



# Occupational Health, Safety & Environmental Policies and Arrangements



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## **OCCUPATIONAL HEALTH & SAFETY POLICY**

It is the policy of the Company to provide and maintain safe and healthy working conditions, plant, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose.

The Company recognise the importance of safety, health and welfare in the successful operation of its activities and believes in the active participation and co-operation of its employees, and subcontractors, in order to achieve and maintain the highest possible standards and prevent work related injury and ill health.

The activities of the Company will be conducted in accordance with all applicable legal and other requirements to prevent exposing employees and the general public to risks to their health and safety. This Policy will be actively pursued by the Board of Directors and line management. Business objectives will be established and reviewed in line with this policy.

The requirements of the ISO45001:2018, Health & Safety at Work etc Act 1974, the Management of Health & Safety at Work Regulations 1999, the Construction (Design & Management) Regulations 2015 and all subordinate legislation shall be regarded as the minimum standard of safety, health and welfare to be accepted.

In furtherance of this aim the Company will introduce and maintain systems of work which will achieve continual improvement of the OH&S management system and OH&S performance. We will work to eliminate hazards and reduce OH&S risks to ensure that all stages of construction work, from conception, design and planning through to execution of the works on site and subsequent maintenance and repair, are managed in an effective and co-ordinated fashion.

The Company commits to consultation and participation with its workforce on health and safety matters and will communicate this policy to all persons working under the control of the company and other interested parties with the intent that they are made aware of their individual OH&S obligations. It welcomes suggestions from its employees which serve to improve and promote these aims. Such suggestions may at any time be brought to the attention of line and senior management.

Whilst overall responsibility for health and safety matters must rest at the highest management level with the Company, employees should recognise that they too have duties under the Health & Safety at Work Act 1974. These duties include the taking of reasonable care of their own safety and the safety of others who may be affected by their acts or omissions and also to cooperate with the Company in its arrangements to comply with statutory safety obligations.

This policy will be kept up to date. To ensure this, the Policy and the way in which it has operated will be reviewed on an annual basis. Any revision will be brought to the attention of those affected by the changes.

Signed:

James Taylor – Managing Director

Date: Jan 2021

Signed:

Bryan Doyle – Construction Director

Date: Jan 2021



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## **ENVIRONMENTAL POLICY**

The Company recognise the need to manage and minimise the environmental impact of its activities, and believes in the active participation and co-operation of its employees, and subcontractors, in order to prevent pollution arising from our activities and protection of the environment.

The activities of the Company will be conducted in accordance with all applicable legal and other requirements which relate to our identified significant aspects. This Policy will be actively pursued by the Board of Directors and line management. Business objectives will be established and reviewed in line with this policy.

The requirements of the EN ISO 14001:2015, BREEAM, Building Regulations, all waste management legislation and the Construction (Design & Management) Regulations 2015 and all subordinate legislation shall be regarded as the minimum environmental management standards to be accepted.

In furtherance of this aim the Company will introduce and maintain systems of work which will manage and mitigate the identified significant environmental aspects that relate to our activities with the aim of achieving continual improvement in environmental management; that all stages of construction work, from conception, design and planning through to execution of the works on site and subsequent maintenance and repair, are managed in an effective and co-ordinated fashion.

The Company will communicate this policy to all persons working under the control of the company with the intent that they are made aware of their individual obligations. We will also make this policy available to the public via our website.

This policy will be kept up to date. To ensure this, the Policy and the way in which it has operated will be reviewed on an annual basis. Any revision will be brought to the attention of those affected by the changes.

Signed: 

James Taylor – Managing Director

Date: Jan 2021

Signed: 

Bryan Doyle – Construction Director

Date: Jan 2021



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## **RESPONSIBILITIES FOR HEALTH, SAFETY & THE ENVIRONMENT**

In order that the Company Health & Safety and Environmental policies can operate effectively it is essential that all levels understand their individual and collective responsibilities. These have been defined and are set out as follows:

### The Company/Employer

The Company will, so far as is reasonably practicable, achieve the aims of the policies and arrangements by providing safe systems of work, and in particular provide:

- 1 Safe access and egress to the site with adequate provision for the safe storage of materials.
- 2 A safe place to work free from undue risk.
- 3 Safe plant and equipment to carry out the work.
- 4 Safe and effective methods of carrying out the work.
- 5 Effective environmental and energy measures aimed at mitigating identified significant aspects.

This will be achieved by:

- 6 Assessing, preventing and managing health and safety risks and significant environmental aspects that are liable to arise during all construction activities.
- 7 Allocating adequate resources to ensure compliance with all applicable health and safety and environmental legislative and other requirements.
- 8 Developing effective health, safety and environmental plans to co-ordinate and manage the activities of all contractors for the purpose of risk reduction / pollution.
- 9 Providing trained competent staff and employees.
- 10 Selecting competent and adequately resourced contractors to carry out work, where it is subcontracted.
- 11 Monitoring and reviewing the health and safety and environmental performance of the Company.
- 12 Providing mechanisms, time, training and resources necessary for consultation and participation.
- 13 Providing for site safety inspections and taking advice from the Company's Safety Advisor, Safety and Training Services.
- 14 Amending the OHS & E Policies from time to time as it becomes necessary and at least annually with any amendments being brought to the attention of those affected.



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## Managing Director / Construction Director

The Directors shall direct and control the overall Health and Safety & Environmental Policies of the Company by:

1. Ensuring that there is at all times effective policies in place for health and safety and Environment within the Company and that responsibility under the policies is assigned and accepted at all levels.
2. Ensuring that duties and responsibilities imposed by the Construction, (Design & Management) Regulations 2015 are suitably delegated and assigned within the Company.
3. Ensuring that adequate channels of communication are maintained within the Company so that information concerning health & safety or environmental matters, which may affect any or all employees, is effectively communicated.
4. Ensuring that adequate resources are made available in order to meet health and safety and environmental requirements and that all staff receive suitable and sufficient training for their level of responsibility.
5. Ensuring that the site management team are sufficiently resourced in terms of plant, equipment, experience and technical knowledge for the nature of the project being undertaken.
6. Ensuring that the tendering mechanism within the organisation takes all health & safety and environmental factors into account in order that adequate resources are costed and allocated at the tender stage.
7. Ensure that all employees and subcontractors have read the H&S and Environmental policies and understand them before commencing work also ensure that they have acknowledged that they have read them and understand them in writing.
8. Ensuring that a mechanism exists within the organisation for the considered evaluation of any risks and environmental aspects liable to arise from a contract and that such risks / impacts are adequately controlled by the development of a detailed Health, Safety & Environmental Plan prior to the commencement of construction activities.
9. Establishing a close liaison between the Principal Designer, Designer & Client to ensure that all relevant health and safety factors are taken into account in order to comply with the requirements of the Construction, (Design & Management) Regulations 2015.
10. Carefully appraising the experience and competency of contractors where elements of the project are to be subcontracted to ensure that such contractors are adequately resourced to comply with health and safety and environmental requirements.
11. Ensuring that the responsibilities of subcontractors are clearly laid down and that a system exists for the co-ordination of safety activities between Principal Contractor, subcontractor and any other individual contractor who may be working on the same site.
12. Determining at the planning stage, that appropriate safe systems of work have been established and communicated to all relevant persons.





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13. Ensuring that all risks / aspects are evaluated and any necessary precautions taken to ensure compliance with the Management of Health & Safety at Work Regulations 1999, the Construction (Design & Management) Regulations 2015, the Lifting Operations & Lifting Equipment Regulations 1998, Work at Height Regulations 2005 and any other relevant environmental requirements.
  14. Familiarising themselves with all new H, S & E legislation liable to affect the Company's sphere of activities and to bring such changes to the notice of all relevant persons.
  15. Carefully evaluating health and safety and environmental implications before diversifying into new fields of activity within the Construction & Civil Engineering Industry.
  16. Acting jointly with the Company's Safety Advisor in the role of Competent Person for the purposes of the Management of Health & Safety at Work Regulations 1999.
  17. Determining that all risks and environmental aspects liable to be encountered during the Construction Phase are evaluated and that appropriate safe systems of work have been established and communicated to all relevant personnel, taking advice as necessary from the Company's Safety Advisor.
  18. Regularly monitoring that proper safe systems of working and means of avoiding dangerous or potentially hazardous conditions or pollution incidents are adopted on site.
  19. Demonstrating close personal involvement and support for the Company's Health & Safety and Environmental policies.
  20. That the Company at all times holds and complies with the Employers Liability (Compulsory Insurance) Act 1969 and that it holds sufficient Indemnity Insurance to cover its range and breadth of activities.
  21. That all relevant HR records are kept including training, absenteeism and accidents.
  22. That when hiring or sourcing plant and equipment all relevant health and safety instructions/manuals are obtained and delivered to site.
  23. That when purchasing hazardous materials safer alternative substances are selected wherever reasonably practicable and that material health and safety data sheets are obtained and delivered to site and COSHH risk assessments are undertaken.
  24. That the required statutory inspections on plant, lifting tackle etc are carried out with appropriate records being kept.
  25. That the office is organised and maintained to ensure the health, safety and welfare of all administrative staff, and environmental impact of office activities is minimised.



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## Site Managers / Site Foreman

Site Managers / Site Foremen are responsible for the direct control of construction activities and for ensuring compliance with health & safety and environmental requirements. They will achieve this by ensuring:

- 1 That they fully familiarise themselves with the Company's OHS and Environmental policies.
- 2 That they adhere to the Health, Safety & Environmental Plan drawn up in accordance with the requirements of the Construction (Design & Management) Regulations 2015 and other relevant legislative requirements.
- 3 That they confer with the Managing Director, Construction Director and Principal Designer in order to evaluate any health & safety / Environmental implications should there be a need to deviate from the Health, Safety & Environmental Plan.
- 4 That they confer with the Managing Director, Construction Director and the Company's Safety Advisor on all matters of safety and in connection with the Company's policies should the need arise.
- 5 That they co-operate with the Safety Advisor to rectify any matters that are in conflict with the Health & Safety at Work Act 1974, the Construction (Design & Management) Regulations 2015 or with other statutes currently in force.
- 6 That they organise the site so that all operations are carried out with a minimum of risk to operatives, equipment, materials and the local environment.
- 7 That appropriate precautions are taken to protect members of the public and prevent unauthorised access by non-site personnel and in particular children.
- 8 That the delivery and storage of materials is carried out in such a manner so as not to endanger site personnel or members of the public and to avoid double handling wherever possible.
- 9 That the site welfare facilities are adequate and that First Aid Boxes are adequately stocked.
- 10 That all plant and equipment supplied to the site, whether owned or hired to the Company is in a safe condition before being put into service and that in the case of lifting appliances and hoists that the appropriate tests and examinations have been carried out.
- 11 That when hiring excavators for lifting duties over 1 tonne, check valves and automatic safe load indicators are fitted.
- 12 That when hiring craneage appropriate information is given concerning the load and lifting radius.
- 13 That any subcontractor who consistently fails to comply with health and safety and environmental requirements is reported to the Managing Director or Construction Director to decide whether to discontinue using their services.
- 14 That they clearly lay down the responsibilities of subcontractors and ensure that a system exists for the co-ordination of safety activities between principal contractor,



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- subcontractor and any other individual contractor who may be working on the same site.
- 15 That they carry out, or arrange to carry out, the required statutory inspections and examinations in respect of excavations, lifting equipment, scaffolds etc and that the prescribed particulars are recorded and kept available for inspection.
  - 16 That they prevent employees and subcontractors from taking risks and short cuts in working methods.
  - 17 By their own conduct they discourage horseplay and reprimand those who fail to consider their own health and safety and those of others, whether employees of the company or otherwise.
  - 18 That appropriate plant and equipment are only operated by competent trained persons.
  - 19 That new employees, particularly the young or inexperienced, are adequately supervised and trained for the task allotted and that they are made aware of known hazards on site.
  - 20 That all operatives wear the appropriate safety clothing at all times particularly safety helmets, high visibility vests and safety footwear, eye protection, ear protection and dust masks.
  - 21 That waste management activities on site are undertaken with regard to all applicable waste legislation, and that relevant records are maintained.
  - 22 That they set a personal example and give leadership on health, safety and environmental matters. This includes the wearing of protective clothing and equipment.

## Safety Advisor

The Company uses the services of an Occupational Health & Safety specialist to provide advice and keep up to date on Health & Safety Legislation applicable to the Construction Industry.

Our Occupational Health & Safety specialist acts jointly with the Managing Director and Construction Director to fulfil the role of competent person for the purposes of the Management of Health & Safety at Work Regulations 1999.



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## Employees

All employees including self-employed persons working under the direction and control of the Company shall:

- 1 Co-operate with management as far as is necessary on safety matters to promote health and safety and good environmental management at work.
- 2 Read and familiarise themselves with the Company OHS & environmental Policies and in particular the duties contained in this section.
- 3 Realise that they have a legal duty whilst at work to take reasonable care for the health and safety of themselves, that of their fellow employees and others who may be affected by their activities.
- 4 Observe all safety rules and only use the correct and recognised methods and systems of working.
- 5 Use the correct tools and equipment for the job, keep their tools in good and safe condition, and report any defects in plant, tools or equipment to their supervisor without delay.
- 6 Use and take care of all other safety equipment such as goggles, ear defenders, safety harnesses etc.
- 7 Wear safety helmets, high visibility vests and protective footwear at all times whilst on site.
- 8 Report any loss or defect in any safety equipment to their supervisor. This is a specific legal requirement placed upon individuals under the new legislation relating to the wearing of safety helmets and EC legislation relating to the use of personal protective equipment.
- 9 Refrain from horseplay and acts which could cause hazards to themselves and others eg do not hitch rides on dumpers or 'bomb' materials from heights.
- 10 Develop a personal concern for the safety of themselves and others whilst at work. Remember each year up to 30 people die because of construction accidents and many thousands are severely injured or crippled. **DO NOT become another statistic.**
- 11 Report all accidents, environmental incidents and damage to the supervisor whether persons are injured or not.
- 12 Keep their working place in a safe and tidy condition.
- 13 Suggest to the supervisor ways of eliminating hazards or improving standards of health and safety / environmental management.
- 14 Remember that wilful and knowing disregard of safety instructions may result in disciplinary action.
- 15 Avoid improvisation which entails unnecessary risks.



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## **OH&S & ENVIRONMENTAL ARRANGEMENTS**

### Setting up New Sites

- 1 A Health, Safety & Environmental Plan must be drawn up and approved by the Principal Designer prior to the commencement of any project which attracts the requirements of the Construction (Design & Management) Regulations 2015.
- 2 The Principal Designer will notify the Health & Safety Executive if the work is 'Notifiable' i.e. liable to last more than 30 days and have more than 20 workers simultaneously at any point OR involves more than 500 man days of construction work.
- 3 A copy of the notification (Form F10) should be displayed on the site together with the statutory notices, for example the HSE poster.
- 4 The Company will supply a standard health & safety pack (Edgar Taylor Safety Management System) to site which will include Statutory Notices, Company Safety Policy and associated guidance literature.
- 5 The Director / Contracts Manager responsible will assess the welfare requirements for the site, based on the duration of the project and the number of operatives expected to be working on the project at any one time. He will either order, or instruct the Site Manager to order the appropriate welfare facilities. As a minimum we will ensure the provision of the following:
  - a. An adequate supply of high-quality drinking water;
  - b. Suitable and sufficient sanitary conveniences and washing facilities where possible;
  - c. Accommodation for clothing;
  - d. Rest facilities;
  - e. Facilities for workers who regularly eat meals at work;
  - f. Workstations that are suitable for the people using them and the type of work they do;
  - g. Adequate lighting;
  - h. Means of ventilation with sufficient changes of fresh and clean air;
  - i. Heating.
- 6 The site should be secured, as far as is reasonably practicable, by means of hoarding, security fencing or otherwise. If this is not reasonably practicable, individual hazards must be fenced off or made otherwise safe. All plant and mobile equipment must be effectively immobilised during out of site hours or placed in a security compound. The Site Manager should ensure that the site is left in a safe and secure condition at the end of each working day.
- 7 The site should be organised to ensure there is sufficient separation between vehicles and pedestrians to ensure safety or, where this is not reasonably practicable other means for the protection of pedestrians are provided; and effective arrangements are used for warning any person liable to be crushed or trapped by any vehicle of its approach.
- 8 The Site Manager should ensure that all amenities required by the Regulations such as Mess Huts, Toilets, Washing Facilities, Drying Rooms, etc. are set up and maintained to



the standard required by the Regulations, taking into account the maximum number of persons likely to be on site.

- 9 Should electricity cables pass in close proximity to where work is to be carried out, the Site Manager shall contact the relevant Electricity Authority (preferably in writing) to ascertain whether such cables can be removed, diverted or otherwise made safe and accept advice given by such Authority.
- 10 The Site Manager shall also contact all relevant public utilities/authorities eg Telecom, Gas, Water, Cable TV etc. to establish the presence of, and agree safe methods of working adjacent to any such services.



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## Project Risk Assessment

- 1 It is the responsibility of the Managing Director/Construction Director/Site Manager to ensure that suitable and sufficient assessment has been carried out of all the risks and environmental aspects liable to arise during the construction phase.
- 2 All measures necessary to adequately control those risks and significant aspects identified as being of significant danger must be implemented and where appropriate incorporated into the Construction Phase Plan.
- 3 It is important to be systematic in the carrying out of this task and to understand the concepts of hazard and risk. A hazard is something that has the potential to cause harm e.g. a deep excavation, erection of steelwork, entry into a confined space, work at height etc. Risk is the likelihood that harm will arise from a hazard in the form of injury or ill health.  
An Environmental aspect is any part of the company's activities, products or services that has the potential to interact with the environment.
- 4 Severity of risk is a function of the probability of an event occurring and the degree of injury or ill health liable to arise. In assessing the risk consideration must be given to the level and adequacy of the existing precautions.  
Environmental impact is the result of the interaction of the aspect with the environment, this may be positive or negative in its nature.  
Where an activity is considered to be "high" risk then in depth planning in the form of a detailed method statement or other controls must be carried out and implemented. If in doubt seek advice from the Company's Safety Advisor.
- 5 The risk assessment process:
  - a. The overall risk assessment process starts prior to project commencement with the project risk assessment. This is carried out by the Director responsible for the project and it identifies and prioritises (High, Medium or Low) the risk level and environmental aspects which can be foreseen at that time. Risks will also be considered in relation to any applicable legislation or other requirement as identified in the legislation register.  
This is the initial document to identify tasks requiring method statements or other controls. It is a fluid process and the Site Manager / Foreman should be constantly assessing and reviewing the risks presenting themselves on site at any time.  
Guidance on completing the Project Risk Assessment is included in the form.
  - b. Prior to a subcontractor's commencement on site, the Site Manager / Foreman will obtain a copy of their risk assessments. These will identify the high risks / relevant aspects and determine how a safe method of work will be applied or what objectives and measures will be required to manage environmental aspects associated with the subcontracted activity.
  - c. For works undertaken by direct labour the site manager will identify the risks and aspects associated with the individual activity and complete the relevant risk assessment. Where required controls such as task sheets and task briefings will be developed and issued by the Site Manager / Foreman.



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## First Aid

- 1 It is the policy of the Company to provide or have access to at least one qualified first Aider / appointed person for all sites. This follows the Health and Safety (First Aid) Regulations 1981 that require all construction sites to have, a first aid box with enough equipment to cope with the number of workers on site, an appointed person to take charge of first-aid arrangements and information telling workers the name of the appointed person or first aider and where to find them.
- 2 In assessing the level of first aid cover for any particular project the Company will take into account such factors as the nature of the work, the risks involved, size and nature of the workforce and the distance from external emergency services.
- 3 All sites however small must be provided with an adequately stocked first aid container which should be looked after by an Appointed Person. The appointed person takes responsibility to ensure that first aid items are replaced and to take charge in the event of an emergency. The Site Manager will designate the Appointed Person if not fulfilling this role personally.

## Accidents & Incidents

- 1 The Site Manager/Site Foreman will notify the Managing Director / Construction Director immediately of all accidents, except those of a minor nature.
- 2 In the event of a serious accident, reportable accident or reportable dangerous occurrence including:
  - accidents resulting in the death of any person
  - accidents resulting in specified injuries to workers
  - non-fatal accidents requiring hospital treatment to non-workers;the Site Manager/Construction Director/ Managing Director will inform Safety Services (UK) Ltd (0845 402 5050) immediately who will arrange for a site visit to investigate the cause of the incident and to advise the Company as to their legal liabilities.
- 3 All fatal and major injury accidents and all specified Dangerous Occurrences must be immediately reported to the appropriate Director who in turn must as soon as possible make a report to the Health & Safety Executive's Incident Contact Centre by telephone (0845 300 9923) or by email ([www.riddor.gov.uk](http://www.riddor.gov.uk)). An online report must follow within 10 days of the incident.
- 4 All injuries resulting in incapacity from work for more than 7 days must be reported on the online portal by the Construction Director/Managing Director. The submission should be sent as soon as it is apparent that the injury has resulted in a 7-day period of incapacity and should be sent no later than 15 days after the date of the injury.
- 5 All injuries however minor, will be reported on the online portal, through the WISE logon.
- 6 Further information is available in the Guidance booklet 453, Reporting accidents and incidents at work - A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), copies of which are available from Head Office. Or, by the following <http://www.hse.gov.uk/pubns/indg453.pdf>.
- 7 A review of all recorded accidents will be compiled at Head Office in order to evaluate any trends which may require remedial attention.





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## Fees for Intervention Policy

### What are Fees for Intervention?

- 1 HSE and the government believe it is right that businesses that break health and safety laws should pay for HSE's time in putting matters right, investigating and taking enforcement action. Before FFI was introduced, this was paid for from the public purse.
- 2 FFI will also encourage businesses to comply in the first place or put matters right quickly when they don't. It will also discourage businesses who think that they can undercut their competitors by not complying with the law and putting people at risk.

### Could FFI apply to Edgar Taylor?

- 3 Edgar Taylor undertakes through implementation of BS ISO45001 to comply with all applicable legal and other requirements, therefore if we comply with the law and our own policies and procedures we won't pay a fee.
- 4 FFI only applies to work carried out by HSE's inspectors so if our business, or more likely one of our sites is inspected for health and safety by another regulator, such as local authority environmental health officers, it will not apply.
- 5 FFI will apply to all businesses and organisations inspected by HSE, except for:
  - self-employed people who don't put people at risk by their work;
  - those who are already paying fees to HSE for the work through other arrangements; and
  - those who deliberately work with certain biological agents.
- 6 Any fee for interventions issued against Edgar Taylor Ltd relating to any of our sub-contractors that are providing specialist work will be deducted from any of their payments.

### What is a material breach?

- 7 A material breach is where you have broken a health and safety law and the inspector judges this is serious enough for them to notify you in writing. This will either be a notification of contravention, an improvement or prohibition notice, or a prosecution.

### How much might it cost?

- 8 The inspector will record the time they have spent identifying the material breach, helping you to put it right, investigating and taking enforcement action.



This will include time spent:

- carrying out visits (including all the time on site during which the material breach was identified);
- writing notifications of contravention, improvement or prohibition notices, and reports;
- taking statements; and
- getting specialist support for complex issues.

- 9 This total amount of time will be multiplied by the FFI hourly rate (£157) to calculate the amount that must be paid.



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## Safe Working Procedures

### Control of Dust

1. Construction Dust is a general term used to what may be found on a construction site. There are three main types:
  - a. Silica dust - is a natural mineral present in large amounts in materials such as sand, sandstone and granite. It is also commonly found in other construction materials such as concrete, bricks and mortar.
  - b. Non-silica dust - there are a number of construction products where silica is either not found or present in very low amounts. The most common ones include gypsum, cement, limestone, marble and dolomite.
  - c. Wood dust - is widely used in construction and is found in two main forms; softwood and hardwood. Wood-based products are also commonly used including MDF and chipboard
2. The Control of Substances Hazardous to Health (COSHH) Regulations 2002 sets a limit on the amount of these dusts that you can breathe. (Workplace Exposure Limit or WEL). These limits are not a large amount of dust and when compared to a penny it is tiny – about a small pinch of salt.
3. Limiting where possible the amount of dust generated will be the first level of control
4. Where there is a risk of dust being released into the air, Edgar Taylor sites will require the following controls
  - a. water – applied to the cutting edge to significantly reduce the release of silica and non-silica dust by damping down
  - b. Type M Class vacuum extraction – fitted to all mechanical equipment when cutting any wood product. This includes chipboard and MDF
5. When undertaking any type of operation which may release dust or fibres, such as cutting, sweeping, placing of insulation and cleaning, suitable and appropriate RPE must be worn in addition were required to the above-mentioned controls

### Respiratory Protective Equipment (RPE)

1. In situations where exposure to dust or other airbourne hazardous substances cannot be adequately controlled with suitable control measures (i.e. other than with RPE). The employer of the person at risk must provide suitable RPE and the person at risk must wear the suitable RPE.
2. To ensure that the selected RPE has the potential to provide adequate protection to the wearer the selection of tight fitting face pieces should include a fit test. Persons on Edgar Taylor sites requiring RPE must have face fit test records for the particular type and size of mask being used. These should be presented to and checked by the site manager before work commences and a copy retained on site by the site manager as a record.

### Working in Hot Temperatures

1. In very hot environments the risks might be obvious such as dehydration, fatigue and burns, but other conditions may arise such as:



- a. Heat exhaustion, which occurs when the temperature inside the body (i.e. the core temperature), rises to 37-40°C (98.6-104°F). At this temperature, levels of water and salt in the body begin to drop, resulting in symptoms such as nausea, feeling faint, and heavy sweating. If left untreated, heat exhaustion can sometimes lead to heatstroke.
- b. Heat stroke occurs when a person's core temperature rises above 40°C (104°F). Cells inside the body begin to break down and important parts of the body stop working. The symptoms can include mental confusion, hyperventilation (rapid shallow breathing) and loss of consciousness. Heatstroke should be regarded as a medical emergency since, if left untreated, it can cause multiple organ failure, brain damage and death.
- c. Heat cramps, which are painful, brief muscle cramps that can occur during work in a hot environment. Muscles may spasm or jerk involuntarily and the cramping may also be delayed and occur a few hours later.

2 The measures to control the risks include:

- a. Rest facilities away from heat;
- b. Providing plenty of fluids to drink;
- c. Job rotation to reduce the duration of exposure; and
- d. Appropriate PPE, e.g. clothing, hard hats, gloves.

These controls are to be recorded within a risk assessment or safe system of works.

## Working in Cold temperatures

1 When working outside in cold weather, there are well known effects, such as shivering, but additional risks include:

- a. Hypothermia, which occurs when a person's body temperature drops below 35°C (95°F), perhaps as a result of a combination of things, including prolonged exposure to cold (such as staying outdoors in cold conditions or in a poorly heated room for a long time), rain, wind, sweat, inactivity or being in cold water for too long.
- b. Frostbite, which occurs when the skin and underlying tissue freeze due to exposure to low temperatures. Anyone who spends long periods of time outdoors in cold weather conditions is at risk of getting frostbite. Frostbite can affect any part of your body, but the extremities, such as the hands, feet, ears, nose and lips, are most likely to be affected.
- c. Drifting in or out of consciousness.
- d. Cold burns from cold surfaces.
- e. Accidents that occur because of reduced dexterity.

2 As with high temperatures, the available control measures will depend upon the nature of the workplace and therefore if it isn't possible to heat the workplace, the risks may be controlled by providing:

- a. Rest facilities away from cold, and plenty of warm drinks;
- b. Job rotation to reduce duration of exposure; and
- c. Appropriate PPE, e.g. insulated footwear, gloves and clothing.

These controls are to be recorded within a risk assessment or safe system of works.



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## Slips Trips & Falls

- 1 Risks relating to slips trips and falls will be assessed and where necessary measures will be implemented to reduce the potential for slips trips and falls with a view to try and limit injury to employees and general public.
- 2 All staff are requested to be mindful of where they leave equipment, tools etc. and try and keep the workplace as safe as possible.

## Safe Access

- 1 Safe access should be provided to all places of work. Gangways, passageways and staircases should be free of obstruction. Ladders and scaffold should be provided as necessary.
- 2 All walkways should be kept level and free from obstructions such as stored material and waste.
- 3 Holes and openings should be securely fenced off or provided with fixed clearly marked covers.
- 4 The site should be maintained in a tidy condition. Materials should be stored safely. Packs of bricks and blocks should be stored on firm and level ground. Single bands of bricks or blocks should be stabilised. Pipes should be chocked and rings laid flat. Trusses if not stored flat should be tied back to prevent collapse. During windy conditions lightweight material of large surface area should be securely tied down.
- 5 Arrangements should be made for the safe collection and disposal of waste using registered waste carriers.
- 6 Nails in timber should be removed.
- 7 Adequate artificial lighting should be provided when work is carried on after dark or inside buildings and will include appropriate emergency lighting.

## Working at Height

- 1 Edgar Taylor follows the hierarchy of working at height structure. The arrangements for working at height must be strictly adhered to.
- 2 The HSE defines work at height as:  
  
'Work at a height at ground level, above or below ground level from which a fall could cause injury'.
- 3 Where work at height is necessary, Edgar Taylor will ensure that it is:
  - a. Properly planned and organised and takes account of weather conditions that could endanger health and safety. This would include ensuring that a suitable and sufficient risk assessment is undertaken and that appropriate levels of supervision are in place; and
  - b. Carried out by people who are trained and competent, not only for the type of work, but also in working at height and use of access equipment.



- 4 In addition, Edgar Taylor will ensure:
  - a. The place where the work at height is done is safe. This may be achieved by means of permanent or temporary edge protection.
  - b. Equipment for work at height is appropriately inspected, e.g. ladders, scaffolding, and mobile elevating work platforms are subject to regular user checks as well as planned formal inspection. It is also important to ensure that access equipment is positioned on firm level ground and protected from vehicle impact so that it doesn't topple over.
  - c. the risks from falling objects are properly controlled
- 5 Where the possibility of a fall still exists, despite the precautions that can be put in place, it will be necessary to have means to minimise the consequences of a fall. Common approaches involve the use of safety harnesses, airbags, safety netting or crash decking. In all cases, workers will have to be competent and trained in the use of the particular system.
- 6 Particularly with the use of safety harnesses, workers not only need to know how to use them, but also how to inspect them before use for signs of damage and following the ACoP must be trained in their use. This is in addition to formal inspections that are usually carried out at least every six months if used as part of a rescue plan. It is also very important to have an emergency rescue plan in place and, if possible, rehearsed.
- 7 A person suspended on a harness is likely to lose consciousness in about 10 minutes as a result of blood draining to the legs (under gravity). This is unlikely to be sufficient time for emergency services to reach the scene and effect a rescue, and in any event it is the employer's responsibility to prepare for this possibility. With this in mind, all employees who depend upon harnesses will have appropriate training and instruction in rescue procedures.



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## General Access Scaffolds

- 1 Scaffolds should be provided where work cannot be done safely on or from the ground or from part of a building or other permanent structure. The scaffold should be suitable and sufficient for the purpose and be properly maintained.
- 2 Scaffolds should be erected, altered and dismantled only under the supervision of a competent person and so far, as possible by competent workmen. All materials should be inspected before use.
- 3 The sequence of erection and subsequent dismantling should be carried out in accordance with RAMS and the TG2-:13, whilst following National Access & Scaffolding Confederation's Code of Practice SG4:15 "The use of fall arrest equipment whilst erecting, altering and dismantling scaffolding". It is recommended that all scaffolding operatives involved with working at height should wear and use personal fall arrest equipment (harnesses etc.) always, in accordance with the training and instruction received. Any subcontractor or individual failing to comply with this Code of Practice, should be required to leave site.
- 4 All scaffolds and materials should be of good construction, of suitable and sound material and of adequate strength, complying with the confirmed British Standards. There should be sufficient materials available to complete the scaffold. All timber used in scaffolds should be of suitable quality, in good condition and should not be painted or treated so that defects cannot be easily seen.
- 5 No defective materials should be used in a scaffold. All scaffold materials should be stored under good conditions.
- 6 All scaffolds should be properly maintained and all parts should be fixed, secured or placed so as to prevent accidental displacement.
- 7 Incomplete scaffolds should be adequately signed at each access point to indicate that it is incomplete or access to it should be effectively blocked.
- 8 All scaffolds should be inspected by a competent person before being taken into use for the first time, after any substantial alteration, any event liable to have affected its strength or stability and at regular intervals not exceeding 7 days since the last inspection.
- 9 All reports must be kept readily available for inspection and shall be retained for a period of 3 months from the date they were carried out.
- 10 Where scaffolds provided for one employer, or his workmen, are to be used by a second employer or his workmen, steps should be taken by the second employer or his agent to check that the scaffold is safe for use.
- 11 A scaffold should not be overloaded, with the classification of the scaffold known. All loads should be evenly distributed. Materials should be transferred to a scaffold without violent shock. Materials should not be kept on a scaffold unless needed for work within a reasonable time.
- 12 All scaffolds should be erected to conform to the standards laid down within the Work at Height Regulations 2005 and the generally recognised standard known as the TG20:13.



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- 13 Where scaffolds are erected and used in public areas persons should be excluded from the working area during erection. Suitable signs should be used where necessary to warn that work is going on overhead. Sheeting, boarding, fans and brick-guards should be provided where necessary to prevent materials etc. from falling from the scaffold into public places. To prevent children from gaining access to the scaffold, ladders should be removed at the end of the working day. Alternatively, a scaffold board may be securely lashed to the ladder to render it un-climbable.
  - 14 All working platforms should be fully boarded and adequate guardrails including intermediate guardrails and toe-boards should be provided at every side from which a person can fall a distance liable to cause injury. Safe access should be provided to all scaffold platforms, with 2 means if reasonably practicable following the JCoP 9<sup>th</sup> Edition Preventing Fire in Construction.

## Tower Scaffolds

### *Before Erecting the Tower:*

- 1 Make sure that the supplier's instruction manual is on site and has been read and understood. There is a competent person in charge of the build.
- 2 Take precautions to prevent collision with tower by persons or vehicles.
- 3 Check that all components are of the same make and correct type and that the correct number are on site and they are undamaged.
- 4 Check that the floor is level, firm and not obstructed and that floor openings are covered or filled in.
- 5 Check that the scaffold can be tied to adjacent structures if necessary.
- 6 Check that the area is free of overhead electric cables.

### *When Erecting the Tower*

- 7 Keep to the recommended height/base ratios. Fitting outriggers or stabilisers as required.
- 8 Check that the scaffold is vertical and that adjustable legs are secure and that castor brakes are on. Secure interlocking pins on all spigot and socket joints and fit bracing as the erection proceeds.
- 9 Fit guardrails and toe boards to all working platforms.
- 10 Towers that are required to a height more than their free-standing height and cannot be stabilised by increasing base dimensions should be tied at the maximum free standing height and thereafter in accordance with the manufacturer's instructions.

### *During Use of the Tower:*





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- 11 Inspect before each use to see that the height/base ratio is within limits and that no parts have been removed or altered from the correct configuration. If the scaffold is dismantled for movement elsewhere, then a new report must be completed as soon as it is re-erected.
  - 12 Ensure outriggers or stabilisers are correctly positioned and secured, checking that ties, ballast, weights or guys are in good order if fitted.
  - 13 Limit horizontal forces on the platform as much as possible. On no account should a ladder be placed on top of the tower to gain extra height.
  - 14 Towers must only be moved by pulling or pushing at the base and no person should remain on the tower whilst it is being moved. Any material left on the tower whilst it is being moved must be stored such that the movement will not cause it to fall.
  - 15 Avoid using the tower in windy or severe weather conditions.
  - 16 In industrial areas, housing estates, public places etc take all reasonable precautions e.g. fencing the base of the tower to prevent children from gaining access.

## Trestle Scaffolds

- 1 Trestle scaffolds should only be used for short-term, lightweight work.
- 2 They should be fully boarded and erected on a level, firmly footed base.
- 3 Guard rails should be provided where a person can fall from its outer edge, being compliant with the Work at Height Regulations 2005.

## Ladders

- 1 All ladders should be of good construction, sound material, adequate strength and properly maintained. Ladders which have badly worn or broken rungs or split stiles should never be used. Rungs should not be repaired by a piece of timber nailed to the stiles or by the insertion of a short length of steel tube or reinforcing rod.
- 2 Ladders should be placed at a suitable angle to minimise risk of slipping and ideally at about 75 degrees to the horizontal i.e. about 1 metre out from the building for every 4 metres in height.
- 3 Ladders should extend to a height of at least 1.05 metres above the landing place or above the highest rung on which the user has to stand unless there is an equivalent handhold.
- 4 Wherever practicable the top of the ladder should be securely fixed to the structure so that it cannot slip.
- 5 The foot of the ladder should be supported on a firm level surface and should not rest either on loose material or on other equipment to gain extra height.
- 6 Ladders should only be used as a work platform where the work involved is light and at least one hand can be kept on the ladder.



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- 7 Care should be exercised to ensure persons do not over-reach whilst working from a ladder.
  - 8 Ladders should only be used for short duration work.
  - 9 Ladders should only be used by trained and competent operatives.



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## Stepladders

- 1 Stepladders should only be used for short term access where it is not reasonably practicable to utilise a safer alternative such as podium steps or tower scaffold.
- 2 Before using a stepladder, ensure that it is in a good and sound condition, then open it to the maximum extension of the stays which should be of equal length.
- 3 Check that the stepladder is of adequate height for the work carried out. Ideally, there should be a hand-hold on the stepladder at chest height in order to achieve maximum stability.
- 4 Three-point contact should be maintained always.
- 5 Stepladders are not designed for side loading and this should be avoided by placing the stepladder at right angles to the work.
- 6 They should only be used on a level surface and work should not be carried out from the upper treads or platform unless specifically designed for this purpose.
- 7 Only one person should use a stepladder at any one time and if steps are to be used adjacent to a doorway, the door should be wedged open securely.
- 8 Step ladders should only be used by trained and competent operatives.



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## Emergency Preparedness & Response

### Fire Precautions

1. A fire plan, fire risk assessment and fire emergency procedures will be produced for each site. This will be maintained and administered by the Site Manager / Foreman.
2. A fire plan, fire risk assessment and fire emergency procedures will be produced for the office. This will be maintained and administered by the Office Manager.
3. In the event of an emergency the Site Manager / Foreman or Office Manager will act as Fire Marshal.
4. The Site Manager or Office Manager will ensure that the appropriate firefighting equipment is on site always.
5. Smoking on Edgar Taylor sites will only be permitted in the designated areas.
6. All employees will be inducted when they start work in the Fire emergency procedures, location of fire equipment, and will be updated and notified of any changes.
7. All hot works will be carried out under hot works procedures. No hot works will proceed without a hot works permit.

### Spillage

1. We avoid using cleaning materials which are harmful to the environment.
2. We never allow waste materials to enter sewers or surface drains.
3. All spillages will be dealt with immediately.
4. All sites are expected to have a spillage kit that is readily available.
5. All COSHH substances are to be stored in secure well ventilated designated areas and eventually disposed off in the designated COSHH bin on site for subsequent disposal by a Licensed Waste Contactor.



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## Electrical Safety: Tools and Equipment

- 1 Portable, hand held tools and lighting should operate on 110 volts.
- 2 Cables feeding portable equipment should be routed to prevent damage. They should be adequately supported if run overhead.
- 3 Equipment should be regularly inspected and repairs should only be carried out by electrically competent persons.
- 4 PAT testing to be undertaken on all tools every six months
- 5 Electrical cables should not be allowed to trail along floors or stairways but should be properly supported above head height.
- 6 If any electrical appliance is found to be faulty it must be immediately reported to the Site Manager.
- 7 Any use of 240 volt on construction sites, will only be permitted after a risk assessment has been completed for the tool, duration and task.

## Electrical Safety: Overhead Lines

- 1 Contact with overhead electric lines can be lethal even if they are carrying a voltage as low as 240 volts.
- 2 Contact or near contact should be avoided particularly if the object is metal e.g. aluminium ladder, scaffold pole, tower scaffold. An electric discharge carries the risk of fatal or severe shock and burns to any person in the immediate vicinity. There is also the danger of a person receiving a non-fatal shock which may then cause a severe fall from a ladder or working platform.
- 3 In all situations where work is necessary near overhead lines assume that all lines are live.
- 4 The local Electricity Board should be consulted for advice who will then screen i.e. insulate the lines, cut off power or lay down a minimum clearance distance. Electrical Safety:

## Underground Cables

- 1 Underground cables should be located by a cable locator and cable plans. Advice should be sought from the Regional Electricity Company. Do not rely solely on a plastic cable trace they are often displaced several feet from the actual cable.
- 2 Mark the cable route and dig slowly and carefully by hand if it is necessary to excavate near.



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## Gas Mains

- 1 The location of underground gas mains should be made by the use of a 'cable' locator in conjunction with plans supplied by the local office of British Gas.
- 2 If impossible to avoid the main, it should be carefully exposed by hand digging.
- 3 Confusion can arise between the identification of water and gas mains, which are of cast iron construction. In such circumstances cross reference should be made with other utilities. The opening and shutting of water valves in conjunction with a listening device may also assist in identification.
- 4 In the event of a main being damaged, British Gas must be immediately notified. Work must be immediately halted and all ignition sources extinguished. Work must not recommence until clearance has been given by British Gas.
- 5 British Gas must also be notified in the event of any damage to individual service pipes. There have been several serious explosions whereby excavators have pulled a service pipe, broken its connection within the house and a dangerous build up of gas has occurred.



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## Excavation Work - Permit to Dig

- 1 Determine the positions of all underground services in relation to the proposed excavation work utilising site plans, contacting public utilities, site occupiers, use of cable detectors, trial holes etc.
- 2 Thoroughly brief relevant personnel as to the position of such services and issue a Permit to Dig which must clearly show the location and depth of service.
- 3 Ensure that an adequate supply of shoring materials are available on site before excavation work commences.
- 4 Ensure that an adequate supply of access ladders of suitable length and good condition are available on site.
- 5 Ensure that a safe system of work is devised for inserting the timbering, props and hydraulic supports i.e. one that does not rely on people working within an unsupported trench.
- 6 Ensure that the sides of all excavations are either adequately shored, benched or sloped to a safe angle of repose, depending on the tasks risk assessment. When benching, the max free standing face should not exceed 1.2 m.
- 7 The excavation must be inspected before any person carries out work at the start of every day and after any event liable to have affected its strength or stability. It is Company policy that a report must be completed detailing the result of each inspection.
- 8 Barriers should be provided to prevent persons falling in. This is particularly important when excavating in a public place or where children may gain access.
- 9 Do not excavate close to a wall, building or other structure unless specialist advice is taken. such excavation may affect the stability of the excavation.
- 10 Do not stack materials, spoil or plant close to the edge of an excavation that will increase the risk of collapse.
- 11 If vehicles are to tip into an excavation first ensure that properly secured stop blocks are provided or suitable and sufficient alternative precautions.



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## Roof work

- 1 Effective barriers or guard rails are required to prevent persons and materials falling through or from the edge of any roof unless the work is of a minor nature and can safely be performed from a roof ladder.
- 2 Where the risk of falling cannot be eliminated safety nets and/or harnesses and running lines must be provided and used. In this case an emergency procedure must be in place for rescue from the harness.
- 3 If using roof battens they must be of good condition and supply a firm, safe handhold and foothold.
- 4 Crawling boards or stagings with suitable edge protection must be used for work on all fragile materials such as asbestos cement sheets or glass. Warning notices should be posted at the approach to the place where the material is situated.
- 5 All roof lights should be properly covered or provided with barriers.
- 6 Effective precautions should be taken to prevent debris falling from the roof or to barrier off the area beneath.
- 7 A task specific risk assessment will be carried out for all roof work and held on site by the Site Manager.

## Demolition

- 1 Suitable and sufficient steps must be taken to ensure that the demolition or dismantling of any structure is planned and carried out to prevent the risk of danger.
- 2 A detailed advanced method statement and demolition plan must be drawn up detailing the sequence of its demolition or dismantling.
- 3 The work must only be carried out under the supervision of a competent person.
- 4 Prior to the commencement of demolition, the building/structure must be surveyed for the presence of asbestos materials.
- 5 RAMS must be produced for all demolition work.





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## Driving at Work

The HSE estimates suggest that as many as a third of all road traffic accidents involve somebody who is at work. On this basis, up to 1,000 road traffic deaths per year may be work related. These statistics therefore suggest that the greatest chance of being seriously or fatally injured at work, for most employees, lies in the simple everyday task of driving.

### Risk factors associated with driving at work

There are numerous factors that can increase the risks of being involved in a road traffic incident. These can include the following:

1 **Distances that drivers have to cover**

It is not unusual for some company drivers to spend half their working hours on the road. In many cases employees will also have to drive long distances while still undertaking a full day's work.

Although commercial vehicle drivers' hours are regulated by means of legislation (i.e. tachograph), company car drivers are not subject to the same laws.

Driving long distances undoubtedly causes tiredness and with that an increasing likelihood of driver error occurring.

2 **Driving hours**

These are likely to be linked in many cases to distances travelled.

As noted above, most commercial vehicle drivers' hours will be regulated, meaning that a lorry driver will have a daily driving limit of nine hours.

For car drivers no legislation specifically limits their driving hours, but the company follows the Highway Code recommends a break of 15 minutes for every two hours of driving.

3 **Work schedules**

Unrealistic or badly organised work schedules can often result in employees taking chances with safety.

For employees who spend much of their working time on the road, these chances are more likely to have serious consequences.

Additionally, employees may feel compelled to break road traffic laws in order to achieve objectives such as honouring a business appointment.

We undertake to ensure that work is properly organised and achievable in a safe manner.

4 **Stress**

Driving-related stress often occurs when the individual feels overwhelmed by the surrounding environment and road conditions.

This can result in the driver reacting to situations in a manner that is not reasonable or rational, e.g. road rage.

5 **Weather conditions**

The weather can pose a risk as it may hinder the driver's visibility, their ability to stop within safe distances, and their control of the vehicle, e.g. skidding on water / ice.

Driving into the sun, especially in winter when it is low in the sky, can be tiring and may directly affect the driver's ability to see the road ahead.



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## Edgar Taylor Driving at Work Policy

Edgar Taylor recognises that employees may be required to undertake driving while on company business and in working hours.

Edgar Taylor has a road safety policy in place. This policy applies regardless of whether or not the company actually provides the vehicles for work or if it is a private vehicle used on company business.

Edgar Taylor undertakes to:

- Assess the risks from driving and to put in place the systems to manage that risk.
- Ensure that vehicles are properly maintained. It is the driver's responsibility to ensure vehicle roadworthiness if being used on the company's behalf. Defects should be reported to the Office Manager for action.
- Ensure that drivers demonstrate that privately owned vehicles are only used for work purposes if they are insured for business use through production of a certificate of insurance and, if the vehicle is over three years old, they have a valid MOT certificate.
- Confirm that drivers to hold a licence for the type of vehicle they use and will undertake periodic checks on the validity of that licence. Drivers will be required to advise the company of changes to their licence status, such as penalty points or bans, or of health conditions or prescribed medicines that might affect their entitlement to drive.
- Drivers must provide a signed copy of the driving licence each 12 months to state that it is a true statement and accurate.
- Provide if identified in risk assessments any driver training options that are available, e.g. defensive driving courses.
- Ensure that drivers are aware of what to do in the event of vehicle breakdown, bad weather conditions and/or any other delays that might occur.
- Prohibit the use of handheld mobile phones if driving. The company will allow the use of 'hands-free' phone systems when driving.
- Confirm the frequency that breaks from driving should be taken. This is 15 minutes in every two hours or every 100 miles, whichever comes sooner. If employees are not able to return to the office by 8pm an overnight stay will be permitted.

Employees are required to comply with the requirements of this policy. Any contravention of this policy may lead to action being taken against employees in line with disciplinary procedures.

Signed: 

James Taylor – Managing Director

Date: June 2020

Signed: 

Bryan Doyle – Construction Director

Date: June 2020



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## Systems for managing work related road safety

Driving at work will be subject to risk assessments in order to identify:

- 1 Different driver categories and the associated risks (e.g. car drivers, goods vehicle, passenger transport);
- 2 Specific competencies associated with each driver category (e.g. licence entitlement for class of vehicle, on-going competence assessments); and
- 3 Any risks that might be specific to individual drivers or their driving circumstances (e.g. long hours or distances, past high accident rates, temperament).

### Monitoring performance

Performance will be monitored on an on-going basis to ensure that the policy is working. It is likely that much of the performance data will be reactive, such as data relating to vehicle or property damage and of course in some cases where personal injury occurs.

Such events must be reported by employees, if only for insurance purposes. It is, however, highly unlikely in practice that many near misses will be reported, despite in some cases the existence of serious potential outcomes.

Active monitoring of performance will be achieved by means of periodic spot checks of vehicles for roadworthiness and legal compliance.

## Legal responsibilities of individuals on public roads

Even when a vehicle is owned by the company, the ultimate responsibility for ensuring that it is used in a legal and roadworthy condition rests with the individual driver.

He/she needs to regularly check that the lights, indicators, windscreen wipers and washers, tyres and brakes are all in good working order.

As well as the responsibilities for the vehicle, drivers are personally responsible for declaring to the DVLA and to the company any medical condition that could impair their ability to drive, including failing eyesight that cannot be corrected with spectacles (or contact lenses).

Incapacity to drive through substance use or abuse or excessive tiredness is a matter of individual responsibility and thus the individual may be subject to prosecution.

Drivers are also expected to obey relevant traffic laws (principally the Road Traffic Act 1991 and of course the Highway Code). Unless specifically exempted for medical reasons.

All drivers and occupants of cars and vans must wear seat belts where fitted. Vehicle loads must be properly secured and must not impede the vision of the driver.



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## Driving at Work – Site Transport Rules

- 1 The site should be organised to segregate pedestrians and vehicular traffic as far as is reasonably practicable. Where possible, a one way system should be installed to reduce the risks arising through reversing. Where reversing is unavoidable and takes place in proximity to other site operations, a banksman should be utilised.
- 2 Vehicles should be maintained in good repair. Drivers of vehicles must report defects such as faulty brakes, faulty steering etc, immediately.
- 3 It is forbidden for any person other than the driver to ride on dumpers not constructed for the carriage of passengers.
- 4 All vehicles should be safely loaded within their capacities and where appropriate correctly lashed.
- 5 Vehicles and machinery must not be left running whilst unattended and if unattended must be left in a safe position.
- 6 Any vehicle used for towing must be equipped with a towing point.
- 7 Tipping bodies should normally be lowered whenever the operator leaves the machine. If for any reason it is necessary to leave them in the raised position, the equipment should be securely blocked. Tipping bodies should be lowered prior to moving off.
- 8 No one shall drive or operate any vehicle or plant unless qualified and authorised to do so.
- 9 No one shall operate a fork lift truck unless they have completed an Approved Course of Basic Training.
- 10 For those vehicles started by a starting handle, drivers should be instructed in the correct way to hold to handle with the palm of the hand, keeping thumb and forefinger together.
- 11 Vehicles liable to be used where there is a risk of falling material should be provided with falling object protection.
- 12 Vehicles liable to be used where there is a risk of overturning e.g rollers, dumpers etc should be provided with roll-over protection and seat belts.
- 13 Dump trucks should be provided with rear view cameras.
- 14 This arrangement is not exhaustive, with competent operators using it as a minimum requirement, with improved standards being adapted from their training, knowledge and experience.



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## Excavators - Operatives Instructions

- 1 Check condition of tyres, tyre pressures, brakes and hydraulic fluid daily.
- 2 Park machine with a view to moving off and leave your machine secure after work and at meal breaks.
- 3 Ensure driving mirrors are clean and properly adjusted and that horn, indicators and brake lights are operating.
- 4 Keep bucket low and close to machine whilst travelling to aid vision and stability and use a banksman in congested areas.
- 5 Backhoe attachments must be in the travel position when the front shovel is in operation with the safety locking device in place.
- 6 When the backhoe is in operation the loading shovel should be lowered to the ground.
- 7 When loading vehicles, do not swing loads over the heads of any person. It may be necessary to use a banksman should persons, particularly members of the public, be in the vicinity.
- 8 No unauthorised materials are to be used to replace bolts, split pins or manufacturers fasteners in any linkage.
- 9 Unless it is necessary for the purpose of any operation to have blades, buckets, in a raised position, they should be returned to their lowest position. No driver may descend from the machine with blades, buckets in the raised position, unless it is necessary to do so for the purpose of servicing, in which case, the equipment must be blocked.
- 10 If using an excavator as a crane i.e. suspending a load from a chain rope sling etc then the load must be within the rated SWL for the machine.
- 11 All suspended loads must be slung from an approved lifting point via a closed shackle.
- 12 This arrangement is not exhaustive, with competent operators using it as a minimum requirement, with improved standards being adapted from their training, knowledge and experience.



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## Lifting Accessories (LOLER)

- 1 All chains, ropes and lifting gear and other lifting accessories must be thoroughly examined at least once every six months of use, and all lifting gear other than fibre rope slings must be tested and certified before use and after repair.
- 2 An accurate record of all items of lifting gear should be retained on site.
- 3 All lifting gear must be marked with its safe working load.
- 4 Only use properly tested and marked tackle.
- 5 Slings must never be used for towing.
- 6 Always visually check lifting tackle for damage prior to use.
- 7 Only ever attach a sling, chain or rope to an approved lifting point and always use a shackle.
- 8 All hooks must be fitted with a safety catch unless they are of a closed configuration i.e. of the 'C' type.

## Platform Hoists

- 1 All hoists should be thoroughly examined every six months by a competent person.
- 2 Before a hoist is brought into use insist on seeing the inspection certificate.
- 3 The hoist should be protected by a substantial enclosure to prevent persons from being struck by any moving part of the hoist or falling down the hoistway. The enclosure should be at least 2m high at ground level.
- 4 Gates should be provided at all landings. They should be kept shut unless the platform is at the landing.
- 5 The hoist should be clearly marked with its safe working load.
- 6 The hoist should be capable of being controlled from only one position.
- 7 Only trained competent persons may operate the hoist.
- 8 If the hoist is for materials only then a warning notice prohibiting persons from riding on it should be provided on the platform or cage.
- 9 The hoist and enclosure should be inspected weekly by a competent person and a record made of the findings.
- 10 All passengers carrying hoists must be thoroughly examined and tested before use or following alteration in height of travel.



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## Lifting Equipment including Cranes, Excavators etc

- 1 Cranes are required to be thoroughly examined by a competent person once every 12 months. In addition the driver or other competent person should carry out a weekly inspection of the crane and safety devices. Insist on seeing the required documentation before allowing a crane to operate on site.
- 2 When hiring a crane give details as to the weight of the load to be lifted and the radius at which the crane has to operate.
- 3 Insist on the driver testing the automatic safe load indicator before a lift is made.
- 4 Ensure that the crane is on a hard level base and that outriggers are properly supported.
- 5 Ensure that the crane driver is trained, competent and over 18.
- 6 Only act as banksman if you have been trained to give signals, can attach loads correctly and know the lifting limitations of the crane.
- 7 If a hydraulic excavator is being used as a crane then the maximum safe load must be clearly marked. Check valves and an automatic safe load indicator must be fitted to all excavators rated to lift in excess of 1 tonne. As an alternative to the provision of an automatic safe load indicator, the excavator can be derated to what it can safely lift in its least stable configuration provided this is clearly marked on the excavator and the weight of the load to be lifted is known.
- 8 Chains, ropes, slings and other lifting tackle should be visually inspected for damage prior to use. Check that the load to be lifted is within the safe working load of the lifting tackle. All lifting tackle should be thoroughly examined every 6 months.



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## Cranage - Contract Hire

Simple or 'basic' lifts involving the lifting of loads well within the crane's capacity and line of sight, may be carried out under the CPA Contract Hire option. A appointed person / crane supervisor (Site Manager or Engineer) must, however, draw up an advanced method statement/lifting plan taking into consideration the following matters;

- 1 Selection of crane based on weight of load (including the crane hook block and any lifting tackle), the maximum height of lift and maximum radius required with reference to the rated duties chart supplied by the manufacturer or hire company.
- 2 Location of the operation, taking into account the access and egress required for the crane and the presence of any overhead cables or other obstructions.
- 3 The load bearing characteristics of the ground to take the down thrust of the outriggers(available from crane manufacturer handbook/hire company) referenced where appropriate to CPR tests with suitable sized mats provided.
- 4 Selection of appropriate lifting accessories (tackle) including their method of attachment to the load and any protection to prevent damage.
- 5 Safe means of access for the attachment and removal of lifting tackle.
- 6 Means of communication between slinger/supervisor and crane driver.
- 7 Ensuring that the crane is not operated in wind speeds in excess of those given in the instruction manual for the crane.
- 8 The wind area of the load to ensure that its movement does not present a hazard, applying tag lines where required.
- 9 Means of excluding non essential personnel from lifting zone.
- 10 Checking that the crane has been thoroughly examined within the last 12 months and all lifting accessories within the previous 6 months.
- 11 Checking that the automatic safe load indicator is in functional order prior to commencing the lift.

## Cranage - Contract Lift

- 1 Difficult and complicated lifts, particularly those involving multi-crane use, should be carried out under the CPA Contract Lift option. In these circumstances, responsibility for the planning and supervision of the lift is transferred across onto the Crane Company, although there will remain a duty upon Edgar Taylor Construction Limited to check that this has been carried out.
- 2 In order to facilitate the preparation of the lifting plan, it will be necessary to provide the Crane Hire Company with the following information.
  - The weight of the load to be lifted.
  - The radius at which the crane has to operate.
  - The ground bearing characteristics of the site.





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## Mobile Elevating Work Platforms (MEWP's)

These are often used because of their ability to get to areas that other access equipment cannot.

They can be in the form of 'cherry-pickers,' scissor lifts, or booms, which can be independent units or mounted on a vehicle. A variety of different equipment exists, some of which can even work on rough terrain.

Certain basics apply to all types of MEWP though:

- 1 They should only be operated by trained and competent persons.
- 2 As with scaffolding, the working platforms, which will be in the form of baskets or cages, should have guard rails and toe-boards.
- 3 The area should be well lit and cordoned off to prevent persons from entering a danger zone.
- 4 Safety harnesses should be worn when using boom operated equipment or in the case of scissor lifts if it is necessary to over reach the guard rails.
- 5 Everybody should know the emergency procedures in the event of equipment failure (especially if the cradle is still at height).
- 6 All mobile elevating work platforms including cherry pickers, scissor lifts etc must have a current LOLER / PUWER six monthly thorough examination certificate. A copy of the last certificate must be obtained from the Hire Company or subcontractor prior to use on site.
- 7 Always ensure that it is used on firm level ground away from open excavations, and;
- 8 That the tyres are properly inflated and any outriggers extended and chocked as necessary before raising the platform.
- 9 Avoid operating close to overhead cables and do not allow any part to protrude into a traffic route.
- 10 This arrangement is not exhaustive, with competent operators using it as a minimum requirement, with improved standards being adapted from their training, knowledge and experience.

## Machinery (PUWER)

Equipment will only be used for the purpose it is intended for in accordance with the manufacturer's instructions. All guards must remain in place and be functioning correctly. No modifications will be carried out unless under the instructions of the manufacturer. Essential details and warning signs will be in place at all times.

Equipment will be checked, inspected, maintained and serviced in accordance with the manufacturers' instructions and the provisions on PUWER and LOLER. An equipment register is retained at the office showing details of history, servicing, repair. All equipment will be clearly marked to be identifiable.



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Daily visual pre use checks will be carried out by employees prior to using the equipment. Weekly checks will be carried out and recorded. Detailed checks will be carried out by a competent person every 6 or 12 months, as required by PUWER and/or LOLER.

It is the responsibility of the employee using any equipment to report any defects in the equipment as soon as they become apparent. Arrangements will be put in place by the Site Manager to repair or withdraw the equipment.

- 1 All dangerous parts of machinery such as exposed gears, chain drives, projecting engine shafts, power take off shafts etc should be fully guarded.
- 2 Mixer bowls should be in good condition and free from splits on which clothing could snag.

## Hand Tools

- 1 All shafts and handles must be in good condition, free from splinters or splints and must be adequately secured to the tool. All tools having a point or edge must be kept properly sharpened.
- 2 All tools having a point or edge must be stored and transported in such a way that the point or edge is not damaged.
- 3 The head of all hammers, chisels etc., must be kept free from mushrooming.
- 4 Where a file has a sharp pointed tang at one end, it must be fitted with a protective handle.
- 5 Only the correct sized spanner may be used and no spanner should be used with the jaws distorted.
- 6 Spanners should not be fitted with lengths of tube to give them greater leverage.

## Air Tools

- 1 All spindles, drive shafts, fanblades, fanbelts etc., on all compressors must be completely guarded, likewise any dangerous part of any tool driven by air pressure.
- 2 All joints on airlines must be made with the properly matched connectors and improvisation must not be permitted.
- 3 Air jets must never be directed at any person, and should never be used for cleaning clothes.
- 4 When an air line is being used for blowing out it must be fitted with a valve, and all personnel in the vicinity, including the operator, should wear goggles.
- 5 The air supply to all air tools must be switched off when the tool is left unattended, before it is disconnected, when it is being transported or when it is being repaired.



- 6 Before any air tool is used the air line should be inspected for any splits or holes to ensure efficient use of energy in the creation of compressed air.
- 7 The operator must ensure that the tool is maintained in a satisfactory condition, and notify site management of any defects.



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## Petrol/Diesel Power Tools

- 1 All starting spindles and flywheels must be effectively guarded.
- 2 These machines must always be refilled in the open air taking care that there is no spillage of fuel being used.
- 3 Machines must be stopped before refuelling. Petrol vapour is invisible and can travel considerable distances from spillage or fuelling sites. Maintain a safe distance from all sources of ignition at all times.
- 4 When storing fuel, avoid vapour ignition from any sources such as fires or people smoking. Select a site shaded from direct sunlight.
- 5 Use fuel containers specifically designed for use that incorporate a non-spill spout. The containers must be clearly labelled and have securely fitting caps.
- 6 Replace all fuel and oil caps securely. Make sure the 'O' ring seals on the fuel and oil caps are in good condition.
- 7 Smoking is not permitted during refuelling.
- 8 Any person working with a rammer, roller or other compaction device must wear boots with protective toecaps.
- 9 These machines must not be used in any confined space where a dangerous build-up of combustion gases could occur,
- 10 The operator of the machine must ensure that the machine is maintained in a satisfactory condition and report any defects to site management.
- 11 This arrangement is not exhaustive, with competent operators using it as a minimum requirement, with improved standards being adapted from their training, knowledge and experience.

## Safe Use of Cartridge Operated Tools

- 1 The tool should not be used unless the operator has been trained and issued with a certificate.
- 2 On receiving the tool, make sure that it is not loaded.
- 3 Check that the barrel is clean and free from obstruction.
- 4 Check that the breech and firing mechanism are clean, oiled and in good working order.
- 5 Always use a proper size of barrel for each type of bolt, stud, nail etc., to be fitted.
- 6 Load the tool with the barrel pointing away from any persons and in a safe direction.
- 7 Select a suitable cartridge strength for the material which is to be penetrated.



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- 8 Only use the manufacturer's pins and do not use an improvised pin. It could shatter, instead of penetrating the working surface, producing dangerous fragments.
  - 9 Do not use on thin or soft material as the pin may completely penetrate and continue in the free flight.
  - 10 Do not attempt to re-use a misfired cartridge. It should be returned to the store for safe disposal.
  - 11 Do not leave misfired or spare cartridges lying around. Children may find them and seriously injure themselves.
  - 12 Keep the tool at right angles to the work surface.
  - 13 Always know the material you are fastening into. Check constantly to avoid firing into unsuitable material. Provide a backstop when firing into the materials and ensure that no one is on the opposite side.
  - 14 Do not attempt to fasten into brittle or hollow materials such as tile, hardened steel, cast iron, vitreous faced brick etc.
  - 15 Never fasten into unsound or cracked concrete.
  - 16 Never fasten directly into concrete closer than 63mm from the edge, unless special precautions are taken to prevent the consequent danger.
  - 17 Never use a cartridge with more strength than that needed to do the job.
  - 18 Never leave the tool unattended or loaded, and do not allow unauthorised persons to handle it.
  - 19 Use only the fasteners and cartridges which are applicable to that particular tool.
  - 20 Always use eye protection and ear protection when using the tool.
  - 21 When not in use, the tool and cartridges must be immediately returned to a locked box located in a secure position.
  - 22 This arrangement is not exhaustive, with competent operators using it as a minimum requirement, with improved standards being adapted from their training, knowledge and experience.

## Abrasive Wheels

- 1 No person should mount or use any grinding or abrasive wheel/disc unless they have been properly trained and appointed.
- 2 Wheels must not be used unless they are marked with their running speeds.
- 3 A wheel should not under any circumstances be run faster than the maximum operating speed shown on the wheel.
- 4 Wheels must only be mounted on the type of machine for which they are intended. The wheel should fit easily, not loosely, on the spindle. A wheel that fits too tightly should



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- not be used, as the heat of the operation will cause the spindle to expand and possibly crack the wheel.
  - 5 Wheels must not be mounted on makeshift apparatus.
  - 6 If cutting off wheels are used, it is essential that they are of the reinforced type and only mounted on machines designed especially for their use.
  - 7 When the wheel is secured by a single central spindle nut, tighten the nut only sufficiently to ensure that the flanges drive the wheel and prevent slip.
  - 8 Dropping a wheel or disc on the floor or bench, knocking it against an obstruction, or other similar incidents, may damage it to such an extent that breakage will occur when the wheel or disc is brought up to speed.
  - 9 Should there be any possibility that a wheel or disc has been damaged, it must not be used.
  - 10 A wheel or disc which is too fine or hard can result in glazing. The operator is then forced to use excessive pressure on the wheel or disc. This is a contributory cause of wheel or disc breakage and must not be allowed. As a rough guide, soft wheels or discs should be used on hard materials and hard wheels or discs on soft materials.
  - 11 Grinding on the sides of straight wheels is dangerous. They are not designed to withstand side pressure and if a groove is worn on the side of the wheel, it can be seriously weakened.
  - 12 Always wear goggles/visor when operating portable cutting/grinding machines. Where practicable erect screens to protect other people, particularly members of the public.
  - 13 All operators are to be aware that there is no abrasive wheel deemed general purpose to cut all types of material. Only a diamond cut disc can be deemed general use.

## Flammable Gases and Liquids

- 1 An adequate number of extinguishers should be maintained on all sites. At a minimum, there should be at least 1 water extinguisher and 1 dry powder extinguisher.
- 2 LPG (propane and butane) cylinders should be stored in a secure position, outside of huts, away from flammable materials. All cylinder valves should be fully closed when the cylinder is not in use.
- 3 Flammable liquids should be stored in safety containers in a proper storage area. The amount of flammable liquid on site should be kept to a minimum.
- 4 Smoking is prohibited during the use of flammable liquids. Other ignition sources should be excluded.
- 5 Refer to the Regulatory Reform Fire Safety Order 2005 for further information on distances in relation to LPG and buildings on site.



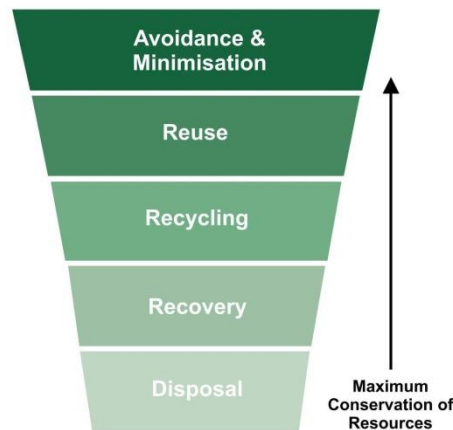
## Roadwork Safety

- 1 All road and street work must be carried out in accordance with the Department of Transports Code of Practice: Safety at Street Works and Road Works. In particular:
  - a) all works must be correctly signed;
  - b) the correct lead in tapers and sideways safety zones must be applied;
  - c) pedestrian barriers must be erected;
  - d) all roadworks left overnight must be adequately lit;
  - e) all personnel must wear high visibility clothing.



## Waste Management

Edgar Taylor recognises that various types of waste are produced as a by-product of our activities and operations. Following the introduction of the Waste (England & Wales) Regulations 2011 (and subsequent amendments), the company will apply the waste hierarchy with the aim of eliminating waste where possible.



Only in cases where wastes cannot be avoided, minimised, reused, recycled or recovered for energy generation will they be disposed of using the processes detailed below.

### Appointment & Management of Waste Carriers

- 1 Any commercial organisation that carries waste on behalf of the company must by law be licensed as a waste carrier.
- 2 We will appoint the waste management company and ensure that the appointed waste carriers are able to provide evidence that they have a valid waste carriers licence and have the appropriate environmental permit (formerly known as a site waste management licence) to receive the waste being transferred. This ensures that Edgar Taylor have executed our duty of care in line with legal requirements.
- 3 It is possible to check waste carriers licenses and environmental permits via the EA public register if the waste carrier is not forthcoming with the information required.

[EA Public Register](#)





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## Waste Documentation / Records

### Controlled Waste Transfer Notes

A waste transfer note must be completed by law for every transaction between Edgar Taylor and waste carriers. An exception to this may occur when the waste is consistent in its nature and the organisation removing the waste supplies an annual waste transfer note.

- 1 All transfers using an annual Transfer Note must be:
  - a. The same category of waste
  - b. To the same Waste Carrier
  - c. Transferred at the same location
  
- 2 It is a legal requirement to retain waste transfer notes as records for a period of not less than 2 years.
  
- 3 Waste transfer notes should contain the following information:
  - a. A description of the waste
  - b. Any processes the waste has been through
  - c. How the waste is contained or packaged
  - d. The quantity of the waste
  - e. The place, date and time of transfer
  - f. The name and address of both parties
  - g. Details of the permit, licence or exemption of the person receiving the waste
  - h. The appropriate European Waste Catalogue (EWC) code for your waste
  - i. a declaration that the waste management hierarchy has been applied
  - j. the 2007 Standard Industrial Classification (SIC) code of the person transferring the waste

### Hazardous Waste Consignment Notes

Due to the infrequent nature of hazardous wastes produced, a hazardous waste consignment note should be produced for every transaction between Edgar Taylor and its waste carriers.

It is a legal requirement to retain Hazardous waste consignment notes as records for a period of not less than 3 years. The return to producer (Part E of the consignment note) section of the consignment note in particular should also be retained for three years, these are records of what has happened to the waste.



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## SIC Codes

For Edgar Taylor the 2007 SIC Codes are (for controlled waste transfer notes) **41.20/1**

The 2003 SIC codes on hazardous waste consignment notes should continue to be used for hazardous wastes, the 2003 SIC code is **45.21/1**

## European Waste Catalogue (EWC) Codes

All waste transfer notes and consignment notes for wastes being removed must be identifiable with the appropriate EWC code. This is a six digit code (e.g. 20-03-01) which identifies the waste type and can also be checked against the waste management license of the site receiving the waste to ensure that they are licensed to handle the waste in question.

EWC codes marked with an asterisk (\*) are deemed hazardous and must be disposed of as hazardous waste.

[WM3 – Technical Guidance](#)

## Office Waste Management & Recycling Facilities

Where possible Edgar Taylor will recycle, rather than send waste to landfill/incineration. Recycling facilities are available for paper at the office.

### Printer Cartridges & Toner

Spent toners and ink cartridges from printers are stored and recycled.

When not recycled, disposal of spent toner and ink cartridges should be arranged with a company licensed to carry and dispose of hazardous waste. A Hazardous waste consignment note should be completed for every transaction and retained for at least 3 years.

## Other Hazardous Waste Types

### Fluorescent Light Tubes

Spent fluorescent light tubes are classed as hazardous and should be stored in safe conditions where they will not be subject to breakage. Disposal of light tubes should be arranged with a company licensed to carry and dispose of hazardous waste. A Hazardous waste consignment note should be completed for every transaction and retained for at least 3 years.

### Lead Batteries

There are occasional spent lead batteries from clocks, hand held devices etc., these are recycled informally via local retail outlets equipped with battery recycling facilities.

### Chemicals & Hazardous Substances

Any spent chemicals are disposed via a company licensed to carry and dispose of hazardous waste. A Hazardous waste consignment note should be completed for every transaction and retained for at least 3 years. (Also See COSHH and Asbestos)



## Waste Electrical & Electronic Equipment (WEEE)

Spent electronic equipment such as printers, PC's and monitors are recycled. Disposal of WEEE should be arranged with a company licensed to carry and dispose of hazardous waste. A Hazardous waste consignment note should be completed for every transaction and retained for at least 3 years.

## Clinical Waste - Sanitary Products

Clinical waste is disposed of via annual contract arrangements with approved clinical waste carriers. Transfer notes should be retained as records for at least two years.



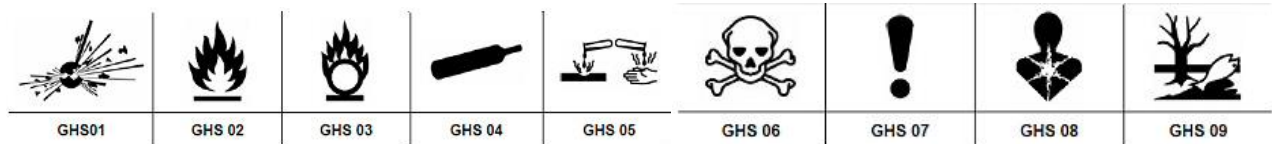
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## Noise at Work

- 1 The Noise at Work Regulations 2005 require the Company to carry out an assessment of personal noise exposure whenever the daily personal noise exposure LEP,d of an employee is liable to be exceeded. If people have difficulty in speaking to each other over 2m, using normal speech levels, it is likely that a noise assessment will be required.
- 2 The level at which employers must provide hearing protection and hearing protection zones is now 85 decibels (daily or weekly average exposure) and the level at which employers must assess the risk to workers' health and provide them with information and training is now 80 decibels. There is also an exposure limit value of 87 decibels, taking account of any reduction in exposure provided by hearing protection, above which workers must not be exposed.
- 3 Should work be planned involving exposure to high levels of noise e.g. prolonged use of breakers in confined areas such as manholes or lift shafts consultation should be made with the Company's Safety Advisor who may visit site and carry out an octave band analysis of the noise levels in order to advise as to the correct level of hearing protection.
- 4 Whenever hiring or purchasing plant and equipment insist that silencers are provided, acoustic enclosures fitted to compressors and that breakers are supplied with exhaust mufflers.
- 5 When breaking out the heads of concrete piles a hydraulic crushing ring should be used wherever this is possible.

## Control of Hazardous Substances (COSHH)

- 1 Hazardous substances include any substance that could cause harm or irritation to employees or others, or harm to the environment. They include fuels, oils, chemicals, pesticides, preservatives or similar.
- 2 All substances marked with the signage below (EU) are considered hazardous.



- 3 Substances considered for use will be assessed and less harmful substances will be used wherever practicable. COSHH Risk Assessments and details of their safety precautions will be made available to employees at the offices and where the substances are stored and used.
- 4 Standardised assessments have been prepared for the most commonly used substances/materials and these are issued to site. All new substances should be assessed and the results recorded in writing unless the risk is insignificant and the assessment can be easily and readily repeated.
- 5 Employees will be kept informed of the hazards that they are exposed to and to the relevant safety precautions.
- 6 The Oil Storage Regulations require that oils are stored in such a way as to avoid damage to the environment in the case of a spill etc.
- 7 Appropriate precautions should be taken and required safety equipment provided and used. If in doubt request further assistance from the Company's Safety Advisor.
- 8 Do not disturb any materials suspected of containing asbestos - seek further advice.
- 9 Do not carry out flame cutting of lead or steelwork coated with lead based paints.



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## Manual Handling

- 1 Lifting and moving loads by manual effort is the largest single cause of injury in industry. It is an obvious and particular concern within the construction sector.
- 2 The Manual Handling Operations Regulations 1992 require that any manual handling operations where injury can be caused are avoided wherever possible e.g. using a mechanical lifting aid such as a fork lift truck.
- 3 The HSE have produced guideline weights for lifting and lowering, often referred to as threshold values, above which there is an increasing risk of injury and the need for careful assessment. A chart illustrating these guidance thresholds is issued to all sites together with HSE Guidance leaflet: Lighten the Load.
- 4 Due to the high risk of injury associated with the handling of heavy building blocks, a maximum weight limit of 25 kg (suggested load limit by the HSE) should be adopted wherever reasonably practicable.
- 5 Where it is not reasonably practicable to avoid hazardous manual handling operations than the Regulations require that the risk of injury be assessed, using the TILE method. Dependent upon the level of risk arising, precautions should then be taken to reduce the risk to an acceptably low level. TILE stands for Task, Individual, Load and Environment.
- 6 This may involve the need to reconsider whether mechanical means should be provided such as in the form of a hoist, pallet truck, sack truck, block & tackle etc. Alternatively the risk may be appropriately reduced by splitting the load into smaller units, utilising two or more operatives to perform the task, rotating the task amongst a number of operatives, providing improved hand holds, additional training, selection of individuals with above average lifting capability etc.
- 7 Where the manual lifting of an object is unavoidable the following procedure will reduce the risk of strained muscles and back injury:
  - Keep back straight, not necessarily vertical, but straight.
  - Tuck the chin in, raise the head, this helps to straighten the back.
  - Position your feet correctly, one foot alongside and one foot behind the object to be lifted.
  - Bend the knees and crouch to the object, do not bend over the object.
  - Get a firm grip with the whole hand, not just the fingertips.
  - In one smooth movement push off with the near foot, straighten the legs to raise the object and move forward in the required direction.
  - Do not change your grip whilst carrying loads.
  - If working as a lifting gang designate one person to give instructions.



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## Asbestos

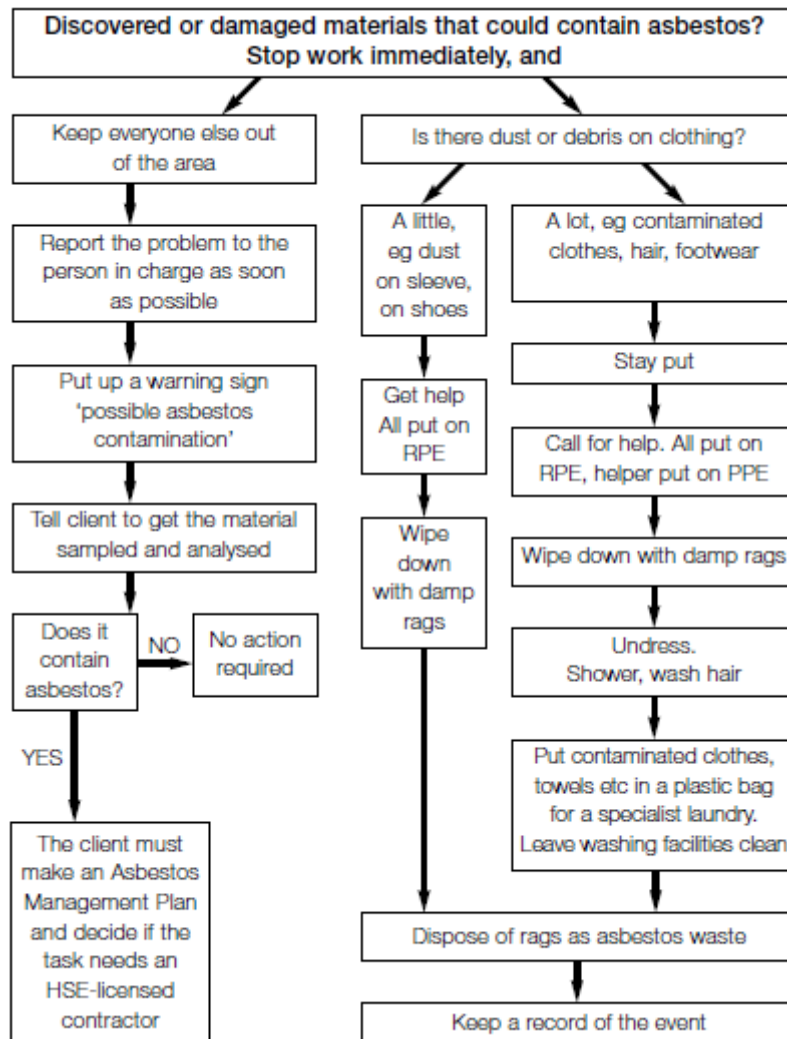
- 1 Asbestos exposure is presently responsible for 2515 deaths a year (2016), with 13,000 deaths each year estimated to be linked to past exposures at work, primarily to chemicals or dusts, with the construction industry being most affected. It is essential that strict precautions are taken to avoid exposure.
- 2 Before any demolition or refurbishment work is undertaken a demolition and refurbishment survey is to be supplied by the client. All operatives working within a demolition or refurbishment environment are legally required to have a valid Asbestos Awareness Training Certification.
- 3 Any work involving asbestos insulation, asbestos coatings or asbestos insulation board must be carried out by a Licensed Asbestos Removal Contractor.
- 4 An advanced method statement must be obtained and a copy passed to the Company's Safety Advisor, who will advise as to the adequacy of the precautions to be taken and proposed method of work.
- 5 On completion of the removal works, a clearance certificate must be obtained from a NAMAS accredited laboratory.
- 6 Asbestos cement products do not require the use of a Licensed Contractor and this work may be carried out by the Company's direct labour and/or subcontractor. In either case, a "Plan of Work" must be drawn up which should include information on:
  - (i) The location and type of asbestos.
  - (ii) The nature and duration of work.
  - (iii) The likely exposure referenced to the relevant control limits.
  - (iv) Methods to be adopted to minimise exposure e.g wetting, use of respiratory protective equipment, disposable overalls etc.
  - (v) Safe means of disposal.A copy of this plan of work should be sent to the Company's Safety Advisor
- 7 The Asbestos Prohibition Regulations 1999 banned the importation of asbestos cement products into the UK and the supply of such products within the UK. This ban includes the "supply" of second hand asbestos cement products. When negotiating a demolition tender, written confirmation should be obtained from the demolition contractor that all asbestos cement products will be safely disposed of and not re-used or offered for sale.
8. Procedure for employees who uncover or suspect asbestos/uncontrolled release of asbestos fibres

Asbestos is a naturally occurring mineral which has commonly been used in a variety of building materials due to its strength and unique fire and chemical resistant properties.

Intact and undisturbed asbestos presents no direct health hazard but does present a potential exposure hazard should asbestos be released and taken into the body. Asbestos fibres have been proven to cause disease when inhaled or ingested. The risk of injury to health caused by the inhalation of asbestos is increased by smoking.



What to do if you discover or find damaged materials that could contain asbestos







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## Occupational Health Surveillance

It is the policy of the company to regularly monitor the health of our workforce in respect of manual handling, dermatitis, vibration, respiratory and noise related illness. This is crucial to producing tailored risk assessments, method statements and task briefings, utilising the most suitable tools, PPE and operatives. All operatives are expected to complete relevant health surveillance questionnaires annually with periodic tool box talks in connection with particular operations to overcome any persistent disregard in connection with these issues.

### Vibration - Hand Arm Vibration

Edgar Taylor will assess the risk of excessive vibration during operations. Where necessary, occupational Health checks will be undertaken as determined by level of risk. Each item of machinery has had the maximum daily expose time detailed. Staff are briefed concerning this by Site Managers.

### Vibration - Whole Body Vibration

Edgar Taylor will assess the risk of excessive vibration during operations. Whole-body vibration (WBV) is transmitted through the seat or feet of employees who drive mobile machines, or other work vehicles, over rough and uneven surfaces as a main part of their job. Large shocks and jolts may cause health risks including back-pain. In order to prevent whole body vibration, staff are advised to implement the measures above and not to exceed exposure limits for equipment by taking regular breaks.

Staff will be given information on how to recognise and report symptoms as well as the health effects of hand arm vibration. Equipment training is provided at the start of employment as well as participation of an external source. Special mention will be given to safe use of equipment to minimise vibration and how to reduce grip force.

Consideration will be given on selection and purchase of new equipment that may cause hand arm vibration and provision will be given to vibration characteristics of the hand tools. All hand tools will be maintained to their optimum performance as per manufacturer's advice, thereby reducing vibration to a minimum.



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## Drugs & Alcohol

Edgar Taylor's Policy on Drugs and Alcohol is a fundamental part of the Company's strategy to safeguard the health, safety and welfare of all of its employees.

Alcohol and drug consumption/dependency affects individual health and work performance in terms of safety, efficiency, productivity and attendance. In addition, it can have a detrimental effect on colleagues and dependents. As a responsible employer Edgar Taylor recognises the need to take measures to address the issue of Drugs and Alcohol in the workplace. This policy has been developed to protect the health and safety of workers and to comply with relevant legislation e.g. Health and Safety at Work Act 1974 and the Misuse of Drugs Act 1971.

### Illegal Drugs

Employees must ensure that they are free of any illegal drugs when they report for work or return to work and that they remain so whenever they are at work, when driving Company vehicles or when driving on Company business.

The use, possession, storage, transportation, promotion, distribution and/or sale of illegal drugs or drug equipment are forbidden during working time, in the workplace or at the worksite. The use of Edgar Taylor's telephony or IT systems at any time for these purposes is forbidden.

When it has reasonable grounds to suspect an individual of possessing illegal drugs Edgar Taylor may search company property used by that individual, or the individual's property that is on Edgar Taylor's premises.

### Alcohol

Alcohol intoxication is defined within this policy as at or above the UK legal limit for driving. Employees must ensure that they are not intoxicated by alcohol when they report for work or return to work, and that they remain so whenever they are at work, when driving Company vehicles or when driving on Company business.

Individuals must not drink alcohol during working time. No alcohol may be drunk at any time on Edgar Taylor premises or in Edgar Taylor vehicles.

### Prescribed or over-the-counter medicines and other substances

The Company recognises that individuals may, on occasion, use prescribed or over-the-counter medicines which are unconnected with the abuse of drugs, but have the potential to cause impaired performance at work. In these circumstances, it is the individual's responsibility to read the label and to consider the potential consequences on their fitness for duty, if they have any concerns they should seek advice from a pharmacist or their GP.

Where the individual could reasonably expect that there may be effects on their work performance or the safety of themselves or others, they must advise the Company. In the case of employees

### Testing

It is advised that random drug testing may be carried out by Edgar Taylor on employees.

### Contractors, Consultants and Agency/Temporary Staff

Contractors, consultants and agency/temporary staff are required to comply with all aspects of the policy on Drugs and Alcohol.

This policy will be communicated to all our staff, will be made available to sub-contractors and professional partners working on our behalf and will be reviewed on an annual basis.



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## Procedures for Entering Confined Spaces

Entry into confined spaces is a potentially high risk activity unless the correct procedures as laid down within the Confined Spaces Regulations 1997 and associated Approved Code of Practice are rigorously conformed with. It is the duty of all employees to make sure the following procedure is carried out on each occasion before anyone enters a confined space.

“A confined space” is defined as a place where by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk. It includes all manholes (both foul and surface water) and any connecting pipework, deep wells, mines, caverns, deep narrow trenches, underground storage tanks and any other accessible buried chamber, where there is a risk of drowning, loss of consciousness through high temperature or the build-up of flammable, asphyxiating or poisonous gases.

The Supervisor authorising entry must first carry out a risk assessment of the hazards liable to be encountered, the system of work to be adopted, the level of competency of the operatives and any necessary emergency arrangements.

The following procedure may form the basis of a safe system of work subject to appropriate amendment on a site specific basis:

- 1 Seek authorisation from Site Manager to enter sewer.
- 2 Collect Gas Detector and carry out Test Operating Procedure.
- 3 Collect safety harness, lifelines, escape sets and intrinsically safe (non-spark) torch, if illumination insufficient.
- 4 Wear appropriate protective equipment in the form of overalls, knee or thigh boots, PVC gloves and safety helmet.
- 5 Test for adequate levels of oxygen, dangerous amounts of flammable and/or poisonous gas before entering the space. This should be done by lowering the test probe or meter itself into the manhole etc from an area of safety.
- 6 Where possible lift one manhole or access cover upstream and downstream from your point of access to provide ventilation. Always remember to barrier and cone them off.
- 7 Put on safety harness and carry out final check that all equipment is with you and in sound serviceable condition.
- 8 Where possible attach lifelines to safety harness prior to entry. It is recognised that due to the nature of work this may not be possible in all circumstances.
- 9 Ensure that someone remains outside to keep watch and to communicate with anyone inside.
- 10 Ensure that Gas Detector is switched on and enter the confined space. The Gas Detector must at all times remain on and with the persons carrying out the work.
- 11 If the alarm sounds put on your escape set and immediately vacate the confined space.
- 12 Watch out for the weather. Heavy rainfall could cause a rapid rise in water level or flow.



- 13 Always ensure a good standard of personal hygiene. All cuts and grazes should be immediately cleaned and covered with waterproof plasters due to the danger of contracting Weils Disease and other infectious diseases.
- 14 On completion of the work, inform the Site Manager. Inspect, clean and return all equipment to site cabin.
- 15 This arrangement is not exhaustive, with competent operators using it as a minimum requirement, with improved standards being adapted from their training, knowledge and experience.



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## Procedure for Entering Open Excavations (Connected to Sewer Etc.)

Partially confined spaces such as open excavations connected to live sewers may accumulate dangerous concentrations of gases but the risk of this occurring is normally considered less than that within a manhole or chamber.

- 1 Before the start of any work, the Site Manager or an authorised competent person must check the excavation for the presence of flammable and/or toxic gas and/or lack of oxygen. The Site Manager will then certify that the excavation is safe for entry for a specified period of time.
- 2 A retest must be carried out after every break or spell of work or should conditions change e.g. breaking into new connection, blockage and then freeing of flow. All deep and narrow trenches must be continuously monitored by the use of a gas detector.
- 3 Continuous monitoring must also be carried out if any of the regular tests indicate, even for a minimal period of time the presence of flammable/toxic gases. Continuous monitoring must also be carried out when working in or adjacent to build up ground containing rotting refuse, near old refuse sites or in limestone areas.
- 4 Adequate access and means of escape must always be provided in the form of one or more soundly lashed ladders.
- 5 In the event of the meter detecting the presence of toxic gas immediately vacate and do not re-enter excavation until either an air mover is provided or full confined space procedures are adopted.
- 6 If in doubt seek advice from the Company's Safety Advisor.



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## Management of Subcontractors

### General Requirements

All subcontractors visiting or working on sites on which Edgar Taylor Construction Limited, hereafter referred to as the Company, is working or in control of shall:

- 1 Provide written confirmation that they have received a copy of the Company's Safety Policy relating to subcontractors and confirm that they understand and accept their responsibilities and obligations.
- 2 At all times comply with the provisions of the Health & Safety at Work Act 1974, the Construction (Design & Management) Regulations 2015, the Lifting Operations & Lifting Equipment Regulations 1998 and the Provision & Use of Work Equipment Regulations 1998 and all subordinate or associated legislation and any such additional measures which may be deemed necessary by site management.
- 3 Take all necessary precautions, at their own cost, to ensure that safety of their own and other employees, the general public and any other person who may be affected by their activities.
- 4 When working on Third Party Premises comply with any special health and safety requirements issued by the Company and/or Principal Contractor.
- 5 Have suitable and sufficient indemnity insurance to cover their liabilities to the Company and any other persons, plant, equipment or property which may be affected by their activities.
- 6 Provide a written risk assessment and method statement on request, if engaged in demolition, steel erection, roofing and/or cladding, deep excavation, work involving asbestos or any other high risk activities.
- 7 Ensure that all their employees and any other persons working under their direction or control are instructed as to any hazards which exist at their place of work and are given such training and information as is necessary.
- 8 Ensure, by a system of regular site inspection, that Statutory Requirements and safe systems of work are being observed.
- 9 Not use without prior authority any plant, tools, lifting gear, hoists, lifting machines, crane or other equipment owned or hired to the Company.
- 10 Report any defect in plant, tools, equipment, scaffolding or any other potential hazard to the Company without delay.
- 11 Supply to their employees such protective clothing and equipment including eye and head protection as is necessary to comply with Statutory Requirements or any requirements made by the Company.
- 11 Familiarise themselves with all relevant fire precautions and procedures as are applicable to the premises or site and observe them at all times.



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- 13 In the event of any of their employees sustaining a reportable accident to report it to the Health & Safety Executive and to submit a copy of the report form F2508, to the Company. In the event of a specified major injury or dangerous occurrence such as a scaffold collapse, excavator or crane overturn, contact with power lines etc then the Company must be informed immediately.
  - 14 Carry out all necessary risk assessments required under the requirements of the Management of Health & Safety at Work Regulations 1999, the Control of Substances Hazardous to Health Regulations 2002, Noise at Work Regulations 2005, Work at Height Regulations 2005, Manual Handling Regulations 1992 and Personal Protective Equipment Regulations 1992.
  - 15 To comply with the requirements of the Construction (Design & Management) Regulations 2015 the Company may require contractors to provide information as to their experience and competency. They may also be required to provide information relating to staff training, allocation of resources, accident statistics and past involvement with the Enforcing Authorities.

## Subcontractors: Specific Requirements

- 1 All earthworks must be carried out in a safe manner. All excavations will be risk assessed to ascertain the need for adequately supported or battered protection measures.
- 2 All scaffolds including tower scaffold must be erected by competent persons and should be stable, sound and provided with guardrails and toe boards. No alteration or adaption should be carried out to any scaffold which affects its safe use.
- 3 No work shall commence under or adjacent to any overhead lines until site management have been informed and agreed a safe system of work.
- 4 All portable electrical tools and equipment should be supplied from 110v transformers.
- 5 All plant and equipment must be maintained in a good and safe condition and only trained and competent persons shall operate plant.
- 6 Test and Examination Certificates, Registers and Insurance Documentation should be available on site for all lifting appliances including excavators and cranes and for hoists before they are used.
- 7 Excavators should not be used as cranes unless they comply with requirements of the Lifting Operations and Lifting Equipment Regulations 1998.
- 8 The carrying of passengers on dumpers, trailers, tractors etc is strictly forbidden.
- 9 No person shall mount any grinding or abrasive disc unless he has been properly trained and appointed by his employer.
- 10 Cartridge operated fixing tools should only be operated by trained certificated operators.
- 11 The position of underground services must be ascertained from the Service Utilities and/or Public Authorities prior to excavation being carried out. When replacing soil, a



suitable warning trace should be positioned above the buried service to indicate the type and position of the service(s) being covered. Any existing traces that are damaged during excavation must be replaced.

- 12 All RPE will include FaceFit Certification to held on site at all times or with the Site manager, with the minimum protection levels being FFP3.



Declaration

Edgar Taylor Construction Ltd  
Health, Safety & Environmental Policies & Arrangements (June 2020)

I confirm that I have received, read and understood a copy of the Edgar Taylor Construction Ltd Policy in respect of the Health and Safety at Work Act 1974 and other related legislative requirements and undertake to comply and co-operate with the company to achieve the objectives of the policies.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_