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# **M C DESIGNERS LIMITED**

## **HEALTH & SAFETY and ENVIRONMENTAL MANUAL**

### **ORGANISATION AND ARRANGEMENTS**

**Unit 56. Bolney Grange Business Park.  
Stairbridge Lane. Bolney. West Sussex. RH17 5PA.**

Prepared by

*GROVE SERVICES (UK) LIMITED Sunnyhill House. 3 – 7 Sunnyhill Road, London. SW16 2UG.*

With contribution with the Directors and Management of “M C Designers Limited”.

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## **STATEMENT OF SAFETY POLICY**

The Directors of **M C DESIGNERS LTD** are conscious of their general statutory obligations to ensure, so far as reasonably practicable the Health, Safety and Welfare at Work of all their employees and sub-contractors and others who may be affected by their work.

- (a) To place their safety, health and welfare in the highest category of management responsibility.
- (b) To take all reasonable measures to prevent personal injury or illness through compliance with relevant statutory instruments and related Guidance Notes issued by the Health and Safety Executive.
- (c) To promote safety consciousness among all employees through on going operator and safety training.
- (d) To co-operate and communicate with employees, by means of memos, meetings, induction and tool box training, to achieve the objectives of the safety policy. In this connection, it is stressed that it is the duty of each employee, while at work to take reasonable care of his own health and safety and for that of others who may be affected by his acts or omissions, and to co-operate with the Company to enable them to comply with the regulations.
- (e) To provide for the effective allocation of resources (financial and other), including planning organisation, control, monitoring and review of the preventive and protective measures arranged for safe working in the Company.
- (f) To provide regular availability to the Directors and their qualified safety advisor to consult with the staff to discuss and recognise any problems of health and safety.
- (g) To carry out regular review of the safety policy with input from staff, Directors and Safety Consultant. This shall be at least once per year, but more frequently if the need arises.
- (h) To request the co-operation of all employees in the organisation to effectively support the management and their respective colleagues – at whatever level - to maintain the course of actions of this stated policy.

In order to minimise personal injury and safeguard the health and employees and other persons, the Company aims to promote and maintain a high standard of safety by providing safe places of work, safe systems of working and by proper maintenance of all plant and equipment. To achieve this we require the co-operation and assistance from all employees of all and any status within the organisation. We also require the co-operation and assistance of all and any sub-contractor

Dated: .....

Signed: .....

Director

Date for review – minimum twelve months.

## STATEMENT OF ENVIRONMENTAL POLICY

It is the policy of **M C DESIGNERS LTD** to develop, operate and maintain its operations in and environmentally considerate manner. To comply with this policy, the Company will aim to meet the following objectives: -

- a) Whenever reasonably practicable, identify and eliminate the threat of any contamination to the environment.
- b) Whenever possible, control and minimise the use of energy, materials and water.
- c) As far as economically viable to re-cycle, all materials, packages and other waste.
- d) Make firm realistic commitment to enhance the environment for employees, clients and the public alike.
- e) Where the risk of pollution cannot be eliminated, to monitor and tightly control the risk of such an occurrence.

### Implementation.

All employees need to understand the actions required to make this policy work. To this end, the Company will: -

- 1) Train and advise all employees of the need to ensure that good environmental practice is considered, observed and maintained.
- 2) Before each work activity assessing the environmental features to ensure, where possible, manage and control the impact of the work
- 3) Ensure that all employees are encouraged to reduce, re-use and recycle materials with the objective of keeping waste to a minimum.
- 4) Liaise with clients, local authorities, residents and others to ensure that social impact and disturbance are minimised.
- 5) Encourage quiet working processes when working outside normal hours to place measures to prevent and control pollution incidents.
- 6) Review and revise this policy as necessary and at regular intervals.
- 7) Recognise its responsibilities on site or at any of its place of work.
- 8) Carry out work in accordance with relevant statutory provisions in compliance with the "Environmental Protection Act".
- 9) Implement a good neighbour policy.
- 10) Take measures to control potential noise pollution.
- 11) Not discharge to atmosphere ozone depleting gases such as Halon and CFC's
- 12) Remove waste, fully documented in accordance with legislation by registered carriers to licensed tips.
- 13) Protect as appropriate wild life, habitats, flora and fauna, trees, archaeological and heritage remains.
- 14) Remove archaeological and heritage remains by appropriate and competent organisations.
- 15) Seek to conserve the use of energy, water and paper and promote the use of re-cycled materials at the workplaces and office location.
- 16) Where applicable, become participating members of considerate contractor schemes.

- 17) Arrange environmental assistance and auditing through its specialist advisers, who will bring to the notice of the management any deficiencies observed and to provide guidance, information and training.
- 18) Investigate and report environmental incidents.
- 19) Take preventive measures and actions to minimise the risk of re-occurrence.

In order to minimise environmental impacts and safeguard the environment, employees and other persons, the Company aims to promote and maintain a high standard of environmental control by providing safe systems of working and by proper maintenance of all plant and equipment. To achieve this we require the co-operation and assistance from all employees within the organisation. We also require the co-operation and assistance of all sub-contractors.

Dated: .....

Signed: .....

Date for review – minimum twelve months.

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**DESCRIPTION**

**ACT OF PARLIAMENT**

Health and Safety at Work etc Act 1974  
Environment Act 1995  
Environmental Protection Act 1990  
Water Resources Act 1991  
Clean Air Act 1993  
Control of Pollution Act 1974

**ORDERS.**

Regulatory Reform (Fire Safety) Order 2005

**REGULATION**

The Health and Safety (First Aid at Work) Regulations 1981  
Electricity at Work Regulations 1989  
Manual Handling Operations Regulations 1992  
Workplace (Health, Safety and Welfare) Regulations 1992  
Personal Protective Equipment at Work Regulations 2002  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995  
Special waste Regulations 1996  
Health Safety (Safety Signs and Signals) Regulations 1996  
Health and Safety (Consultation with Employees) Regulations 1996  
Confined Spaces Regulations 1997  
Control of Lead at Work Regulations 2002  
Provision and Use of Work Equipment Regulations 1998  
Lifting Operations and Lifting Equipment Regulations 1998.  
Chemical (Hazard Information and Packaging for Supply) Regulations 2002  
Management of Health and Safety at Work Regulations 1999 & Amendments  
Control of Substances Hazardous to Health Regulations (Amendment) Regulations 2005  
Pressure Systems, Safety Regulations 2000  
Control of Noise at Work Regulations 2005  
Health and Safety (Consultation with Employees) Regulations 1996  
Construction (Design and Management) Regulations 2007  
Dangerous Substance and Explosive Atmosphere Regulations 2002  
Waste Management Licensing Regulations 1994  
Work at Height Regulations 2005  
Control of Vibrations at Work Regulations 2005

**CODE OF PRACTICE**

ACOP	Management of health and safety at work
ACOP	Workplace health, safety and welfare
ACOP	Safe use of work equipment
ACOP	Work with display screen equipment
ACOP	Control of Substances Hazardous to Health

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**GUIDANCE NOTES**

CIS10	Tower Scaffolds
CIS49	General Access Scaffolds and Ladders
CHIS5	Small scale use of LPG in cylinders
EH40	Occupational Exposure limits -
EH44	Dust. General Principals of protection (Rev) 1997
HSR25	Memorandum of guidance on the Electricity at Work Regulations 1989
HSG33	Health and Safety in Roof Work
HS (G) 47	Avoiding danger from underground services 2000
HS (G) 51	The storage of flammable liquids in containers 1998
HS (G) 53	Selection, use and maintenance of RPE a Practical Guide for Users 2004
HS (G) 54	Maintenance, Examination and Testing of Local Exhaust Ventilation 1998
HS (G) 65	Successful health and safety management 1997
HS (G) 115	Manual Handling: Solutions you can handle 1994
HS (G) 183	Five Steps to risk assessment studies 1998
HS (G) 189/2	Working with Asbestos Cement
HS (G) 193	COSHH Essentials – Easy steps to control chemicals.

**BRITISH STANDARD**

BS EN 149:2001	Respiratory protection devices. Filtering half masks to protect against particles.
BS 4275: 1997	Guide to implementing effective respiratory protective device programme.
BS EN 529	Respiratory devices recommendations for selection, use care & maintenance – guidance document.

**1.0. POLICY AND PURPOSE**

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**1.1. Introduction**

This manual is designed to guide staff and employees of **M C DESIGNERS LTD** into the requirements of Health & Safety Environmental Legislation.

The Health Safety and Welfare of all employees of **M C DESIGNERS LTD** is of paramount importance to the Company and its Directors in all aspects of the Company's work.

The Health & Safety and Environmental Systems described in this manual are based on the requirements of various legislations, Acts and associated relevant statutory provisions.

The manual does not replace the various Regulations, Codes of Practice, Guidance Notes and advice issued by the Health and Safety Executive or the Environmental Agency, but sets out the essential requirements in a form understood by the Company. The documentation on which this manual is based is listed in Section 02.

**1.2. Statement of Authority**

The Contracts Manager and Administration Officer have the total and unqualified support of the Directors in ensuring that the procedures described in this Manual are adhered to and that the Manual is regularly revised.

The Directors are directly responsible to ensure that all systems detailed in this Manual continue to be effective.

**1.3. Health & Safety and Environmental Manual**

- (a) To provide a safe place to work for its employees and visitors to the Company's premises, and sites.
- (b) To minimise the risk of injury or other hazards to employees by regular inspections and audits of the work procedures.
- (c) To investigate all accidents or dangerous occurrences and update the working procedures to take account of any findings relating to such events.
- (d) To ensure that all persons working on the Company's premises or Sites do so in accordance with the general procedures set out in this Manual. This includes all employees and those of sub-contractors.
- (e) To minimise the impact on the environment of the work activities and objectives.

Compliance with this Health and Safety Manual involves every aspect of this Company's business and the working of its employees. It describes how the policy is put into effect and gives guidance to all employees.

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**1.4. Scope and Purpose**

The Management system described in the Health & Safety and Environmental Manual is designed to meet the requirements of the highest levels of safety and environmental controls as would be expected from previous records.

The manual has been prepared to define and clarify the Health & Safety and Environmental policies of **M C DESIGNERS LTD**. It is not intended that the information contained should release individual supervisors from the responsibility to refer to other publications or documents as necessary to carry out their Health and Safety and Environmental duties.

The Manual explains the means developed to ensure that the Company meets its obligations under the various regulations.

**1.5. Control of Instructions and Consultation**

All instructions issued in connection with this manual originate from the Directors in accordance with the

**Management of Health and Safety at Work Regulations 1999**

**Control of Asbestos Regulations 2006,**

**The Health and Safety (Consultation with Employees) Regulations 1996,**

All health and safety matters are freely discussed with the work force as a whole. The discussions will cover aspects of access and egress, methods of work, risk assessments and methods to prevent or control exposure to hazardous materials.

**1.6. Management Objectives**

- (a) To ensure a safe and best practical means (BPM) environmental undertaking for all employees, visitors and contractors working on the Company's premises and sites.
- (b) To keep records of the safe working arrangements, which indicate where changes have been, made through necessity, or for general improvement.
- (c) To minimise the risk of injury or exposure to hazards, whether physical or chemical.
- (d) To minimise the cost of waste or loss of production due to mishandling of equipment, materials or other accidents.

**1.7. Object of the Health & Safety and Environmental Management System**

To familiarise and instruct all Company personnel in the Health & Safety and Environmental concept as operated by the Company and to demonstrate that the systems are mandatory.

Clearly to define, the Health & Safety and Environmental responsibilities of employees.

To demonstrate, to the Enforcing Authorities, the Company's commitment to Health & Safety and Environmental Management.

To instruct contractors, and sub-contractors supplying services to the Company, to use and comply with the Health & Safety and Environmental procedures operated by the Company.

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1.8. **Health & Safety and Environmental Standards**

The standard of the Company's Health & Safety and Environmental record is dependent upon the actions and risks taken by its employees in any sphere of the work. It is, therefore, necessary that there is a full awareness of the requirements at all levels. This will be provided by in-house training for all employees and will be included in the induction training of new employees.

1.9. **Health & Safety and Environmental Procedures**

These form the second tier documentation of the Health & Safety and Environmental Management System. They are the basis of the different day-to-day activities and disciplines carried out in the work of the Company.

1.10. **Safe Working Procedures**

These form the third tier documentation. They are Risk assessments and Safe Working Instructions (method statements) relating to the work and its hazards. Such safe working procedures will be issued as necessary for specific tasks and will be recorded and kept in the Safe working Procedures Manual.

1.11. **Distribution and Issue of Control Manuals**

The Directors as shown on the distribution list issue copies of the Health & Safety and Environmental Manual. These are given in the Health & Safety and Environmental Manual. As necessary, copies are updated and it is the requirement that superseded issues is destroyed by the copyholder.

1.12. **Control, Review and Updating of Manuals**

The Managing Director maintains a master copy of the Health & Safety and Environmental Manual for verifying the proper state of the Health & Safety and Environmental objectives. The manuals are under his control. Strict compliance to the requirements of the Manual is enforceable and compliance or non-compliances are documented.

Failure to comply can lead to legal proceedings by the Enforcement Authority should such this lead to accident, injury or dangerous occurrence. Failure to comply may lead to internal disciplinary action.

# M C DESIGNERS LTD

## HEALTH & SAFETY and ENVIRONMENTAL MANUAL PART 1 ORGANISATION

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### 1.0. POLICY AND PURPOSE

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#### 1.13 Definitions

The Company refers to **M C DESIGNERS LTD**, which is also defined as The Employer.

The Employee refers to employees of **M C DESIGNERS LTD** and the Employees of any contractor or sub-contractor employed by the Company no matter what the extent of that employment.

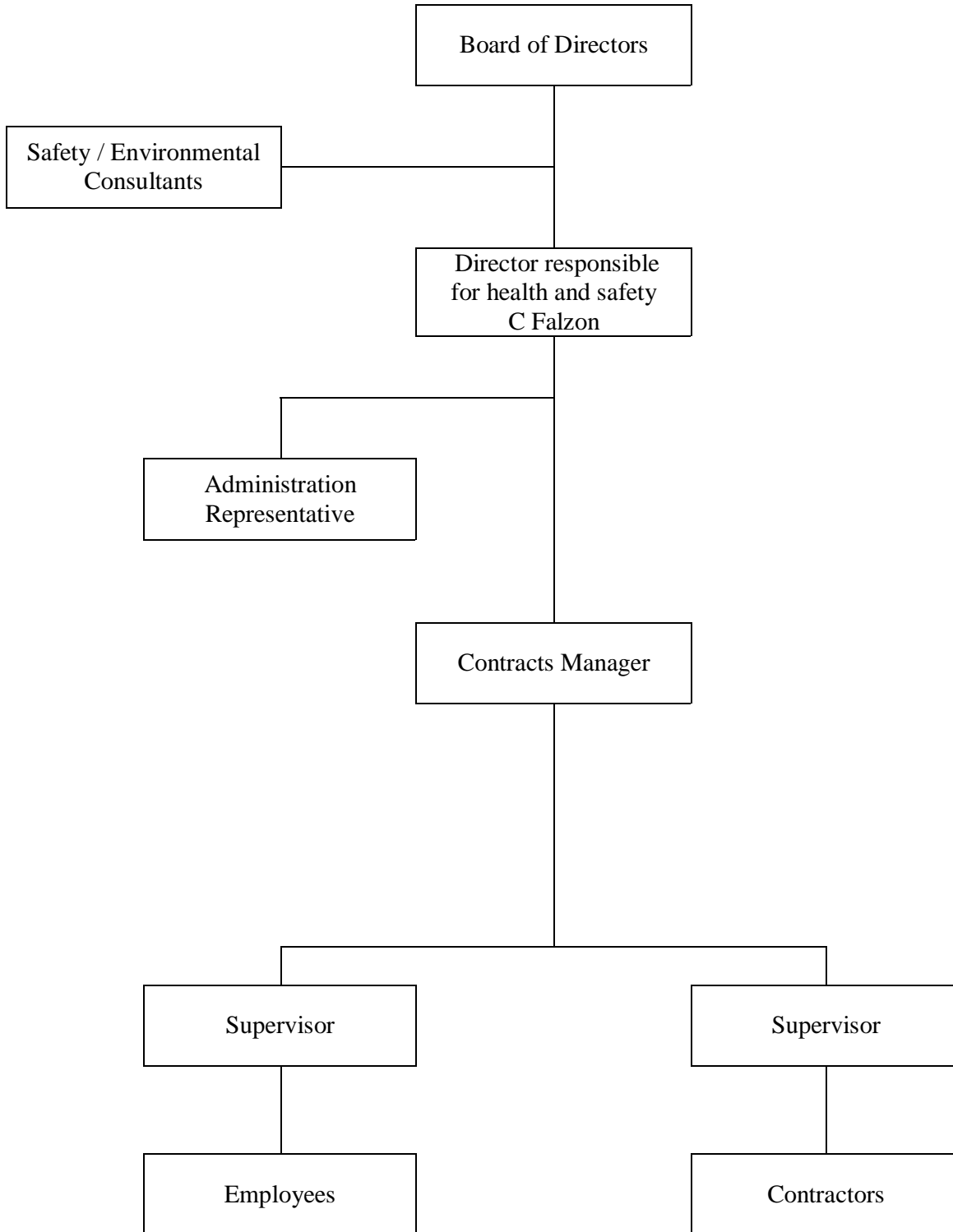
Since everyone within the Company is concerned with the health & safety and Environmental effects of others and themselves, it follows that everyone is concerned with the Health & Safety and Environmental Manual.

Health & Safety and Environmental Management System is the integration of all the disciplines and techniques necessary to ensure the correct levels of health, safety, welfare and environmental issues within the Company.

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2.0. ORGANISATION

2.1. Organisation Plan



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2.0. ORGANISATION

2.2. **Responsibility and Authority**

2.2.1. **General**

The Health and Safety at Work etc Act 1974, the Environmental Protection Act 1990 and the Management of Health and Safety at Work Regulations 1999 impose general duties on the employer and employees as follows: -

**Duties of Employer**

The Health and Safety at work etc Act 1974 requires the Company to provide, as far as is practicable, safe places of work, safe systems of work, safe access to and egress from work, safe plant and machinery, welfare facilities (where applicable), adequate and appropriate training and supervision to ensure the safety of its employees.

The Employer will designate competent personnel to take charge of health and safety activities or will use competent outside services to assist.

The Management of Health and Safety at Work Regulations 1999 require the Employer to carry out assessments of the risks to health and safety of employees and others, and that those assessments will be documented.

**Duties of Employees**

The Health and Safety at Work etc Act 1974 places the following responsibilities on employees whilst at work: -

- (a) To take care of their own health and safety and that of other people.
- (b) To co-operate with their Employer to observe health and safety law, regulations, codes of practice, guidance and risk assessments.
- (c) To co-operate with their Employer to work with minimum risk to health and safety, in accordance with risk assessments and/or safe working procedures prepared by the Employer.

2.2.2. **The Responsible Person – Director responsible for safety.**

- (a) The safety and absence of risk to all employees when at work and to other persons on any of the Company's premises or sites.
- (b) Compliance with the duties laid down under the Health and Safety at Work etc Act 1974 and the Environmental Protection Act 1990, and relevant statutory provisions - Regulations and Codes of Practice as amended.
- (c) Providing instruction and training for all employees relative to the Company's activities.
- (d) Encouraging safe practices and systems of work and periodically checking compliance with the Health & Safety and Environmental Manual.
- (e) The appointment of competent persons to carry out risk assessments and to provide their documentation – considering safety and environmental risks and hazards.

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- (f) Reprimanding any member of staff for failing to discharge his / her responsibilities satisfactorily.
- (g) Arranging for funds and facilities to meet the needs of the policy.
- (h) Issuing and when necessary, updating the Health & Safety and Environmental Manual.

**2.2.3. Administration Representative.**

The Administration Representative is responsible to the Board of: -

- a) To ensure the safe keeping of copies of the Regulations, Codes of Practice and other relevant legislation.
- b) To ensure that facilities and resources are available for carrying out assessments, to provide the planning and organisation of protective and preventive measures against risk.
- c) To carry out or cause to be carried out audits and site inspections with senior staff and advise when and where necessary to improve methods of work in compliance with the Regulations.
- d) To advise and assist with specialist and safety training of Company personnel.
- e) To liaise with Safety Consultant to advise management and supervisory staff of changes in legislation and methods of practice.
- f) To set a good example.

**2.2.4. Contracts Manager**

The Contracts Manager is responsible to the Director responsible for safety: -

- a) To implement the safety of the Regulations, Codes of Practice and other relevant legislation.
- b) To ensure that facilities and resources are available for carrying out assessments, to provide the planning and organisation of protective and preventive measures against risk.
- c) To carry out or cause to be carried out audits and site inspections with senior staff and advise when and where necessary to improve methods of work in compliance with the Regulations.
- d) To investigate accidents and dangerous occurrences, and recommend means of preventing reoccurrence.
- e) To advise and assist with specialist and safety training of Company personnel.
- f) To liaise with Safety / Environmental Consultant to advise management and supervisory staff of changes in legislation and methods of practice.
- g) To set a good example.

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**2.2.5 Safety and Environmental Consultant**

The Safety and Environmental Consultant is appointed to: -

- a) Advise the Board of Directors or the Managing Director or others employed on the Regulations Codes of Practice and other relevant legislation.
- b) Carry out independent risk assessments, manual handling assessments, general COSHH Assessments, inspections, audits on sites as and when instructed.
- c) Provide any specialist and safety training of Company personnel.
- d) Provide a regular updating service in connection with the Regulations, Codes of Practice and other relevant legislation relating to the work of the Company.
- e) Assist with the review of the safety management system.
- f) Complete unplanned and ad-hoc site safety inspections at the workplace.

Being Mr J Manion, CMIOSH, MRSH, MIIRSM, MIHPE, MRIPH, RMaPS, SpDipEM or suitably experienced and qualified deputy

**2.2.6. Supervisor**

Supervisors are responsible to senior staff and management to: -

- a) Be aware of the requirements of the Health & Safety and Environmental Manual and regulations applying to the work. If in doubt to seek and ask advice.
- b) Use safe work methods based on documented risk assessments.
- c) Use safety equipment and clothing provided as required by the risk assessments.
- d) Use only approved methods of work and not compromise or take short cuts. These lead to unnecessary risk.
- e) Warn other people, visitors and especially new starters, of known hazards and the procedures to be used.
- f) Remember that there is a legal obligation to observe all regulations, which apply to the work and the Health and Safety at Work etc Act and Environmental Protection Act, and thereby safeguard employees and others.

**2.2.7. Operatives – Employees - Contractors**

All Operatives – employees and contractors to the Company are responsible to: -

- a) Ensure, so far as is reasonably practicable, that any work carried out in or on any premises or site, under the control of the Company, does not constitute a health, safety or environmental risk to employees or to others.
- b) Agree safe working procedures with management before proceeding with any operation, which is likely to place anyone at risk.
- c) Comply with safe working procedures issued in writing by the company as method statement or risk assessment.

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- d) Comply with all safety instructions issued by management.
- e) Ensure that all work is in accordance with this Health & Safety and Environmental Manual by complying fully with statutory acts and regulations at all times.
- f) Sub-contractors shall provide the Company with their own Health & Safety and Environmental Manual if available. If this is not acceptable then sub-contractors shall comply with the requirements of this Health & Safety and Environmental Manual.

**2.3. Site/Department Layouts**

Plans for the office operated by **M C DESIGNERS LTD** are provided, which show the locations of:

- Emergency Exits
- Emergency Exit routes
- Emergency Assembly Points
- First Aid
- Fire Extinguishers
- Main Services Isolation
- Flammable Materials Stores
- Hazardous Product Stores

These are held with the reception or site offices and at locations available to the Emergency services.

**2.4. Inspection, Audit, and Review**

**2.4.1. Audits and Inspections**

Personnel, independent of those having direct responsibility for the work performed, will be assigned to carry out audits of the system and procedures. Such audits will examine arrangements as set out in the procedures and working instruction documents to determine areas of non-compliance, weakness or means of improvement.

**2.4.2. Management Review**

- (a) Policy and Purpose

Review of the Safety Systems an ongoing task. By means of monitoring and internal audits, changes may be made to the system at any time.

In addition, the Company considers that a formal review of the system, involving senior personnel, should be conducted annually or more often if considered necessary. This to re-assess the organisational structure, resources, procedures, protective and preventive measures used to implement safety management, and the performance of the system.

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Furthermore, as and when legislation alters, changes or is revised and is brought to our attention by routine updates from the health and safety service providers, we will discuss, amend or alter the manual as required.

(b) Responsibilities

The Director responsible for safety is responsible for convening a meeting, and ensuring that an agenda is prepared and those minutes are taken. He ensures that action is taken by the appropriate department, to carry out any improvements

(c) Procedure for Carrying Out Review

The Director responsible for safety is responsible for arranging, with the Safety / Environmental Consultant, regular updates of the Health & Safety and Environmental Manual taking due account of all shortcomings or that improvements to the system are included.

Also to ensure that in any review all new legislation is taken into account for updating of the Health & Safety and Environmental Manual and management system.

**3.0. SAFETY MANAGEMENT SYSTEM**

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**3.1. Policy**

The Company is aware of the need for a workable documented Safety System and has set out the necessary procedures and instructions, which are explained in this manual. Steps are taken to implement and continually to review the system to ensure that work within the Company is carried out in compliance with all relevant regulations.

**3.2. Responsibility**

The responsibility for the effective implementation of the System is shared by the whole management and staff of the Company. Formal audits and inspections are conducted to ensure the continued adherence to the system.

**3.3. Safety System Provisions**

To ensure the continued effectiveness of the system, and to meet the specified requirements, the following provisions have been made: -

**3.3.1. Safety and Environmental Policy Manual**

This describes the organisation and planning of the system for managing health and safety within the Company. It includes specific instructions for updating the various aspects and general arrangements for health & safety and environmental issues.

**3.3.2. Safety Procedures**

This is a series of stand-alone documents, which deal with procedures for compliance with specific aspects of health & safety and environmental issues. These procedures form Part 2 of this Health & Safety and Environmental Manual.

**3.3.3. Risk Assessments**

Risk assessments are prepared on a standard format to serve as a basis for job/site specific assessments to be made by the Contracts Manager or Site Supervisor. These will include but not necessarily be limited to cover the following regulations: -

- Management of Health & Safety at Work Regulations
- Lifting Operations and Lifting Equipment Regulations
- Workplace (Health, Safety Welfare) Regulations
- Control of Substances Hazardous to Health Regulations (COSHH)
- The Manual Handling Operations Regulations
- Regulatory Reform (Fire Safety) Order 2005
- The Provision and Use of Work Equipment Regulations
- Work at Height Regulations
- Control of Vibrations at Work Regulations

This list is not intended to be exhaustive.

**3.0. SAFETY MANAGEMENT SYSTEM**

**Section : 3.0**  
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**3.3.4 Safe Working Procedures and method statements.**

These are prepared following risk assessment and may be site specific or of general application. They include safe working instructions, permits to work where applicable, audit, inspection, and testing during the work to ensure compliance with the Company policy and procedures.

**3.3.5. Standards and Publications**

Regulations, Approved Codes of Practice and British Standards relevant to the work will be held at a central point in the Company. In case of doubt, these shall be consulted to confirm any point within the documentation. Relevant publications are shown in Section 0.2.

**3.4. Safety Plans**

Where applicable Safety Plans are to be prepared by the Company, they are to comply with the requirements of the Construction (Design and Management) Regulations 2007.

These will take account of the risk assessments carried out for the work activities within the Company.

New projects will be provided with safety plans developed from the information provided by the Client, his Agent, or representative or Principal Contractor. Such information will be received as the Safety File relative to the project.

**3.5. Health and Safety File**

The Company will assemble information relative to each operational site as necessary to comply with the requirements of the Construction (Design and Management) Regulations 2007.

4.0. CONTRACT REVIEW

Section : 4.0  
Page : 1 of 1  
Issue Date : Jan 2009  
Authority : C Falzon

4.1. Policy

It is the Company's policy to review all enquiries at the tender stage and clearly to define and document the safety requirements from that stage until the contract is placed. Allowance is made on all tenders for the necessary resources including time to be allocated to the work.

4.2. Responsibilities and Records

The Contract Manager is responsible for ensuring that the order and contractual requirements are clearly defined and met. He/she is also responsible for keeping records from the enquiry stage onwards.

Such records shall document the procedures within the contract that refer to health and safety and its co-ordination between the Company as the "Host Undertaking" or Principal Contractor and other contractors, sub-contractors and their employees.

4.3. Method of Work / Safety Plan

Upon receipt, the enquiry is carefully studied by the relevant officer, who will assess the requirements of the work and set out the contractual and safety requirements in accordance within his health and safety manual.

This will refer to the safety file and safety plan provided and allowance will be made in the tender to develop the information contained into the project safety plan.

5.0. DOCUMENT CONTROL

Section : 5.0  
Page : 1 of 1  
Issue Date : Jan 2009  
Authority : C Falzon

5.1. Policy

The Company acknowledges that to ensure that the Management System is regularly updated, and to keep up with changes in regulations and Codes of Practice, it is necessary to provide a means to distribute and control documentation.

5.2. Updating of the Policy Manual and Procedures Manuals

Each authorised holder of the Policy and Procedures Manual will be issued with any revision or modification to the documents in his / her possession.

It shall be the receiver's responsibility to replace the relevant pages and to remove those, which are superseded from the document in his/her possession.

<b>6.0. PURCHASING AND SUB-CONTRACTING</b>	<b>Section</b>	<b>: 6.0</b>
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**6.1 Policy**

It is Company policy to apply strict control in providing comprehensive details of the order requirements for products provided from external sources, and to ensure that contractors and sub-contractors achieve the required safety standards.

All new suppliers and sub-contractors will be subject to evaluation checks relevant to their safety record and performance. These will be undertaken by the Contracts Manager and / or the Safety Consultant.

**6.2. Responsibilities**

It is the responsibility of those officers responsible for purchasing equipment, services or labour contracts to ensure that the supplier provides the necessary information to allow assessment, co-ordination of protective and preventative measures.

Where any equipment is hired for use by **M C DESIGNERS LTD**, it shall be inspected before use for any inspection, maintenance, and service records. If records are not available, the hiring company is to be challenged before accepting the hire or the equipment is to be rejected.

**6.3. Assessment of Contractors and Sub-Contractors**

The Company acknowledges the need to ensure that contractors and sub-contractors who may provide services to the Company will comply with the Health & Safety and Environmental Manual as set out by the Company. This requires that products supplied for use on Company sites or with Company equipment, shall meet the requirements as set down in this documentation.

The Contractor or sub-contractor shall provide his own safe working procedures to allow coordination with those of the Company.

The Contractor or sub-contractor shall confirm to the Company that he is aware of the requirements of health and safety. He shall signify in writing that he will co-operate and comply with the procedures of this policy document and its associated procedures wherever they apply to his own work.

The Contractor will have to provide information on their competence with respect to health and safety. A Subcontractors assessment Proforma is included Part 2 of this Manual.

**6.4. Implementation of the Purchasing Policy**

In addition to the requirements as set out in standing instructions the additional requirement to ensure, that products (especially chemical based) are assessed and included within an Approved List shall be incorporated within the overall policy.

A list of approved sub-contractors is maintained based on experience of their previous performance. This is reviewed and updated regularly. All new entries to this approved list are vetted by senior personnel of the Company or by its adviser to establish the levels of competence and standards of compliance with health and safety legislation.

**7.0. OPERATIONAL CONTROL**

**Section : 7.0**  
**Page : 1 of 1**  
**Issue Date : Jan 2009**  
**Authority : C Falzon**

**7.1. Policy**

It is Company policy to carry out the work required in a systematic and controlled way by providing a plan and stage-by-stage guidance to contractors, sub-contractors and employees so that the safety of their work is monitored and controlled at all times. This guidance and monitoring is carried out by the senior personnel on each site and by the Company management. Independent auditing is carried out by the Company's specialist adviser. In all cases, this will include the necessary aspects of safe working and handling of materials that fall under the various relevant regulations.

**7.2. Responsibility**

The relevant Site Manager and Foremen are responsible for ensuring that adequate safety instructions are available, provided to the general staff and are followed throughout the various aspects of the work.

**7.3. Method**

Safety control is maintained by the issue of general and specific safety procedures as required for the work to be done, machinery to be used and / or materials to be handled.

**7.4. Control**

The various aspects of the work are monitored by the Contracts Manager and Site Supervisor, and the procedures and protective measures used are regularly examined and endorsed, where specific inspections are carried out these will be documented.

**8.0. INSPECTION AND TESTING**

**Section : 8.0**  
**Page : 1 of 1**  
**Issue Date : Jan 2009**  
**Authority : C Falzon**

**8.1. Policy**

It is Company policy to ensure that all equipment is maintained in a safe working condition and has minimal impact on the environment. In addition, that it is inspected and tested on a regular basis in accordance with the relevant regulations. This applies to items such as local exhaust ventilation, electrical equipment, hoists, plant and equipment etc.

**8.2. Responsibility**

Responsibility to ensure that the required regulatory inspection and testing is carried out rests with the relevant officer and Contracts Manager. The responsibility extends to ensuring that only equipment suitable for the duty will be employed.

**8.3. Faulty Equipment and Non-Compliance**

In the first instance, all faults on equipment or non-compliance with correct usage shall be reported for corrective action. Such corrective actions shall be against a time scale with positive report action taken and recorded when completed. Where such fault or incorrect usage may lead to risk then the use of that equipment shall cease forthwith.

9.0 SAFETY RECORDS

Section : 9.0  
Page : 1 of 1  
Issue Date : Jan 2009  
Authority : C Falzon

9.1. **Policy**

It is the policy of the Company to maintain records to substantiate the control of safety operations, testing and inspection.

9.2. **Responsibility**

It is the responsibility of all departments to maintain records relevant to the safe working procedures established by the Company and as required by the Regulations.

9.3. **Audit**

To support the day to day monitoring and control of the management system and procedures, the Company will carry out regular audits throughout the operating areas. These may be in-house or with the assistance of an independent organisation specialising in safety matters.

9.4. **Review**

The Company carries out an annual review of the Management System to indicate what improvements may be necessary and to update the system in accordance with newly issued regulations.

**10.0. TRAINING**

**Section : 10.0**  
**Page : 1 of 1**  
**Issue Date : Jan 2009**  
**Authority : C Falzon**

**10.1. Policy**

It is Company policy to ensure that all personnel have the appropriate experience and training. To this end, training Programmes are to be devised and maintained by management.

**10.2. Responsibility**

The Contracts Manager is responsible for co-ordination of the Safety Training Programme. He ensures that personnel are fully qualified to carry out their tasks and are aware of relevant procedures before assuming full responsibility to work unsupervised.

**10.3. Duration of Training Programme**

The duration of the Training Programme is dependent on the complexity of the job and the capability of the employee to learn. Consequently, managers are to monitor the employee's progress thoroughly.

A short induction programme will be required for every new employee at **M C DESIGNERS LTD**. This is intended to establish the basic rules of health & safety and environmental issues.

Visitors to site (s) will be advised of the basic rules of site safety and the need for compliance.

**10.4. Training Programmes Review and Procedure**

The Training Programmes are to be regularly reviewed to take into consideration the changes, regulations and Codes of Practice and are discussed at the Annual Management Review of the Safety System.

The training programme will record any training given to all individuals. Whether such training was given / received before employment with **M C DESIGNERS LTD** or otherwise.

These records will assist in the further development of skills health and safety training programmes for future needs and requirements. It is not intended to limit refresher training or disadvantage any persons or individuals who have received training previously.

<b>Management of Health &amp; Safety at Work Regulations 1999</b>	<b>Section</b>	<b>: 1.0</b>
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The Management of Health and Safety at Work Regulations 1999 (The Management Regulations). Regulation 3 requires that suitable and sufficient assessment be made of: -

- The risks to the health and safety of all employees whilst they are at work.
- The risks to health and safety of all persons arising from company's operations.
- The identification of the measures required to comply with the relevant statutory conditions.
- The assessment shall consider others who may be affected by the activity etc.

The Risk Assessments will be documented and revised if there is significant change in the risk. These Risk Assessments will be reviewed at least annually.

### **Interpretation of Risks.**

Hazard: A situation likely to cause injury or damage to persons or property.

Hazard Material: A material likely to cause injury or damage to persons or property.

Risk: The probability that the hazard (hazardous material) will cause injury or damage to persons or property.

### **Risk Assessments**

Risk assessments will take account of the requirements of Regulation 4 and the associated schedule 1 of the regulations. These refer to the "Principles of Prevention" to be applied as set out below

- a) Avoidance of risks;
- b) Evaluation of the risks, which cannot be avoided;
- c) Combating risks at source.
- d) Adapting the work to the individual, especially as regards to the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health.
- e) Adapting to technical progress.
- f) Replacement of the dangerous by the non-dangerous or the less dangerous.
- g) Development of a coherent over
- h) all prevention policy which covers technology; organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- i) Giving collective protective measures priority over individual protective measures and
- j) Giving appropriate instructions to employees

Risk assessments will be issued to operatives on each project as part of the induction process. Each operative will be required to read and understand the control of the risk assessment. He / she will be required to sign to that effect. A pro-forma risk assessment form is included here for information.

<b>Management of Health &amp; Safety at Work Regulations 1999</b>	<b>Section</b>	<b>: 1.0</b>
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**Direction.**

The Managing Director or Senior Contracts Manager will cause risk assessments to be completed. These are to be completed in-house or otherwise dependant on skills required completing them.

**Health and Safety Arrangements**

The Company has prepared written documentation to include: -

Planning, Organisation, Control, Monitoring, Review of protective and preventative measures, as set out in the Health and Safety Manual.

**Health Surveillance**

Where indicated by risk assessment, the Company will provide health surveillance appropriate to health and safety risks identified by that assessment.

Where such health surveillance is indicated, the Company will require potential new employees to provide evidence to show that their surveillance has been in operation before the employment. ALTERNATIVELY, an initial health surveillance assessment will be required before confirmation of the position.

**Health and Safety Assistance**

The Company will train supervisors to a suitable level of competence in health and safety. Such "Competent Persons" shall then be appointed to assist the Managing Director in the management of health and safety in the workplace.

The Company will also appoint a qualified safety consultant, to be available to the Managing Directors and the competent person will be available for advice and assistance as required.

The Company will arrange, for regular formal and informal consultation with its employees consultation on matters of health and safety. These will include Toolbox Talks, which will be recorded in the relevant site log. Formal meetings will be held as required, to discuss matters of health and safety. These will be in accordance with the Health and Safety (Consultation with Employees) Regulations 1996. Such formal meetings will be recorded in the Health and Safety meetings file.

**Procedures for Serious and Imminent Danger**

The Company will establish procedures for serious and imminent danger. These may include bomb threats to the building, site or area, potential collapse of structures or working platforms, release of hazardous substances and fire.

These procedures will as far as reasonably practicable be provided to the site.

Normally, the site supervisor will take charge in any situation of serious or imminent danger, but each individual or operative will be made aware of his responsibilities in these situations.

Where employees have been exposed to such situations, they will be provided with information on the hazards and any steps to be taken for self-protection.

The procedures will provide for work to stop and employees to go to places of safety for role call. A return to work will be prevented until the serious or imminent danger is past.

<b>Management of Health &amp; Safety at Work Regulations 1999</b>	<b>Section</b>	<b>: 1.0</b>
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### **Contacts with External Services**

The emergency procedures set out above will include advice on the local emergency services.

The procedures will require site supervisor to make initial contact and advise the presence in the area.

The procedures will be site specific and include the methods of contact in emergency whether this is direct or via the site supervisor or other employers in shared workplace areas.

### **Information for Employees**

Employees will be provided with comprehensible and relevant information on the following and will be required to confirm in writing that they have understood that information.

- Risks identified by the assessment
- Protective and preventative measures
- Emergency procedures
- The identities of appointed competent persons
- Risks in workplaces where other employers are also present.

### **Co-operation and Co-ordination**

Where other employers share the workplace the Company will: -

- Co-operate with others to enable them to comply with statutory obligations
- Co-ordinate the safety measures required
- Inform other employers of the risks created in the course of the Company's work. In addition the Company will provide comprehensive information on the work and procedures for the other employers

### **The Company as Host Employer**

Where the Company employs other employers as sub-contract or to provide a service, it will ensure that the employer / employees from the outside undertaking who are working on behalf of the Company are provided with comprehensible information on: -

- Risk to employees health and safety arising out of the work of the Company (host) employer
- Measures taken by the Company, and
- The protective and preventative measures taken by the Company as if they were its own employees

**Management of Health & Safety at Work Regulations 1999**

**Section : 1.0**  
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### **Capabilities and Training**

The Company will -

- 1) Take account of the capabilities of employees as regards to health and safety
- 2) Provide health and safety training to employees: -
- 3) On their recruitment - on exposure to new or increased risks, eg, transfer to different work, new work equipment, technology, or systems of work

### **Employees Duties**

The Company will advise employees by training information and consultation that they are required to use machinery, equipment, dangerous substances, transport safety devices etc in accordance with the training and instructions given by the Company.

Employees should also co-operate with the Company and report any shortcomings in the health and safety arrangements.

### **Temporary Workers**

Before any new temporary employee shall commence employment, the Company will: -

- 1) Check the qualifications and skills required to carry out the work safely.
- 2) Provide information on the qualification and skills required to do the work safely.
- 3) Require the temporary employee to confirm that he/she has read and understood the staff safety handbook and the relative risk assessments

### **New or Expectant Mothers**

When the Company employs new or expectant mothers, it will: -

- Carry out specific risk assessment, which takes account of the work to be carried out, substances use and hours of work.
- If it is not possible to avoid such risks and alternative suitable work cannot be found, then it may be necessary to suspend the employee from work. (Subject to the provisions of Employment Rights Act 1996)
- The Company will require a medical certificate which confirms the fact so that the necessary changes can be to work patterns or duties.

### **Protection of Young Persons**

Where the Company employs young persons, it will: -

- Carry out a specific risk assessment,
- Where control measures taken against risk leave a residual significant risk, the young person will not be permitted to do the work.

**WORKPLACE (HEALTH, SAFETY AND WELFARE)  
REGULATIONS 1992**

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**WORKPLACE (HEALTH SAFETY AND WELFARE) REGULATIONS 1992**

**Welfare Facilities**

It is the policy of the company to provide or arrange adequate and appropriate welfare facilities for employees while they are at work in the Company premises.

Where a workplace is in a building, the building shall have a stability and solidity appropriate to the nature of the use of the workplace.

A workplace shall be insulated adequately thermally where it is necessary, having regard to the type of work carried out and the physical activity of the persons carrying out the work; and excessive effects of sunlight on temperature shall be avoided.

These welfare facilities will include such and where necessary take account of disabled and potentially disabled users

- Washing,
- Toilet,
- Rest and changing facilities - to include facilities to protect smokers from non-smokers, and
- Somewhere clean to eat and drink during breaks.

**Drinking Water**

The Company will provide or arrange a supply of drinking water that is

- Is free from contamination and is preferably from the public water supply - bottled water dispensers are acceptable as a secondary supply;
- Is easily accessible by all employees;
- There are adequate supplies taking into consideration the temperature of the working environment and types of work activity;
- Cups or a drinking fountain are provided;
- Taps and containers are labelled clearly and correctly as drinking water.

WORKPLACE (HEALTH, SAFETY AND WELFARE)  
REGULATIONS 1992

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### Facilities for Changing and Storing Clothing

The work carried out requires Company employees to change into and wear specialist protective clothing to carry out their work whether on site or at the Company premises.

The Company will provide or arrange to provide adequate changing rooms for the number of people expected to use them. These will: -

- Be readily accessible from the work area;
- Contain, or lead directly to, clothing storage and washing facilities;
- Provide seating;
- Provide a means for hanging clothes - a hook or peg may be sufficient;
- Ensure the privacy of the user.
- These will take into account of disabled and potentially disabled users
- As far as reasonably practicable prevent employees' own clothing being exposed to work-soiled clothing or getting dirty or wet.
- Provide separate storage for clean and contaminated clothing which:
- Allow wet clothing to be hung up to dry out during the course of the day;
- Be well ventilated.

### Arrangements for meal breaks

The Company will provide or arrange to provide a suitable seating area for workers to use during breaks, including adequate seating with backs for the number of persons at work likely to use them at any one time.

This will be remote from the immediate work area; kept clean and located where food will not be contaminated. There will be washing facilities nearby, together with a means of heating food or water for hot drinks. The Company will insist on good **hygiene standards**.

### Provision for those who smoke.

The Company does operate a No Smoking policy on its premises.

### Disabled Persons.

Where necessary, those parts of the workplace (including in particular doors, passageways, stairs, showers, washbasins, lavatories and workstations) used or occupied directly by disabled persons at work shall be organised to take account of such persons".

**Manual Handling Operations Regulations 1992**

**Section : 3.0**  
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**Issue Date : Jan 2009**  
**Authority : C Falzon**

**Policy**

It is the policy of the Company, as far as reasonably practicable, to avoid the necessity for employees to carry out hazardous manual handling of heavy or awkward loads.

The Company will assess the risks of injury from any hazardous handling that cannot be avoided.

The Company will as far as reasonably practicable reduce the risk of injury from hazardous manual handling, as far as reasonably practicable/

**Employees**

Employees will be required to follow safe systems or work laid down following risk assessment and to make proper use of equipment provided because of risk assessment.

They should inform the management if any hazardous handling activities are identified and for which risk assessment is not available.

Employees shall avoid manual handling wherever possible and should use mechanical assistance when it is available.

**Risk Assessment**

The Director or contracts manager will instruct or otherwise risk assessments to be completed. These will be completed in- house or otherwise dependant on skills required completing them.

Risk assessments will be prepared as far as reasonable and practicable on a generic basis for routine operations. However, special circumstances will be taken into account where these may apply eg partial disability, male or female employees, and pregnant or nursing mothers.

Risk assessments will generally be created in-house but outside advice will be taken if necessary.

The aim of these assessments will be to reduce the risk to "as low as reasonably practicable". All those employees who may be affected by the need to carry out manual handling will be advised of the results of any risk assessments made. They will be required to read, understand and sign to that effect.

**Mechanical Aids**

Where risks of manual handling cannot be reduced or eliminated reasonably, mechanical aids will be provided. These will be assessed under the Provision and Use of Work Equipment Regulations 1998 PUWER and / or Lifting Operations and Lifting Equipment Regulations 1998 LOLER.

**Training**

Where manual handling cannot be avoided, training will be provided to include -

- How to recognise potentially harmful manual handling
- Use of appropriate safe methods of work
- Use of mechanical aids
- Good handling techniques.

**Personal Protective Equipment Regulations 2002**

**Section** : 4.0  
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**Policy**

It is the policy of the Company, that Personal Protective Equipment, PPE, (including clothing affording protection against the weather), will be provided where necessary to protect any employee against risks to health and safety.

Where such PPE is provided as indicated by risk assessment, the Company will require the individuals to wear it correctly at all times.

**Provision and use of PPE**

The Company will provide PPE to be used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

PPE can be easily compromised, eg by not being worn properly, it should always be considered as the last resort and used only where other precautions cannot adequately reduce the risk of injury.

Where PPE is the only effective means of controlling the risks of injury or ill health, then the Company will ensure that it is available for use, free of charge, and that the employee is aware that it shall be used.

PPE to be used will be chosen following risk assessment of the work activity in accordance with the Management Regulations.

**Assessment of suitable PPE**

The Director or contracts manager will instruct or otherwise risk assessments to be completed. These will be completed in- house or otherwise, dependant on skills required completing them.

The following factors will be considered when assessing the suitability of PPE:

- Is it appropriate for the risks involved and the conditions at the place where exposure to the risk may occur?
- Does it prevent or adequately control the risks involved without increasing the overall level of risk?
- Can it be adjusted to fit the wearer correctly?
- Has the state of health of those who will be wearing it been taken into account?
- What are the needs of the job and the demands it places on the wearer? For example the length of time the PPE needs to be worn, the physical effort required to do the job and the requirements for visibility and communication.
- If more than one item of PPE is being worn, are they compatible? For example, does the use of a particular type of respirator make it difficult to get eye protection to fit properly?

**Personal Protective Equipment Regulations 2002**

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**Types of personal protective equipment**

Dependent on the work and the risk assessment, the Company will supply from the following list of PPE

**Eyes**

**Hazards:** chemical or metal splash; dust, projectiles; gas and vapour; radiation.

**Choices:** spectacles; goggles; face-screens.

**Head and neck**

**Hazards:** impact from falling or flying objects; risk of head bumping; hair entanglement.

**Choices:** helmets; bump caps; hats; caps; sou'westers and cape-hoods; skullcaps.

**Breathing**

**Hazards:** dust; vapour; gas; oxygen deficient atmospheres.

**Choices:** disposable filtering face piece or respirator; half / full face respirators; air-fed helmets; breathing apparatus.

**The body**

**Hazards:** temperature extremes; adverse weather; chemical or metal splash; spray from pressure leaks or spray guns; impact or penetration; contaminated dust; excessive wear or entanglement of own clothing.

**Choices:** conventional or disposable overalls; boiler suits; donkey jackets; specialist protective clothing, eg chain-mail aprons; high visibility clothing.

**Hands and arms**

**Hazards:** abrasion; temperature; cuts, punctures; impact; vibration chemicals; electric shock; skin infection, disease, contamination;

**Choices:** gloves; gauntlets; mitts; wrist-cuffs; armlets.

**Feet and legs**

**Hazards:** wet; electrostatic build-up; slipping; cuts and punctures; falling objects; metal and chemical splash; abrasion.

**Choices:** safety boots and shoes with steel toe caps (and steel mid sole); gaiters; leggings; spats.

**Personal Protective Equipment Regulations 2002**

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*Therefore, construction type equipment may be needed.*

- a safety helmet - replace at intervals recommended by the manufacturer,
- eye protection,
- clothing - spark resistant / flame retardant,
- safety boots and / or spats,
- gloves.

**Training**

The Company will ensure the user is aware of why PPE is needed, when it is to be used, repaired or replaced and its limitations.

Instruction, training, and supervision in its use will be provided.

Where PPE is deemed necessary, by risk assessment, no exemptions will be permitted even for short term jobs

**Maintenance**

PPE shall be properly accommodated when not in use, for example, stored in a dry, clean cupboard, or in the case of smaller items, such as eye protection, in a box or case.

PPE shall be kept clean and in good repair - the manufacturer's maintenance schedule (including recommended replacement periods and shelf lives) will be followed.

Simple maintenance may be carried out by the trained wearer, but repairs will be completed only by specialist personnel.

Suitable replacement PPE should always be readily available.

**New PPE**

All PPE will be checked to ensure that it is 'CE' marked in accordance with the requirements of the amended Personal Protective Equipment Regulations 2002.

**Other Regulations**

The PPE at Work Regulations do not apply where PPE is provided under the following other Regulations. These Regulations already require the use of some types of PPE to assist.

- Control of Lead at Work Regulations 2002;
- the Control of Asbestos Regulations 2006;
- the Control of Substances Hazardous to Health Regulations 2002;
- the Construction (Head Protection) Regulations 1989;
- the Control of Noise at Work Regulations 2005.

<b>Health &amp; Safety (Display Screen Equipment) Regulations 1992</b>	<b>Section</b>	<b>: 5.0</b>
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### **Policy**

It is the policy of the Company, to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 and subsequent amendments. The procedures by which it is intended to achieve this are set out below

### **Display Screens**

Display screens are referred to by a number of definitions eg

- VDU
- VDT,
- Monitor
- Display Screen Equipment (DSE)

There is no difference. They mean the same thing - a display screen, usually forming part of a computer.

### **Application**

Only staff, **who habitually use VDUs as a significant part of their normal work**, are affected by these regulations.

The Company will carry out risk assessments to determine the risks and those to whom they apply.

When self-employed staff are working on the Company's workstations then they will be treated as employed staff for the purposes of the regulations

The Regulations apply to any employee working at home, and habitually using a VDU for a significant part of their normal work. The Company reserves the right to confirm the risk assessment before accepting home working

### **Risk Assessment**

The Company will, in conjunction with the administration officer, the employees and competent person carry out risk assessments of each workstation. This will consider the whole workstation including equipment, furniture, and the work environment; the job being done; and any special needs of individual staff (whose views will be sought as part of the assessment).

Where risks are identified, the Company will take steps to reduce them.

### **Requirements for workstations**

The Company will consider the following requirements as good features to be found in a workstation, eg such as adjustable chairs and suitable lighting. These are set out in a schedule to the Regulations, which cover screens, keyboards, desks, chairs, the work environment and software.

Health & Safety (Display Screen Equipment) Regulations 1992

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#### **Work breaks or changes of activity**

The need for breaks depends on the nature and intensity of the work. The Company accepts this need and will advise the employees affected by means of training and instruction.

Eg, short, frequent breaks are better than longer, less frequent ones. As far as reasonably practicable, the employee will have control over when to take breaks.

#### **Eye tests and provision of spectacles if special ones are needed.**

The Company will offer and pay for eye and eyesight test to any employee whose work is covered by the Regulations

This is a test by an optometrist or doctor, who may recommend when subsequent tests should be undertaken.

Any such further tests will be paid for the Company.

The Company will pay for spectacles if special ones (for example, prescribed for the distance at which the screen is viewed) are needed and normal ones cannot be used.

#### **Training and Information**

The Company will provide training, to make sure employees can use their VDU and workstation safely, and know how to make best use of it to avoid health problems, for example by adjusting the chair.

The Company will also provide information about VDU health and safety. This will include general background information

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### **Policy**

It is the policy of the Company to comply fully with the requirements of the **Provision and Use of the Work Equipment Regulations 1998** and subsequent amendments.

These regulations came into force on January 1st 1999. They extend the previous regulations of 1992 by the inclusion of specific regulations for mobile equipment. Regulations 25-30 now apply.

These include:-

- Carriage of persons of mobile work equipment
- Prevention of and protection against roll over of mobile work equipment
- Overturning of fork lift trucks
- Self propelled work equipment
- Remote controlled self-propelled work equipment

The Company will consider the following factors, which are relevant to Work Equipment and Machinery Guarding: -

- Section of the correct equipment
- Suitability of the equipment
- Maintenance
- Information and instructions for safe use
- Training
- Guards and failure protection
- Danger from very high or very low temperatures
- Proper controls
- Emergency stop controls
- Stability
- Lighting
- Labelling and Warnings

Whether the equipment is owned or hired by the company.

### **Workshops/Portable Machines**

All workshop machinery will be regularly inspected and shall be in compliance to the criteria above.

All portable electric appliances shall be regularly inspected and certified by a competent electrician.

### **Abrasive Wheels**

It is the policy of the Company to ensure compliance with the Provision and Use of Work Equipment Regulations PUWER 1998 in respect of Abrasive Wheels,

The Contracts Manager, through the relevant supervisors is responsible for ensuring compliance with these regulations.

<b>Provision and Use of Work Equipment Regulations 1998</b>	<b>Section</b>	<b>: 6.0</b>
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The Company will maintain a register of the fitters and others who have been trained and appointed under the Regulations, together with the extent of their appointment as regards the types of abrasive wheels.

Such register will be available at the site operated by the Company.

The Company will make appropriate provision for the safe storage of abrasive wheels to avoid any damage or cracking in storage.

All grinding machines, whether fixed or portable, will be marked with the maximum speed which shall be related to the maximum permissible speed indicated on the respective abrasive wheel.

Relating flanges and guards shall be those supplied with the machine or subsequently obtained from the manufacturer.

Abrasive wheels shall be used only for the purpose for which they were designed.

### **Welding Equipment**

The Company rarely uses welding equipment in its work. This involves the use of high voltage electricity and high pressure gas storage. These areas are the subject of separate regulations but are noted here as work equipment.

### **Records**

The Director or Contracts Manager are responsible for ensuring that all work equipment is appropriately serviced and well maintained. The Company will maintain records of all equipment used in its work. These records will include, as far as reasonably practicable, details of purchase and all servicing, repairs or modification made. A separate record will be maintained for each item of work equipment.

### **Risk Assessment**

All work equipment used by the Company will as far as reasonably practicable be the subject of risk assessment to cover the various operational procedures and maintenance of the work equipment. The risk assessment will consider the work and the hazard and risk presented by the work equipment, its construction, siting protective and preventive measures.

### **Training**

Before using any equipment, all personnel will be required to prove they have received suitable training in the use of equipment. Either by providing previous training records and / or competence certificates. Where insufficient training proof is not provided – the individual will not be authorised to use such equipment and will be provided with specific training as appropriate.

### **Hired Equipment.**

All equipment that is hired shall be inspected for up to date and relevant maintenance and inspection records. If such records are not available the equipment shall be rejected or returned to the hirer.

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<b>The Lifting Operations and Lifting Equipment Regulations 1998</b>	<b>Issue Date</b>	<b>: Jan 2009</b>
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### Policy

It is the policy of the Company to comply with the **Lifting Operations and Lifting Equipment Regulations 1998** (LOLER) and subsequent amendments.

These build on the requirements of the **Provision and Use of Work Equipment Regulations 1998** (PUWER).

Risk assessment is required in accordance with the **Management of Health and Safety at Work Regulations 1999** (The Management Regulations)

### Risk Assessment

The Risk Assessment under the Management Regulations will identify the nature of the risks associated with a lifting operation.

The LOLER Risk Assessment will consider the type of equipment, which was covered by the previous lifting regulations, viz. cranes, lifts, hoists and components including chains, slings, hooks, shackles and eyebolts. Typical types of equipment and operations carried out by the Company include:

- a) Mechanical plant used to raise materials within the shed area
- b) Hoist
- c) Scissors Lift
- d) Man skips.

**LOLER** also applies to a range of other lifting equipment, which present similar risks to those associated listed above, some of which may be used in the Company's work eg.

- a) An automated storage and retrieval system
- b) A loader crane fitted to a lorry for delivery duties
- c) Vehicle recovery equipment
- d) Vehicle tail lifts

The Company will ensure that lifting equipment provided for their employees complies with these regulations. In addition, the Company will require compliance of lifting equipment provided by others for the Company's work whether by hire or driver operated employees.

In all cases suitable documentation including risk assessment and recent inspection report will be required before use.

### Cranes

When the Company hires a crane, it will ensure that the hire company provides a copy of the last examination report.

Where a crane is provided with an operator, it is the duty of the crane owner to ensure that the necessary maintenance and examinations are carried out. However, in this case also the Company will require a copy of the last examination report. The crane shall not be used for the Company's work without such a report.

We will carry out the operation is a "contract lift" as we do not have the in-house experience.

<b>The Lifting Operations and Lifting Equipment Regulations 1998</b>	<b>Section</b>	<b>: 7.0</b>
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### **Lifting of Persons**

The raising and lowering of people by work equipment not specifically designed for the purpose will not be accepted by the Company.

Should there be in exceptional circumstances and where less hazardous means are not available, and then such actions shall be the subject of a specific risk assessment for the lifting operation. This shall be signed both by the supervisor and by the person to be lifted

People shall never be lifted on the forks of a lift truck or on a pallet on the arms of a lift truck. The correct equipment such as a mobile elevated work platform shall be used

Any lifting equipment that is used for lifting people shall be marked to that effect.

### **Positioning**

Lifting equipment should be positioned or installed to minimise the need to lift over people.

Precautions shall be taken to prevent lifting equipment or the load striking a structure, vehicle or people during the operation.

### **Marking**

Wherever possible the safe working load (SWL) will be marked on the lifting equipment. Where the SWL varies with the operating radius, the information will be clearly marked or be readily available to the operator or user.

### **Planning**

Planning of lifting operations should be carried out by a “Competent Person” and in conjunction with the risk assessment necessary under the Management Regulations

### **Proximity Hazards**

The risk assessment referred to above shall include suitable measures to minimise risks from the proximity of other objects such as:

- a) Overhead power lines
- b) Other work equipment or structures
- c) Trench work and excavations
- d) Warehouse racking
- e) Other lifting equipment in the area

### **Training**

Before using lifting equipment, employees shall have received appropriate training and instruction so that they are safe to use the equipment.

### **Examination and Inspection**

Lifting equipment shall be examined before being first put into use for the first time and before being put into service in a new site.

Equipment lifting persons shall be inspected at least every six months, other lifting equipment at least every twelve months, or in either case at shorter intervals if the “Competent Person” considers it necessary

<b>Reporting of Incidents, Diseases &amp; Dangerous Occurrences Regulations 1995</b>	<b>Section</b>	<b>: 8.0</b>
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### **Policy**

The Company will comply with the requirements of **Reporting of Incidents, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR '95)**.

These require the reporting of work-related accidents, diseases and dangerous occurrences. They apply to all work activities, but not to all incidents.

### **Action in the Event of Injury**

In the event of an injury on site or on the Company Premises, the supervisor or The Appointed person under the Health and Safety (First Aid) Regulations 1981 shall take charge.

Where reasonable and practicable, first aid shall be administered but qualified assistance shall be summoned.

### **Reporting**

Reporting accidents and ill health at work is a legal requirement. The information enables the enforcing authorities to identify where and how risks arise and to investigate serious accidents. They can then help and advise on preventive action to reduce injury, ill health and accidental loss - much of which is uninsurable.

The Company will report all accidents. In any situation where first aid is required even for a minor injury such as a cut finger requiring a plaster, this shall be reported in the Accident book provided by the Company.

Accidents that are more serious shall be reported to the Company (contracts manager) as soon as possible after the event i.e. by telephone. They shall also be entered into the site accident book. If the accident occurs on a client site, then the client shall be informed immediately with the Company

This will enable the Company to report the accident to the authorities in accordance with the regulations.

The independent safety advisers will be instructed to investigate the incident and report its finding and recommendations to the Director in charge.

### **Death or major injury**

If there is an accident connected with work and anyone working on the premises or on the site is killed or suffers a major injury (including as a result of physical violence); or a member of the public is killed or taken to hospital. The Company will notify the Enforcing Authority, without delay (eg. telephone).

This will be the responsibility of the head office, which must be informed as soon as ANY accident occurs,

The Head Office will arrange to carry out a full investigation and complete accident report form, to be sent to HSE within ten days.

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### **Over-three-day injury**

If there is, an accident connected with work (including an act of physical violence) and the employee, self-employed person or employee of a sub-contractor suffers an over-three-day injury, then an appropriate accident report form must be sent to HSE within ten days.

An over-three-day injury is one, which is not major but results in the injured person being away from work or unable to do their normal work for more than three days (including non work days).

### **Disease**

If a doctor notifies the Company one of the employees suffers from a reportable work-related disease then the company must send an appropriate completed disease report form to the enforcing authority.

### **Dangerous occurrence**

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence, which must be reported immediately (eg by telephone).

A summary of the reportable dangerous occurrences is given later. These must be reported to Office immediately.

The Office will arrange to carry out a full investigation and complete an appropriate accident report form, to be sent to HSE within ten days.

### **Reportable Injuries**

- 1) Fracture other than to fingers, thumbs or toes;
- 2) Amputation;
- 3) Dislocation of the shoulder, hip, knee or spine;
- 4) Loss of sight (temporary or permanent);
- 5) Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- 6) Injury, resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- 7) Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- 8) Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- 9) Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- 10) Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

<b>Reporting of Incidents, Diseases &amp; Dangerous Occurrences Regulations 1995</b>	<b>Section</b>	<b>: 8.0</b>
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### **Dangerous Occurrences**

This list summarises each of the dangerous occurrences relevant to the company work

- 1) Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- 2) Explosion, collapse or bursting of any closed vessel or associated pipework;
- 3) Failure of any freight container in any of its load-bearing parts; plant or equipment coming into contact with overhead power lines;
- 4) Electrical short circuit or overload causing fire or explosion;
- 5) Injury caused by an explosion;
- 6) Malfunction of breathing apparatus while in use or during testing immediately before use;
- 7) Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
- 8) Unintended collision of a train with any vehicle;
- 9) Dangerous occurrence at a pipeline;
- 10) Explosion or fire causing suspension of normal work for over 24 hours; sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air;
- 11) Accidental release of any substance, which may damage health.

### **Reportable diseases include:**

- 1) Certain poisonings;
- 2) Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- 3) Lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- 4) Infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;
- 5) Other conditions such as: occupational cancer; certain musculoskeletal disorders; and hand-arm vibration syndrome.

**Control of Substances Hazardous to Health Regulations 2004  
(COSHH)**

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**Policy**

It is Company policy to comply with the requirements of the **Control of Substances Hazardous to Health (Amendment) Regulations 2004 (COSHH)**

**General**

- a) These apply to any substance, natural or artificial whether solid, gas, vapour or liquid and including micro-organisms.

A "Substance Hazardous to Health" means any substance or mixture, which is classified as: -

- (i) Dangerous for supply under the Chemical Hazard Information and Packaging for Supply Regulations 2002- CHIP

**OR**

- (ii) One for which a Workplace Exposure Limit (WEL) has been specified in the schedules of the Regulations or where the Health and Safety Commission has specified a Workplace Exposure Limit.

**OR**

- (iii) Hazardous micro-organism;

**OR**

- (iv) Dust present in substantial concentration in air;

**OR**

- (v) Any other substance, which creates a health hazard comparable with the hazards of i, ii or iii.

A substantial dust concentration is more than 10 mg/m<sup>3</sup> (8 hour TWA of total inhalable dust) and more than 4 mg/m<sup>3</sup> similarly of respirable dust where no lower value is given.

The Regulations require that no hazardous substances shall be used without prior COSHH risk assessment. COSHH Regulations do not apply where the Control of Lead at Work, Control of Asbestos Regulations apply. The COSHH Regulations will apply, to many of the Company's activities.

**COSHH Assessment**

A COSHH assessment will be made for many various materials to be handled, used or produced. This will include the risks to health posed by the components as advised by the Material Safety Data Sheet, MSDS, provided by the supplier and / or prepared internally.

The Managing Director will instruct or otherwise ensure that risk assessments are completed. These will be completed in-house or otherwise dependant on skills required completing them.

The assessment will include for local controls to prevent spread during handling and the necessity for local exhaust ventilation to minimise exposure. Where the material is produced by the work on site, a MSDS will be generated for assessment of the risks to employees on exposure. Further, it will include the requirements for provision of personal protective equipment only when all other options have been assessed.

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**Principles of good practice for the control of exposure to substances hazardous to health to be adopted.**

- I. Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
- II. Take into account all relevant routes of exposure, inhalation, skin absorption and ingestion-when developing control measures.
- III. Control exposure by measures that are proportionate to the health risk.
- IV. Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
- V. Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment. Check and review regularly all elements of control measures for their continuing effectiveness.
- VI. Check and review regularly all elements of control measures for their continuing effectiveness.
- VII. Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.
- VIII. Ensure that the introduction of control measures does not increase the overall risk to health and safety".

**Prevention of Exposure**

No substance shall be used or handled until a suitable and sufficient assessment has been completed.

The Company will prevent exposure to hazardous substances wherever possible. Where prevention of exposure is not possible, it will be controlled by suitable protective or preventive measures. Therefore no substances shall be used for any purpose whatsoever until such COSHH assessment has been completed and approved.

The typical hierarchy of control measures to be used are – substitution – isolation – local extract – general extract – controlled exposure – hygiene measures. As far as possible, the control will be other than the provision of PPE.

PPE will be issued where other methods do not prevent or adequately control exposure.

If a **Workplace Exposure Limit (WEL)** is specified then the control procedures will be set up so that the level of exposure is, as far as is reasonably practicable, below the WEL.

OR if it is exceeded, the reasons will be identified and action taken as soon as is reasonably practical to achieve satisfactory conditions.

Where respiratory protective equipment is used, risk assessment will be undertaken to ensure that RPE is suitable for the work and of a type of standard approved by the Health and Safety Executive

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Where RPE is issued – other than short term use and disposable RPE it shall be ‘face-fit’ tested prior to use in the workplace. A separate procedure is available for the selection of face masks.

Where control measures, equipment or facilities are provided then these shall be properly used or applied.

Employees are required to make full use of such measures, equipment or facilities and report any defects immediately they become known.

Such control measures will be maintained in an efficient state of working order and in good repair.

Where emergency controls are required, they shall be checked regularly and records maintained or a suitable summary of the work kept available for at least 5 years.

### **Monitoring of Exposure**

Where there is exposure to hazardous materials, the exposure levels will be monitored to check on the adequacy of the controls or otherwise protect the health of employees.

Some substances have frequency of monitoring specified by the Regulations. The Company does not use any of these substances.

Records of any monitoring will be kept for at least five years or where they are representative of the personal exposures of identifiable employees, 30 years from the last dated entry.

### **Health Surveillance**

Where required by the Regulations, employees will be maintained under medical surveillance, if working with substances listed as requiring such surveillance. Similarly, medical surveillance will be maintained: -

- Where there is the risk of exposure to an identifiable disease, or
  - Where there is a health effect which may be related to exposure,
- and*
- Where there is a likelihood of exposure under the conditions of work.
- and*
- Where there are valid techniques for detecting indications of the disease or health effect.

### **Information Training and Instruction**

All employees will be provided with information, training and instruction relating to substances in use by the Company. Information will be that provided by the manufacturers or suppliers of the substances or mixture or from in-house documentation.

Training will be given in the understanding of the Regulations and effects of the various substances, etc, necessary for compliance with the Regulations.

Instruction will be given in the use, handling or equipment necessary to give emphasis with these Regulations.

This training will also provide information on the limitations of respiratory protective equipment.

The Director responsible for safety and or the Safety Advisor will identify training requirements.

Training will be provided by the Safety Advisor or Trade organisations as applicable

**Control of Substances Hazardous to Health Regulations 2004  
(COSHH)**

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**Typical substances / Mixtures within COSHH Regulations**

Typical substances falling within these Regulations and which may be found, produced, used or supplied within the Company: -

- Welding raw materials
- Welding fluxes
- Welding fumes
- Waste materials for disposal
- Solvents, oils, greases

All such substances will be recorded and controlled on all premises and sites. All should be accompanied by a Material Safety Data Sheet (MSDS) setting out the risks and precautions for use, handling and prevention or reduction of the risks of exposure.

**Storage**

(a) Flammables

Flammable materials, such as gases, solvents, paints, oils and greases shall be stored in a secure area on any site, and the area shall be clearly identified as containing such materials.

(b) Hazard Materials

Any materials, which are controlled by the COSHH Regulations, shall be stored in suitable safe areas on any site managed by the Company.

Where such materials are produced or used on the site, a register of the materials, together with a risk assessment of exposure and safe working procedures shall be available.

(c) Non-Compliance Materials

Any materials which are not accompanied by the relevant MSDS or for which an MSDS is not available shall be held in a designated area "in quarantine" until the information is available.

**Electricity at Work Regulations 1989**

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**Policy**

It is Company policy to comply with the requirements of the **Electricity at Work Regulations 1989**.

**Competent Persons**

The Company to provide or to contract competent and trained electricians for the installation, maintenance and repair of all electrical systems on its sites.

**Documentation**

The Company will maintain documentary proof that systematic routine maintenance is being carried out, and that all work at or near electrical systems shall be carried out in a safe manner.

**Protective and Preventive Measures**

The Company will, as far as reasonable and practicable ensure that electrical equipment is protected adequately against adverse environmental conditions.

Every joint and connection shall be mechanically and electrically suitable for use.

Electricians shall not, as a matter of course, work on live equipment.

Work on live equipment shall be undertaken only if specific conditions are fulfilled and it is not possible to carry out the work in any other way. A Permit to Work shall be applied.

The Company will ensure that all fixed electrical systems in the Company's offices are subject to a thorough examination at least once every five years.

Portable electrical equipment is used throughout the company, and various examinations are required to ensure such equipment is safe and without risks.

Computer equipment, printers and other ancillary equipment shall not be deemed portable and therefore will not be tested annually. These will be subjected to routine examination and visual checks. Hand held power tools, electrical transformers, battery power packs, extension and training leads, transportable lighting are all considered portable appliances. Batter operated equipment will not be considered to be portable appliances, however they will be subjected to routine inspection and examinations as required under the "Provision and Use of Work Equipment Regulations".

Portable electrical equipment shall be subject to examination every, at least, twelve months. Such examinations shall be documented and the records maintained available for inspection.

Visual checks shall be at least once per work shift / working period. Portable appliance testing is to be completed by the designated competent person once per annum.

On site, the Site supervisor shall constantly review the methods for electrical isolation of plant and equipment both in permanent locations and on construction sites. He shall establish effective safety procedures such as "locking off".

**Health & Safety (First Aid) Regulations 1981**

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**Policy**

It is Company policy to comply with the requirements of the **Health and Safety (First Aid) Regulations 1981**.

The Company will provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.

What is adequate and appropriate will depend on the circumstances in the various locations workplace and the employer should assess what the first aid needs are.

The minimum first-aid provision on any work site is:

- A suitably stocked first-aid box
- An appointed person to take charge of first-aid arrangements.

**Assessment of First-Aid Requirements**

First Aid requirements will be taken into account during risk assessment under the Management Regulations for a particular site and these will include such aspects as: -

- Hazardous substances;
- Dangerous tools;
- Dangerous machinery;
- Dangerous loads or animals?
- What is the record of accidents and cases of ill health?
- What type are they and where did they happen?
- The number of people employed on site
- Inexperienced workers, employees with disabilities or special health problems?
- The premises and distribution of employees
- Shift work or out-of-hours working especially lone workers.
- Is the workplace remote from emergency medical services?
- Work at sites occupied by other employers
- Members of the public on site visit the premises

**Appointed persons**

The Site supervisor will be the appointed person for the site. In his / her absence, the deputy will assume the responsibility.

The duties are set out below. The Appointed person will: -

- Take charge when someone is injured or falls ill, including calling an ambulance if required;
- Look after the first-aid equipment, eg restocking the first-aid box.
- Appointed persons should not attempt to give first aid for which they have not been trained.
- An appointed person will be available at all times whilst at work on site.

**Health & Safety (First Aid) Regulations 1981**

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**First aiders'**

- The Company is of sufficient size to require the appointment of First Aiders.
- Much of its work is at clients locations and there have been First Aiders' trained to be available to its employees.

**The First-Aid Box**

The Site supervisor will be provided with access to a first aid box. This will be irrespective of any arrangements made with any other site occupier and / or visitor.

Minimum stock of first-aid items will be:

- A leaflet giving general guidance on first aid eg HSE leaflet Basic advice on first aid at work
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- Two sterile eye pads;
- Four individually wrapped triangular bandages (preferably sterile);
- Six safety pins;
- Six medium sized (approximately 12 cm x 12 cm) individually wrapped sterile non-medicated wound dressings;
- Two large (approximately 18 cm x 18 cm) sterile individually wrapped non-medicated wound dressings;
- One pair of disposable gloves.

Tablets or medicines will not be permitted in the first-aid box.

**Notices**

The Company will inform employees of the first aid arrangements.

- Put up notices telling staff who and where the first aiders or appointed persons are and where the first-aid box is will usually be sufficient.
- Special arrangements will be made to give first-aid information to employees with reading or language difficulties.

**First aid rooms.**

The first aid room shall be clearly and appropriately signposted.

Where any room is set aside for the administration of first aid, it shall be accessible to stretchers and other equipment needed to convey patients to and from the room

**Regulatory Reform (Fire Safety) Order 2005**

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**Authority : C Falzon**

**Policy**

It is Company policy to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005

**Application**

The over-riding requirement is to carry out a risk assessment of the workplace and ensure that this is reviewed on at least an annual basis.

**Fire Risk Management**

The Company at its own premises will: -

- Carry out a Fire Risk Assessment (and record the results)
- Monitor and review the assessment
- Revise the assessment if conditions change
- Inform staff (or their representatives) of the results of the risk assessment
- Plan for an emergency
- Provide staff with information and training
- Nominate persons (Fire Wardens) to assist and provide and maintain
  - Means of detection and warning
  - Means of escape and emergency lighting
  - Fire safety signs
  - Fire fighting equipment

**Fire Risk Assessment**

The Company will carry out a fire risk assessment to: -

- Identify the hazards
- Identify the people at risk
- Remove or reduce the hazards
- Manage any remaining risks which cannot be eliminated or reduced by: -
  - Ensuring that occupants are alerted and can leave the building safely
  - Reducing the probability that the fire could start in the first place
  - Limiting the effects, should a fire occur?

**Regulatory Reform (Fire Safety) Order 2005**

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**Action on Fire**

The company will ensure that as far as reasonably practicable: -

- There are adequate and failsafe methods of warning
- It is possible for all persons to leave the building **without the use of a key** in 2½ minutes of the alarm being raised.
- Escape routes are walked regularly to check that they are kept clear and
- Carry out a full evacuation drill, which will take place at least once per year.

**Fire Exits**

The Company will as far as reasonably practicable ensure that; -

- Fire starting in any location will not go undetected and reach a size where someone could be trapped.
- People are be able to turn away from a fire and walk towards a fire exit
- Where there is only **one exit** from an area and the **risk** is assessed as **low** then there is no need to have alternatives
- Where **escape is one direction only**, the **dead end** areas will be **Short, Few and as Low** risk as possible

**Responsible Persons**

The responsible person for the office environment shall ensure that adequate precautions are in place is the administration officer. They are also responsible for ensuring that evacuations are practiced.

The responsible person for the site environment is the Contracts Manager. He, with advice and assistance from the nominated competent person for that site, shall ensure that adequate precautions are in place. They are also responsible for ensuring that evacuations are practiced.

<b>Health &amp; Safety Consultation with Employees Regulations 1996</b>	<b>Section</b>	<b>: 13.0</b>
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### **Policy**

It is Company policy to comply with the requirements of the **Health & Safety Consultation with Employees Regulations 1996** and those of Regulation 7 of the Management Regulations

### **Consultation Process**

The Company will normally consult the employees directly or should the employees wish the consultation may be with representative of employee safety.

In the latter situation, the Company will ensure that all employees are aware of the names of such representatives of employee safety.

### **Representatives of Employee Safety**

The Company will appoint or recognise representatives of employee safety who will carry out the following functions

- Make representations to the Company on potential hazards and dangerous occurrences in the workplace.
- Make representations to the Company on general matters affecting health and safety of the group he/she represents, on such matters as he / she is consulted by the Company.
- Represent the group of employees in any consultations with inspectors from the Enforcing Authority.

### **Training, Time off and Facilities**

The Company will ensure that each representative of employee safety is provided with the necessary training to carry out the duties.

To take time off as necessary during working hours and with pay, to carry out the functions of representative of employee safety, or to receive the necessary training.

To take reasonable time off during working hours, and with pay, to perform the functions as candidate for election as representative of employee safety.

**Confined Spaces Regulations 1997**

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**Policy**

It is Company policy to comply with the **Confined Spaces Regulations 1997**

**Definition**

A confined space any space enclosed where there is a risk of death or serious injury from hazardous substances or dangerous conditions (eg lack of oxygen).

**Risk Assessment**

The Company responsible person on site will initiate a specific risk assessment (under the Management Regulations) for any work in a confined space or any work, which may create confined space as the work proceeds.

If the assessment identifies risks of serious injury from work in confined spaces, such as the dangers highlighted above, the **Confined Spaces Regulations 1997** apply.

**Controls**

Entry to confined spaces will be avoided as far as reasonably practicable.

If entry to a confined space is unavoidable, then a safe system of work will be followed and emergency arrangements put in place adequate emergency arrangements before the work is started.

**Avoidance of Entry to Confined Spaces**

It is the Company policy to check if the work can be done another way so that entry or work in confined spaces can be avoided. For example, the confined space itself will be modified so that entry is not necessary or the work done from outside.

**Safe Systems of Work**

If entry into a confined space cannot be avoided, then a safe system will be established for working inside the space. This will use the results of the risk assessment to identify the necessary precautions to reduce the risk of injury.

All those involved will be given specific instruction as to the requirements and will be required to acknowledge their understanding in writing as part of a Permit to Work system (safe system of work procedure).

**Appointment of a Supervisor**

The Company site Supervisors will be given the responsibility to ensure that the necessary precautions are taken, to check safety at each stage and remain present during the work.

**Persons Suitable for the Work**

Only those persons who have sufficient experience of the type of work to be carried out as well as training for work in confined spaces will be permitted to carry out such work.

**Confined Spaces Regulations 1997**

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**Preparation for Work in a Confined Space**

**Isolation**

- Mechanical and electrical equipment will be Isolated if it could otherwise operate, or be operated, inadvertently.
- If gas, fume, or vapour could enter the confined space, pipework will be isolated.
- Checks will be made as part of the safe system of work and Permit to Work process to ensure that isolation is effective.

**Clean before Entry**

- The confined space will, if necessary be cleaned before any other work takes place. This will ensure fumes do not develop from residues etc during the work.

**Size of the entrance**

- The entrance will large enough to allow workers wearing all the necessary equipment to provide ready access and egress in an emergency.

**Ventilation**

- Ventilation will be provided by increasing the number of openings and/or
- Mechanical ventilation to ensure an adequate supply of fresh air.
- Internal combustion engines if used for power generation or any other reason, will be sited outside the area and distant from any air intake.

**Air Quality Testing**

- Air within the confined space will be tested before work starts and during the work as defined by the risk assessment.
- The tests will check that the air is free from both toxic and flammable vapours and that it is fit to breathe.
- Testing will be by a competent person using a suitable calibrated gas detector.
- Where the risk assessment indicates that conditions may change, or as a further precaution, continuous monitoring of the air may be necessary.

**Provision of Special Tools and Lighting**

- Non-sparking tools and flameproof protected lighting will be provided where flammable or potentially explosive atmospheres are likely.
- In certain confined spaces (eg inside metal tanks) suitable precautions will be applied to prevent electric shock, these include use of extra low voltage equipment and on all such occasions, residual current devices.

**Confined Spaces Regulations 1997**

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**Provision of breathing apparatus**

- This is essential if the air inside the space cannot be made fit to breathe because of gas, fume or vapour present, or lack of oxygen.
- Under no circumstances shall oxygen be fed into a in a confined space.

**Emergency arrangements**

All employees who may be required to enter or work in confined spaces will be provided with specific training for the work. This will include use of the necessary equipment, training and practice drills as set out below: -

- **Lifelines** should be attached to harnesses and should run back to a point outside the confined space.
- **Communications**, adequate communications to enable communication between people inside and outside the confined space and to summon help in an emergency.
- **Raising the Alarm**

A "safety man" will always be stationed outside the confined space, to keep watch and stay in communication with those inside. He will be aware of the procedures to be used raise the alarm quickly in an emergency, and take charge of the rescue procedures.

Under no circumstances shall the "safety man" enter to confined space leaving no one outside in his place.

**Permit-to-Work**

The Company will operate a Permit Work system, where the work must be carried out in a confined space. The Permit to Work will set out the following points as a minimum.

Clear identification of who has authorised the particular work.

- A detailed risk assessment, signed by a nominated Competent Person, which specifies the necessary precautions (eg isolation, air testing, emergency arrangements etc).
- Provision for ensuring that names of all those engaged to carry out work are listed.
- Training and instruction of those who are to carry out the work and those who are to issue the Permit to Work.
- The procedures for monitoring and auditing the work.

**Control of Noise at Work Regulations 2005**

**Procedure : 15.0**  
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**Policy**

It is Company policy to comply with the requirements of the **Control of Noise at Work Regulations 2005**.

**General.**

These Regulations will come into force in April 2006, and update and revoke the “Noise at Work Regulation 1989”.

**Interpretation.**

“Noise” means any audible sound.

“Exposure limit value”, means the level of daily or weekly personal noise exposure or of peak sound pressure set out under regulation 4.

“Health surveillance” means an assessment of the state of health of an employees, as related to the exposure of noise.

“Lower exposure action value” means the lower of two levels of daily or weekly personal noise exposure or of peak sound pressure set out in regulation 4, which if reached or exceeded, requires specified action to be taken to reduce risk.

“Peak sound pressure” means the maximum sound pressure to which an employee is exposed.

“Upper exposure action value” means the higher of the two levels of daily or weekly personal noise exposure or of peak sound pressure, which if exceeded, require specified action to be taken to reduce risk.

“Weekly personal noise exposure” means the level of weekly exposure personal noise exposure, taking into account the level of noise and the duration of exposure and covering all noise.

“Working day” means a daily working period, irrespective of the time of day when it begins or ends, and of whether it begins or ends on the same calendar day.

**Exposure limit values and action values.**

The lower exposure action values are;-

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

The upper exposure action values are; -

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

The exposure limit values are;-

- a daily or weekly personal noise exposure of 87 dB (A-weighted) and
- a peak sound pressure of 140 dB (C-weighted).

**Control of Noise at Work Regulations 2005**

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**Exposure limit values and action values (continued).**

The exposure action values are the levels of exposure to noise at which we are required to take actions. The exposure limit values are the levels of noise above which an employee may not be exposed. The risk assessment should include an assessment of the likely noise exposure of the employees for comparisons with the exposure action and exposure limit values.

**Weekly exposure.**

Use of weekly exposure is appropriate in situations where noise exposure varies markedly from day to day, where people use noisy equipment on one day in the week but not on others.

When considering using this method, we will ensure there is no increase in risk to health. It is recognised that it is unacceptable to expose workers to a very high noise levels on a single day, without providing them with hearing protection.

**M C DESIGNERS LTD** will reduce the risk of damage to the hearing of our employees from exposure to noise to the lowest level reasonably practicable. The overriding requirement to reduce risk to as low a level as is reasonably practicable.

We will consult with any employees concerned and / or the safety representative on whether weekly averaging is appropriate.

We will explain to employees the purpose and possible effects of weekly exposure.

**Assessment of the risk to health and safety created by exposure to noise at the workplace.**

We shall carry out a suitable risk assessment to assess the level of noise to which employees are exposed by means of:-

- Observing work practices,
- With reference to relevant information on the probable level of noise corresponding to equipment used in working / workplace conditions.
- If necessary, measure the level of noise in which employees are likely to be exposed.

The risk assessment will follow the principles in the 'HSE guidance on regulations – controlling noise at work ref L108.

**Elimination or control of exposure to noise at the workplace.**

We will reduce exposure to noise to as low as is reasonably practicable, by establishing and implementing a programme of organisational and technical methods, excluding the provision of personal hearing protection.

Controlling noise.

We recognise the need to take action to eliminate risk from noise exposure wherever it is reasonably practicable to do so. Where it is not reasonably practicable to do so, we intend to reduce them to as low a level as is reasonably practicable.

**Control of Noise at Work Regulations 2005.**

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Elimination of noise.

We will consider whether they are alternative processes, equipment, or working methods.

Follow good practice and industry standards.

Take noise into account when selecting tools / equipment / machinery.

Maintain equipment in accordance with manufactures instructions.

Explore opportunities to provide employees with periods of relief from noise exposure.

**Hearing Protection.**

We will provide suitable and adequate hearing protection dependent on the exposure levels. It is not intended to be as an alternative to controlling noise by technical and organisational means.

Where employees are exposed between the lower and upper exposure action values we will provide protectors to employees who ask / request them.

Where employees are likely to be exposed at or above the upper exposure action values we will provide hearing protectors. We will ensure that employees use them. We will provide information, about the hearing protection and where to obtain new / replacements and how to use them.

Where employees are exposed above the upper action values and hearing protection is required to be worn and necessary, hearing protection provided will be targeted at particular noisy works and activities be selected to reduce exposure at least below the upper exposure action values.

**Maintenance and use of equipment.**

We will ensure that any noise-control equipment is maintained and carry out regular checks, and report defects and remedy any defects noted. We are committed to providing a safe and healthy environment and are committed to use personal protective equipment as appropriate to the works in hand as a last resort. We will as appropriate provide signs and warning notices to state where and when protectors are to be worn and used.

The Managing Director has overall responsibility to ensure that there is an appropriate hearing protection programme and that it is adopted, this will include, issue and such distribution of hearing protectors.

We will ensure that suitable information, instruction and training is provided to all employees at risk and actions they have to take to enable compliance with this regulation.

We will ensure that records are available on the issue of hearing protection.

We will carry out spot checks to ensure that hearing protectors as issued are used and worn, where employees are not using hearing protection they will be questioned as to why and attempt to resolve difficulties or give and record a verbal warning. Where employees persistently fail to use hearing protection properly we will follow disciplinary procedures.

# M C DESIGNERS LTD

## HEALTH & SAFETY and ENVIRONMENTAL MANUAL PART 2 ARRANGEMENTS

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**Control of Noise at Work Regulations 2005.**

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### **Maintenance and use of equipment (continued).**

We will arrange for periodic inspection of reusable hearing protection equipment, and repair or replace them. We will ensure that a continuous supply is available.

We will make appropriate arrangements to store reusable hearing protectors.

### **Employees Duties.**

Employees have a duty to comply with measures that **M C DESIGNERS LTD** has placed upon them.

This includes using noise control measures as provided and in line with manufactures instructions and guidance.

To wear hearing protectors in accordance with instructions provided when exposed at or above the upper exposure action values and at all times in hearing protection zones.

Taking care of hearing protection and noise control equipment that is required.

Reporting defects with hearing protection, reporting defects with noise control measures or reporting difficulties with using the equipment provided or in place.

**Control of Asbestos Regulations 2006.**

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**Asbestos**

**General**

The work carried out by **M C DESIGNERS LTD** may involve exposure to substances containing asbestos. The Company does not hold a License to Work with Asbestos. Therefore **M C DESIGNERS LTD** will not directly complete any works involving asbestos.

**M C DESIGNERS LTD** will employ specialist sub-contractors for works of this type if required. A sub-contractor Vetting procedure will be issued and completed prior to any instructions to proceed with works.

Removal of asbestos is outside the scope of works for the contracts we operate and manage on behalf of our clients. If Asbestos is identified, our client will arrange for the removal or encapsulation of the asbestos material. If the material is not removed and or encapsulated we will not operate or work in the area.

A separate **Asbestos Procedures Manual** is to be considered and if warranted, issued, maintained and operated in this context.

**M C DESIGNERS LTD** will contract removal of asbestos to a licensed contractor after seeking advice from its nominated competent person.

It is the policy of **M C DESIGNERS LTD** to minimise any such exposure, to both employees and those who may be affected by their work. Those who may be affected are not only at the work place, but also at home.

If asbestos is suspected, found, discovered or located we will stop works immediately, seal / secure the area and report our findings to our clients / nominated competent person. We will seek advice and guidance from our nominated competent person on what is to be concluded to prevent any exposure or further damage to the area.

All and any instructions related to asbestos are intended to prevent the uncontrolled movement of asbestos from the work area or the site by those working with the material. The relationship between exposure to asbestos dust and lung disease has been recognised for many years.

No employees of the Company shall damage, remove, or otherwise work with or on asbestos materials until a proper assessment of the risks of such work has been carried out.

**Location, Identification and Isolation of Asbestos.**

Where the asbestos is to be removed, the work will be carried out in accordance with asbestos procedures and relevant legislation / statutory provisions.

We will request access to copies on any survey / asbestos registers and identification assessments for the detection of asbestos in the workplace. This should have been identified by the client as part of the duties under the "Control of Asbestos Regulations 2006".

**Work on Asbestos**

Work on asbestos shall be carried out only by those trained and experienced in the work, and where necessary, licensed by the Health and Safety Executive.

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### **Policy**

As a general building services contractor, it is reasonable to state that this Company may act as Principal Contractor in the foreseeable future. It is therefore policy of the Company to ensure that it meets in full, the responsibilities of the Principal Contractor as set out under the Construction (Design and Management) Regulations 2007.

### **Duties**

The Company will co-operate with designers and CDM co-ordinators as the Principal Contractor and will provide other relevant duty holders with details of the management and prevention of risks to health and safety created by the work.

The Company will provide Health and Safety information on its work and procedures as the Principal Contractor to allow their incorporation in the "Construction Phase Plan".

The Company will obtain and receive, from contractors and sub-contractors relevant safety information relating to the site and the work required on the project as necessary for the "Health and Safety File".

### **Documentation.**

Any notices required under the **CDM Regulations** will be displayed in a position where this information is available to all.

#### **Construction Phase Plan**

- The Company will provide details of the management and prevention of risks created by itself and any contractor or sub-contractors in its employ. Where necessary this information will be updated as the project proceeds.

#### **Health and Safety File**

- The Company will provide details of its work, fabrications and maintenance information.
- This will should identify any risks that must be managed when the structure and associated plant is maintained, repaired, renovated or demolished.

#### **Competence**

- The Company will provide information to other duty holders as required information on competence and the allocation of adequate resources to carry out the work.
- The Company will evaluate the competence of any sub-contractors using health and Safety as a criteria along with technical skill and qualification.

### **Liaison with Other Contractors and Sub-Contractors**

The Company will liaise with all contractors and sub-contractors to co-operate in the management of health and safety.

Where specific aspects of work, risk assessment or safety information is available which may influence the work of other contractors, this will provided to the Contractors, obtained for inclusion, where applicable in the Construction Phase Plan and the Health and Safety file.

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### **Liaison with Employees and Others**

The Company will put in place procedures to take account of the advice and views of employees and other working on any construction sites operated by the Company.

These will ensure that where advice or views are given, then due consideration will be made, in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.

All staff will be made aware of these arrangements which are dependent on the size of the site will include safety committee and/or “tool box” sessions.

Such arrangements will be the responsibility of the senior person on site, but will be checked By the Safety Officer/Safety Advisor.

### **Information and Training**

All information, which the Company is required to provide, will be forwarded or presented to the “CDM Co-ordinator” for incorporation in the Health and Safety File.

The Company will ensure that all persons working on the site have received or will be provided with sufficient training to understand and comply with the health and safety plan. Such training will include information about Emergency Procedures as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

### **Policy**

It is Company policy to comply with the stated regulations and the schedules of the relating to part 4 ‘duties relating to health and safety on construction sites’ under the “Construction (Design and Management) Regulations 2007”

These place emphasis on assessment of risk of injury or accident. In other words, the significant importance is on preventing the occurrence rather than just complying with the rules.

### **Safe Places of Work.**

We will, so far as is reasonable practicable, be suitable and sufficient safe access and egress to and from the place of work. The place of work will be kept safe and without risks to health to any person working. Suitable and sufficient steps shall be taken, so far as is reasonably practicable, that no person gains access to any place which does not comply with these requirements. Every place shall, so far as is reasonably practicable have sufficient working space and be arranged so that it is suitable for persons working there.

### **Good order and site security.**

The construction site will be kept in good order and in a reasonable state of cleanliness. According to the level of risk have the perimeter identified by suitable signs and / or be fenced. Where timber is used no protruding nails or similar projecting items are allowed to remain.

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### **Stability of Structures.**

All practicable steps will be taken to prevent danger to any person, to ensure that any new or existing structure or any part of a structure that may become unstable does not collapse accidentally.

We will, if necessary, take advice from our nominated competent persons and we will use the services of a competent structural engineer to oversee any project to ensure that the stability of structure remains in a secure condition.

### **Demolition and Dismantling.**

This will be planned and carried out in such a manner as to prevent danger, or where it is not practicable, to prevent it, to reduce the danger to as low as level as is reasonably practicable.

### **Explosives.**

It is the policy to avoid as far as practicable the need to use explosives in the workplace.

An explosive charge will be used or fired only if suitable and sufficient steps have been taken to ensure that no person is exposed to risk of injury from the explosion or from projected or flying materials caused thereby. Measures will be taken, include calculated safety distances, noise protection, dust protection and possibly netting to capture flying objects. The scope of this covers the use of cartridge tools.

### **Excavations.**

All practicable steps shall be taken, where necessary to prevent danger to any person, including, where necessary, the provision of supports or battering, to ensure that any excavation or part of an excavation does not collapse.

No material from a side or roof of, or adjacent to, any excavation is dislodged or falls; and no person is buried or trapped in an excavation by material which is dislodged or falls.

Suitable and sufficient steps shall be taken to prevent any person, work equipment, or any accumulation of material from falling into any excavation. Steps shall be taken, where necessary, to prevent any part of an excavation or ground adjacent to it from being overloaded by work equipment or material;

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### **Excavations (continued).**

Construction work shall not be carried out in an excavation where any supports or battering have been provided, unless, the excavation and any work equipment and materials which affect its safety, have been inspected by a competent person, at the start of the shift in which the work is to be carried out, after any event likely to have affected the strength or stability of the excavation; and after any material unintentionally falls or is dislodged; and the person who carried out the inspection is satisfied that the work can be carried out there safely. Where the person who carried out the inspection has under informed the person on whose behalf the inspection was carried out of any matter about which he is not satisfied, work shall not be carried out in the excavation until the matters have been satisfactorily remedied.

We will identify, and where possible neutralise, hazards arising from the underground cables or other services. An effective method of achieving this is to use a "Permit to Dig" system that locates marks and informs those involved before any excavation takes place.

### **Cofferdams and Caissons.**

Every cofferdam or caisson will be of suitable design and construction. Will be appropriately equipped so that workers can gain shelter or escape if water or materials enter. Will be properly maintained.

The cofferdam or caisson, any work equipment involved and materials which affect its safety will be inspected by a competent person – at the start of the shift and after any event likely to have affected its strength or stability.

Where the competent person who completed the inspection, is not satisfied with any condition found shall, be able to prevent further works continuing until such conditions are remedied.

### **Reports of inspections.**

The person who carries out an inspection under regulation shall, before the end of the shift within which the inspection is completed. Where he is not satisfied that the construction work can be carried out safely at the place inspected, inform the person for whom the inspection was carried out of any matters about which he is not satisfied; and prepare a report.

A person who prepares a report shall, within 24 hours of completing the inspection to which the report relates, provide the report or a copy of it to the person on whose behalf the inspection was carried out.

Where the person owing a duty of care is an employee or works under the control of another, his employer or, as the case may be, the person under whose control he works shall ensure that he performs the duty.

The person on whose behalf the inspection was carried out shall keep the report or a copy of it available for inspection by an inspector, at the site of the place of work in respect of which the inspection was carried out until that work is completed.

Construction (Design and Management) Regulations 2007

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### **Energy distribution installations.**

Where necessary to prevent danger, energy distribution installations shall be suitably located, checked and clearly indicated. Where there is a risk from electric power cables, they shall be directed away from the area of risk; or the power shall be cut off. If it is not reasonably practicable to provide suitable warning notices and barriers suitable for excluding work equipment which is not needed; or where vehicles need to pass beneath the cables, suspended protections; or in either case, measures providing an equivalent level of safety, shall be provided.

No construction work which is liable to create a risk to health or safety from an underground service, or from damage to or disturbance of it, shall be carried out unless suitable and sufficient steps have been taken to prevent such risk.

### **Prevention of Drowning.**

Where in the course of construction work any person is liable to fall into water or other liquid with a risk of drowning, suitable and sufficient steps shall be taken, to prevent, so far as is reasonably practicable, such person from so falling; to minimise the risk of drowning in the event of such a fall; and to ensure that suitable rescue equipment is provided, maintained and, when necessary, used so that such person may be promptly rescued in the event of such a fall.

Suitable and sufficient steps shall be taken to ensure the safe transport of any person conveyed by water to or from any place of work. Any vessel used to convey any person by water to or from a place of work shall not be overcrowded or overloaded.

Handrails and other protection can prevent a person falling into liquid. The risk of drowning is minimised by the wearing of life jackets or the installation of a net. Emergency procedures for rescue will be practised.

### **Traffic Routes.**

Every construction site shall be organised in such a way that, so far as is reasonably practicable, pedestrians and vehicles can move safely. Traffic routes shall be suitable for the persons or vehicles using them, sufficient in number, in suitable positions and of sufficient size. A traffic route shall not satisfy the requirements unless suitable and sufficient steps are taken to ensure that, pedestrians or vehicles may use it without causing danger to the health or safety of persons near it; any door or gate for pedestrians which leads onto a traffic route is sufficiently separated from it to enable them from a place of safety to see any approaching vehicle; there is sufficient separation between vehicles and pedestrians to ensure safety.

Where this is not reasonably practicable —there are to be provided other means for the protection of pedestrians; and there are effective arrangements for warning any person liable to be crushed or trapped by any vehicle of its approach; any loading bay has at least one exit point for the exclusive use of pedestrians; and where it is unsafe for pedestrians to use a gate intended primarily for vehicles, one or more doors for pedestrians is provided in the immediate vicinity of the gate, is clearly marked and is kept free from obstruction.

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### **Traffic Routes (continued).**

Every traffic route shall be, indicated by suitable signs where necessary for reasons of health or safety; regularly checked; and properly maintained.

No vehicle shall be driven on a traffic route unless, so far as is reasonably practicable, that traffic route is free from obstruction and permits sufficient clearance.

All site vehicles should be fitted with warning beacons and buzzers as appropriate to indicate to pedestrians and other vehicles their whereabouts and movements.

Obstructions on site such as overhead cables, or width restrictions must be clearly marked so that the driver/operator of an approaching vehicle understands the hazards and the limits of the vehicle. On shared sites, care must be taken to ensure that other site users are kept separate from construction traffic and vice versa.

Consideration in the traffic plan should be given to; -

- Temporary road surfaces.
- Car parking and stores areas.
- Route lighting.
- Early installation of permanent roads.
- Entry and exit to site, including class of external road.
- One way systems.
- Number of potential vehicle movements.
- Induction for delivery drivers.
- Timing of deliveries.
- School time and rush hours.

### **Vehicles.**

Suitable and sufficient steps shall be taken to prevent or control the unintended movement of any vehicle. Suitable and sufficient steps shall be taken to ensure that, where any person may be endangered by the movement of any vehicle, the person having effective control of the vehicle shall give warning to any person who is liable to be at risk from the movement of the vehicle.

Any vehicle being used for the purposes of construction work shall when being driven, operated or towed—be driven, operated or towed in such a manner as is safe in the circumstances; and be loaded in such a way that it can be driven, operated or towed safely. No person shall ride or be required or permitted to ride on any vehicle being used for the purposes of construction work otherwise than in a safe place thereon provided for that purpose.

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#### **Vehicles (continued).**

No person shall remain or be required or permitted to remain on any vehicle during the loading or unloading of any loose material unless a safe place of work is provided and maintained for such person.

Suitable and sufficient measures shall be taken so as to prevent any vehicle from falling into any excavation or pit, or into water, or overrunning the edge of any embankment or earthwork.

#### **Prevention of risk from fire etc.**

Suitable and sufficient steps shall be taken to prevent, so far as is reasonably practicable, the risk of injury to any person during the carrying out of construction work arising from, fire or explosion; flooding; or any substance liable to cause asphyxiation.

#### **Emergency procedures.**

Where necessary in the interests of the health and safety of any person on a construction site, there shall be prepared and, where necessary, implemented suitable and sufficient arrangements for dealing with any foreseeable emergency, which arrangements shall include procedures for any necessary evacuation of the site.

In making arrangements, account shall be taken of— the type of work for which the construction site is being used; the characteristics and size of the construction site and the number and location of places of work on that site; the work equipment being used; the number of persons likely to be present on the site at any one time; and the physical and chemical properties of any substances or materials on or likely to be on the site.

Where arrangements are prepared, suitable and sufficient steps shall be taken to ensure that, every person to whom the arrangements extend is familiar with those arrangements; and the arrangements are tested by being put into effect at suitable intervals.

#### **Emergency routes and exits.**

Where necessary in the interests of the health and safety of any person on a construction site, a sufficient number of suitable emergency routes and exits shall be provided to enable any person to reach a place of safety quickly in the event of danger.

An emergency route or exit provided shall lead as directly as possible to an identified safe area. Any emergency route or exit provided and any traffic route giving access thereto, shall be kept clear and free from obstruction and, where necessary, provided with emergency lighting so that such emergency route or exit may be used at any time. All emergency routes or exits shall be indicated by suitable signs.

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### **Fire detection and fire-fighting.**

Where necessary in the interests of the health and safety of any person at work on a construction site there shall be provided suitable and sufficient, fire-fighting equipment; and fire detection and alarm systems, which shall be suitably located.

In making conditions we will take into account emergency procedures.

Any fire-fighting equipment and any fire detection and alarm system provided shall be examined and tested at suitable intervals and properly maintained. Any fire-fighting equipment which is not designed to come into use automatically shall be easily accessible.

Every person at work on a construction site shall, so far as is reasonably practicable, be instructed in the correct use of any fire-fighting equipment which it may be necessary for him to use. Where a work activity may give rise to a particular risk of fire, a person shall not carry out such work unless he is suitably instructed.

Fire-fighting equipment shall be indicated by suitable signs.

### **Fresh air.**

Suitable and sufficient steps shall be taken to ensure, so far as is reasonably practicable, that every place of work or approach thereto has sufficient fresh or purified air to ensure that the place or approach is safe and without risks to health.

Any plant used for the purpose of complying with the requirements shall, where necessary for reasons of health or safety, include an effective device to give visible or audible warning of any failure of the plant.

### **Temperature and weather protection.**

Suitable and sufficient steps shall be taken to ensure, so far as is reasonably practicable, that during working hours the temperature at any place of work indoors is reasonable having regard to the purpose for which that place is used.

Every place of work outdoors shall, where necessary to ensure the health and safety of persons at work there, be so arranged that, so far as is reasonably practicable and having regard to the purpose for which that place is used and any protective clothing or work equipment provided for the use of any person at work there, it provides protection from adverse weather.

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### **Lighting.**

Every place of work and approach thereto and every traffic route shall be provided with suitable and sufficient lighting, which shall be, so far as is reasonably practicable, by natural light.

The colour of any artificial lighting provided shall not adversely affect or change the perception of any sign or signal provided for the purposes of health and safety.

Suitable and sufficient secondary lighting shall be provided in any place where there would be a risk to the health or safety of any person in the event of failure of primary artificial lighting.

### **Welfare facilities.**

#### Sanitary conveniences

Suitable and sufficient sanitary conveniences shall be provided or made available at readily accessible places. So far as is reasonably practicable, rooms containing sanitary conveniences shall be adequately ventilated and lit.

So far as is reasonably practicable, sanitary conveniences and the rooms containing them shall be kept in a clean and orderly condition.

Separate rooms containing sanitary conveniences shall be provided for men and women, except where and so far as each convenience is in a separate room the door of which is capable of being secured from the inside.

#### Washing facilities

Suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, shall so far as is reasonably practicable be provided or made available at readily accessible places.

Washing facilities will be provided, in the immediate vicinity of every sanitary convenience, whether or not provided elsewhere; and in the vicinity of any changing rooms.

Washing facilities shall include, a supply of clean hot and cold, or warm, water (which shall be running water so far as is reasonably practicable); and soap or other suitable means of cleaning; and towels or other suitable means of drying.

Rooms containing washing facilities shall be sufficiently ventilated and lit. Washing facilities and the rooms containing them shall be kept in a clean and orderly condition.

Separate washing facilities shall be provided for men and women, except where and so far as they are provided in a room the door of which is capable of being secured from inside and the facilities in each such room are intended to be used by only one person at a time. This will not apply to facilities which are provided for washing hands, forearms and face only.

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**Welfare Facilities (continued).**

Drinking water

An adequate supply of wholesome drinking water shall be provided or made available at readily accessible and suitable places. Every supply of drinking water shall be conspicuously marked by an appropriate sign where necessary for reasons of health and safety. Where a supply of drinking water is provided, there shall also be provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet from which persons can drink easily.

Changing rooms and lockers

Suitable and sufficient changing rooms shall be provided or made available at readily accessible places if, a worker has to wear special clothing for the purposes of his work; and he cannot, for reasons of health or propriety, be expected to change elsewhere, being separate rooms for, or separate use of rooms by, men and women where necessary for reasons of propriety.

Changing rooms shall, be provided with seating; include, where necessary, facilities to enable a person to dry any such special clothing and his own clothing and personal effects. Suitable and sufficient facilities shall, where necessary, be provided or made available at readily accessible places to enable persons to lock away, any such special clothing which is not taken home; their own clothing which is not worn during working hours; and their personal effects.

Facilities for rest.

Suitable and sufficient rest rooms or rest areas shall be provided or made available at readily accessible places. Rest rooms and rest areas shall, include suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke; be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at any one time, where necessary, include suitable facilities for any person at work who is a pregnant woman or nursing mother to rest lying down; include suitable arrangements to ensure that meals can be prepared and eaten; include the means for boiling water; and be maintained at an appropriate temperature.

**Dangerous Substance and Explosive Atmosphere  
Regulations 2002**

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**Policy**

It is Company policy to comply with the requirements of the **Dangerous Substance and Explosive Atmosphere Regulations 2002 (DSEAR)**.

These regulations came into force December 2003.

**Interpretation.**

Dangerous substances, include substances, preparations and dusts with the potential to give rise to fires, explosions and similar energetic (energy releasing) events such as runaway exothermic reactions) which can affect the safety of employees and others.

Explosive atmospheres, as defined under the "Equipment and Protective Systems for use in Potentially Explosives Atmospheres Regulations 1996" (as amended).

Hazards, harmful physical effects of a kind similar to those caused directly or indirectly by fire or explosion.

Risk is the chance, high or low, that someone will be harmed by the hazard.

Work processes, 'hardware' aspects of the work involving dangerous substances that are of a technical nature e.g. gas detectors, flameproof enclosures, regulating devices.

Technical means of supervision are those technical measures that are required by the risk assessment to prevent employees from working in or entering an explosive atmosphere. It includes monitoring and interlock devices that are designed to stop a process or alert an employee in the event of a mechanical failure etc.

**Risk Assessment.**

To assess the risk to employees and others which may arise due to the presence of dangerous substances at the workplace.

To include: -

- a) The hazardous properties of the substance.
- b) Information on safety provided by the supplier, including information contained in any relevant safety data sheet.
- c) The circumstances of the work including, the work processes and substances used and their possible interactions, the amount of substances involved, where the work will involve more than one dangerous substance, the risk presented by such substances in combination and the arrangements for the safe handling, storage and transport of dangerous substances and of waste containing dangerous substances.
- d) Activities such as maintenance, where there is the potential for a high level of risk.
- e) The effects of measure which have been or will be taken in accordance with the regulations.
- f) The likelihood that an explosive atmosphere will occur and its persistence.
- g) The likelihood that ignition sources, including electrostatic discharges, will be present and become active and effective.

<b>Dangerous Substance and Explosive Atmosphere Regulations 2002</b>	<b>Section</b>	<b>: 18.0</b>
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- h) The scale of the anticipated effects of a fire and explosion.
- i) Any places which are connected via openings to places in which explosive atmospheres may occur.
- j) Any such additional safety information as the employer may need in order to complete the risk assessment.

**Elimination or Reduction of Risks from Dangerous Substances.**

The regulations require employers to ensure that the risks to employees and others are eliminated or reduced so far as is practicable. Using the hierarchy ‘substitution’, ‘control and ‘mitigation measures’. Further information on safety precautions in specific circumstances can be found in various “Approved Codes of Practice” (ACOP) – “design of plant, equipment and workplaces”, “storage of dangerous substances”, “control and mitigation measures” and “safe maintenance, repair and cleaning procedures”.

**Classification of Areas Containing Explosive Atmospheres.**

Areas where explosive atmospheres may occur are to be classified into hazardous and non-hazardous workplaces. Any hazardous workplace to be classified into zones. Classification of places where explosive atmospheres may occur are identified under Schedule 2 of the ACOP under “Dangerous Substance and Explosive Atmosphere Regulations”.

**Arrangements to Deal with Accidents, Incidents and Emergencies.**

To include and not limited to the following, overall approach, and assessing the risks, consideration of first aid, safety drills, warning & communications systems, escape facilities, mitigation and restoring to normal, making information available to employees and emergency services.

**Information, Instruction and Training.**

Where dangerous substances are present in the workplace, the employer shall provide, suitable information, instruction and training on the precautions and actions to be taken by the employee to safeguard himself and others (non-employees).

**Environmental Actions and Administration.**

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**Environmental Actions and Administration.**

Representative Actions that may be used for controls: -

Noise measurement monitoring.  
Noise reduced equipment, tools and plant.  
Speed restrictions on vehicle movements.  
Use of catalytic converters on vehicle exhausts.  
Preparation of suitable emergency plans for pollution incidents – relative to activities of the organisation and its operations.

Pollution levels will be considered and controls that may be adopted to each workplace will cover:

-

- Noise.
- Vibration.
- Dusts.
- Waste disposal.
- Water contamination.

Waste produced will be removed from site and disposed of correctly.

Spill kits will be made available in case of emergency and failure of control measures. Employees will be trained in their use and application.

Spills will be reported to clients as soon as practicable.

Documentation.

We will keep records of any waste disposal through licensed contractors or to licensed waste disposal site – when we remove it to those licensed waste disposal sites – receipts will be collected.

Communication.

We will communicate all information relevant or otherwise to all parties from proposed methods of working through to the final stage of the intended works.

We will provide any information to any interested parties and provide such information relevant about environmental issues.

Philosophy of Environmental Management.

We are aware that we are subjected to various legislative processes and that these are being continually developed. It is our understanding that they are based on key principles. Those being:-

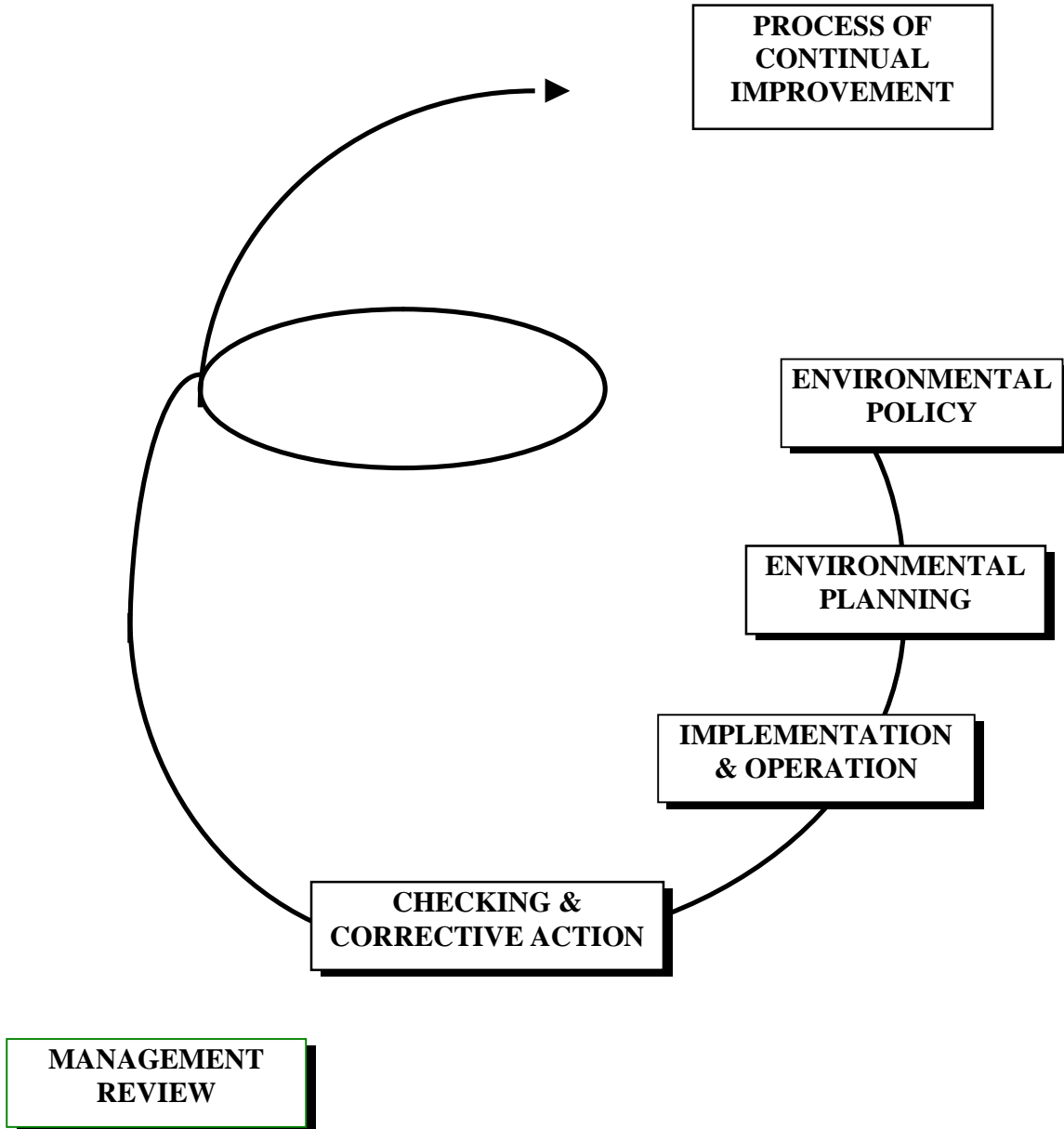
- The precautionary principle.
- Preventative action should be taken.
- Damage should, as a priority, be rectified at source.
- The polluter is to pay
- Sustainable development.

We are aware of these and will at all times work towards achieving them to the best of our abilities.

Environmental Actions and Administration.

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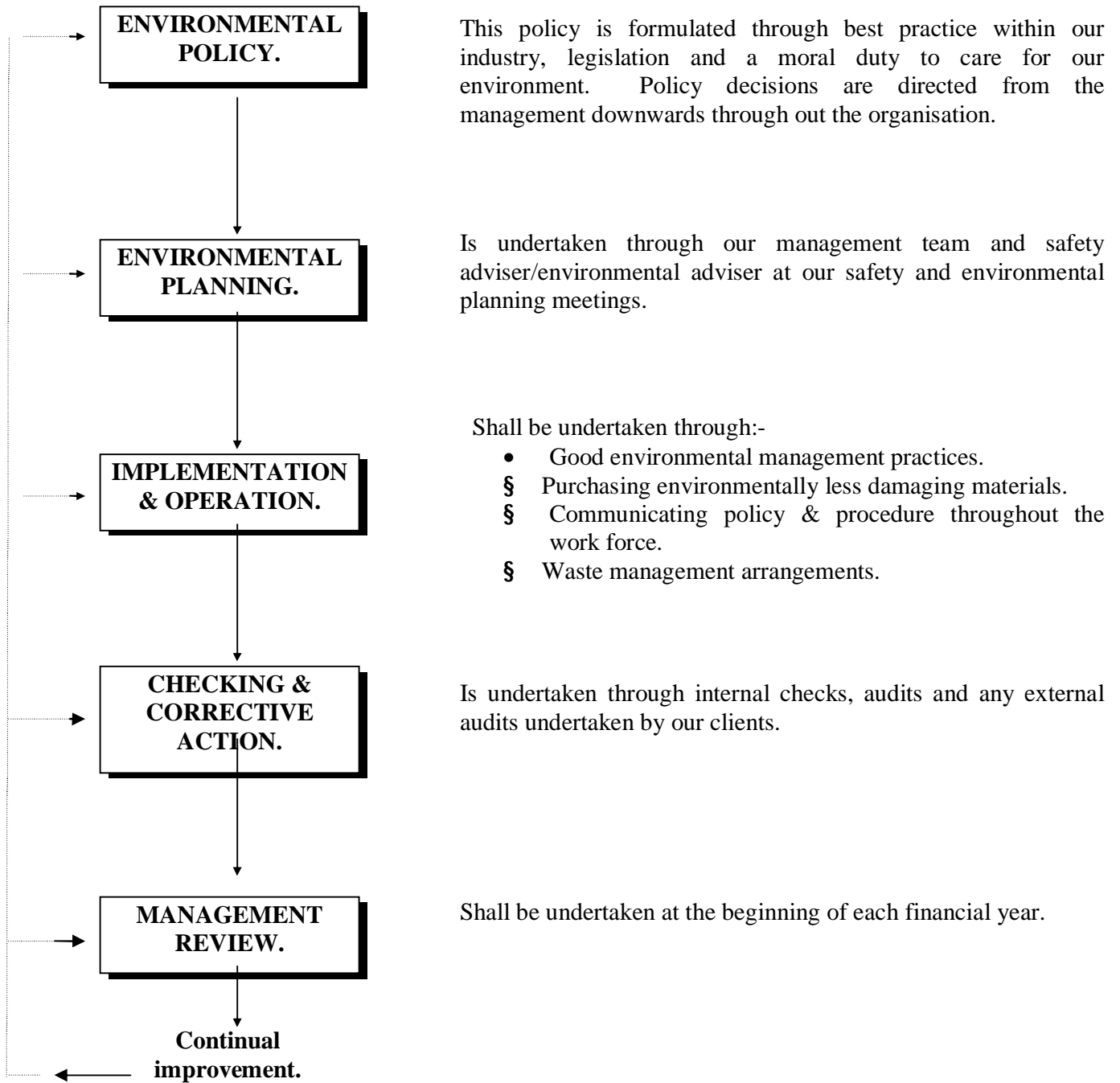
Environmental Management  
Policy & Arrangements



Environmental Actions and Administration.

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Environmental Management Process.



*This environmental management process has been based upon the BS EN 14001 approach, but has been adapted to work for the Company.*

# M C DESIGNERS LTD

## HEALTH & SAFETY and ENVIRONMENTAL MANUAL PART 2 ARRANGEMENTS

<b>Environmental Actions and Administration.</b>	<b>Section</b>	<b>: 19.0</b>
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### Environmental Risk Formula.

The environmental risk formula produced here is the type to be issued by **M C DESIGNERS LTD.**

Formula =  $S (O + D) = + L.$

D = Detection of occurrence		
	1	Immediate
	2	Rapid
	3	Likely
	4	Slow
	5	Unlikely

O = Occurrence likelihood		
	1	Very likely to occur
	2	To occur likely
	3	Possibly occur
	4	Likely to occur
	5	Very likely to occur

S = Severity of occurrence		
	1	Input negligible
	2	Input slight
	3	Input severe
	4	Input very severe
	5	Impact catastrophic

Legal requirement breached as a consequence constant 50 applicable
--------------------------------------------------------------------

# M C DESIGNERS LTD

## HEALTH & SAFETY and ENVIRONMENTAL MANUAL PART 2 ARRANGEMENTS

<b>Health Surveillance</b>	<b>Section</b>	<b>: 20.0</b>
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The Company will provide Health Surveillance, Health Monitoring and Exposure Monitoring as determined to be appropriate to Health and Safety risks identified by the Risk Assessment carried out under these regulations or other regulations which may be indicated by these risk assessments.

These other Regulations may include, but will not necessarily be limited to: -

- Control of Substances Hazardous to Health Regulations
- Control of Asbestos at Work regulations
- Control of Noise at Work Regulations
- Provision and Use of Work Equipment Regulations
- Manual Handling Operation Regulations
- Control of Lead at Work Regulations

### **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (AMENDMENT) REGULATIONS**

Substances used or Produced	Control/Monitoring	Action by
<b>General Demolition Dust:</b> - Silica, Portland cement, plaster	Inhalation exposure monitoring by air sampling and analysis	In house or by the appointed Safety Advisors
	Skin exposure by examination from occupational medicine specialist	Occupational Nurse or specialist organisation.
<b>Fume</b> from flame cutting of metals:- Iron, zinc, nickel, poly aromatic hydrocarbons	Inhalation exposure monitoring by air sampling and analysis	In house or by the appointed Safety Advisors
	Skin exposure by examination from occupational medicine specialist	Occupational Nurse or specialist organisation.
<b>Man Made Mineral Fibre</b>	Inhalation exposure monitoring by air sampling and analysis	In house or by the appointed Safety Advisors
	Skin exposure by examination from occupational medicine specialist	Occupational Nurse or specialist organisation.
<b>Vehicle Exhaust Fumes:</b> - Carbon monoxide, sulphur dioxide, carbon dioxide	Inhalation exposure monitoring by air sampling and analysis	In house or by the appointed Safety Advisors
	Records to be kept in all instances	

Exposure to materials listed in Guidance Note EH/40 to require statutory medical surveillance and unlikely to be used or produced by the Company's work.

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**CONTROL OF LEAD AT WORK REGULATIONS 2002**

<b>Substances Used or Produced</b>	<b>Control/Monitoring</b>	<b>Action by</b>
<b>Lead fume</b> from painted metal	Inhalation exposure monitoring by air sampling and analysis	In house or by the appointed Safety Advisors
	Blood testing.	Medical practitioner Approved by EMAS
	Blood testing of any "burner" prior to commencement of work with the Company	Medical practitioner Approved by EMAS
<b>Fume</b> from flame cutting of metals:- Iron, zinc, nickel, poly aromatic hydrocarbons in addition top lead	Inhalation exposure monitoring by air sampling and analysis	In house or by the appointed Safety Advisors
	Records to be kept in all instances	

**CONTROL OF NOISE AT WORK REGULATIONS 2005**

<b>Operations</b>	<b>Control/Monitoring</b>	<b>Action by</b>
<b>Concrete Breaking</b> by hydraulic ram	Noise level measurement	In house or by the appointed Safety Advisors
<b>General Plant Operation</b>	Noise level measurement Provision of silencers	In house or by the appointed Safety Advisors
<b>Demolition</b>	Noise level measurement	In house or by the appointed Safety Advisors
	Records to be kept in all instances	

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**HEALTH & SAFETY and ENVIRONMENTAL MANUAL  
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**PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998**

<b>Operations/Risk</b>	<b>Control/Monitoring</b>	<b>Action by</b>
<b>Use of "jack hammer"</b> Hand arm vibration syndrome	Controlled use of the equipment Provision of suitable gloves	Site supervision.
	Hand arm examination by occupational medicine specialist	Occupational Nurse or specialist organisation.
	Check records on appointment	In house or by the appointed Safety Advisors
<b>Use of mattock</b> Repetitive strain injury	Hand arm examination by occupational medicine specialist	Occupational Nurse or specialist organisation.
	Check records on appointment	In house or by the appointed Safety Advisors
<b>Mechanical Plant Operation</b> Noise COSHH Vehicle Fumes Fumes from metal burning, including lead	Monitoring and controls as specific regulations above	In house or by the appointed Safety Advisors
	Records to be kept in all instances	

<b>Alcohol and drugs Policy</b>	<b>Section</b>	<b>: 21.0</b>
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**ALCOHOL & DRUGS**

This is designed to establish the Company's policy in respect of any employee and/or contractor whose usual performance of their respective duties is or may be impaired as a result of consumption of alcohol and/ or taking of drugs.

All employees and contractors will be made aware of this and all persons under the control of the Company will be asked to read it and understand this policy and its purpose.

The Company will take all reasonable steps to ensure that all of its employees and contractors are made aware of the contents and purpose of this policy statement. The relevance to Health and Safety is coupled with the relevant sections of the 'Road Traffic Act' and its obligatory implications.

The Company has in place procedures to prevent so far as is reasonably practicable any offence under the 'Road Traffic Act'.

It is a requirement of employment of the Company that no employee or contractor shall: -

- Attend or endeavour to attend or report for their duty having consumed alcohol or be under the influence of drugs.
- Attend work in an unfit condition due to the use and/or misuse of alcohol and/or drugs.
- Consume alcohol and/or drugs whilst at the workplace.
- Be in possession of "illegal drugs" whilst at the workplace.

The Company will not permit any deviation from these rules and will take appropriate disciplinary action in the event of any infringement.

The Company reserves the right to impose, if it is considered necessary or required to comply with any client or prospective client a system or programme of screening for alcohol and/or drug abuse.

- This may include plans to detect the use of drugs by both existing and potential employees.
- To test for the use of alcohol and/or drug where peculiar conduct leads to prompt management intervention; this may include a request for screening.
- To test for the use of alcohol and/or drugs by any person involved in a safety critical occurrence, where such action of the person leads to or is the cause of such occurrence.

To assist the Company Policy to maintain its policy on alcohol and drugs and to maintain the highest standards of behaviour expected by the Company all employees and contractors should avoid: -

- Drinking alcohol during the eight hours prior to starting work.
- Drinking during meals breaks and
- Use illegal drugs.

# M C DESIGNERS LTD

## HEALTH & SAFETY and ENVIRONMENTAL MANUAL PART 2 ARRANGEMENTS

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<b>Alcohol and drugs Policy</b>	<b>Section</b>	<b>: 21.0</b>
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To endorse this further the employees' obligations should not: -

- Have the smell of alcohol of their breath whilst at work.
- Complete tasks if they are in doubt of their fitness to complete their duties.
- Take or consume any alcohol or drugs whilst in the possession of a Company owned or operated vehicle.

The Company will measure the effect of this policy and the monitoring process following a period of twelve months after that time its effectiveness will be reviewed.

# M C DESIGNERS LTD

## HEALTH & SAFETY and ENVIRONMENTAL MANUAL PART 2 ARRANGEMENTS

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<b>Violence Policy</b>	<b>Section</b>	<b>: 22.0</b>
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We are a responsible employer that takes its duties under the “Health and Safety at Work Etc Act 1974” seriously. We have formulated this policy to help us comply with legal duties placed upon it.

We recognise that both violence at work and threatening behaviour are issues of concern to many employees and this could lead to health and safety implication for the organisation. Due to its importance, this policy document also forms part of the company’s overall statement of intent.

### Definition.

Violence at work has been defined as ‘any incident in which the person is abused, threatened or assaulted in circumstances relating to their work’. Whilst this definition applies to all staff, some may be more at risk than other.

In our workplace we have identified the following groups of employees as being most at risk.

- § Those who deal directly with visitors.
- § Lone workers.
- § Those work outside of our normal working hours.
- § Cash handlers – transporting cheques etc to bank.
- § Those who work with the community i.e. with vulnerable individuals.

In order to fulfil our duties under the “Health and Safety at Work Etc Act 1974”, we will proceed through the following process.

- § Complete a risk assessment to assess the risk to employees and others.
- § Decide what control measures are required.
- § Implement any control measures, if the assessment shows that they are required.
- § Monitor any arrangements to ensure that they are effective.

Employees have a duty under the “Health and Safety at Work Etc Act 1974” to take reasonable steps, to ensure that they do not place themselves, or others at risk of harm. Employees are expected to co-operate fully with the company in complying with any procedure that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

The following guidelines on actions that we will take to reduce the risk of violence to staff and visitors. They are not exhaustive, but provide a set of principles to be followed if a risk is perceived.

- § As part of the risk assessment process, we will talk to staff across the business in order to assess what, if any measures are required.
- § Staff are actively encouraged to discuss with their supervisors / managers any concerns that they may have.

# M C DESIGNERS LTD

## HEALTH & SAFETY and ENVIRONMENTAL MANUAL PART 2 ARRANGEMENTS

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<b>Violence Policy</b>	<b>Section</b>	<b>: 22.0</b>
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- § Any incident of violence must be entered into the company accident report book as well as being reported to the individual's line managers. This includes all incidents of violence, threats and verbal abuse.
- § If an incident causes a member of staff or visitor to suffer death, major injury or more than three consecutive days off work (including weekend) a report will be made under the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations".

The safety of our staff is paramount. So if anyone finds themselves dealing with rude or aggressive visitors, they must never return aggression as this is how aggression can escalate into violence. In the unlikely event that a situation escalates, staff should always withdraw from it.

Should the risk assessment identify that staff training is required and necessary in order to reduce the risk of violence, then suitable training will be provided to staff.

The company recognises that in the event of an employee being a victim of violence, some counselling or other specialist help may be required. So it is the intention to deal with the cases constructively and sympathetically. The line-manager will be able to provide anyone with advice and guidance on how to obtain help and assistance with any workplace violence-related issues. All requests for help will be treated in the strictest confidence.

**HEALTH & SAFETY and ENVIRONMENTAL MANUAL**  
**PART 2 ARRANGEMENTS**

<b>Stress Policy</b>	<b>Section</b>	<b>: 23.0</b>
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This is designed to establish the Company's policy in respect of any employee regarding stress at work. We recognise that stress are issues of concern to many employees and this could lead to health and safety implication for the organisation. Due to its importance, this policy document also forms part of the company's overall statement of intent.

All employees and contractors will be made aware of this and all persons under the control of the Company will be asked to read it and understand this policy and its purpose.

Our aim is to meet the 'Management Standards' set by the "Health and Safety Executive" (HSE). The 'Management Standards' cover the main factors which can lead to work-related stress:-

- Demands,
- Control,
- Support,
- Relationships,
- Roles,
- Change.

The 'Management Standards' are aimed at those stressors which affect the majority of employees in the organisation. In this way, the interventions we will make to meet the standards will have the greatest impact on the workforce as a whole.

For each of the stressors identified in HSE's guidance publication "Tackling work-related stress" we will seek to establish as a standard the percentage of workers exposed to conditions which reflect those stressors at the workplace. This is the current condition of stress management.

Demands.

The organisation will have achieved the standard if:

- at least 85% of employees indicate that they are able to cope with the demands of their jobs; and
- systems are in place locally to respond to any individual concerns.

State to be achieved:

- The organisation provides employees (including managers) with adequate and achievable demands at work.
- Job demands are assessed in terms of quantity, complexity, and intensity and are matched to people's skills and abilities.
- Employees have the necessary competencies to be able to carry out the core functions of their job.
- Employees who are given high demands are able to have a say over the way the work is undertaken (see standard on Control).
- Employees who are given high demands receive adequate support from their managers and colleagues (see standard on support).
- Repetitive and boring jobs are limited, so far as is reasonably practicable.
- Employees are not exposed to a poor physical working environment (the organisation has undertaken a risk assessment to ensure that physical hazards are under appropriate controls).
- Employees are not exposed to physical violence or verbal abuse.
- Employees are to be provided with mechanisms which enable them to raise concerns about health and safety issues (i.e. dangers - real or perceived, working conditions) and working patterns (i.e. shift work systems, uncertain hours, etc) and where necessary appropriate action is taken.

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Control.

The organisation will have achieved the standard if:

- at least 85% of employees indicate that they are able to have a say about the way they do their work; and
- systems are in place locally to respond to any individual concerns.

State to be achieved:

- The organisation provides employees with the opportunity to have a say about the way their work is undertaken.
- Where possible, the organisation designs work activity so that the pace of the work is rarely driven by an external source (i.e. a machine).
- Where possible, employees are encouraged to use their skills and initiative to complete tasks.
- Where possible employees are encouraged to develop new skills to help them undertake new and challenging pieces of work.
- Employees receive adequate support when asked to undertake new tasks - employees are supported, even if things go wrong.
- Employees are able to exert a degree of control over when breaks can be taken.
- Employees are able to make suggestions to improve their work environment and these suggestions are given due consideration.

Support.

The organisation will have achieved the standard if:

- at least 85% of employees indicate that they receive adequate information and support from their colleagues and superiors; and
- systems are in place locally to respond to any individual concerns.

State to be achieved:

- The organisation provides employees (including managers) with adequate support at work.
- There are systems in place to help employees (including managers) provide adequate support to their staff or colleagues.
- Employees know how to call upon support from their managers and colleagues.
- Employees are encouraged to seek support at an early stage if they feel as though they are unable to cope.
- The organisation has systems to help employees with work-related or home-related issues and employees are aware of these.

Relationships.

The organisation has achieved the standard if:

- at least 65% of employees indicate that they are not subjected to unacceptable behaviours (e.g. bullying) at work; and
- systems are in place locally to respond to any individual concerns.

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State to be achieved:

- The organisation has in place agreed procedures to effectively prevent, or quickly resolve, conflict at work.
- These procedures are agreed with employees and their representatives and enable employees to confidentially report any concerns they might have.
- The organisation has a policy for dealing with unacceptable behaviour at work. This has been agreed with employees and their representatives.
- The policy for dealing with unacceptable behaviour at work has been widely communicated in the organisation.
- Consideration is given to the way teams are organised to ensure that they are cohesive, have a sound structure, clear leadership and objectives.
- Employees are encouraged to talk to their line manager, employee representative, or external provider about any behaviours that are causing them concern at work.
- Individuals in teams are encouraged to be open and honest with each other and are aware of the penalties associated with unacceptable behaviour.

Role.

The organisation has achieved the standard if:

- at least 65% of employees indicate that they understand their role and responsibilities; and
- systems are in place locally to respond to any individual concerns.

State to be achieved:

- The organisation ensures that, so far as possible, the demands it places upon employees (including managers) do not conflict.
- The organisation provides inductions for employees to ensure they understand their role within the organisation.
- The organisation ensures that employees (including managers) have a clear understanding of their roles and responsibilities in their specific job (this can be achieved through a plan of work).
- The organisation ensures that employees understand how their job fits into the overall aims and objectives of the organisation/department/unit.
- Systems are in place to enable employees to raise concerns about any uncertainties or conflicts they have in their role.
- Systems are in place to enable employees to raise concerns about any uncertainties or conflicts they have about their responsibilities.

Role conflict exists when an individual is confronted by conflicting job demands or by doing things he or she does not really want to do, or by tasks which the individual does not believe are part of their job. Workers may often feel themselves torn between two groups of people who demand different types of behaviour, or who believe the job entails different functions.

Role ambiguity arises when individuals do not have a clear picture about their work objectives, their co-workers' expectations of them, and the scope and responsibilities of their job. Often this ambiguity results simply because a manager or supervisor has never adequately explained what is required of them or because the job has changed without this being acknowledged in the job description.

# M C DESIGNERS LTD

## HEALTH & SAFETY and ENVIRONMENTAL MANUAL PART 2 ARRANGEMENTS

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### Change.

The organisation has achieved the standard if:

- at least 65% of employees indicate that the organisation engages them frequently when undergoing an organisational change; and
- systems are in place locally to respond to any individual concerns.

### State to be achieved:

- The organisation ensures that employees (including managers) understand the reason for proposed changes.
- Employees receive adequate communication during the change process.
- The organisation builds adequate employee consultation into its change programme and provides opportunities for employees to comment on the proposals.
- Employees are made aware of the impact of the change on their jobs.
- Employees are made aware of the timetable for action, and the proposed first steps of the change process.
- Employees receive support during the change process.

In order to fulfil our duties under the “Health and Safety at Work Etc Act 1974”, we will proceed through the following process.

- § Complete a risk assessment to assess the risk to employees and others.
- § Decide what control measures are required.
- § Implement any control measures, if the assessment shows that they are required.
- § Monitor any arrangements to ensure that they are effective.

The following guidelines on actions that we will take to reduce the risk of violence to staff and visitors. They are not exhaustive, but provide a set of principles to be followed if a risk is perceived.

- § As part of the risk assessment process, we will talk to staff across the business in order to assess what, if any measures are required.
- § Staff are actively encouraged to discuss with their supervisors / managers any concerns that they may have.
- § If an incident causes a member of staff to have more than three consecutive days off work (including weekend), with the employee reporting stress as a factor of their being unable to attend work, a internal investigation will be provided to identify the key areas of concern with the individual and to minimise the impact from stress as far as is reasonably practicable. This may include removing the individual from the workplace and placing them at a different location.

The company recognises that in the event of an employee being a sufferer of stress, some counselling or other specialist help may be required. So it is the intention to deal with the cases constructively and sympathetically. The line-manager will be able to provide anyone with advice and guidance on how to obtain help and assistance with any stress related issues. All requests for help will be treated in the strictest confidence.

# M C DESIGNERS LTD

## HEALTH & SAFETY and ENVIRONMENTAL MANUAL PART 2 ARRANGEMENTS

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### Policy

It is Company policy to comply with the requirements and the schedules of the “Work at Height Regulations”.  
When the Regulations apply.

The Regulations apply to all work at height where there is a risk of a fall liable to cause personal.

### What is Work at Height?

A place is ‘at height’, if a person could be injured falling from it, even if it is at or below ground level.

‘Work’ includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work. For instance, an engineer on a stepladder would be working at height.

There are a number of schedules that are included within the Regulations.

<b>Detailed Requirements for: -</b>	<b>Schedule Number</b>
Existing places of work and means of access for work at height.	1
Collective fall protection – guard rails and toe boards.	2
Working platforms.	3
Collective fall arrest – nets, airbags etc.	4
Personal fall protection – work restraint, work positioning, fall arrest and rope access.	5
Ladders and step ladders.	6
Inspection reports – for working platforms in construction only.	7
Revocations.	8

The Work at Height Regulations 2005 applies to all work at height where there is a risk of a fall liable to cause personal injury. They therefore place duties on **M C Designers Ltd** as employers, the self-employed, and any person who controls the work of others i.e. facilities managers, building owners.

If and when we have an employee or working under someone else’s control, we will:-

- § Report any safety hazard to them;
- § Use the equipment supplied (including safety devices) properly, following any training and instructions (unless we think that it would be unsafe, in which case we should seek further instructions before continuing).

### What we must do as an employer.

We must do all that is reasonably practicable to prevent anyone falling. The Regulations set out a simple hierarchy for managing and selecting equipment for work at height.

- § Avoid work at height where they can;
- § Use work equipment or other measures to prevent falls where they cannot avoid working at height;

Where we cannot eliminate the risk of a fall, we will use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

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## HEALTH & SAFETY and ENVIRONMENTAL MANUAL PART 2 ARRANGEMENTS

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The Regulations require M C Designers Ltd to ensure:

- § All work at height is properly planned and organised;
- § All work at height takes account of weather conditions that could endanger health and safety;
- § Those involved in work at height are trained and competent;
- § The place where work at height is done is safe;
- § Equipment for work at height is appropriately inspected;
- § The risks from fragile surfaces are properly controlled; and
- § The risks from falling objects are properly controlled.

### Planning.

We must:

- § Ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height;
- § Ensure that the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable;
- § Plan for emergencies and rescue;
- § Take account of the risk assessment carried out under regulation 3 of the Management of Health and Safety at Work Regulations.

### Weather.

We will ensure that the work is postponed while weather conditions endanger health or safety.

### Staff training.

We will ensure that everyone involved in the work is competent (or, if being trained, is supervised by a competent person). This includes involvement in organisation, planning, supervision, and the supply and maintenance of equipment.

Where other precautions do not entirely eliminate the risk of a fall occurring, we will (as far as it is reasonably practicable to do so) train those who will be working at height, on how to avoid falling, and how to avoid or minimise injury to themselves should they fall.

### The place where work is completed.

We will ensure that the place where work is to be completed at height (including the means of access) is safe and has features to prevent a fall, unless this would mean that it is not reasonably practicable for the employee or others to carry out the work safely (taking into account the demands of the task, equipment and working environment).

### Equipment, temporary structures, and safety features.

If we rely on the exception, we will provide equipment for preventing (as far as is reasonably practicable) a fall occurring, information, instruction, training and supervision. If the precautions do not entirely eliminate the risk of a fall occurring, we must do all that is reasonably practicable to minimise the distance and effect of a fall.

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Equipment, temporary structures, and safety features (continued).

When selecting equipment for work at height we will:

- § Use the most suitable equipment;
- § Give collective protection measures (i.e. guard rails) priority over personal protection measures (i.e. safety harnesses);

Take account of:

- § The working conditions; and
- § Risks to the safety of all those at the place where the work equipment is to be used.

We must ensure that all equipment, temporary structures (i.e. scaffolding), and safety features comply with the detailed requirements of Schedules 2 to 6.

Inspections

‘Inspection’ is defined by as ‘such visual or more rigorous inspection by a competent person as is appropriate for safety purposes ... (including) any testing appropriate for those purposes’.

We must ensure (as far as it is reasonably practicable to do so) that each individual place at which work is to be done at height is checked on every occasion before that place is used. This involves checking the surface and every parapet, permanent rail etc.

We must ensure that any item of a type mentioned in Schedules 2 to 6 is inspected:

- § After it is assembled or installed (or after it has been assembled and installed if both are required), if its safety depends on how it is assembled or installed;
- § As often as is necessary to ensure safety, and in particular to make sure that any deterioration can be detected and remedied in good time.

We must ensure that before you use any equipment which has come from another business, and before any equipment leaves our business, it is accompanied by an indication (clear to everyone involved) that the last inspection required by these Regulations has been carried out.

We must ensure that any platform used for (or for access to) construction work and from which a person could fall more than two metres is inspected in place before use (and not more than seven days before use). Where it is a mobile platform, inspection at the site is sufficient without re-inspection every time it is moved.

We must ensure that the person inspecting a platform:

- § Prepares a report before going off duty, giving the details listed in Schedule 7;
- § Gives the report (or a copy) within 24 hours of completing the inspection to the person for whom the inspection was done (i.e. you or your site manager).
- § We must keep the report of a platform inspection
- § At the construction site until the work is completed;
- § Then at an office of ours for another three months.

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Fragile surfaces

We must ensure that no one working under our control goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely, having regard to the demands of the task, equipment, or working environment. If anyone does work on or near a fragile surface we must:

- § Ensure (as far as it is reasonably practicable to do so) that suitable platforms, coverings, guard rails, and the like are provided (and used) to minimise the risk;
- § do all that is reasonably practicable, if any risk of a fall remains, to minimise the distance and effect of a fall.

Fragile surfaces – continued.

If anyone working under our control may go onto or near a fragile surface, we must do all that is reasonably practicable to make them aware of the danger, preferably by prominent warning notices fixed at the approaches to the danger zone.

Falling objects

Where it is necessary to prevent injury, we will do all that is reasonably practicable to prevent anything falling. If it not reasonably practicable, we must ensure that no one is injured by anything falling.

We must ensure that nothing is:

- § Thrown or tipped from height if it is likely to injure anyone;
- § Stored in such a way that its movement is likely to injure anyone.

If the workplace contains an area in which there is a risk of someone being struck by a falling object or person, we must ensure that the area is clearly indicated and that (as far as reasonably practicable) unauthorised people are unable to reach it.

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### **Policy**

It is Company policy to comply with the requirements and the schedules of the “Control of Vibrations at Work Regulations 2005”.

We recognise that the requirements to be met are extended, we as an employer being committed to good health and safety practices will put into place actions and procedures to comply with the “Control of Vibrations at Work Regulations 2005”.

### When the Regulations apply.

The Regulations apply to both hand-arm and whole-body vibration, they make provision for. :-

- o Action values and limit values for daily exposure to vibration (regulation 4).
- o Risk assessment (regulation 5),
- o Elimination or, where elimination is not reasonably practicable, reduction of exposure to vibration to as low a level as is reasonably practicable (regulation 6).
- o A programme of measures to be taken at the action values to reduce exposure to vibration to as low a level as is reasonably practicable (regulation 6(2)).
- o Actions to be taken at the limit values and prohibitions on exceeding the limit values (regulation 6 (4)).
- o a programme of measures to be taken at the action values to reduce exposure to vibration to as low a level as is reasonably practicable (regulation 6(2));
- o actions to be taken at the limit values and prohibition on exceeding the limit values (regulation 6(4));
- o weekly averaging of exposure to vibration in specified circumstances (regulation 6(5)),
- o health surveillance (regulation 7); and
- o information, instruction and training (regulation 8).

### Exposure limit values and action values.

We recognise the following requirements are to be met and controlled as found necessary; -

For hand arm vibration –

- the daily exposure limit value 5 m/s<sup>2</sup> A(8),
- the daily exposure action value 2.5 m/s<sup>2</sup> A(8)
- and the daily exposure shall be determined as set out in Schedule 1.

For whole body vibration –

- the daily exposure limit value 1.15 m/s<sup>2</sup> A(8),
- the daily exposure action value is 0.5 m/s<sup>2</sup> A(8),
- and the daily exposure shall be determined and as set out in Schedule 2.

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Risk Assessment.

Where we carry out work which is liable to expose any of our employees to risk from vibration we shall complete a risk assessment of the risk created by that work to the health and safety of those employees.

When completing the risk assessment, we shall assess daily exposure to vibration by means of-

- a) Observation of specific working practices.
- b) Reference to relevant information on the probable magnitude of the vibration corresponding to the equipment used in the working conditions; and
- c) If necessary, measurement of the magnitude of vibration to which the employees are liable to be exposed, and we will assess whether any employees are likely to be exposed to vibrations at or below an exposure action value or above an exposure limit value.

The risk assessment shall include consideration of: -

- a) The magnitude, type and duration of exposure, including any exposure to intermittent vibration or repeated shock;
- b) The effects of exposure to vibration on employees whose health is at particular risk from such exposure.
- c) Any effects of vibration on the workplace and work equipment, including the proper handling or controls, the reading of indicators, the stability of structures and the security of joints;
- d) Any information provided by the manufactures of work equipment;
- e) The availability of replacement equipment designed to reduce exposure to vibration;
- f) Any extensions of exposure at the workplace to whole-body vibration beyond normal working hours, including exposure in rest facilities supervised by the employer.
- g) Specific working conditions such as low temperatures; and
- h) Appropriate information obtained from health surveillance, including where possible – published information.

Elimination or control of exposure to vibration at the workplace.

We will ensure that risk from the exposure to our employees to vibration is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable.

Where it is not reasonably practicable to eliminate risk at source paragraph and an exposure action value is likely to be reached or exceeded, we shall reduce exposure to as low a level as is reasonably practicable by establishing and implementing a programme of organisational and technical measures which is appropriate to the activity.

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The measures to be taken shall include the consideration of the following: -

- a) Other working methods which eliminate or reduce exposure to vibration;
- b) Choice of working

- (a) other working methods which eliminate or reduce exposure to vibration;
- (b) choice of work equipment of appropriate ergonomic design which, taking account of the work to be done, produces the least possible vibration;
- (c) the provision of auxiliary equipment which reduces the risk of injuries caused by vibration;
- (d) appropriate maintenance programmes for work equipment, the workplace and workplace systems;
- (e) the design and layout of workplaces, work stations and rest facilities;
- (f) suitable and sufficient information and training for employees, such that work equipment may be used correctly and safely, in order to minimise their exposure to vibration;
- (g) limitation of the duration and magnitude of exposure to vibration;
- (h) appropriate work schedules with adequate rest periods; and
- (i) the provision of clothing to protect employees from cold and damp.

If an exposure limit value is exceeded, we shall;-

- (1) Reduce the exposure to vibration to below the limit value;
- (2) Reduce exposure to vibration to below the limit value.
- (3) Identify the reason for that limit being exceeded; and
- (4) Modify the control measures taken and prevent them being exceeded again.