, adequately braced and not overloaded?
- Will permanent structures remain stable during any refurbishment or demolition work?
- Is the site tidy, and are materials stored safely?
- Is lighting adequate, especially when work is being carried on after dark outside or inside buildings?

#### **Welfare**

- Are toilets readily available and are they kept clean and properly lit?
- Are there wash basins, hot and cold (or warm) running water, soap and towels?
- Are the wash basins large enough to wash up to the elbow and are they kept clean?
- Is there somewhere to change, dry and store clothing?
- Is there a place where workers can sit, make hot drinks and prepare food?
- Are drinking water and cups provided?
- Can everyone who needs to use them get to the welfare facilities easily and safely?

#### **Scaffolds**

- Are scaffolds erected, altered and dismantled by competent people?
- Are all uprights provided with base plates (and where necessary, timber sole plates)?
- Are all uprights, ledgers, transforms and braces in enough places to prevent collapse?
- Is the scaffold tied to the building or structure in enough places to prevent collapse?
- Are there double guard rails and toes boards or other suitable protection at every edge, to prevent falling?
- Are brick guards provided to prevent materials falling from scaffolds?
- Are the working platforms fully boarded and are the boards arranged to avoid tipping or tripping?
- Are there effective barriers or warning notices in place to stop people using an incomplete scaffold, eg where working platforms are not fully boarded?
- Is the scaffold strong enough to carry the weight of materials stored in it and are these evenly distributed?
- Does a competent person inspect the scaffold before putting it to use for the first time and at least once a week if the working scaffold is 2m or above in height, after it has been altered or damaged and after extreme weather?
- Are the results if inspections recorded and kept?
- Have propriety tower scaffolds been inspected and are they being used in accordance with suppliers' instructions?
- Have the wheels of tower scaffolds been locked and outriggers deployed when in use and are the platforms empty when they are moved?

## Ladders

- Does your risk assessment conclude that ladders are the right way to do the job? Don't work from a ladder if there is a safer way using more suitable equipment!
- Are the ladders in good condition?
- Do ladders rest against a solid surface and not on fragile surfaces or insecure materials?
- Are they secured to prevent them from slipping sideways or outwards?
- Do ladders rise a sufficient height above their landing place (about 5 rungs)? If not, are other handholds available?
- Are ladders positioned so that users do not have to overstretch?

## Powered access equipment

- Has the equipment been installed by a competent person?
- Are the operators trained and competent?
- Is the safe working load clearly marked?
- Is the equipment inspected by a competent person?
- Does the working platform of the powered access equipment have adequate, secure guard rails and toe boards or other barriers to prevent people and materials falling off?
- Have precautions been taken to prevent people being struck by:
  - the moving platform;
  - projections from the building; or
  - falling materials?

## Traffic, vehicles and plant

- Are vehicles and pedestrians kept apart? If not, do you:
  - separate them as much as you can and use barriers?
  - tell people about the problem, and what to do about it?
  - display warning signs?
- Can zero tail swing excavators be used or is there adequate clearance around slewing vehicles?
- Can reversing be avoided, e.g. by using a one way system, or if not, are properly trained signallers used?
- Are vehicles and plant properly maintained, e.g. do the steering lights, handbrake and footbrake work properly?
- Have drivers received proper training and are they competent for the vehicles or plant they are operating?
- Are loads properly secured?
- Have you made sure that passengers are only carried on vehicles designed to carry them?
- Have you made sure that plant and vehicles are not used on dangerous slopes?

## Hoists

- Has the equipment been installed by a competent person?
- Are operators trained and competent?
- Is the rated capacity clearly marked?
- Are the hoists inspected by a competent person?
- Does the hoist have a current report of thorough examination and a record of inspection?
- Is there a suitable base enclosure to prevent people from being struck by any moving part of the hoist?
- Are the landing gates kept shut except when the platform is at the landing?
- Are controls arranged so that the hoist can be operated from one position only?

## Manual Handling

- Are there heavy materials such as roof trusses, concrete lintels, kerbstones or bagged products which could cause problems if they have to be moved by hand? If so:
  - choose lighter materials;
  - use wheelbarrows, hoists, telehandlers and other plant or equipment so that manual lifting of heavy objects is kept to a minimum;
  - order materials such as cement and aggregates in 25kg bags; and/or
  - avoid the repetitive laying of heavy building blocks weighing more than 20kg?
- Have people been instructed and trained how to lift safely?

## Hazardous substances

- Have you identified all harmful substances and materials, such as asbestos, lead, solvents, paints, cement and dust?
- Have you checked whether a licensed contractor is needed to deal with asbestos on site? (Most work with asbestos requires a licence, although you can do some limited work with material that contains asbestos without one.)
- Have you identified and put into place precautions to prevent or control exposure to hazardous substances' by:
  - doing the work in a different way, to remove the risk entirely;
  - using a less hazardous material; or
  - using tools fitted with dust extraction?
- Have workers had information and training so they know what the risks are from the hazardous substances used and produced on site, and what they need to do to avoid the risks?
- Have you got procedures to prevent contact with wet cement (as this can cause both dermatitis and cement burns)?
- Have you arranged health surveillance for people using certain hazardous substances (e.g. lead)?

## Noise

- Have workers had information and training so they know what the risks are from the noise on site, and what they need to do to avoid those risks?
- Have you identified and assessed workers' exposure to noise?
- Can the noise be reduced by using different working methods or selecting quieter plant, eg by fitting breakers and other plant or machinery with silencers?
- Are people not involved in the work kept away from the source of the noise?
- Is suitable hearing protection provided and worn in noisy areas?
- Have hearing protection zones been marked?
- Have you arranged health surveillance for people exposed to high levels of noise?

## Hand-arm vibration

- Have workers had information and training so they know what the risks are from hand-arm vibration (HAV) on site, and what they need to do to avoid the risks?
- Have you identified and assessed risks to workers from prolonged use of vibrating tools such as concrete breakers, angle grinders or hammer drills?
- Has exposure to HAV been reduced as much as possible by selecting suitable work methods and plant?
- Are reduced-vibration tools used whenever possible?
- Have vibrating tools been properly maintained?
- Have you arranged health surveillance for people exposed to high levels of hand-arm vibration, especially when exposed for long periods?

## Electricity and other services

- Have all necessary services been provided on site before work begins and have you also identified existing services present on site (e.g. electric cables or gas mains) and taken effective steps (if necessary) to prevent danger from them?
- Are you using low voltage for tools and equipment, e.g. battery-operated tools or low voltage systems?
- Where mains voltage has to be used, are trip devices (e.g. residual current devices (RCDs)) provided for all equipment?
- Are RCDs checked daily by users and properly maintained?
- Are cables and leads protected from damage?
- Are all connections to the system properly made and are suitable plugs used?
- Are tools and equipment checked by users, visually examined on site and regularly inspected and tested by a competent person?
- Where there are overhead lines, has the electricity supply been turned off, or have other precautions been taken, such as providing 'goal posts' or taped markers?
- Have hidden electricity cables and other services been located (e.g. with a locator and plans) and marked, and have you taken precautions for safe working?

## Confined spaces

- Do you work in confined spaces where there may be an inadequate supply of oxygen or the presence of poisonous or flammable gas? If so, have you taken all necessary precautions?
- Confined spaces include tanks, sewers and manholes; they do not have to look dirty to be dangerous!

## Tools and machinery

- Are the right tools or machinery being used for the job?
- Are all dangerous parts guarded, eg gears, chains, drives, projecting engine shafts?
- Are guards secured and in good repair?
- Are tools and machinery maintained in good repair and are all safety devices operating correctly?
- Are all operators trained and competent?

## Fires and emergencies

### General

- Are there emergency procedures, e.g. for evacuating the site in case of fire or for rescue from a confined space?
- Do people on site know what the procedures are?
- Is there a means of raising the alarm and does it work?
- Is there a way to contact the emergency services from site?
- Are there adequate escape routes and are these kept clear?
- Is there adequate first-aid provision?

### Fire

- Is the quantity of flammable materials, liquids and gases on site kept to a minimum?
- Are they properly stored?
- Are suitable containers used for flammable liquids?
- Are flammable gas cylinders returned to a ventilated store at the end of the shift?
- Are smoking and other ignition sources banned in areas where gases or flammable liquids are stored or used?
- Are gas cylinders, associated hoses and equipment properly maintained and in good condition?
- When gas cylinders are not in use, are the valves fully closed?
- Is flammable and combustible waste removed regularly and stored in suitable bins or skips?
- Are suitable fire extinguishers provided?

## Protecting the public

- Is the work fenced off from the public?
- Are road works barriered off and lit, and a safe alternative route provided?
- Are the public protected from falling material?
- Have you provided a safe route through road works or pavement scaffolding for people with prams, wheelchair users and visually impaired people?
- When work has stopped for the day:
  - Is the boundary secure and undamaged?
  - Are excavations and openings securely covered or fenced off?
  - Is all plant immobilised to prevent unauthorised use?
  - Are bricks and materials safely stacked?
  - Are flammable or dangerous substances locked away in secure storage places?

**APPENDIX I****SAFETY RULES AND SAFE WORKING PRACTICES**

This section of the health and safety policy has been compiled to meet the need for a day-to-day safety reminder of all operatives for the safety precaution that must always be considered as an essential practice on all Aston Crean sites.

**Use safe practices**

Think safety. If you do not understand - ask. Read the company health and safety policy and abide by its contents.

Be aware of safe working practices:

- Do not take chances; short cuts can be dangerous.
- Plan your work ahead and plan to prevent accidents.
- Keep your mind on your work.
- Be sure you are in good physical condition before starting work.
- Do not drink alcohol during the working day or use tranquillisers, unless under medical advice.
- Do not play the fool on site.
- Teach new work mates safe working practices.
- Watch out for safety of all persons on site, particular that of young people.

**Your responsibilities**

Always conduct yourself in a responsible and orderly manner that will reflect favourably upon you and Aston Crean. Remember that you, as well as your employer, have a legal responsibility under the Health and Safety at Work Act to work safely at all time.

- Take care not to expose other trades, site personnel or members of the public to any danger when you are at work or subsequently.
- An operative who is not safety conscious is a danger to himself and others around him.
- Protect others when leaving the site by:
  - securing machines and equipment;
  - locking away small tools and appliances.
- Children are a hazard on site, both during working hours and later when the site is unattended - do not encourage them.
- HSE inspectors may prosecute you or Aston Crean if you are found working in an incorrect manner or using equipment likely to cause an accident.
- Remember that accident prevention at work depends on you all giving that little more thought to what you are doing. Short cuts, lack of care and rushing work are the major cause of accidents today.

**Control of Substances Hazardous to Health (COSHH)**

Be aware of what this means to you:

- Always ensure you are in receipt of or aware of the COSHH assessment for all materials you handle. This also means by-products of materials being used.
- It is the responsibility of the Project Managers/Supervisors / Supervisors to provide these assessments.
- Where hazards exist with any material being handled, you should be made aware of this and take proper precautions.
- You must at all times make proper use of protective clothing or equipment provide for you to use.
- If you find a defect in any clothing or equipment provided, inform your immediate supervisor.
- You should at all times co-operate with your employer, with regard to any duty in law imposed by these regulations.
- You must not intentionally or recklessly interfere with or misuse anything provided in the cause of health, safety and welfare.
- At all times make use of facilities provided in respect of industrial hygiene.

**Wear safe clothing and equipment**

Unsafe clothing can cause personal injuries:



- All operatives on site must wear safety hard hats.
- Discard loose clothing such as ties and scarves.
- Avoid wearing jewellery.
- Wear well fitting, narrow legged trousers, without turn-ups.
- Wear safety goggles and a mask when using power tools such as grinders.
- Approved safety footwear must always be used.
- Shorts should not be worn, particularly when working with hot materials.
- Wear warm clothing in cold weather.
- Do not work bare-chested.

## **Set up safely**

Safety should always be on your mind. Hazardous conditions can be avoided if you set up site safely.

- Accidents and emergencies can happen at any time.
- When arriving on site locate the nearest telephone, check that a first aid post or first aid kit is available and note location and name of first-aider.
- Get to know emergency telephone numbers and site emergency procedures.
- Select a safe area for unloading equipment and supplies.
- Select a location where the ground is firm, reasonably level and free of debris.
- Do not injure yourself, or others, by attempting to unload or move heavy and bulky equipment and materials. Get help to lift.
- Make sure that working areas are clear of obstructions, particular trailing leads.
- Check that a fully charged, appropriate fire extinguisher is available on site.

## **Ladder safety**

Do not climb on makeshift arrangements - use a suitable ladder:

- Only use ladders for short duration and light work only.
- Inspect ladder for splits, missing or damaged rungs or fittings.
- Do not use defective ladders; report them to the Supervisor.
- Ladders must be placed on firm, level ground and always tied at the top and preferably at the bottom.
- Make sure that the ladder is long enough for the work, it should extend at least 1.05m above its resting-place or above the rung the user stands on.
- Place ladders at a sensible angle, an incline of 75° - which is one unit out at the foot for each four units of height up (1 in 4).
- Always face the ladder when using it, maintain a firm grip, and use both hands.
- Do not over reach or lean away from the ladder.
- Never allow more than one person on the ladder at any one time.
- Keep ladders away from electrical power lines.
- Extension ladders must be overlapped by at least three rungs be sure that securing clips are fully engaged.

## **Handling materials safely**

Always think before you lift. Plan the lift. Where possible use handling aids (wheel barrow, sack trolley, forklift, hoist, etc.) Get assistance. When lifting remember the techniques that you will have been taught.

- Always use correct lifting techniques.
- Use you legs, not your back.
- Always get help when lifting heavy or bulky loads.
- Be especially careful when handling materials at height.
- Make sure there are no obstacles in your path when moving loads.
- Make sure you are in possession of 'loading out' information from the Supervisor.
- Do not over load vehicles, hoists, working platforms or scaffolds.
- Do not bomb materials, drop or throw from heights.

## **Site housekeeping**

A tidy site is a safe site. Stack and secure all materials as they arrive on site:

- Protect and secure all materials that can be damaged.
- Leave site clean and tidy on completion of work.

## Safe handling of tools and equipment

Using the correct tools and equipment for the task will make your job safer and more efficient. Use the right tool for the job.

- Keep tools and equipment dry and in good condition.
- Keep safety guards in place.
- Do not operate tools or equipment if you do not know how.
- Check that all electrical appliances operate from 110-volt supply or battery only.
- Check that plugs and sockets are undamaged, correctly wired and that they are earthed.
- Automatic cutout switches (RCDs) must not be interfered with.
- Always disconnect the power supply of a machine or tool that is being cleaned, repaired or adjusted.
- Only repair or adjust tools if authorised to do so.
- Do not force or overload tools and equipment.
- Safety eye, ear, oral and nasal protection must be worn when using disc type cutting tools.
- A properly trained and certified person must always mount abrasive cutting discs.
- Report all defective tools or equipment to the Supervisor.

## Vehicle safety

The same common-sense rules apply to handling Aston Crean's vehicles as they do to the family car. Read and follow the Highway Code. Drivers are reminded that they are responsible for the vehicle road-worthiness.

- Drive defensively; expect the unexpected.
- Check and secure the load before you drive.
- Do not overload and make sure the load is evenly distributed.
- Be extra careful when carrying LPG cylinders.
- Do not reverse a vehicle without an outside observer to watch the blind spots and warn others.
- Drive to within the speed limit; obey the site speed limit.
- It is the driver's responsibility to:
  - keep vehicles clean and tidy and be sure they are fit to be on the road;
  - keep a check on tyres, brakes, lights, horn, oil, water and fuel;
  - report any defects immediately; your life and others may be at risk.
- Ensure that the necessary paperwork is always carried in the vehicle.
- Ensure that the vehicle has a first aid kit and fire extinguisher.
- Check that permission has been given to carry any passengers.
- Do not carry passengers outside of the vehicle cab.
- Always wear seat belts as required by law.

## Personal health and hygiene

Hygiene is an important part of keeping fit and healthy and will help to prevent illness and industrial diseases.

- Protect yourself at work by wearing clean clothing and footwear suitable for the weather and working conditions.
- Use barrier creams on your skin before starting work in excessively dirty conditions.
- Keep clean all safety personal equipment such as hard hats, goggles, respirators and other equipment that contacts with your skin.
- Wash your hands before eating or smoking.
- Always remove material residues from your hair and skin immediately after you finish working.
- Make sure you are fully aware of COSHH information for all materials being handled on site.
- Be aware of and observe the rules governing asbestos.
- Be aware of diseases, such as AIDS, which can be transmitted via body fluids, if you are called upon to administer any form of first aid.

## Accidents and first aid

Should any accident occur, inform the site first aid personnel immediately:

- Make sure that you know the site procedure for dealing with accidents.
- Know the location of a telephone so that an ambulance or medical services can be called when necessary.
- Do not attempt first aid yourself unless you have been fully trained in its application; get help.
- Some accident situations do, however, require instant action and in such cases the following guidelines should be observed:
  - Do not move injured persons, unless their position is endangering their life.
  - Stay with injured persons, reassure them, make comfortable by keeping them warm and ensuring that they can breathe freely, this will help to prevent the onset of shock.

- Call for assistance and get someone else to fetch the medical services.
- If shock sets in, lay casualty down, keep head low and turned to one side, raise lower limbs if possible. If severe external bleeding is present, apply direct pressure to the wound, if a foreign body is embedded in the wound; apply pressure to sides of wound. Do not give anything in the mouth; lips may be moistened. Do not allow casualty to smoke.
- Report all accidents or near misses.