

Health, Safety and Welfare Policy & Procedures

This Policy will be reviewed as necessary to ensure it complies with all relevant Regulations, Codes of Practice, etc.

Original Issue	25 th November 2004	Gavin Vest
Revision A	16 th March 2005	Gavin Vest
Revision B	16 th February 2006	Gavin Vest
Revision C	8 th May 2007	Gavin Vest
Revision D	26 th May 2009	Jim Scheu (NCSG) & Gavin Vest
Revision E	23 rd May 2011	Nick Redpath (NCSG) & Gavin Vest
Revision F	17 th October 2012	Craig Penketh (NCSG)
Revision G	15 th September 2014	Craig Penketh (NCSG) & Gavin Vest
Revision H	28 th October 2014	Gavin Vest
Revision I	5 th December 2014	Gavin Vest
Revision J	4 th January 2016	Gavin Vest & NCSG
Revision I	1 st November 2017	Gavin Vest
Revision K	3 rd December 2018	Gavin Vest
Revision J	29 th March 2019	Gavin Vest
Revision L	27 th April 2020	Gavin Vest
Revision L (Reviewed)	26 th April 2021	Gavin Vest
Revision M	24th January 2022	Nick Redpath (NCSG) & Gavin Vest
Revision M (Reviewed)	22nd November 2022	Gavin Vest
Revision N	24th November 2023	Gavin Vest (Cross Referenced against NCSG Template)
Revision O	20th November 2024	Gavin Vest (Objectives & Review and Section C)
Revision P (Reviewed)	1 st April 2025 11 th November 2025	Gavin Vest – Section C Gavin Vest

LIVECO LTD

2 Henson Close,
South Church Enterprise Park,
Bishop Auckland, Co. Durham
DL14 6WA

Tel: 01388 778822
Fax: 01388 778825
e-mail: construction@liveco.biz
web: www.liveco.biz

LIVECO LIMITED
Contents

Section A. *Health, Safety and Welfare Policy*

Page No.	Item
1	Contents.
2-3	Company Health, Safety & Welfare General Statement.
4-5	Training and Information.
6	Organisation for Health & Safety
7	Organisation Chart.
8	Monitoring and Review.
9	Safety Assistance.
10	Temporary Works Design
11-12	Maintenance Procedure
13-14	General Safety Arrangements.

Section B. *Individual Responsibilities*

Page No.	Item
15	Managing Director & Directors.
16	Northern Counties Safety Group Ltd.
17-18	Contracts Managers/Director.
19-20	Site Managers & Foremen.
21	Director Responsible for Office Safety.
22	Buyers & Quantity Surveyors.
23	Estimators.
24	Office Based Employees.
25	Plant Operators.
26-27	Operatives & Employees.

Section C. *Company Procedures*

LIVECO LIMITED
SECTION A

Health, Safety and Welfare General Statement

1. It is the **LIVECO Limited** policy that its operations shall be conducted in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees. It is also Liveco policy to ensure that any of its activities will not adversely affect the health and safety of others, including the general public, children, subcontractors, etc.
2. Liveco requires that high standards of safety, health and welfare shall be achieved and constantly maintained at all its sites, and offices. Liveco will also do all that is reasonably practicable to prevent accidents, injuries and damage to health.
3. The safety policy will be regularly reviewed and monitored in order to meet current legal requirements. All new legislation, codes of practice, etc. will be considered, as necessary and all significant changes will be made to the policy to ensure it continues to reflect working practices.
4. This policy and all revisions of it will be brought to the attention of all employees by the directors and managers in compliance with company procedures. This policy will also be freely available to customers, sub-contractors and the general public.
5. Liveco will ensure compliance with the requirements of the policy by maintaining a thorough monitoring programme. If Liveco feels that any part of the policy is not effective, it will take whatever steps are required to rectify the problem.
6. All matters concerning health and safety will be implemented only after full consultation with employees. The employees have the right to nominate safety representatives, under the **Safety Representatives and Safety Committee Regulations**, and request the organisation of a safety committee. LIVECO Limited also recognises that there is a requirement to consult with employees under provisions of **The Construction (Design and Management) Regulations, Health and Safety (Consultation with Employees) Regulations** and the **Management of Health and Safety at Work Regulations** and will therefore encourage, full employee participation in all matters relating to health and safety. Employees will be afforded every opportunity to discuss health and safety issues with a senior management representative, or with the visiting safety adviser should the employee choose to do so.
7. Liveco will ensure that all relevant safety and health training will be undertaken and that all the necessary information required to do a job safely will be forwarded to the appropriate parties. The directors will ensure that sufficient resources are available to meet all reasonable health and safety requirements.
8. It is the function of management to provide all the necessary requirements in order to carry out work in a safe manner. However, no safety policy can function properly without the support and co-operation of all its employees. Therefore, Liveco reminds its employees that they have a legal duty not only to work in a safe manner, but also to co-operate in efforts to create safe and healthy working conditions.
9. Liveco will ensure that all plant and equipment is maintained in a safe condition and is subject to routine and statutory inspections and examinations.

10. Northern Counties Safety Group Limited have been appointed as health and safety advisers to Liveco and will advise and assist Liveco in implementing procedures to meet its statutory obligations and the objectives set out in this policy.
11. Overall Liveco & its employees are committed to comply with the legal and H&S requirements, adopt working practices that prevent injury & illness and strive to improve our health & safety performance.

Our Aims

1. To give the management of health and safety at least equal consideration to all other business functions.
2. To commit to a continuous improvement of health and safety performance.
3. To at least comply with legal and other requirements on Health, Safety & Welfare provisions. We conduct regular compliance audits on our sites.
4. To ensure that suitable and sufficient information training, instruction, and supervision is provided so that all employees can complete their work in safety. Consult with employees, review and maintain a training plan for our staff to suit company and individual needs.
5. Review sub-contractor’s performance on Health & Safety standards. Work with them to help improve or use feedback as a selection tool on future works.
6. To ensure continual consultation with our staff on health and safety matters through regular staff meetings this will include:
 - The development of policy, procedures, and review of accidents,
 - Ensure that preventative and protective measures are effectively monitored,
 - Promote the implementation of procedures that will prevent injury / ill health to employees,
 - Become the focus for continuous improvement initiatives.
7. To achieve safe sites with zero accidents and to try and ensure that our works do not have a negative effect on the health of our employees or others. We are continually looking at the increase reporting of near misses and subsequent investigations which should play a big part in improving our overall safety performance.

Our Objectives

- a. Achieve a lower internal accident rate, aiming for <1 accident per 15 employees in the next 12 months.
- b. Achieve a lower accident rate from our sub-contractors, aiming for <1 accident per £2m SC turnover in the next 12 months.
- c. Achieve average feedback on NCSG audits of >7 across all safety aspects.
- d. Achieve 75% completion rate on Health and Safety Toolbox Talks in the next 12 months.



Signed

Date ...11th November 2025.....

Mr Gavin Vest - Director Responsible for Safety, Health and Welfare.

LIVECO LIMITED

Training and Information

Sufficient and appropriate training is the key to the efficient operation of LIVECO Limited. Liveco does not see health and safety training as an activity undertaken just to meet the minimum requirements of health and safety law. Neither does it see health and safety training as a 'bolt-on' extra to skill or professional training, but as an integrated part of general skill training for the correct undertaking of any work activity.

Liveco has therefore set out its **aims** to training as follows: -

- a) Training that is both suitable and sufficient and cost effective.**

The cost of training and the degree of risk to be countered by the training will be taken into account when deciding if the training is justified.

- b) Training will be prioritised to ensure that training, information and instruction for high-risk activities and emergency procedures is undertaken before general skill training.**

Liveco's **objective** is to ensure that all employees can carry out their duties with the least chance of harm occurring either to themselves or to others; or causing damage to property.

- c) The more information, instruction and training received by the employee, the greater their level of competence and therefore the greater the opportunity to act as supervisors of their own work.**

General Level of Training provided:

Site Supervisors/Foremen/Managers

Construction Skills Site Safety Plus SMSTS
 Risk Assessment
 Work at Height Regulations
 Scaffold Inspection.
 CDM
 First Aid
 Avoidance of Underground Services

Craftsmen/Operatives

Site Induction Training
 CSCS Safety Awareness
 Cartridge Operated Tools (where applicable).
 Tool Box Talks
 Abrasive Wheels (where applicable).

Manual Handling
 Working at Height
 Asbestos Awareness
 Confined Spaces
 Safe Digging Practices

Plant Operators

Itemised Plant Training (tower scaffold, elevated working platform, front tipping dumpers, telescopic handler etc)
 Safety Awareness.
 Tool Box Talks.
 Site Induction training.

LIVECO LIMITED

Training and Information (continued)

Liveco maintains detailed records of all training and a regular review of training needs is undertaken from which a training plan is developed.

In addition to the training identified earlier this company has undertaken to ensure that all its employees are sufficiently skilled to carry out their duties. This will be on the basis of them achieving a CSCS card for their occupation through existing qualifications or achieving NVQ status, in addition to passing the appropriate Health and Safety test.

All personnel attending site, including visitors, must report to the site manager, or his deputy, and be made aware of the site-specific rules for that project. The site manager will ensure all persons undergo formal induction training and will maintain accurate records. The extent of the induction training provided (workers & visitors) will vary from project to project and will also be at the discretion of the site manager.

All subcontractors and their employees have access to the **LIVECO Limited Safety Policy and Company Procedures (Arrangements)** which contain details of relevant health and safety matters. These documents are held on site together with the project Construction Phase Plan (CPP).

Reasonable enquiries are made of subcontractors' and their employee's level of training to ensure appropriate general safety awareness and site-specific awareness training has been undertaken. Liveco will instruct the subcontractor to organise such training or organise the training on behalf of the subcontractor as necessary, where awareness or training is deemed to be lacking.

Each contracts manager and site manager will ensure the construction phase plan for individual sites is adequately maintained and available for access. Any areas of risk identified in the plan will be made known to all relevant personnel.

Specific risks, which may affect others, including subcontractors, will form part of the Construction Phase Plan available to all employees, visitors & sub-contractors to view.

LIVECO LIMITED

Organisation for Health & Safety

General Organisation

Arrangements for health, safety and welfare will be organised by Liveco Ltd.

The Managing Director has overall responsibility for health and safety.

The Managing Director has appointed Northern Counties Safety Group who are responsible for monitoring The Company’s Health and Safety Policy and for dealing with related health, safety and welfare issues. constructive suggestions to improve health, safety and welfare throughout Liveco are welcomed from any employee and should be forwarded to their supervisor.

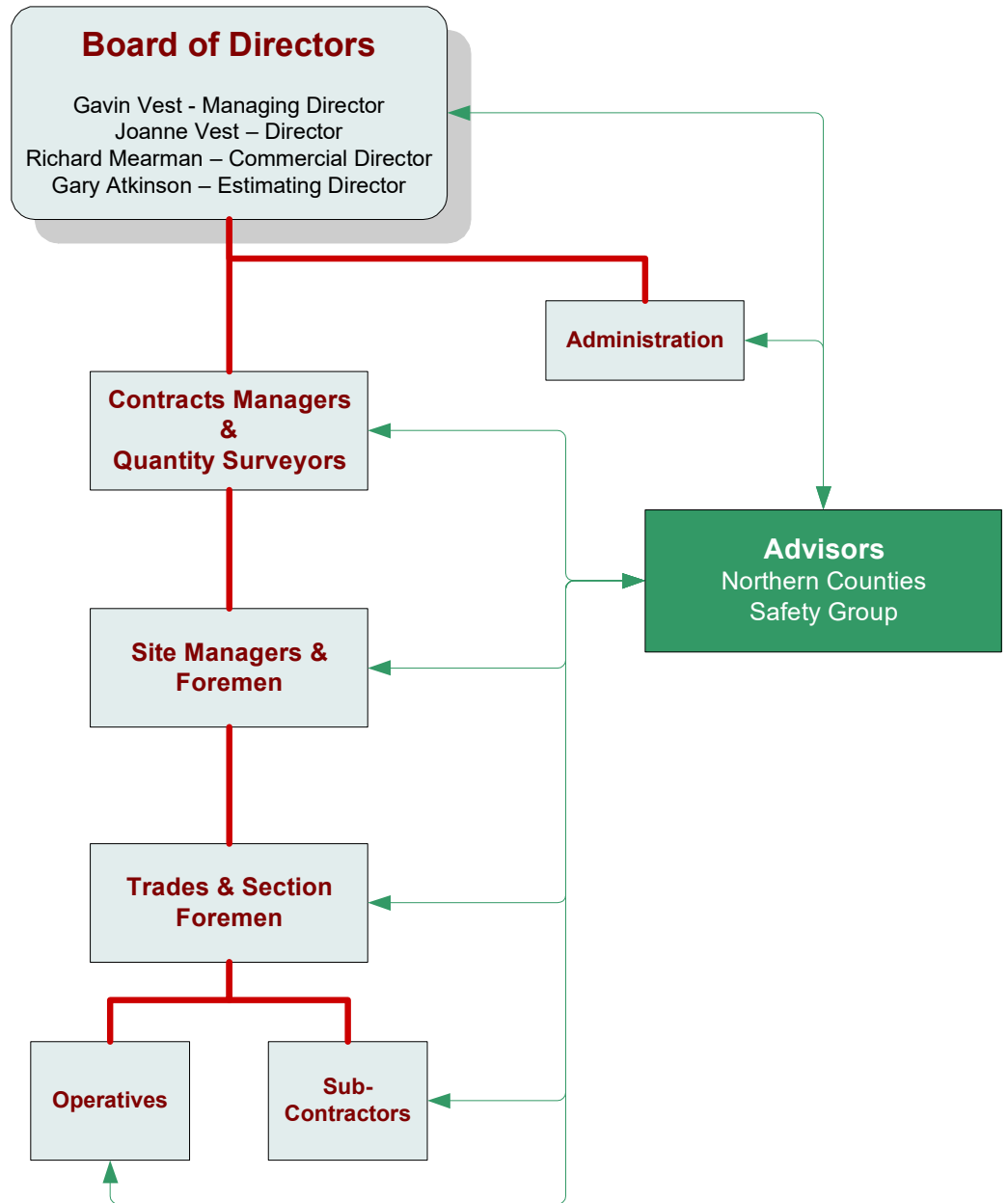
General Responsibilities

The director and management are responsible for the implementation of Liveco’s Health and Safety policy and determining Liveco’s policies on health, safety and welfare matters, including revision of this Policy.

All employees are expected to set a personal example and take reasonable care for the health, safety and welfare of themselves and of others who may be affected by their acts or omissions. Employees who are responsible for supervision are expected to promote and encourage health and safety awareness in employees and sub-contractors under their control. These supervisors, supported by Northern Counties Safety Group will monitor compliance with the requirements and provide advice on health, safety and welfare matters.

All employees should be made aware of and have up to date knowledge of the legislation, best practice and equipment relevant to their work activities.

LIVECO LIMITED Safety Organisation Chart



— Lines of Accountability & Responsibility
 ↔ Lines of Communication

LIVECO LIMITED

Monitoring and Review

LIVECO Limited will ensure that an effective management structure is in place to affect appropriate control over its activities and to make sure these controls are sufficient to meet its needs. The controls include policymaking, planning and policy implementation. It is also necessary to monitor and review the work activities and procedures to enable Liveco to maintain standards and manage risks to the best possible extent. To this end Liveco, together with Northern Counties Safety Group will carry out regular monitoring of its sites, and other activities, measuring its performance against known standards and accepted best practices.

Close monitoring of all work places and work practices will be undertaken to identify any unsafe practices or anything not complying with Liveco policy. Any person found not complying, or in breach of health and safety requirements, will be warned and disciplined according to Liveco disciplinary procedure. All failings will be rectified immediately.

The **site managers and foremen** are responsible for the day to day control of safety on site and are given full backing from Liveco regarding any actions they feel necessary to enforce site safety.

The **Managing Director and other directors** will carry out site visits. The **contracts managers** will also undertake more frequent visits to sites. The frequency of these visits will be dependant upon other commitments, the nature and complexity of the project etc. During any site visit, identified problems or failings are highlighted, discussed and appropriate action taken.

Following site safety inspections, the **Northern Counties Safety Group** safety advisers will report back their findings via the NCSG report form, with copies being given to the site manager or foreman and a further copy is sent to the directors. **The site manager or foreman is required to complete the "feedback" section of the report** indicating what action has, or will be taken to correct any weaknesses in compliance with the policy or procedures. This completed feedback copy will be returned to the managing director.


Liveco will carry out bi-annual review of its safety performance to determine areas of weakness and actions required. The findings of the reviews, including changes to policy or company rules, will be disseminated to all relevant employees.

Liveco may also review the performance of the safety group and suggest ways the services provided by the group can be improved.

LIVECO LIMITED Health & Safety Assistance

This is to confirm that the **Northern Counties Safety Group Limited** have been appointed as safety advisers for the purpose of the above requirements for **LIVECO Limited**.

Liveco will ensure that the Northern Counties Safety Group are informed of the location, start date, duration and nature of the work, which they feel would benefit from the Northern Counties Safety Group input, or which are in excess of the period stated for regulatory notification. This notification will usually be by e-mail using our standard notification form as below.



VEST Construction
LIVECO LIMITED

2 Henson Close, South Church Enterprise Park,
Bishop Auckland, Co. Durham DL14 6WA
Company Reg - 0282942 VAT Reg - 847 998 47
Tel: 01388 778822 Fax: 01388 778825
construction@liveco.biz www.liveco.biz

Contract No.

C100

NEW SITE NOTIFICATION FORM

08 December 2011

Division/Company	VEST Construction
Contract Particulars	Admin/Overheads 2 Henson Close, South Church Enterprise Park, Bishop Auckland, Co Durham DL14 6WA Value of Work: £0.00 Type of Work: Refurbishment Sector: Not Applicable Type of Contract: Traditional
Client:	To be agreed/confirmed Client's Representative:
Architect:	To be agreed/confirmed Architect's Rep: TBC
Principle Contractor?	Yes
CDM Co-Ordinator	Phone: Fax:
Start Date	
Completion Date	
Contracts Manager	To be agreed/confirm
Site Manager	Gavin Vest 07921 233838 gavin@liveco.biz

LIVECO LIMITED

Temporary Works Design

Liveco will ensure all temporary design work (false work, scaffold, façade retention etc) will be undertaken ensuring that the designer is adequately resourced and suitably qualified to undertake the scale of the design in compliance with the **The Construction (Design and Management) Regulations 2015**.

Temporary works design will either be undertaken via Liveco in house designer or alternatively contracted out to an external designer (Scaff Tech, Alwyn Richards Design, NCSG etc.)

- All designers must identify hazards inherent in their designs.
- All designers must state a suitable foundation to be provided.
- All designers must consider stability, even during partly erected or dismantled structures.
- All designers must consider dead load and live load
- All designers must consider lateral, horizontal stability and resistance to weather (wind, snow loading etc.)
- Where ties to the main structure are necessary, tie loads must be specified and pull tests undertaken as required by TG4. (Minimum of 5%)
- All designers must consider any resultant risks during the erection, modification and dismantle.
- Understand how to eliminate the hazards, or reduce the risks.
- Provide information on all hazards that remain and state what resources are required to undertake the project safely.
- All false work will be undertaken in compliance with (BS5975) BS EN 128 12 and scaffolding in compliance with TG20.
- Working drawings will be provided by the engineer, which will be checked by the site Temporary works co-ordinator.
- Where applicable a detailed risk assessment / method statement must be provided by the erection contractor which must include safe working at height and prevention of falls (SG4)
- All materials used in the construction of the temporary works must be checked for quality prior to use.
- A handover / dismantle certificate (permission to load and strike) must be provided by erectors.
- All temporary works must be part of a prior to use inspection system by a competent person.

LIVECO LIMITED

Maintenance Procedure

Liveco accept that maintenance of work equipment and on the premises can expose those carrying out the work to a number of different hazards. Due to the varied amount of tasks that come under the wide umbrella of maintenance, ranging from repairing and replacing broken items to cleaning and painting, therefore, Liveco shall ensure that a thorough assessment of the work is carried out, prior to the work commencing.

Due to the nature of the work, which may include electrical testing, forklift maintenance, roof access etc. it is often necessary to remove the safeguarding to gain access to the parts requiring attention or access areas not normally used, Liveco shall control hazards by positive isolation, temporary edge protection, notification of work, signage etc.

In addition the maintenance workers may be require to carry out work in places where it is not certain what the hazards will be. A failed or broken down piece of machinery may not have failed safely, and there is the possibility of stored pressure or energy.

Liveco shall ensure that only trained and competent personnel (including contractors) conduct maintenance tasks and these workers will have a raised awareness of the inherent hazards.

To reduce the risk of injury whilst maintenance work is bring carried out, Liveco will carry out a thorough risk assessment to enable suitable control measures to be put in place. Referring to, and adhering to, manufacturers information, including maintenance and setting instructions, will be part of the overall control strategy, as should the use of trained, competent maintenance workers.

The companies prevention measures included in the risk assessment:

- Suitable means access.
- Physical isolation of the equipment.
- Portable and mobile lighting (suitable lighting)
- Ventilation including local exhaust ventilation.
- Use of suitable tools (possibly substituting electrically powered tool with pneumatic tools in certain environments).
- Not carrying out work in *situ* (removing items to be worked on to a more suitable location).
- Blocking or shoring-up moving parts to prevent unexpected movement. This shall also include positive isolations.
- Providing suitable protective equipment to reduce the effects of hazardous substances, sharp objects, hot surfaces, etc. although the use of PPE shall, where practicable, be used as a last resort.

The list is not exhaustive as each job will present its own health and safety issues. Liveco will take a logical, systematic approach to the situation, that an acceptable degree of risk reduction can be achieved.

Maintenance Strategies

Liveco accept it is a legal requirement to provide safe plant and equipment under the Health and Safety at Work Act and the Provision and Use of Work Equipment Regulations. Liveco will use the following strategies for ensuring well maintained equipment and premises.

Emergency/Breakdown Maintenance

When equipment failure does not have a major effect on production or safety and may be tolerated until repair, then the positive decision to use this as an option can be valid.

Opportunistic Maintenance

Where the work is planned to occur at a time that becomes available, normally when something else fails.

Working Adjustments

Occur regularly in the workplace where equipment is still in operation but potential failures have been identified.

Servicing and Inspection

Servicing and/or inspection' is the basic active strategy to minimise potential breakdown. Its purpose is to look for potential failures and take remedial action before failure occurs.

Planned Preventive Maintenance

The basis of routine maintenance is that equipment is inspected and vulnerable parts are replaced at regular intervals or after a certain number of hours of use.

Inspection / Test

Managers must ensure that any equipment provided is fit for purpose and where necessary have an inspection / test certificate.

It is the manager's responsibility to ensure, prior to the re-test date, the supplier is contacted and a re-test is arranged

Regular office maintenance includes:

- Equipment PAT testing.
- Electrical installation checks
- Boiler and heating maintenance
- Replacement of light bulbs.
- Inspections of gutters and roof.
- Inspections of external lighting.
- Cleaning of external drainage
- Window cleaning
- Fire extinguishers
- Access equipment
- Computer servers
- Smoke alarms

LIVECO LIMITED

General Safety Arrangements

LIVECO Limited are involved in several activities, a number of which Liveco are involved with on a day-to-day basis.

A comprehensive list of common and special hazards involved with all aspects of work are included in the **LIVECO Limited Company Procedures (Arrangements)** section of the policy.

Each site holds a copy of Liveco Procedures, containing the arrangements for carrying out work safely on site. A complete document (Policy Statement, Responsibilities and Company Procedures) is also available for reference, upon request, at Liveco's head office.

1. To assist in complying with these arrangements, all management and supervisors are to note that Liveco expects the minimum standards set out in Liveco procedures to be achieved.
2. In order to ensure safe systems of work on site, special attention must be given at the planning stage regarding any safety considerations that might arise on that particular contract. Precautions required to address unusual considerations will be included in the construction phase health & safety plan, and adequate resources will be available to meet the requirements of the plan and policy objectives.
3. In the case of there having to be an emergency evacuation of a site or premises, an assembly point will be organised by the site manager prior to the start of the work. All persons under the control of Liveco will be informed about the location of the assembly point. All personnel will meet at this point and will remain there until such time as a thorough check has been completed to ensure that no one is missing. All personnel will then be advised of further procedures before being allowed to leave the assembly point.
4. It is essential that a high level of housekeeping be maintained on all sites and at all premises. There is a duty on everybody to ensure that all areas are kept tidy, unneeded equipment locked up or returned to the stores, waste removed, etc. Connected with this is the requirement to maintain safe access to, and egress from, the site or premises. There must be adequate areas on site to provide safe walkways and these must not be obstructed with materials, rubbish, etc. Any emergency exits must be clearly marked and kept free from obstruction.
5. Employees must not operate any plant, machinery or equipment unless he or she has either been fully trained on the working of the machine etc. or deemed to be competent by experience, which can be demonstrated; is fully conversant with all safety requirements and has reached the required statutory age.
6. Liveco, in conjunction with training providers, will ensure that all employees are fully trained as required and are made aware of all the requirements with regard to health and safety matters.

7. Safety inspection of sites and premises will be undertaken by a number of persons:-
- (a) **By directors and contracts managers on visits to sites or premises. They will report their findings directly to the person responsible for the site or premises. On the larger projects a Senior Management Site Safety Inspection Form will be completed to record their findings, refer to Appendix A for sample form.**
 - (b) **By site managers and foremen. The safety inspection will form a vital part of any site or premises inspection.**
 - (c) **Routine visits will be undertaken by the safety advisers of the Northern Counties Safety Group Limited. These advisers will leave written reports of their findings with the site or premises supervisors and a copy will be sent to the managing director. Liveco, via the contracts managers, site managers and foremen, will ensure that any findings on these reports will be dealt with quickly and effectively.**

Northern Counties Safety Group Ltd. may suspend work operations, without reference to directors or managers, where there is serious or imminent danger to personnel, public or property.

LIVECO LIMITED

SECTION B

Individual Duties and Responsibilities

Managing Director and Directors

1. To help formulate the LIVECO Limited safety policy and organise all revisions to it.
2. To ensure that the contents of the policy are circulated as appropriate to all employees.
3. To arrange for sufficient funds and resources to meet the requirements of the policy.
4. To ensure that all levels of staff receive appropriate and adequate training, and each employee has the opportunity to contribute to discussions on health and safety.
5. To ensure health and safety issues are co-ordinated between Liveco and all contractors, including subcontractors, working on site to ensure safe working, in accordance with the construction phase health & safety plan for the project.
6. To ensure all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.
7. To encourage all employees to work in a safe manner and at all times to set a good personal example.
8. To ensure the risk of injury and damage to the health of all persons affected by Liveco's operations, the prevention of fire, waste and damage to all property and plant is minimised by arranging procedures for risk assessments and by effective management of health and safety.
9. To provide and ensure preventative maintenance of plant, equipment and places of work that is safe when in use.
10. To arrange for procedures to be implemented for the carrying out of risk assessments and the formulations of safe working procedures; recording of these assessments and procedures and ensure that employees are made aware of them.
11. To ensure the provision in tenders, and other preparatory procedures, for adequate safe working methods.
12. To ensure that procedures are implemented that assures employees' exposure to harmful substances is reduced or eliminated in line with the **Control of Substances Hazardous to Health Regulations (COSHH)**.
13. The observance of, and to encourage others to observe, the requirements of the **Construction (Design and Management) Regulations**.
14. To monitor the effectiveness of this policy at all levels and bring into effect changes which are considered necessary.
15. To understand the main principles of Liveco safety policy and appreciate the duties and responsibilities given to each grade.

LIVECO LIMITED

Northern Counties Safety Group Ltd

1. To provide all specialist health and safety advice on all aspects of Liveco's activities.
2. To provide regular site visits as required to sites and/or premises belonging to, or worked on, by Liveco.
3. The identification of hazards and risks during site visits. Advise and assist in the preparation of risk assessments & method statements, incorporating the development of preventive and protective measures to combat any identified risks.
4. To formally advise Liveco of all new legislation and any changes to current legislation and offer advice and assistance on the implementation of the same.
5. To advise and assist the directors and managing director in keeping the health, safety and welfare policy under review; and to advise on changes that may be required to the policy as appropriate/necessary.
6. To take control, where necessary, of any internal investigation into an accident or incident, prepare a report on the accident or incident and to advise and assist the contracts managers and site managers in any remedial action required following recommendations to prevent a recurrence.
7. Where required to liaise with the enforcing authority, client and client's representative on matters of health and safety.
8. Liaise with the directors on all matters concerning health, safety and welfare.
9. To recommend and monitor safety training requirements and to arrange, upon request, such training.
10. Suspend work operations of LIVECO Limited and/or that of subcontractors, where there is imminent risk of injury to personnel; or risk of damage to property which has the potential to cause harm or incur an economic loss to Liveco or insurers.
11. Monitor the development and implementation of construction phase health & safety plans to ensure Liveco comply with the **Construction (Design and Management) Regulations**.
12. Prepare reports of Liveco health and safety performance and to make available such reports for management review.

LIVECO LIMITED

Contracts Managers/Director

Responsible to the managing director for implementing Liveco safety policy on designated sites and co-ordinating relevant health and safety matters. Main duties and responsibilities:

1. To be aware of, and observe, the requirements of Liveco's Health & Safety Policy & Procedures, the construction phase health and safety plan, the **Health and Safety at Work etc. Act**, construction regulations, other statutory requirements, Approved Codes of Practice, Guidance Notes and safety procedures appropriate to the operations under their control, seeking guidance and assistance from the managing director and safety personnel as necessary.
2. To ensure site managers and supervisors understand their duties and responsibilities under Liveco policy and to take all steps to ensure that these are carried out.
3. To determine at the planning stage (seeking advice from Northern Counties Safety Group where necessary):-
 - The most appropriate order and method of working.
 - Allocation of responsibilities (including that of subcontractors).
 - Consideration of all existing and potential hazards, including fire hazards, and methods deemed necessary to overcome any such hazards.
 - Facilities for welfare and sanitation.
 - In conjunction with the site teams, help to check over work method statements and other safety precautions before work commences.
 - Help and ensure (where appropriate) that the construction phase health and safety plan is developed & approved before works commence on site.
4. Carry out regular site inspections of operations under their control with particular reference to safety procedures, ensuring that statutory registers and records etc. are being completed accurately. Arrange for any remedial or improvement work to be carried out without delay. Pay particular attention to any comments made by Liveco's appointed safety advisers and to see that action has been, or will be, taken to correct any failings or shortcomings.
5. To set a good personal example at all times.
6. To ensure that once work has commenced, it is carried out as planned, following the construction phase health & safety plan where appropriate and complying with the requirements of the **Health and Safety at Work etc. Act** and other statutory requirements.
7. To ensure the construction phase construction phase health & safety plan is updated and managed as required by the **Construction (Design & Management) Regulations**, during the construction phase of a project; and that all relevant information is issued to their immediate manager/director.
8. To arrange for procedures to be implemented for the carrying out of specific risk assessments and the formulations of safe working procedures required by the **COSHH Regulations** and the **Management of Health and Safety at Work Regulations**. Recording of these assessments and procedures and ensure that employees are made aware of them and take whatever steps may be necessary to comply with them. Ensure the requirements of the construction phase health & safety plan is brought to the notice of

employees. Assist the site managers and assistants in the preparation and implementation of assessments and safe working procedures.

9. To co-operate with Liveco in identifying training needs of individuals under their immediate control and, as necessary, ensure the individuals are given the opportunity to undertake training.
10. To monitor the work activities against the **policy standards** and **construction phase health and safety plan** and bring into effect any changes necessary that are within your immediate control.
11. To report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses" to their immediate manager/director as soon as possible after the occurrence. Assist the investigator(s) in establishing the cause of ALL such incidents and thereafter ensure steps are taken to prevent recurrence and ensure employees and others are instructed accordingly.
12. To ensure that all levels of staff receive appropriate and adequate information and instruction and each employee has the opportunity to contribute to discussions on health and safety.
13. To ensure health and safety issues are co-ordinated between Liveco and all contractors, including subcontractors, to ensure safe working in accordance with the construction phase health & safety plan for the project.
14. To ensure all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.
15. Implement and maintain arrangements with subcontractors and other employers to ensure that they and their employees observe adequate safety procedures and statutory regulations and to review any confusion concerning areas of responsibility.

LIVECO LIMITED

Site Managers and Foremen

Responsible to the contracts managers under Liveco health, safety, and welfare policy

1. To establish and organise operations under their control to ensure that work is carried out in a safe manner and to acceptable standards with minimum risk to all persons, property, equipment and materials.
2. To be aware of, and observe, the requirements of Liveco safety policy, the construction phase health and safety plan, the **Health and Safety at Work Act**, construction regulations, other statutory requirements, Approved Codes of Practice, Guidance Notes and safety procedures appropriate to the operations under their control, seeking guidance and assistance from senior management and Northern Counties Safety Group as necessary.
3. Implement Liveco risk assessment procedure using the assessments in the construction phase health & safety plan. Carry out additional site-specific risk assessments as necessary and formulate safe working procedures required by the **COSHH Regulations** and the **Management of Health and Safety at Work Regulations**. Record these assessments and procedures and ensure that employees are made aware of them and take whatever steps may be necessary to comply with them. Ensure the requirements of the construction phase health & safety plan are brought to the notice of employees.
4. Carry out regular inspections (or as required by regulations) of operations under their control with particular reference to safety procedures. Keep records of each inspection as necessary, ensuring that statutory registers and records, etc. are completed accurately. Arrange for any remedial or improvement work to be carried out without delay.
5. To ensure that at places of work under their control, employees, subcontractors and others authorised to be at that place, or in connection with it, receive adequate working instructions, in particular to ensure arrangements for safe working, the prevention of accidents and risk avoidance or reduction and the requirements of the construction phase health & safety plan, are carried out.
6. Implement and maintain arrangements with subcontractors and other employers to ensure that they and their employees observe adequate safety procedures and statutory regulations and to review any confusion concerning areas of responsibility. Liaise with clients or their representatives to ensure the safety of any person affected by the works.
7. Plan and maintain safe access to and around places of work, including safe access for emergency response vehicles and personnel. Establish and maintain a system of security to prevent, so far as is reasonably practicable, entry to the workplace by unauthorised persons, damage, theft and injury, including periods when the workplace is unattended. Ensure the emergency evacuation procedure from buildings and/or site is made known to all employees and others working on behalf of Liveco. Identify or designate the location of emergency assembly points and ensure these locations are made known to all appropriate personnel.
8. To arrange for fixed and mobile plant and equipment to be positioned safely and to ensure that all machinery etc. including power and hand tools are maintained in good condition, is suitable for the work being carried out and operated in a safe manner only by persons competent to do so. To ensure plant and equipment is suitable for the work being carried out, check documents against the order requirements.

9. To ensure that protective clothing and equipment is available and issued where appropriate and that such clothing and equipment is used and maintained in a proper manner and as required by statutory regulations.
10. To ensure that arrangements for first-aid, as required by the **Health and Safety (First Aid) Regulations**, are available and that the location of equipment is known to employees, and that such equipment and provisions are kept as complete as possible.
11. Report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses", to the contracts manager as soon as possible after the occurrence. Assist in establishing the cause of ALL such incidents and carry out improvements to prevent recurrence and instruct employees and others accordingly.
12. Establish a site procedure to enable consultation with the work force to receive health and safety information and instructions.
13. Make reasonable enquiries to determine that appropriate and adequate training of subcontractor employees is undertaken; and the subcontractor disseminates relevant information on risks to their employees.
14. Accompany H.S.E. Inspectors on site visits where possible and act upon their reasonable recommendations. Report all such visits to the contracts manager noting any observations made, as soon as possible after the visit. In the event of a prohibition or improvement notice being imposed or any indication that legal proceedings are to be initiated, the director(s) must be advised without delay.
15. Co-operate with Liveco's appointed health and safety advisors and accompany them on site visits and act upon their reasonable recommendations.
16. Encourage the observance of safety procedures by personal example and ensure that arrangements for the health and safety of persons and property are carried out, including the implementation of disciplinary procedures as necessary.
17. Conduct personnel and visitor's health and safety induction training and ensure subcontractors' personnel, are aware of the requirements of this policy, the construction phase health & safety plan and the requirements for safe working. Ensure all necessary subcontractor information (risk & COSHH assessments, safety method statements etc.) is available and provided before work starts.
18. Comply with Liveco's policy on COSHH and noise and ensure all employees have access to the appropriate information for healthy working and know how the information is to be used.
19. Implement changes to working practices, where necessary, to ensure safe working and maintenance of standards.
20. Maintain in a proper state all reference documents issued by Liveco to assist in compliance with this policy.
21. Ensure that adequate firefighting equipment, methods of raising an alarm are available and that appropriate fire precautions have been taken.
22. Ensure all welfare arrangements are provided and maintained in accordance with the **Construction (Design and Management) Regulations** and the requirements of the health and safety policy.
23. Set a good personal example at all times and follow safe working practices, and encourage others to observe the same.

LIVECO LIMITED

Director Responsible for Office Safety

1. Ensuring that all employees within Liveco offices effectively implement Liveco safety, health and welfare policy.
2. To ensure that the office welfare facilities are kept up to the required standards.
3. To ensure that arrangements for first-aid, as required by the **Health and Safety (First Aid) Regulations**, are in place and that the location of equipment is known to employees.
4. To ensure fire fighting equipment is in place and is properly maintained. The fire and emergency procedure is made known to all employees and the procedures are tested on a regular basis, and records of testing are maintained.
5. To ensure that the building and external premises are adequately lit and are in a safe state of repair.
6. To ensure office-based employees are aware of the correct kinetic or manual handling techniques, where applicable.
7. To ensure good housekeeping is maintained in all areas at all times and that all fire escapes/emergency evacuation routes are kept clear at all times.
8. Ensure ALL accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses" are properly recorded and reported to the Managing Director as necessary. Establish the cause of ALL such incidents and thereafter carry out improvements to prevent recurrence and instruct employees and others accordingly.
9. Ensure that assessments of workstations are reviewed as necessary. Implement the controls agreed to ensure employees using the workstation are not put at risk.
10. Ensure safe access to and around places of work is maintained so that personnel can move freely without hindrance.
11. Ensure the emergency evacuation procedure from the offices and buildings is made known to all employees and others working on behalf of Liveco. Identify or designate the location of emergency assembly points and ensure these locations are made known to all appropriate personnel.
12. Set a good personal example at all times and follow safe working practices, and encourage others to observe the same.

LIVECO LIMITED

Buyers & Quantity Surveyors

1. Understand the main principles of Liveco safety policy and appreciate the duties and responsibilities allocated to each grade.
2. Obtain Product and Material Safety Data Sheets for products and materials purchased from suppliers and ensure these sheets are passed to the relevant departments and personnel.
3. To ensure PPE, clothing and other safety equipment required is made available in accordance with Liveco safety policy.
4. To ensure all plant and equipment supplied for use, meet the requirements of relevant legislation and is suitable for its intended purpose and all hired plant and equipment meets the order requirement and complies with all relevant statutory requirements, including **PUWER**, and that certificates of thorough examination are supplied with the item of plant or equipment.
5. Make reasonable enquiries of suppliers and hire companies regarding noise and vibration levels of plant and equipment supplied for use on company sites.
6. Ensure subcontractors are informed of their responsibilities with regard to health and safety matters, prior to an order being placed, and that they are required to:
 - complete our health and safety management questionnaire when appropriate or not exempt.
 - co-operate fully with all health and safety matters.
 - provide reasonable health and safety information (training; method statements; risk and COSHH assessments; insurance details)
7. Set a good personal example at all times and follow safe working practices, and encourage others to observe the same.

LIVECO LIMITED**Estimators**

1. To understand Liveco policy and appreciate the responsibilities allocated to each grade.
2. Introduce arrangements to ensure all relevant health and safety information is issued with tender enquiries to suppliers & sub-contractors.
3. Ensure that adequate allowances for health, safety & welfare arrangements are made within tenders etc.
4. Ensure that the site team are adequately advised of all health and safety issues, which have been raised during the preparatory period prior to construction.
5. To ensure the provision in tenders and other preparatory procedures for adequate safe working methods, welfare facilities, storage of materials and hazardous substances, waste disposal, co-ordination and co-operation between employers and safe access, etc. and ensure adequate response to identified hazards contained in the initial construction phase health & safety plan.
6. Set a good personal example at all times and follow safe working practices, and encourage others to observe the same.

LIVECO LIMITED

Office Based Employees

Responsible to the managing director.

1. Develop a personal concern for the safety, health and welfare of themselves and others and to co-operate with other persons in the provisions of safe working conditions and the observance of safe working procedures, the **Health and Safety at Work etc. Act** and other applicable legislation and this policy
2. Make themselves familiar with the Fire Action Plan procedures, escape routes, appropriate assembly points and the location and use of fire extinguishers.
3. Ensure they comply with Liveco's no smoking policy within the offices.
4. Ensure access routes, corridors and office furniture, cables, boxes or other items do not obstruct escape doors.
5. Use filing and storage equipment correctly and avoid overloading of work surfaces, trays, etc.
6. Practice good housekeeping, clearing away waste into proper receptacles.
7. To avoid possible damage use only electrical equipment after being instructed in their proper use by another competent employee. Ensure all electrical appliances are switched off and plugs removed when not required, left unattended and on leaving the offices. Personal electrical equipment should not be used at work without prior agreement. Trailing leads & adaptors should only be used where there is no other options.
8. Seek assistance when lifting heavy or awkward sized items, or when items are beyond your own personal ability. Ensure that you are aware of the correct methods of lifting.
9. Report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses", to the director(s) as soon as possible after the occurrence. Use first aid provisions correctly and ensure any first aid requirements are replenished.
10. If you are a workstation user, use it as instructed to ensure you are not put at risk of injury or ill health.
11. Report to the financial director any change in your personal situation that will need to be taken into account by Liveco when assessing the risks associated with the work activity, e.g. illness, allergy, pregnancy etc.
12. Arrange for the issue of health and safety information to all contractors and other interested parties, prior to the award of orders.
13. Ensure risk assessments, safety methods statements and any other health & safety information, submitted by contractors and sub-contractors are passed to contract managers for vetting.
14. Set a good personal example all times and follow safe working practices, and encourage others to observe the same.

LIVECO LIMITED

Plant Operators

1. Inspect their machine and equipment daily. carry out any agreed maintenance/safety checks and maintain records.
2. Check the weight of any load to be lifted, taking into account the weight of any lifting gear required, and never exceed safe working loads.
3. Ensure that any load is properly secured before attempting to lift or move and that you have an unobstructed view.
4. Always drive smoothly and steadily and watch for pedestrians and obstructions.
5. Ensure that when a banksman/signaller is involved in the operation you can see the banksman/signaller clearly at all times and that he understands and gives you clear and proper signals.
6. Report any defects to the site manager or foreman.
7. Co-operate with Liveco in meeting the policy objectives, and the construction phase health & safety plan as appropriate to the work circumstances.
8. Carry out the duties of a plant operator following the training received.
9. Always observe good driving behaviour and use any safety devices fitted, i.e. seat belts, mirrors, etc.
10. Limit reversing operations by planning your route and by not obstructing access routes and turning areas with materials.
11. Never leave your machine unattended with the engine still running. Switch it off and remove the key.
12. Ensure that the engine is switched off and isolated before entering any of the danger areas, such as under the chassis (revolving prop shafts), engine compartment, etc.
13. Set a good personal example all times and follow safe working practices, and encourage others to observe the same.

LIVECO LIMITED

Operatives & Employees

All employees, including site operatives must:

1. Develop a personal concern for safety for themselves and for others and to co-operate with others in the provision of safe working conditions and the observance of the requirements of any construction phase health & safety plan, safe working procedures, the **Health and Safety at Work etc. Act** and this policy.
2. Use the correct tools and equipment for the job; keep them in good working condition and use such equipment carefully and in accordance with any working instructions or training received.
3. Use and take care of safety equipment and protective clothing supplied, e.g. safety helmets, gloves, eye and ear protection etc, provided by statutory regulations, conditions of employment or other instructions. Report any defect or loss of equipment or clothing to your immediate supervisor.
4. Avoid improvising which entails unnecessary risk and observe all specific warnings and instructions regarding the use of equipment or materials.
5. Not proceed with work when a hazardous situation is foreseen or created which may involve injury to you or other persons or damage to property and equipment. Report to your immediate supervisor any defects in plant or equipment and hazardous situations that you believe may present danger.
6. Report ALL accidents, dangerous occurrences and near misses to the supervisor in charge.
7. Ensure that reference is made to Liveco's COSHH procedures and initial assessments prior to using any material or substance or carrying out any operation which falls within the scope of COSHH and which may cause harm or ill-health. Refer to your supervisor any substance or material not included in the COSHH data file.
8. Bring to the attention of your supervisor any deficiencies in personal ability, e.g. untrained to operate plant and equipment, not competent to erect, dismantle or alter scaffolding, or untrained to carry out workplace inspections, etc.
9. Not engage in "horseplay" or other practical jokes that may lead to injury or an escalation of practical joking by other employees.
10. Carry out work activities in compliance with risk assessments; safety method statements; construction phase health & safety plan requirements, including site rules.
11. Not consume alcohol or take drugs, which may affect the performance of the employee whilst at work. (**see company policy on drug and alcohol abuse / misuse**).
12. Refrain from misusing or abusing welfare facilities.
13. Take an active part in promoting Liveco safety policy and safe systems of work.

All employees are reminded that they have a duty under **Sections 7 and 8** of the **Health and Safety at Work Act** to take reasonable care of their own safety and the safety of others who may be affected by their actions or omissions. Employees must co-operate with Liveco in its arrangements to perform or comply with statutory safety obligations which

includes adhering to the construction phase health & safety plan requirements and the **LIVECO Limited** safety, health and welfare policy.

Failure to observe the provisions of this policy, construction phase health & safety plan, appropriate regulations and Codes of Practice etc. may lead to action being taken under Liveco's disciplinary procedure.

Company Procedures Manual (Arrangements)

SECTION C

This document contains comprehensive information relating to the common and special hazards involved with all aspects of LIVECO Limited operations.

These arrangements for carrying out work safely are held on site by each site manager and a complete document (Policy Statement, Responsibilities and Company Procedures) is available for reference, upon request, at Liveco's head office.

All personnel attending LIVECO Limited sites, including visitors and subcontractors, must report to the site manager or foreman and be made aware of the site-specific rules for that project. The site supervisor will ensure all persons undergo formal induction training.

All subcontractors and their employees have access to Liveco Safety Policy and Company Procedures that contain details of relevant health and safety matters.

These documents are held on site together with the project Construction phase health & safety plan.

LIVECO LTD

2 Henson Close,
South Church Enterprise Park,
Bishop Auckland, Co. Durham
DL14 6WA

Tel: 01388 778822
Fax: 01388 778825
e-mail: construction@liveco.biz
web: www.liveco.biz

LIVECO LIMITED
Company Procedures (Arrangements)

Item.		Page No.
0.0	Contents.	
1.0	Construction (Design & Management) Regulations.	1
1.1	Principal Contractor	1
1.2	Contractor	2
2.0	New Employee & Subcontractor Induction Procedure.	3
2.1	Site Safety Induction.	4
	Site Safety Rules	5
2.2	Employee & Subcontractor Induction Record.	7
3.0	Subcontractors.	8
3.1	The Health & Safety at Work Act & Safety Policies.	8
3.2	Criteria to be met by Subcontractors.	9
3.3	Selection Procedure for Subcontractors.	10
3.4	Information (to and from) Subcontractors.	11
3.5	Procurement of Health & Safety Information from Suppliers.	11
3.6	Communication & Management Meetings.	12
4.0	Communication and Consultation	13
5.0	Information on Site.	14
6.0	Working at Height.	16
6.1	Design.	17
6.2	Edge Protection.	17
6.3	Fragile Surfaces.	18
6.4	Roof Work.	18
6.5	Scaffolding.	19
6.6	Trestles.	20
6.7	Mobile Towers.	20
6.8	Mobile Elevated Working Platforms (MEWP's).	22
6.9	Ladders & Stepladders.	23
	Work Permit – Ladders & Step Ladders.	24
6.10	Safety Nets.	25
6.11	Soft Landing Systems.	26
6.12	Harnesses an Lanyards.	27
7.0	Accident & Incident Reporting & Investigation Procedures.	28
7.1	Accident Reporting - Construction Sites.	28
7.2	Accident Reporting - Offices.	29
7.3	Accident Reporting - Visitors & Contractors.	30
7.4	Accident Reporting - Members of the Public.	30
7.5	The Accident Book.	30
7.6	Accident & Incident Investigation Procedure.	31

8.0	Personal Protective Equipment (PPE).	32
8.1	Head Protection.	33
8.2	Eye Protection.	33
8.3	Hearing Protection.	33
8.4	Hand Protection.	33
8.5	Respiratory Protection.	34
8.6	Safety Footwear.	34
8.7	Wet Weather Clothing.	34
8.8	Hi-Vis Clothing	34
8.9	Issue and Recording.	34
9.0	Health and Welfare.	35
9.1	Health & Welfare (Construction Sites)	35
	General	35
	Washing Facilities	35
	Sanitary Conveniences	36
	Drinking Water	36
	Site Accommodation	36
	Storing & Changing Clothes.	36
9.2	Health & Welfare (Company Offices)	37
	General	37
	Washing Facilities.	37
	Sanitary Conveniences	37
	Workplace Temperature	37
	Workplace Lighting	38
	Cleanliness & Waste Materials	38
9.3	First Aid (Construction Sites & Offices)	38
10.0	Visitors and Public Safety.	39
10.1	Information & Communication.	39
10.2	Supervision.	39
10.3	Induction.	39
10.4	Personal Protective Equipment.	39
11.0	The Control of Substances Hazardous to Health Regs.	40
11.1	Purchasing Personnel.	40
11.2	Contracts Managers.	40
11.3	Site Managers' & Assistants.	40
11.4	Northern Counties Safety Group.	41
11.5	Local Site Purchases.	41
11.6	Cleaning & Maintenance Staff.	41
11.7	Training.	41
11.8	COSHH Assessment Form (Sample).	42-44
12.0	Asbestos.	45
13.0	Lead.	47
14.0	Noise.	48
14.1	Reducing Noise & Exposure.	48
14.2	Noise Assessment Record	50

15.0	Fire Precautions & Emergency Procedures.	51
15.1	On Site Fire Prevention Plan	51
	Fire Extinguishers	52
	Emergency Action & Signs	53
	Hot Work Permits (Sample).	54
	Emergency Procedures - Construction Sites	55
15.2	Fire Precautions - Company Offices.	56
	Fire Action & Signs	56
	Office Fire Orders	57
16.0	Safe use of Liquid Petroleum Gas (LPG)	58
16.1	The Carriage by Road of LPG.	58
17.0	Electrical Safety.	60
17.1	Permanent Installations & Portable Electrical Apparatus.	60
	Damaged & Defective Electrical Equipment.	60
17.2	Temporary Site Installations.	60
	Damaged & Defective Electrical Equipment.	61
17.4	Personal Electrical Items	61
17.5	Overhead Electric Cables.	61
18.0	Underground Services.	63
18.1	Points to be brought to the attention of Plant Operators/Drivers.	63
18.2	Points to be brought to the attention of all personnel on site whether Drivers, Plant Operators or Operatives	63
19.0	Excavations.	64
	Excavation Permit	66
20.0	Demolition.	67
21.0	Risk Assessments and Safety Method Statements.	68
21.1	Risk Assessment.	68
21.2	Safety Method Statements.	71
	Safety Method Statement Checklist	72
22.0	Manual Handling.	73
22.1	Risk Assessment.	73
22.2	Criteria to be Considered.	73
22.3	Lifting Practice.	74
	Manual Handling Lifting Appraisal Checklist	75
23.0	Leptospirosis & Bacterial Infection.	77
24.0	Work In Confined Spaces.	78
	Confined Spaces Work Permit	80
25.0	Management and Control of Waste.	81
	(To be read in conjunction with our Environmental Policy)	
26.0	Alcohol and Drug Abuse/Misuse.	83

27.0	Young Persons.	84
28.0	Disabled Persons.	85
29.0	Working Alone.	86
30.0	Transport, Vehicles, Plant and Equipment.	87
	General	87
30.1	Company Vehicles	88
30.2	Forklift Trucks (FLT)	88
30.3	Dumpers	89
30.4	Excavators	89
30.5	Traffic Routes	90
30.6	Loading, Transporting and Off-loading Plant	90
30.7	Air Receivers, Pressure Systems, Compressors & Pneumatic Tools.	91
30.8	Woodworking Machines	92
30.9	Abrasive Wheels	92
30.10	Lifting Equipment	93
	Accessories for Lifting Loads	94
30.11	Hoists.	94
30.12	Cartridge Operated Tools	95
31.0	Vibration	97
32.0	Mobile Phones	98
33.0	Stress Management	100
34.0	Working On, Over or Near Water	102
35.0	Driving Policy	103
36.0	Display Screen Equipment	106
37.0	Security	109

Appendix

A	Sub-Contractor Procedures (SC1 & SC2)	111
B	Senior Management Safety Inspection Form	113
C	Hand Arm Vibration: Exposure Times & Questionnaire	114
D	Working at Height Checklist	119

1.0 The Construction (Design and Management) Regulations

These regulations place legal obligations on everyone involved in the construction process including clients, consultants, contractors and subcontractors to provide for health and safety throughout all stages of the construction project.

LIVECO Limited recognises that it may be required to act as the **Principal Contractor**. In accepting these positions Liveco will ensure the requirements of the regulations are satisfied, so far as reasonably practicable.

The degree of input by Liveco to comply with the CDM Regulations will be proportionate to the complexity and difficulty of the project, and the degree of risk identified.

Individuals within Liveco may be assigned specific duties and responsibilities in support of the regulations, and these can be referred to under "Duties and Responsibilities" in the appropriate section of this policy, and throughout the other sections of the policy. In order to carry out these functions, training of individuals will be required. Liveco will arrange any appropriate training to ensure individuals supporting the functions are competent to perform the duties placed upon them.

1.1 Principal Contractor

The duty holders shall ensure arrangements for compliance with the construction phase plan are in place, so far as is reasonably practicable.

In such cases when Liveco is acting as **Principal Contractor**, LIVECO Limited will take over and develop the construction phase plan and co-ordinate the activities of all contractors so that they comply with the plan and all other relevant legislation.

Liveco's main duties will be to:

- Ensure the construction phase is properly planned, managed, monitored, resourced and coordinated.
- Provide relevant information to contractors & workers (Display F10 & other relevant notifications and information on site).
- Ensure suitable emergency & welfare facilities.
- Ensure suitable inductions are provided on site.
- So far as reasonably practical prevent unauthorised access to the site.
- Make arrangements to enable workers to co-operate effectively in promoting checking the effectiveness of the measures to ensure health, safety and welfare of the workers.
- Consult with workers or their representatives on matters connected with the project that may affect the health, safety and/or welfare.
- Consider and take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them.
- Liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed, including sharing any information relevant to the planning, management, monitoring and coordination of the pre-construction phase.
- Prepare a written construction phase plan before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose.
- Ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase.

- Ensure all workers have site-specific inductions, and any further information and training they need

It will be a condition of any order that Liveco, as principal contractor, receive full co-operation from any contractor and subcontractor in complying with these regulations.

All necessary information relating to the health and safety of all subcontractors' employees and any other employees, who may be affected, must be conveyed to Liveco as principal contractor. All information and instruction given by Liveco concerning health and safety matters must be immediately complied with.

1.2 Contractor

In such cases when Liveco Ltd are appointed as a nominated Contractor or a specialist subcontractor, The Liveco's main duties will be to:

- Ensure the client is aware of their duties.
- The construction work is properly planned, managed and monitored. (method statements and risk assessments).
- Develop a construction phase plan on single contractor sites.
- Where there is more than one contractor, comply with the principal contractor.
- Only employ people with the necessary skills, knowledge, training and experience.
- Provide appropriate supervision. The level of supervision provided will depend on the risks to health and safety involved, and the skills, knowledge, training and experience of the workers concerned.
- For projects involving only one contractor, the contractor must do whatever is proportionate to prevent unauthorised access before starting work on the site.

For projects involving only one contractor, contractors are required to provide welfare facilities. This duty only extends to the provision of welfare facilities for the contractor's own employees who are working on a construction site or anyone else working under their control.

2.0 New Employee and Subcontractor Induction Procedure

The Health and Safety at Work etc Act. The Construction (Design and Management) Regulations and The Management of Health and Safety at Work Regulations require Liveco to provide information, instruction, training and supervision to all employees.

Induction training is intended to ensure new employees, including those with experience in the industry, are properly inducted on matters of health, safety and welfare and that this induction is conducted on a formal basis.

When the new employee, or subcontractor, arrives at his place of work for the first time, the person in charge of the place of work must ensure they are informed and instructed on all aspects detailed in the induction form before being given any work task.

Any previous safety training undertaken i.e. cartridge tools, forklifts, abrasive wheels, etc. should be noted and details sent back to the head office.

The form is to be signed and dated by both the person carrying out induction and the new employee, or subcontractor. The form must be retained on site with the construction phase plan until the end of the project, when it is to be returned to the office along with the construction phase plan.

2.1 Site Safety Induction



SITE SAFETY INDUCTION

Contract		Contract No	
----------	--	-------------	--

These induction sheets are to be read and/or explained to all persons employed on or visiting the operational areas of the site.

The Employee Induction Record must be signed.

Potential Hazards Identified

1.	
2.	
3.	
4.	
5.	
6.	

Evacuation Procedure

The person discovering the emergency/fire should raise the alarm and inform the LIVECO Limited site staff immediately.

All persons must leave the building at once and report to **the assembly point**

--

A head count will then be taken. The sub-contractors foremen will be responsible for advising LIVECO Limited site staff of the role count.

On no account must you re-enter the building until it has been deemed safe to do so by LIVECO Limited site staff.

Construction Phase Plan

The plan is compiled to ensure as far as is reasonably practicable, the health, safety & welfare of all personnel on this site. A copy is retained on site by the site manager and is available for viewing at any reasonable time.

It must not be assumed that this document embraces every contingency or hazard which may arise.

The Site Safety Co-ordinator for this project is

--

Site Safety Rules



SAFETY RULES

- **Safety helmets and protective safety footwear** to be worn at all times.
Refusal to co-operate with this policy could result in your being instructed to leave site.

- Other **PPE must be worn** as specified.

Eye protection to be worn when chipping, grinding, using cartridge tools etc.
Respiratory protection to be worn for dust, fumes and gases etc.
Hearing protection to be worn in noisy locations or when operating noisy equipment.
Fall protection equipment must be used when directed.
Gloves and other PPE must be used when required.

- Comply with your **risk assessments, COSHH assessments, method statements and permits to work.**

Co-operate with site management at all times.

- **Always work safely** and consider the effect of your actions on others.

- **Report all accidents**, incidents, near misses and unsafe working immediately. **Obtain first aid** as necessary (The smallest cut may become infected)

- Contractors must use the **welfare facilities** provided

No food or drink is to be consumed on site. Consuming food or drink on site may encourage vermin and increase the risk of illness and disease.

- Ensure you only use properly erected **scaffolding and access equipment**, which is suitable for its purpose.

Always use an appropriate, tied ladder for access. Do not use incomplete scaffolds. Only trained and competent scaffolders are permitted to erect, alter or adapt scaffolding.

- Obey all **warning signs** and do not cross any barriers or enter into restricted areas.

- Only trained, competent and authorised operators must operate **plant and equipment**.

Plant should only be used for its intended purpose and faults and defects must be reported immediately. Power tools must be 110v or battery operated.

- Keep all **routes**, particularly emergency exits, **clear**.

- **Smoking** is not allowed on site or in the welfare facilities.

Smoking will only be allowed in the agreed area(s).

- **Alcohol and drugs** of abuse are not permitted on site.

Anyone found in possession of or under the influence of will be removed from site.

- Keep your workplace and welfare facilities **clean and tidy**.

Please use the bins and skips provided.

- Do not leave **holes, excavations** etc. unprotected.

- **Any breaches of these rules will result in disciplinary action.**



USEFUL SITE INFORMATION

Description of Works

Brief Description.

Standard Site Working Hours

Day	Start	Finish	Day	Start	Finish
Monday	8:00 am	4:30 pm	Friday	8:00 am	3:30 pm
Tuesday	8:00 am	4:30 pm	Saturday	Closed	Closed
Wednesday	8:00 am	4:30 pm	Sunday	Closed	Closed
Thursday	8:00 am	4:30 pm			

The LIVECO Limited site manager must approve any work outside the above hours.

Deliveries & Vehicular Access

Delivery & Vehicle Access restrictions if any.
All reversing vehicles must be supervised by a banksman.

Parking

Parking of cars and vans must be off site.
Vehicles will only be allowed on site to load materials, tools & plant.

Site Specific Rules

1.	Contractors must not use Foul & Abusive Language.
2.	Radios are not permitted on site.
3.	Contractors must not communicate or associate with the Students.
4.	
5.	
6.	

3.0 Subcontractors

3.1 The Health and Safety at Work etc. Act (HASWA)

Health and Safety Policy - HASWA section 2 (3)

Where a subcontractor employs five or more employees, there is a duty placed upon that subcontractor as the employer, to prepare, revise and distribute among its employees, a written safety policy. The policy must contain details of the general statement of intent regarding the health and safety at work of the employees, the organisation (responsibilities) and the arrangements in place to ensure the policy is carried out at places of work.

LIVECO Limited Health, Safety and Welfare Policy

The safety policy of LIVECO Limited is designed to ensure a high standard of health, safety and welfare is maintained in all places of work and in all its undertakings. Therefore, Liveco requires all subcontractors to conduct their operations in the same spirit.

Subcontractors must ensure Liveco policy and all specific rules etc. are made known to, and understood by, their own employees engaged on LIVECO Limited sites. Each subcontractor must carry out the work in strict accordance with all applicable site rules, legislation, Codes of Practice, etc. and must take all necessary health and safety precautions to protect the works, personnel and property, and any other person or persons who may be affected by their undertaking.

Labour only subcontractors and the self employed used by the subcontractor, appointed under a subcontract agreement with Liveco, must be treated as employees of the appointed subcontractor with regards to all health, safety and welfare requirements.

A full copy of the LIVECO Limited safety policy and company procedures are maintained in Liveco office and on each site, and are available for inspection at any reasonable time.

3.2 Criteria to be met by Subcontractors

Where subcontractors are used by LIVECO Limited they are expected:

1. To comply with the provisions of this policy, and their own policy where one is available, and to comply with the conditions of the site safety plan developed under requirements of the **CDM Regulations**; and rules made under the plan.
2. To ensure that operatives under their control are competent to carry out the tasks asked of them, and to ensure appropriate health and safety training is provided.
3. To ensure that operatives under their control do not alter/modify or otherwise interfere with any plant, scaffold or materials which is not under their direct control unless authorised to do so by the contracts manager or site manager.
4. To report accidents and incidents that caused or had the potential to cause injury or damage (whether such injury or damage was caused or not) to the site manager. Enter the details of all accidents into the site accident record book.
5. To arrange for adequate welfare and first aid facilities for their own employees, unless they have been provided by LIVECO Limited under the contract. Ensure such facilities are not misused or abused.
6. To comply with any statutory provision applicable to their work activities.
7. To keep all work places under their control clean and tidy and free from obvious hazards that may present danger to others. Arrange for the periodic cleaning (at least daily) of waste or excess materials as work progresses.
8. To provide and ensure the use of all personal protective equipment and clothing identified as required under either COSHH or risk assessments.
9. To make available for inspection certificates of training and completed risk assessments, COSHH assessments and safety method statements as necessary.
10. To make themselves familiar with any guidance document issued by Liveco and carry out their work in compliance with best industry standards and practices.
11. Co-operate with Liveco as principal contractor and follow any reasonable health and safety instruction issued.

3.3 Selection Procedure for Subcontractors

Subcontractors are assessed individually and selected for inclusion on the “List of Tenderers” by :

- 1) History of past satisfactory safety record (companies used by LIVECO Limited in the past)
- 2) Industry standard accreditation (SSIP) or the satisfactory completion of a Health and Safety Questionnaires & Pre Contract Meetings (companies not previously used by LIVECO Limited)

Refer to Company Procedures SC1 & SC2 (Appendix A) for Pre-Start & Selection Procedures.

Subcontractors may be requested to return a Health and Safety Management Questionnaire, which is specific to LIVECO Limited and Liveco’s operations, a copy of their company safety policy (where one is available) and sample copies of relevant risk assessments and safety method statements for works tendered for. Subcontractors may also be requested to attend pre contract and pre start meetings prior to commencing work for Liveco. Only when this process is satisfactorily completed and a pre contract meeting held would a subcontract order be placed.

On completion of each job the subcontractor’s performance is assessed. The assessment takes into account all aspects of their work, including supervision, operative performance, planning etc.

In order to be retained on the approved list of subcontractors, the subcontractor must achieve a satisfactory safety performance. The relevant subcontractor documentation will be retained in Liveco head office and regular reviews will be carried out. If the subcontractor fails to meet Liveco requirements they will be taken off the approval list and not invited to tender for further work until LIVECO Limited are satisfied the identified problems have been adequately resolved.

3.4 Information To and From Subcontractors Relating to Health and Safety Matters

Tender Stage

All relevant environmental and site-specific risks arising from the works, known at pre tender stage from the construction phase health & safety plan etc. will be sent to the subcontractor with the enquiry. The Sub-contractor will also be made aware that a full copy of the H&S Plan is available in the office for inspection.

Contract Stage

LIVECO Limited, as principal contractor, will take over and develop the construction phase health and safety plan. The contract will be analysed by assessment of the risks with safety method statements being developed as necessary. These assessments and statements will be filed along with the construction phase health & safety plan for use by the site team on a day-to-day basis.

Successful subcontractors may be required to provide information via Liveco's health and safety questionnaire and pre contract meetings. All relevant information will be assessed and passed on to all interested parties, including other subcontractors, at the various pre contract and progress meetings, throughout the project. Subcontract meetings will be held weekly, fortnightly or monthly depending on the nature, complexity and duration of the contract.

Specific instructions concerning health and safety matters will be issued by the contracts managers or site managers, in writing, to the subcontractor concerned.

3.5 Procurement of Health and Safety Information from Suppliers

Materials and substances used on a regular basis have had COSHH assessments carried out and are maintained in the Construction phase health & safety plan on site. The contracts managers and site managers will identify the need for a new COSHH assessment.

When dealing with new products, plant, equipment and suppliers, or old products with a specification change, the following procedure should be followed:

1. An enquiry letter will specify the health and safety information which is required in the event of an order (e.g. vibration or noise levels, updated product or substance information etc.)
2. Health and safety information will be requested at order stage for preparation of the COSHH or other assessment, the information received is passed to the contracts managers and site managers who will carry out the assessment and distribute the relevant information, as necessary.
3. If the requested information is not received within a reasonable time, reminders are sent, which continue until the information is received. If problems persist, the supplier is informed and the product removed from the approved list.

3.6 Communication and Management Meetings

Contractors

All health and safety information concerning a project and relating to subcontractors, together with the overall co-ordination of activities and safety matters, will be dealt with at the pre contract (subcontract) meetings and the regular subcontract meetings, held throughout the contract.

Any specific requirements or instructions will be dealt with in writing.

Project Team

Project site meetings will be held at regular intervals at which safety issues will be discussed and recorded in the site minutes, with any action required being noted.

Planning

Liveco will draw up a check list of information required during the course of the project, including information required for the health and safety file, and any design matter which remains at contract commencement. The schedule, proposed by Liveco will indicate the dates by which the various information is required.

Work Force

General induction training is undertaken by all personnel, and is carried out by the site managers. The induction will include site rules, hazards, restrictions, shared arrangements etc.

A general notice will be displayed informing the work force of the site rules. A notice may also be displayed requesting any person with ideas on how safety on site could be improved, should indicate the idea to his immediate supervisor or the site manager.

Co-operation between Subcontractors

As mentioned previously, these matters will be discussed at the pre contract and site meetings, with failure to meet safety standards resulting in disciplinary measures, if necessary, and recorded in writing.

Disregard of site safety rules will be dealt with as a breach of contract.

4.0 Communication and Consultation

All matters concerning health and safety will be implemented only after full consultation with employees. The employees have the right to nominate safety representatives, under the Safety Representatives and Safety Committee Regulations, and request the organisation of a safety committee.

The Company recognises there is a requirement to consult with employees under provisions of The Construction (Design and Management) Regulations and the Health and Safety (Consultation with Employees) Regulations and The Management of Health and Safety at Work Regulations and will therefore encourages full employee participation in all matters relating to health and safety.

Employees will be afforded every opportunity to discuss health and safety issues with a senior management representative.

Consultation and communication will be carried out using the following:

- Initial induction for new employees.
- Health and Safety Committee meetings where a committee has been formed.
- Via elected Employee Health and Safety Representatives, where they have been elected.
- Site Toolbox talks and Site –specific safety inductions.
- Memos and posters on notice boards.
- Daily Briefings.
- Safety bulletins.

The Company operates an “open door” policy and all employees are encouraged to report and discuss any health and safety concerns they may have with their immediate line Manager or directly to a Director.

Where employees do not have English as their first language, The Company will employ the services of a translator, should the need arise.

5.0 Information on Site

Prior to commencing on site, the contracts manager and site manager will assess the risks and requirements associated with the project, including the requirements for access and egress, fire precautions, security, storage, waste disposal and welfare.

When necessary under the requirements of the Construction (Design & Management) Regulations, the local office of the Health and Safety Executive (HSE) will be informed of the project via the Revised Form F10. The Form F10 will be included in the construction phase plan and a copy prominently displayed on site.

Other appropriate notices and documentation are retained or displayed as necessary around site. These notices include a sign at the site entrance instructing all new personnel, visitors etc. to report to the site manager for induction training.

- The Company Health, Safety Policy.
- Health and Safety Law Poster.
- Employer's Liability Insurance Certificate.
- BI510 Accident Report Book.
- Records of Inspection (Scaffold and Excavation Inspection Report Forms).
- Fire & Emergency Procedure.
- First Aid Notice & Hospital Advice Notice.
- Site Rules.
- Risk Assessment Forms.
- COSHH Assessment Forms.
- PPE Notices.
- Site Safety Hazards and warning notices.

The checklist below will be issued at the start of all sites under CDM to ensure that the following safety documentation and actions are implemented.



HEALTH, SAFETY & WELFARE
Safety Documentation Pack/Checklist

Contract :		Contract No :	
Office Checker :		Site Checker :	

Item	Checked		Action
	Office	Site	
Construction Phase Plan			To be completed and updated as the works progress, return to Head Office upon completion of the works. File to be on display in office (with H&S Policy)
Method Statement Contents Checklists (10No.)	Section 3	Part of Health & Safety Plan	To be attached to the front of each Method Statement and complete/signed off prior to the works commencing.
Risk Assessments (10No.)	Section 3		To be complete for all site activities.
Employee Record Sheets (Signing Sheets) (20No.)	Section 3		To be attached to the back of all Method Statements, Risk, COSHH, Noise & Manual Handling Assessments. To be completed by all operatives affected.
Emergency & Accident Procedure Notice	Section 5		
Warning Letter – Safety & PPE (6No.)	Section 8		To be completed when an employee continually works unsafe or refuses to wear the appropriate PPE. To be return to the safety dept for further action.
Supply of PPE to Sub-Contractors (12No.)	Section 8		To be completed when PPE is given to sub-contractors. Completed sheets are to be returned to the head office for invoicing.
Noise Assessment Record (3No.)	Section 11		To be complete for all applicable activities.
COSHH Assessments (5No.)	Section 12		To be complete for all applicable activities.
Manual Handling Initial Appraisal Checklist (6No.)	Section 13		To be complete for all applicable activities.
Permits to Work (10No. & Carbon Paper)	Section 14		To be completed for hot works, excavations & working in confined spaces.
Records of Inspections (Excavations & Scaffolds) (6No. + Instructions)	Section 15		To be completed by trained and competent personnel.
Report of Inspection (Lifting Operations & Equip.) (2No.)	Section 16		To be completed by trained and competent personnel.
Senior Management Site Safety Inspection Forms (2No.)	Section 17		To be completed by directors, senior managers (each visit or monthly) & contracts managers (monthly)
Site Induction (20No.) & Signing Sheets (5No.)	Section 18		Site Induction to be given to site personnel. Signing Sheet to be completed to confirm attendance.
Health, Safety & Welfare Policy (Sections A to C)	Revision H		File to be on display in office (with Health & Safety Plans). To be taken to the next project by the Site Manager.
F10 Notification			To be displayed on office wall.
Insurance Certificate (Laminated) (Employer's Liability)			To be displayed on office wall.
Accident Book (B1510) (1No.)	?		To be displayed on office wall, tear out sheets returned to Head Office when completed. Book to be retained by Site Manager for next project.
Health & Safety Law Poster (1No.)			To be displayed on office wall.
Site Visitors Book or Signing In Book			To be available in office for all personnel to sign.
Identification Badges (If Required)			To be available in office adjacent to signing in book.
Site Induction (Laminated) (2No.)			1 Copy to be displayed on office/induction room wall, 2 nd copy to be displayed in mess room.
Consultation Notice (Laminated) (2No.)			1 Copy to be displayed on office/induction room wall, 2 nd copy to be displayed in mess room.
Emergency & Accident Procedure Notice (Laminated) (4No.)			To be displayed in office, mess room and at Fire Points around site.
Assembly Point Sign (Laminated) (1No.)			To be displayed at the assembly point.
First Aid Box/Equipment (inc. Signage)	Signage Only		To be on display in either the office or other clean treatment area. Signage to be displayed on door/cabin for clear identification in case of emergency.
Fire Extinguishers	Site Team to organise		Extinguisher required in each welfare unit on site. Fire Points to be established around site. Extinguishers to be maintained annually and taken to next project.
Electrical Test Certificates for Cabins & Site			To be arranged on site. Notice required in each cabin to be retested every 3 months.
Site Entrance Safety Sign (1No.)			To be displayed at site entrance. To be taken from project to projects by the Site Manager.
General Safety Signage & Warning Notices			To be taken from site to site or from stores. Any site-specific signage to be purchase by QS.
No Smoking Poster (Laminated) (4 No.)			To be displayed in all welfare & offices areas.
Hand Injuries Poster (Laminated) (1No.)			To be displayed in the mess room.
It Could Be You Poster (Laminated) (1No.)			To be displayed in the mess room.

6.0 Working at Height

Liveco accept that whenever possible, work at height must be avoided. Where this is not possible, the method of access and work equipment used should be selected according to the hierarchy set out in the **Work at Height Regulations**.

A detailed risk assessment will be undertaken prior to undertaking any work at height to first establish if the work can be avoided, thereby eliminating the need to work at height.

If work at height cannot be **avoided** then Liveco will ensure that all work at height is properly **planned and organised** through strict control measures, this will include ensuring only competent people are engaged in the work and that their competence can be proved via certification.

The risk assessment procedure will include the **selection of work equipment** taking into account the working conditions, distance and consequences of a fall, and the duration and frequency of use.

In relation to selection of equipment the emphasis will be on **fall prevention measures** (hierarchy of access), this will include guardrails and physical barriers.

Fixed scaffolds and cherry pickers (with restraint harnesses) will take priority over fall arrest measures such as nets, air bags and finally harnesses.

When work is to take place at height or on a roof where it is apparent or suspected that defects in its structural integrity are likely (fragile surfaces), crawling boards will be used. It is to be confirmed by the CM prior to the start of work that the roof structure can withstand the loads to be imposed upon it as a result of the work processes or any load limitations as the case may be.

Ladders, crawling ladders or crawling boards will be provided where a person has to cross, pass or walk on any materials liable to fracture under his weight. These walkways should be at least **600mm** wide and be fitted with guardrails and toe boards in order to comply with the **Work at Height Regulations** or any subsequent regulation governing working at height.

All such equipment will be of good construction, suitable and sound material, of adequate strength and free from obvious defect. Equipment will be properly maintained and when in use be securely supported and, if necessary, secured against slipping.

Where work takes place on flat, sloping or pitched roofs, adequate edge protection or fall prevention devices meeting the minimum requirements of the **Work at Height Regulations**, or any subsequent regulation governing working at height, will be in place.

Materials and waste will not be thrown from height. It should be lowered to the ground using rope lines, or where provided waste chutes are to be used.

Weather can seriously affect the safety of operatives carrying out work at height. To ensure the safety of employees the prevailing weather conditions will be taken into consideration by the site supervisor/senior employee and ensure that all loose materials, equipment, etc. are immediately removed from the roof or adequately secured during windy conditions.

6.1 Design

The **Construction (Design & Management) Regulations** require designers to ensure due regard is given to health and safety matters. Foreseeable risks should be designed out however, if this is not reasonably practicable, priority must be given to design solutions providing collective protective measures rather than individual protection.

Design protection measures may include:

- (i) Reducing the need for working at height during construction.
- (ii) Designing permanent bracing allowing trusses to be assembled into a complete structure on the ground and then lifted into position.
- (iii) Designing permanent and temporary bracing that can be fixed from a safe place.
- (iv) Designing slinging points allowing truss bundles to be slung and un-slung safely.
- (v) Provide information on bracing if trusses are to support a working platform.
- (vi) Reduction of inspection and maintenance requirements for completed structures.
- (vii) Identification and design of safe access for maintenance and cleaning.
- (viii) The provision of clear, unambiguous information for inclusion in the construction phase health & safety plan, which can be reviewed and discussed prior to commencement.

Good communication and co-operation is required between all persons involved, including the design team, management and the site management team.

Trestles, Ladders or Step Ladders must only be used for short duration works or where site restrictions prevent a scaffold from being used.

6.2 Edge Protection

The Company shall ensure that all edge protection is designed in compliance with BS EN 13374 and where scaffold is used as edge protection will ensure that it complies with the requirements of BS EN 12811.

The primary legislation is the Work at Height Regulations. These regulations will be complied with via the development of risk assessments and method statements to ensure that adequate protection is provided to the users of the edge protection.

All temporary edge protection shall be designed or be installed as per the manufacturer's installation procedures. Prior to commencement of edge protection works the site manager should specify the height required for the guardrails due to varying heights of floor slab (prior to and following concrete pour) or roof cladding works.

Classifications for Edge Protection

Edge protection systems are selected primarily on the gradient of the surface for which they provide protection. Under the standard BS EN13374 they are categorised as follows:

PROCEDURE Health, Safety & Welfare Page 17 of 119	Revision : P Ref : H&S02 Date : 1 st April 2025
---------------------------------------------------------	------------------------------------------------------------------

Class A:

- Provides protection to a flat surface and slopes up to 10°. It provides resistance to static loads and is based on the requirements to support a person leaning against, walking beside and possibly stumbling against the edge protection.

Class B

- Provides protection to flat surfaces and slopes generally up to 30° and even steeper slopes with short slope lengths. It provides resistance to both static and low dynamic loads and is based upon the requirements to support a person leaning against, walking besides, possibly stumbling against and sliding down a slope towards the edge protection.

Class C

- Provides protection to steeply sloping surfaces generally up to 45° and up to 60° for 5m slopes. It provides resistance to high dynamic loads only and is based on the requirements to contain a person sliding down a steeply sloping surface.

Netting should not be attached to the guardrail unless the suitability of the guardrail has been assessed to carry the loads. The netting contractor should specify to The Company the loads expected and the number of netting tie in points.

Upon completion of the guardrail and inspection a hand over certificate should be given to the site manager. The site manager must then undertake weekly inspections to ensure that the guardrails remain stable and structurally sound. The site manager must also ensure that the guardrails are not altered or modified during the life of the project.

6.3 Fragile Surfaces

When work is to take place at height on a roof where it is apparent or suspected that defects in its structural integrity are likely, then safety netting or crash decks should be installed by a competent person below the fragile surface. Fragile rooflights or other glazing considered fragile shall be protected with suitable robust materials to prevent a person falling. Signage shall be displayed at the access point to the roof warning of fragile surfaces.

Crawling ladders or crawling boards will be provided where a person has to cross, pass or walk on any materials liable to fracture under his weight. These walkways should be at least 600mm wide and be fitted with guardrails and toe boards where practicable in order to comply with the **Work at Height Regulations**.

All such equipment will be of good construction, suitable and sound material, of adequate strength and free from obvious defect. Equipment will be properly maintained and when in use be securely supported and, if necessary, secured against slipping.

6.4 Roof Work

Where work takes place on flat, sloping or pitched roofs, adequate edge protection or fall prevention devices meeting the minimum requirements of the **Work at Height Regulations**, or any subsequent regulation governing working at height, will be in place. Roof work safety document HSG 33 will be used as reference.

Materials and waste will not be thrown from height. It should be lowered to the ground using rope lines, or where provided waste chutes are to be used.

Weather can seriously affect the safety of operatives carrying out work at height. To ensure the safety of employees the prevailing weather conditions will be taken into consideration by the site manager/supervisor and ensure that all loose materials, equipment, etc. are immediately removed from the roof or adequately secured during windy conditions.

In brief a detailed, site-specific assessment of the risks relating to all work at height will be carried out prior to the commencement of the work. Assessment of the risks will include:

Details of fall prevention methods (Eliminate, Protect, Mitigate)

- Preventative measures to protect persons below from falling materials.
- Identification of the suitable equipment to be used.
- The competence and training of persons involved with the work.
- Responsibility for supervising and controlling the work.

6.5 Scaffolding

All scaffolds to be built to current NASC Guidance TG:20. Any scaffolds outside the scope of TG:20 must have a design and calculations.

Site managers are responsible for ensuring that all scaffolding units, access equipment and working places are complete and are in compliance with the regulations governing their use. It must be recognised that roof edge, and leading-edge protection scaffold is covered by the regulations and should therefore be inspected as any other scaffold, with the results entered onto the inspection report form.

Hand over certificates must be requested from scaffolding contractors after completion of a pre-hand over inspection. The scaffold and certificate should only be accepted when the site manager is satisfied the scaffolding is completed to the order requirements and complies with regulations and appropriate standards. This certificate will be retained on site with other relevant documentation.

Formal statutory inspections must be carried out weekly; following alterations; or after inclement weather, which may affect the scaffold. The results of all such inspections must be entered onto the inspection report form. Where the scaffold has been substantially added to or altered, the site manager should re-inspect the scaffold prior to reuse, to confirm its suitability. Again, the results of the re-inspection should be entered onto the inspection report form. The actual information that must be entered onto the report form can be found in the schedule of the **Work at Height Regulations**. The inspections will be carried out by a trained scaffold inspector, either provided by The Company or the scaffold contractor.

It is recognised that additional monitoring by Northern Counties Safety Group will be necessary in order to ensure scaffolds are meeting the requirements of the policy objectives and that site managers are complying with their duties and responsibilities under the policy. Site managers should take note of any remedial action required, highlighted by the Northern Counties Safety Group, and act immediately to bring the working place back up to minimum standards. In some cases, this may mean that the scaffolding contractor is contacted and requested to visit site to undertake remedial work in order to bring the scaffolding up to standard.

Site managers should not view this monitoring by Northern Counties Safety Group as a reason for not carrying out their own inspections and appropriate corrective action. The Company will provide any training considered necessary which will enable the site manager to competently inspect scaffolds and working places.

The responsibility for maintaining scaffolding and working platforms in a safe condition is that of the user and not the erector or owner where the scaffolding is hired. It is the duty of the site manager to ensure that proper maintenance of the scaffolding is undertaken, even when in use by contractors or subcontractors. However, where the user is the contractor or subcontractor, costs of maintaining the scaffold may be to their account if wilful neglect can be established.

Scaffolders working for, or on behalf of The Company must only erect, alter and dismantle scaffolding in strict accordance with the procedures set out in the **National Access and Scaffolding Confederation (NASC) guidance note SG04** Site management must ensure scaffolders are fully acquainted with the system of work to be adopted prior to them commencing work.

6.6 Trestles

Telescopic steel frame trestles, to construct trestle scaffolds, must only be used under strictly controlled circumstances for light work of a short duration.

The use of trestles will only be considered when alternative access is not readily available, and a site-specific risk assessment has been undertaken in compliance with the **Work at Height Regulations**.

The following should be considered when erecting trestles;

- The trestle working platform must be fully boarded (normally 4 boards) with scaffold boards of a consistent length and thickness. Damaged, warped or split boards must not be used, and excessive overhanging of the end trestles must be avoided (no more than 4 times the board thickness)
- Spacing between trestle frames must be kept to a minimum and must not exceed 1.2m.
- Trestles must only be erected on a sound, level base.
- Height adjustment should be set to prevent trestle frames being extended excessively. Where it is necessary to extend the frame however, only the manufacturer's proprietary high tensile pins must be used, nails, screws and bolts are strictly prohibited as they may fail under the load. Extending the frame must be kept to an absolute minimum and in any case no more than 1.5 metre.
- On the trestle platform a guardrail (top and mid-rail) and toe-board must be fitted to prevent falls.
- Suitable access to the working platform must be provided in the form of a tied stepladder.
- Platforms must not be overloaded with personnel, equipment or material.
- Damaged trestle frames must be removed from use immediately.
- Propping and steadying the frames by means of bricks, blocks and timber etc. is strictly prohibited.
- Trestles should be inspected by a competent persons every seven days, after alteration or adverse weather. Results should be recorded in the scaffold register.
- Only trained and competent persons should erect trestles.

6.7 Mobile Towers

Erection & Dismantling

All mobile and fixed aluminium scaffold access towers must only be erected and dismantled by personnel who have received training to an industry national standard (e.g. PASMA).

The type and the correct number of components will be checked prior to construction to ensure they are compatible, and the correct configuration can be achieved.

Ground conditions

Generally, towers should only be erected on concrete, tarmac or similar surfaces. Where towers are to be used on soft or uneven ground, base plates should be used in place of castors and the base plates should be set on sole boards or similar to affect a firm, solid foundation. Outriggers or stabilisers will be installed in a similar manner.

Outriggers & Stabilisers

Outriggers or stabilisers can be used to increase the effective base area of a tower and to improve stability.

Outriggers are designed for use with towers that are to be frequently moved and have the provision for adjustable legs and castors. Stabilisers are similar devices, which are to be used on towers that are moved less frequently and have self-aligning feet in place of castors.

Manufacturer’s/supplier’s information will provide guidance on the safe heights to which towers can be erected and on the correct use of stabilisers and outriggers.

Braces

Diagonal and horizontal brace locking hook mechanisms will be correctly aligned. Horizontal locking hooks will have their aperture facing downwards and horizontal braces will be fitted with the locking hook aperture facing outwards or in accordance with the manufacturer’s instructions. Ensure all brace locking mechanisms have operated correctly and that all braces are securely fixed to the frame.

Couplers

Towers have tubes of larger dimension than those of standard scaffold tubes do, therefore; standard couplers are not suitable for coupling aluminium towers. Where steel and aluminium tubes are to be connected, (e.g. stabilising or tying) couplers accepting the different tube dimensions will be used.

Access

Access to platforms will always be provided by the use of integral, vertical ladders, stair ladders, inclined ladders or stairways. Access will be installed in accordance with the manufacturer or supplier’s instructions. If materials are to be carried or frequent vertical movement is required, a stairway should be used. Access to fully decked platforms will be via the hatch, which will be capable of being secured in the closed position. Under no circumstances is climbing of the tower’s internal or external frame to be permitted unless the end frame incorporates a ladder section.

Rest platforms will be fitted with double guardrails and toe boards if materials are to be stored.

Platforms

All platform units will be correctly positioned and located onto the horizontal frames. Where platforms have access hatches, they should be fitted with the hinge outboard with the “windlock” device engaged. Platforms will be installed every 4 metres.

Guardrails & Toe boards

All working platforms will be fitted with guardrails and toeboards and they will be fitted in accordance with the manufacturer/supplier’s instructions.

- Top guardrail height - 1000mm above platform level (+/- 50mm)
- Minimum toeboard height - 150mm
- There will not be an unprotected gap exceeding 470mm between any guardrail, toeboard, barrier, or any similar means of protection.

Wind & other Horizontal Loads

Wind can exert horizontal loading on a tower, which can result in the tower overturning. During normal working conditions the tower's weight and the use of stabilisers and outriggers counteract the overturning.

If wind speeds exceed 17mph work on the tower should cease, if the wind speed reaches 25mph the tower should be tied into a rigid structure. If the wind speed is likely to reach 40mph, the tower should be dismantled.

The actions of operatives working on the tower can also have the effect of creating horizontal loading e.g. using hand tools such as drills. The drilling (pushing) action can create an opposite equal force on the tower. These forces should be avoided whenever possible and under no circumstances should exceed 20kg on a free-standing tower.

Moving Towers

Operatives will not:

- Move towers with men or materials on the tower at any level.
- Move towers by pulling them along from the platform.
- Move towers with powered vehicles.
- Move towers in windy conditions.
- Move towers in the vicinity of overhead obstructions, particularly electric cables.
- Lift materials or equipment outside the base area of the tower.

Operatives will:

- Only move towers by applying manual force at the base of the tower.
- Ensure holes, ducts, pits or gratings etc. are adequately covered and secured.
- Deploy outriggers rather than stabilisers if a tower is to be moved frequently.
- Inspect each tower before use.
- Ensure castors are locked.

6.8 Mobile Elevating Work Platforms (MEWP's)

The term Mobile Elevating Work Platform (MEWP) refers to several types of equipment including, pedestrian controlled self-propelled and power operated mobile elevating work and access platforms.

The following shall be observed when using MEWPs on site:

- No one is allowed to operate this equipment unless they have undertaken appropriate instruction and training (IPAF) in the specific type of equipment to be used.
- To prevent personnel being catapulted from the platform, safety harnesses with a restraint lanyard shall be worn at all times. The harness will be attached to a secure anchorage point within the platform.
- The manufacturer's safe working load will never be exceeded.
- Each type of MEWP has its own safe operating envelope. The maximum height and reach of the machine need to be considered to ensure the intended work area remains within the safe operating envelope of that machine.

- Boxes, hop-ups, stepladders and ladders will not be used in platforms to gain additional height or reach.
- MEWPs fitted with outriggers or stabilisers will always have them deployed and be used in accordance with the manufacturer’s recommendations.
- Travelling in the operational mode is only permitted when the machine is specifically designed for that function.
- Platforms will not be used in tandem unless it is in accordance with the manufacturer’s recommendations and interlocked platforms and controls can be achieved.
- MEWPs will not be operated in wind speeds in excess of those specified by the manufacturer (30 mph is the generally accepted maximum)

MEWPs will not be used:

- As jacks, props, ties or supports.
Primarily for the transfer of materials and equipment etc.
As a crane or lifting appliance unless in accordance with the manufacturer’s instructions.
- Platforms will not be tied to other structures to provide additional stability or support as the operation of the controls in this situation may lead to an accident or create other significant hazards.
- A safe distance will always be maintained between any platform and overhead power cables. The safe distances will be in accordance with HSE guidance note GS6 the local electricity supplier.
- Any operator, or person nominated for training as an operator, will be of a suitably stable disposition, physically fit, mobile and dextrous, with a good head for heights. They will have good eyesight, correct colour vision, good hearing and ability to judge space and distance accurately.
- All operators will carry out their duties in accordance with their instructions and training received.
- Maintenance and inspections of the MEWP will be carried out in accordance with the manufacturers, suppliers’ requirements. A daily MEWP checklist is to be completed by the operator.

6.9 Ladders and Stepladders

**A Permit To Work (Ladders/Step Ladders) MUST be completed for ALL ladder WORK
(See Next Page for template)**

Many accidents occur as a result of falls from height, several when persons are climbing or descending ladders. Ladders and stepladders are best employed as a method of reaching a workplace and for short duration and light work.

Ladders and stepladders should be considered last resort for access equipment. Priority shall be given to scaffolds, MEWPS, mobile towers and podiums.



Permit To Work Ladders/Step Ladders

Permit No. _____

Date Valid _____

Contract Name	Contract No.
Company Carrying Out Works	Supervisor Carrying Out Works
Description of Works to be Carried Out	
Plant/Equipment to be Used	Ladder or Step Ladders (Class 1 or 2 only)

BEFORE WORK COMMENCES Precautions/Checks To Be Taken	CHECK <small>(circle as appropriate)</small>	Person(s) Responsible & Comments
Risk Assessment Done	Yes No	
Task Briefing Carried Out	Yes No	
Operative is Competent	Yes No	
Working area safe/clear	Yes No	
Equipment has been Inspected & OK to use – Record inspections	Yes No	
<i>Stepladders - Free from wear & tear, hinges & rivets in good order & components stiles, platforms & rungs are free from damage/dents/mud</i>		
<i>Ladders - Free from wear & tear, stiles, rungs & treads are free from damage/splits/dents/paint/mud</i>		
Non Metallic for electrical works	Yes No N/A	
Is the access route clear to enable the ladders to be carried safely	Yes No	
Any Others (Please State)		

DURING WORK Precautions/Checks To Be Taken	CHECK <small>(circle as appropriate)</small>	Person(s) Responsible & Comments
Is the work/task < 30 minutes?	Yes No	If > 30 minutes seek advice from the site manager/supervisor & note here reasons why ladders are more appropriate/suitable.
Is the equipment stood on a flat/clear surface	Yes No	
Is the surface suitable/solid	Yes No	
Ladder – Is it tied/secured	Yes No N/A	
Ladder – Is it at the correct angle (1 in 4)	Yes No N/A	
Ladder – Is it long enough for the tasks	Yes No N/A	
Extension Ladders – is the overlap adequate – Check instructions on ladder	Yes No N/A	
Stepladders – Are they fully opened	Yes No N/A	
Can 3 points of contact be maintained at all times, i.e. whilst climbing and working	Yes No	
If External - Are the weather conditions OK, Wind & Rain	Yes No N/A	
Can the work be done without over-reaching	Yes No	
Is there sufficient clearance around the base area – Erect barriers if required & note	Yes No	
Is there sufficient clearance around the working area – Clear of overhead cables, pipes, etc.	Yes No	
Is the work lightweight < 5kg	Yes No	
PPE to be worn – Please note what is required	Yes No	
Any Others (Please State)		

UPON COMPLETION OF WORK Precautions To Be Taken	CHECK <small>(circle as appropriate)</small>	Person(s) Responsible & Comments
Remove Ladder/Stepladders & secured to prevent unauthorised use	Yes No	
Remove barriers if used	Yes No	
Any Others (Please State)		

If YES or N/A cannot be stated in any of the above boxes then the ladders or steps must not be used, consideration must always be given to using alternative measures ie (tower scaffold, aluminium tower, cherry picker etc)

HOURS OF WORK		Start Time :	Estimated Completion Time :
TO BE SIGNED BEFORE WORK COMMENCES	Main Contractor	I am satisfied that it is safe to do the works stated, provided that the above instructions are carried out. Print Name: _____ Signature: _____ Date: _____	
	Ladder User	I am fully aware of, understand & will action the precautions stated on this permit. Print Name: _____ Signature: _____ Date: _____	
TO BE SIGNED ON COMPLETION	Ladder User	Work is completed and area is made safe Print Name: _____ Signature: _____ Date: _____	

Top Copy – To be returned after works are complete

Second Copy – To be filed in H&S File on Site (To be replaced with Top Copy when returned)

If ladders or stepladders are to be used ensure:

- Work can be reached without stretching.
- A ladder can be fixed to prevent slipping (by tying or proprietary device)
- A good handhold is available.
- Tools and operations requiring the use of two hands must not be carried out from a ladder unless a third point of contact can be secured (ladder belt)
- The top of the ladder must not be repositioned by jumping while standing on rungs.
- A ladder must be supported on both stiles and prevented from sagging or swaying.
- Stepladder back plates must be checked for damage such as splitting.
- Retaining cords must be checked to ensure they are secure, of equal length and free from knotting and damage.
- Back plate screws and bolts must be checked for security.
- The top step of a stepladder must not be worked from, unless it has been specifically designed for that purpose.
- Stepladders should be set at right angles to the work, whenever possible.
- Before use Inspections are carried out and recorded on site forms.

Each ladder and stepladder must carry its own identification mark or number and weekly inspections maintained. All defects and repairs must be noted, and defective ladders or step ladders removed from service immediately.

Extension Ladders

Extension ladders will be raised one section at a time and be slotted into position, with care being taken to ensure latching hooks are properly engaged.

Conventional ladders will not be lashed, tied or spliced to create an extension ladder.

The recommended minimum overlap for extension ladders is shown in the table below:

Closed Length	Approximate Number of Rungs	Overlap of Rungs
Under 5 metres	Under 18	2
5 - 6 metres	18 - 23	3
Over 6 metres	Over 23	4

6.10 Safety Nets

Safety nets are effectively employed by The Company to reduce the distance of potential falls and to minimise their effects.

The Company will produce a work at height risk assessment and will eliminate falls or use other fall prevention techniques were practicable. The Company accept that safety nets offer collective and passive safety as they protect everyone working within their boundary without those workers having to act to be protected.

Safety nets used by The Company will be manufactured to the requirements of **European Standard BS EN 1263-1** and will be erected in accordance with **BS EN 1263-2** and guidance given in **BS 8411** by **FASET (Fall Arrest Safety Equipment Training)** riggers.

To ensure that nets offer high energy absorption to minimise injury The Company will always ensure they are fitted as close as possible to the underside of the working platform to minimise the distance and consequences of a fall.

In most roof work it is possible to position such as net so that, even at the point of maximum sag, it is less than 2 m from the roof surface. In this position the net is an effective guard – this standard should be reached wherever possible.

The Company will ensure that only FASET (Fall Arrest Safety Equipment Training) riggers install nets and that a detailed risk assessment / method statement is produced.

If protection is required for those who have to work or pass below safety nets, then the nets will be overlaid with appropriate fine-mesh debris.

Upon completion of each section of net the contractor will produce a handover certificate to confirm the suitability of the nets.

The Company use safety nets to effectively:

- Minimise injury due to falls from leading edges, through liner panels or through temporarily fixed materials in new-build roofing.
- To guard roof lights and fragile roof materials during cleaning, maintenance and replacing the roof.

A rescue plan will be in place before rigging nets. The method statement for the work will include a rescue plan which must be workable, and the necessary equipment will be available for use.

Safety nets and attachment systems should be properly maintained by the netting contractor. Inspection records will form part of an audit trail from the manufacturer through to the last use. This information will be documented and be readily available for inspection.

Documented weekly inspection of the nets will be undertaken when the nets are in situ by a competent person. At yearly intervals a test chord will be detached from the nets and will be sent to the manufacturer to permit a tensile failure test, this test will be organised by the netting contractor.

6.11 Soft Landing Systems

The Company may on occasion use soft landing systems as opposed to safety nets.

Soft landing systems are either air filled bags or large polypropylene bags filled with an energy absorbing material.

The bags are linked together with plastic snap clips to completely fill the area over which protection is required. If air bags are used, then an air compressor will be used to maintain the air pressure.

The Company accept that soft landing systems do not prevent falls, but they are effective in eliminating injuries in falls less than 2 metres.

A method statement will be produced for safe installation and maintenance of the system. A handover certificate will be requested from the installing contractor.

6.12 Harnesses and Lanyards

If fall prevention measures (for example working platforms, guardrails etc) or collective fall arrest measures (safety nets or soft-landing systems) are not practical and alternative system of work will be employed. The system may require the use of safety harnesses and lanyards, but The Company accept this will be a last resort as they only protect the user if the equipment is used correctly.

As mentioned previously fall restraint lanyards will be worn when working in a MEWP (mobile elevated work platform) however energy absorbing fall arrest lanyards will be used in most other situations.

All operatives will receive training on the selection, fitting, adjustment, maintenance and use of a safety harness.

Whenever harnesses are used for work at height a suitable rescue plan shall be in place to prevent suspension trauma. The site manager/supervisor shall be responsible for ensuring suitable arrangements are in place to rescue a person should they fall when wearing a harness.

An inspection scheme will be in place which will be in two parts. Firstly, the users must undertake visual inspections of the harness and lanyard before use. Secondly the harness and lanyard will be examined by a competent person at least once every 3-6 month depending on frequency of use and a record kept of the inspection.

The harness and lanyard will also be thoroughly inspected following a fall or other circumstances in which the equipment has been deployed.

The lanyards and harnesses will be clearly marked with European Standard, name and trademark of the manufacturer, the serial number and the year in which the equipment was manufactured.

7.0 Accident & Incident Reporting & Investigation Procedures

7.1 Accident Reporting Procedure - Construction Sites

All accidents resulting in physical injury, however minor, will be recorded in the **Accident Book BI510** or The Company's accident report form.

Where a medical certificate or other written diagnosis has been received from a doctor in respect of an employee being absent from work and the diagnosed disease is one listed under **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**, then the disease is reportable and the appropriate F2508A will be completed and sent to the Health and Safety Executive via the HSE RIDDOR website (www.hse.gov.uk/riddor).

If the accident causes DEATH or SPECIFIED INJURY (the latter as defined by the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**) the following procedures must be followed: -

- i. The site manager, or assistant, will telephone the contracts manager giving all relevant details available at the time the call is made.
- ii. The CM will contact by telephone, the local office of the Health and Safety Executive and Northern Counties Safety Group Ltd. and report the incident.
- iii. In the case of death, amputation or serious fractures, the site manager, or assistant, must ensure that nothing is touched at the scene of the accident before the full investigation is undertaken. With other accidents causing specified injury, authority must be obtained from the contracts manager before continuing to work at the site of the accident.
- iv. The Company will forward the appropriate form F2508 for accidents to the Health and Safety Executive for any accident causing death, specified injury.

If any employee is absent from work for more than seven days following an accident at work, (not counting the day of the accident, but including Saturday and Sunday), the site manager must inform the contracts manager so that appropriate report forms can be completed and sent to the enforcing authority.

Liveco can ask the Northern Counties Safety Group to help with the investigation into ANY accident, dangerous occurrence or "near miss" and to provide a report explaining, if possible, precisely how the accident occurred and what precautions should be taken to prevent a recurrence.

Any dangerous occurrences, as defined in RIDDOR, must be relayed to the managing director who will arrange for the completion and forwarding of the appropriate F2508 to the Health and Safety Executive.

Site managers should consult with the Managing Director to determine whether or not an incident is reportable.

7.2 Accident Reporting Procedure - Offices

All accidents, however minor, must be recorded in the **Accident Book**.

If the accident causes DEATH or SPECIFIED INJURY (the latter as defined by the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**) the following procedures must be followed:-

- i. The relevant department manager or supervisor will contact the managing director giving all relevant details available at the time the call is made.
- ii. The Managing Director will telephone the local office of the Health and Safety Executive and report the incident.
- iii. The Managing Director will also contact the Northern Counties Safety Group of the incident as soon as practicable and seek their assistance and guidance.
- iv. In the case of death or major injury, the department manager or supervisor, must ensure that nothing is touched at the scene of the accident before a full investigation is undertaken. With other accidents, the contracts manager or supervisor must obtain authority from the managing director before continuing to work at the site of the accident.
- v. The Company will forward the appropriate form F2508 for accidents to the Health and Safety Executive for any accident causing death, specified injury.

If any employee is absent from work for more than seven days following an accident at work, (not counting the day of the accident, but including Saturday and Sunday), the contracts manager must inform the managing director so that appropriate report forms can be completed and sent to the enforcing authority.

The managing director will forward the appropriate F2508 form, for accidents occurring in Liveco offices, to the enforcing authority for any accident causing death, major injury or an accident which results in an employee being absent from work for more than seven days.

Liveco may ask the safety advisers of NCSG to help with the investigation into ANY accident, dangerous occurrence or "near miss" and to provide a report explaining, if possible, precisely how the accident occurred and what precautions should be taken to prevent a recurrence.

7.3 Accident Reporting Procedure - Visitors and Contractors

Any non-employee who is involved in an accident or near-miss incident whilst on company premises, or sites controlled by Liveco, must report the incident immediately to the person in charge of the site or workplace. If the department manager or site manager/supervisor is not available, the visitor or contractor must obtain the assistance of another responsible person from Liveco to ensure that Liveco's procedures are adhered to. All employees are to be made aware of this requirement so they can advise the injured person of the procedure, or deal with incident themselves in the absence of the supervisor.

All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their own account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

All visitors and contractors must be made aware of the above requirements.

7.4 Accident Reporting Procedure - Members of the Public

If an injury occurs to a member of the public on company sites, or workplaces under the control of Liveco, which results in their removal from the workplace or site for hospital treatment, then this is notifiable to the local enforcing authority immediately and a form F2508 (revised) must be sent within 15 days.

Site managers must ensure the details of the incident are reported to the contracts manager so that the proper notification can be sent to the enforcing authority. For Liveco offices, the relevant department manager or supervisor must inform the managing director.

7.5 The Accident Book

All accidents resulting in personal injury must be recorded in Liveco's accident books. These are located in the main office, vans or on site office and contain information, which must be recorded under law. Senior management will ascertain the nature of incidents, which have occurred in company workplaces and sites, will regularly review the accident book records. This review will be in addition to an individual investigation by the site or department manager of the circumstances surrounding each incident.

All near misses must also be reported as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

If an injury renders an employee unable to make an entry in the accident book, a witness or someone who is able to enter an account of the incident should complete the entry on behalf of the injured person. The employee's account must be entered as soon as possible after the event. Employees must ensure that they are aware of the location of the accident book.

All accidents and near misses must be recorded, however minor. Unless Liveco is informed of these incidents, it will be unable to take remedial action.

7.6 Accident and Incident Investigation Procedure

A factual report, with objective conclusions and practical recommendations, can serve two purposes:

- (a) For senior management to re-assess risks in the light of the findings with the view to taking measures to prevent recurrence of a similar accident or incident.
- (b) For insurance company personnel to assess the likelihood of blame being allocated to a third party, with the view to further investigation of liability issues to facilitate the defence of liability claims.

Therefore, any factual report will include sufficient details for senior management to decide whether or not further investigation by someone other than the health and safety team is justified.

Liveco may utilise one or more levels of investigation depending upon the incident and its outcome.

Investigation Levels

Level 2: Managing Director/Northern Counties Safety Group

- Any incident to be RIDDOR reported to the enforcement authority.
- Any incident involving the death of, or personal injury to, anyone doing anything with, or in relation to, any work activity undertaken by The Company
- Any near miss incident, which could have led to the death of, or personal injury to, any person.

Level 1: Site Manager/Supervisor

- Any incident requiring first-aid treatment or following an entry into the accident report book.
- Any incident reported to the site manager/supervisor by an employee, which the employee believes indicates the presence of any danger to The Company, contractors, visitors or members of public

N.B. IMPORTANT.

The reporting of accidents must be done quickly and accurately. It is also important to learn from any mistakes that have been made. If any employee is unsure of any procedures, they **MUST** seek assistance from Liveco head office, or from the Northern Counties Safety Group.

8.0 Personal Protective Equipment (PPE)

Amended regulations on 6th April 2022 the Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022) came into force. They amend the 1992 Regulations (PPER 1992).

They extend employers' and employees' duties regarding personal protective equipment (PPE) to limb (b) workers.

Under PPER 2022, the types of duties and responsibilities on employers and employees under PPER 1992 remain unchanged but are extended to limb (b) workers, as defined in PPER 2022.

If PPE is required, employers must ensure their workers have sufficient information, instruction and training on the use of PPE.

A limb (b) worker now has a duty to use the PPE in accordance with their training and instruction, and ensure it is returned to the storage are provided by their employer.

You can find guidance on the PPE duties in:

- Personal protective equipment at work (L25)
- Risk at work – personal protective equipment (PPE)

What this means for limb (b) workers

- If a risk assessment indicates that a limb (b) worker requires PPE to carry out their work activities, the employer must carry out a PPE suitability assessment and provide the PPE free of charge as they do for employees.

Definitions of limb (a) and limb (b) workers

In the UK, section 230(3) of the Employment Rights Act 1996's definition of a worker has 2 limbs:

- Limb (a) describes those with a contract of employment. This group are employees under the Health and Safety at Work Act 1974 and are already in scope of PPER 1992
- Limb (b) describes workers who generally have a more casual employment relationship and work under a contract for service – they do not currently come under the scope of PPER 1992

What this means for limb (b) workers

If a risk assessment indicates that a limb (b) worker requires PPE to carry out their work activities, the employer must carry out a PPE suitability assessment and provide the PPE free of charge as they do for employees.

The employer is responsible for the maintenance, storage and replacement of any PPE they provide. As a worker, you are required to use the PPE properly following training and instruction from your employer. If the PPE you provide is lost or becomes defective, you should report that to your employer.

Note: These changes do not apply to those who have a 'self-employed' status.

In accordance with The Personal Protective Equipment Regulations 1992, The Company **WILL** assess the risks to employees' health, safety and welfare, and will, where considered appropriate, provide personal protective equipment (PPE) and clothing.

Where the assessment shows that protective clothing is needed, it **WILL** be provided free of charge by The Company.

The clothing shall be comfortable and, as far as possible, not impede the movement or ability of the wearer to see or hear. It should also be compatible with other PPE which may need to be worn e.g. safety helmets, breathing apparatus and ear protection.

For those employees who work outside or in any other unheated environment, The Company will provide thermal and other cold/foul weather clothing, when appropriate.

Employees **MUST**:

- Wear protective clothing provided
- Always wear PPE required for the job
- Ensure PPE is stored correctly when not in use
- Ensure PPE is kept in good condition and
- Any defects or damage of PPE **MUST** be reported to the Supervisor or Manager

8.1 Head Protection

Safety helmets will be provided to all direct employees and visitors who work on or visit our construction sites. These will be worn in accordance with company policy.

8.2 Eye Protection

Eye protection will be provided as necessary or when identified by the risk assessment. The type provided will largely depend upon the work activity, but should be worn when using power tools such as grinders, drills and Stihl saws etc. Certain chemicals used on site will require eye protection. They shall be provided in accordance with the COSHH assessments.

8.3 Hearing Protection

Hearing protection will be provided to employees who are exposed to levels of noise, which may cause hearing damage, and which cannot be reduced by other means. Special attention will be given to young persons. A detailed risk assessment of noise exposure will be required where noise levels are likely to exceed the lower exposure action value of 80dB (A).

Site manager/supervisor and employees will know when the noise levels are too high, but as a rough guide if you find it necessary to raise your voice to be heard when only 2 metres apart, then the noise level is above 80 dB (A) and protection should be worn. If you must raise your voice to be heard when only one metre apart, then the noise level is above 85 dB (A) and hearing protection shall be provided.

8.4 Hand Protection

Gloves to protect the hands from either hazardous substances or during handling operations will be provided when identified during the COSHH or risk assessment. Typical activities where gloves will be worn are during the handling of heavy, sharp or rough objects and the use of chemicals. The type of gloves shall be selected based on the risk assessment results i.e. cut resistant, impervious.

8.5 Respiratory Protection

Employees shall consult with the site manager/supervisor, who will advise them on the correct type of respirator to be used for a specific task. However, as a general guide meeting the requirements of EN149 – FFP3 should be suitable for most work activities where protection against construction dusts is required. However, if there is any doubt as to the suitability of the respirator the site manager shall contact Northern Counties Safety Group.

All tight fitting RPE must be fit tested by a competent person to ensure an adequate seal around the mask. The test will be repeated should the shape of the persons face change for any reason (weight loss or gain, dental work etc) or every 2 years to comply with HSE Guidance.

8.6 Safety Footwear

Safety footwear, including Wellington boots, will be provided free of charge to employees where it has clearly been identified as required in the risk assessment. Employees are again reminded that they will take care of the equipment provided. Where negligence is found, disciplinary action will be taken.

Employees may select a better-quality style of safety footwear, but they may only do so if they agree that the difference in price between The Company range and the employee selection will be deducted from their wages.

Only safety boots providing ankle and mid sole protection will be provided. The Company will not purchase training safety shoes or other types of safety shoes as standard issue unless the nature of the work demands an alternative type.

8.7 Wet Weather Clothing

Where employees are expected to carry out work in inclement weather, waterproof protective clothing will be provided such as trousers and jackets. Where required a drying room will be available on site so that employees can dry any wet clothes during breaks.

8.8 Hi-Vis Clothing

In all circumstances where mobile plant or vehicles are operational on a construction site or where there is a requirement to cross or work alongside a highway, all operatives will be provided with a and must wear appropriate Hi-Vis Clothing.

8.9 Issue and Recording

Liveco may utilise "**Safety Clothing and Equipment Issue Registers**" to record the issue, return and replacement of equipment and clothing to employees. Employees are expected to co-operate with Liveco to reduce wastage and misuse of such items that are issued. Where the issue registers are being used employees are expected to fully comply with the procedure for their use.

Any equipment found to be defective must be reported to the site manager and removed from service.

9.0 Health and Welfare

9.1 Health & Welfare on Construction Sites

General

LIVECO Limited recognises and accepts it's responsibilities in relation to health and welfare requirements and in particular the requirement to raise standards of welfare facilities as a result of the **Construction (Design & Management) Regulations**.

Where Liveco are the controller of the site (principle contractor) There is a duty placed upon Liveco to ensure that suitable and sufficient welfare facilities have been provided and made available for everyone to use, including subcontractors.

On every site Liveco will provide the following facilities, or arrange for the facilities to be provided:

- Protection during inclement weather.
- Storage of personal clothing where specialist working clothing is necessary.
- Storage of protective clothing for specialist work activities
- Taking meals with seating accommodation and means for heating water.
- Means of heating food, e.g. microwave oven.
- Suitable and sufficient toilets
- Suitable and sufficient washing facilities, to include hot and cold, or warm water. The water to be running water wherever possible.

Site managers are responsible for making the daily arrangements for ensuring facilities meet the policy objectives.

No smoking is allowed in site washrooms, kitchens, mess cabins and collective accommodations units.

Washing Facilities

Adequate washing facilities will be provided on every site which will include:

- Wash basins.
- Soap and towels or dryers.
- Hot and cold (or warm) water, which will be running water wherever practicable.

In the absence of such facilities Liveco will provide alternative means of enabling employees to clean their hands prior to taking food and after using toilet facilities. In most cases this will be 'dry' hand cleanser or hand wipes.

Washing facilities will be near any mess room or toilet unit on site. They must be kept in a clean and serviceable condition.

Where hot water is provided, steps must be taken to ensure hot water does not present a risk of scalding while washing the hands, forearms or face. The positioning of water heaters is essential to ensure that site personnel have immediate access to the unit at times of need, e.g. before and after using the toilet; before taking meals; after being splashed by products hazardous to health.

Sanitary Conveniences

Liveco will provide a suitable and sufficient number of toilet units for the site. Each unit will be connected to the main sewage system as soon as possible. However, it may be necessary to use chemical or other toilets for a short duration until toilet units are connected or when a site is nearing completion or of short duration.

Where it is not reasonably practicable to connect toilets to the main sewage system, recirculating toilets are an alternative means of providing suitable toilet facilities.

Chemical type toilets can still be used for a short duration where it may not be reasonably practicable to provide connected or recirculation units. However, they should not be used for periods in excess of two weeks where it is practicable to use other types of toilet units.

Every convenience will be kept in a clean and serviceable condition. The site manager is responsible for ensuring that toilet units are cleaned on a daily basis. Where units are hired, arrangements must be made for regular servicing and cleaning. The site manager is responsible for ensuring the servicing agreement with the supplier is followed through.

Drinking Water

Drinking water is provided at convenient points on every site and will be marked "**drinking water**" unless this is obvious. Where appropriate drinking cups will be provided.

Site Accommodation

When estimating mess rooms, offices and accommodation and the required facilities, account will be taken at the planning stage of the number of personnel likely to use the facilities at any one time, including subcontractors under a shared welfare agreement.

Rest facilities will include:

- Heated, sheltered accommodation for taking meal and rest breaks.
- Sufficient tables and chairs.
- Means to heat water.
- Means to heat food (gas or electrical heating ring or microwave oven)

Plant, equipment and materials must not be stored or deposited in accommodation units.

All facilities must be respected and must not be misused or abused. They are provided for the comfort of all personnel and one act of misuse could affect the comfort of others. Those found causing damage or misusing the facilities will be subject to disciplinary action.

Storing and Changing Clothes

Every site will have arrangements for ensuring :

- Wet site clothing can be adequately dried.
- Clothing not worn on site can be securely stored.
- Protective clothing for site work can be stored without contaminating everyday clothing.

Where heaters in drying rooms are being used, and where other site accommodation heating appliances are used, great care must be exercised to guard against the risk of fire by leaving clothing on, or too close to the heaters.

9.2 Health and Welfare for Company Offices

General

Liveco recognises and accepts it's responsibilities in relation to health and welfare requirements and in particular, the requirements of **Section 2 of the Health & Safety at Work etc. Act and the Workplace (Health, Safety & Welfare) Regulations**

Liveco will ensure the following facilities are provided:

- Storage for personal clothing.
- Storage for protective equipment and clothing.
- Taking meals with adequate tables and seating accommodation.
- Means for heating water.
- Means of heating food.
- Suitable and sufficient toilets.
- Suitable and sufficient washing facilities.

It is recognised that there is a requirement to ensure non-smokers are protected from the effects of tobacco smoke therefore, a no smoking policy is operated throughout the office area.

Washing Facilities

Washing facilities are provided, which include:

- Wash basins.
- Soap and towels or dryers.
- Hot and cold (or warm) running water, Washing facilities are located at or near kitchen areas and toilets. They must be kept in a clean and serviceable condition.

Sanitary Conveniences

Liveco has provided suitable and a sufficient number of toilets which must be kept in a clean and serviceable condition. The toilet units are cleaned on a daily basis.

Workplace Temperature

The temperature in the offices will provide reasonable comfort without the need for special clothing.

Workplace Lighting

Every workplace will have suitable and sufficient lighting to enable everyone at work to work safely, move from place to place and use facilities safely, without experiencing eye strain.

Additional, local lighting will be provided at places of increased, or particular, risk and at individual workstations, where necessary.

Cleanliness and Waste Materials

All offices and workstations must be kept sufficiently clean and tidy, including desks, floors, pedestrian routes, walls and ceilings.

So far as is reasonably practicable, waste materials must not be allowed to accumulate except in designated waste collection areas and in suitable receptacles.

All welfare facilities must be respected and must not be misused or abused. They are provided for the comfort of all personnel and one act of misuse could affect the comfort of others. Those found causing damage, or misusing the facilities, will be subject to disciplinary action.

9.3 First Aid - Construction Sites & Company Offices

Liveco will make adequate assessments of the first aid requirements for each construction site, office and permanent location. The assessment will assist Liveco in deciding the number of first aiders and the amount of first aid equipment required.

The assessment will identify the number of trained first aiders required for each location and the number of appointed persons required in order to cover absences etc.

At every location there will be at least one first aid container, which conforms to the requirements of the **Health and Safety (First-Aid) Regulations**, kept readily available for every person employed there.

Each container will be clearly identifiable, by a white cross on a green background, and its location made known to all persons. The location of all office and construction site first aid containers and the names of the first-aiders will be made known to all personnel.

Every container will be checked frequently and replenished as necessary to ensure that they are fully stocked. The first-aid, or appointed person (trained in emergency aid), will be given the responsibility of checking the contents on a weekly basis and for arranging the replenishment of the contents.

A competent person will take charge of the container and take the essential steps necessary in the event of an accident. The competent person will be the person trained in First Aid, or the Appointed Person, trained in emergency aid.

Under no circumstances will medication of any description be kept in any first aid container (including painkillers, antiseptic creams and lotions, disinfectants etc.)

10.0 Visitors and Public Safety

Liveco recognises and accepts its obligations to safeguard visitors during work activities and to ensure the health and safety of the public who may be exposed to danger as a result of the work activity.

The following arrangements have been developed to enable Liveco to effectively discharge its duties under the **Health and Safety at Work etc. Act**, and has assigned the contracts managers the overall responsibility of implementation on construction sites. The managing director is responsible for making suitable arrangements within Liveco offices.

10.1 Information and Communication

Any special arrangements required by visitors or public are to be ascertained, where practicable, before arrival to the office premises or site. This may include special access requirements, or language arrangements. Safety signs may need to be in a language easily understood by those who are targeted. Special needs of the visually impaired must also be considered.

10.2 Supervision

Adequate supervision must be maintained while visitors are on the premises or site. This includes the safe handling, use and transportation of materials and substances that may present a danger to visitors. Supervision must be maintained to ensure they cannot stray into hazardous areas.

Physical barriers may be required to prevent unauthorised access to hazardous areas, or to prevent members of the public being exposed to hazards. These barriers will be provided as appropriate. It must also be recognised that the standard of protection required to exclude or to protect children is expected to be much higher than that required for adults, even if the children are trespassers. Suitable risk assessments will be carried out and the precautions necessary to prevent public or visitor exposure to danger must be identified. The site manager, or the person in charge of the premises or work area, must ensure the preventative and protective measures necessary to safeguard the public and visitors are implemented.

10.3 Induction

Visitors are to be given the appropriate safety induction to ensure their safety while on the premises or site. Where it is necessary for a visitor to enter a construction site, or other risk area, the induction must address the identified hazards and risks that the visitor is likely to be exposed to. The site manager is to ensure induction is undertaken.

10.4 Personal Protective Equipment

Visitors will be required to use any personal protective equipment that is necessary to safeguard their health and safety.

11.0 Control of Substances Hazardous to Health Regulations (COSHH)

LIVECO Limited undertakes many operations, which involve the use of substances that may be hazardous to health therefore these regulations are of particular relevance.

Liveco will do all that it can reasonably do to comply with the above regulations and will include:-

- Making a written assessment of the risks to determine the action needed to meet the requirements of the regulations.
- Adequate control of exposure, which must be achieved by means other than the use of personal protective equipment (PPE) so far as is reasonably practicable.
- Provision of approved respiratory protective equipment (RPE) when necessary.
- Provision of suitable protective clothing and equipment when necessary.
- Control measures to be properly used and maintained.
- Where necessary, outside bodies specialising in analytical and related monitoring services will be used.
- The provision of the necessary instruction, information and training.
- Monitoring and health surveillance procedures, where necessary, for protecting the health of workers.
- Provision of suitable approved hygiene facilities.
- Provision of practical means to prevent exposure of the public to hazardous substances.
- Contracting the services of other specialist companies or individuals as necessary, in order to comply with appropriate regulations, Approved Codes of Practice, Guidance Notes, European/British Standards, etc.

Liveco will endeavour to provide sufficient information to employees and others who may be exposed to any risk generated by the use of substances or as a result of work activities.

Up to date product information will be obtained from suppliers and this will be utilised to produce COSHH assessments, which will be made available to all employees.

11.1 Purchasing Personnel

The appropriate 'purchasing' personnel are responsible for obtaining all relevant information relating to the safety and health requirements of any product. This information is normally in the form of a Material Safety Data Sheet. These information sheets are to be passed on to the contract's manager, who will then produce a COSHH assessment for use by the site manager/supervisor for substances and materials used on sites.

11.2 Contracts Managers

To assess the information provided and to initiate and assist in the production of the COSHH assessments on appropriate forms, with assistance from the Northern Counties Safety Group, as necessary.

11.3 Site Managers & Foremen

To implement, with assistance from the contract's manager, the COSHH assessments and ensure the correct use on sites.

To ensure all personnel understand the controls indicated on the assessments and that the correct work methods are being applied.

To ensure any PPE being used is of the correct type and suitability and is being used correctly.

11.4 Northern Counties Safety Group

To advise on the suitability of the COSHH assessments when requested or during routine visits and to provide any specialist information.

To monitor the implementation of the controls identified in the assessments.

To provide assistance on the selection of control measures to reduce the risk of exposure to hazardous products.

11.5 Local Site Purchases (construction sites)

It is the responsibility of the site managers who make local purchases to obtain all the necessary safety and health information from the supplier or check the COSHH assessment file to ensure sufficient information is available to enable the product to be used safely.

11.6 Cleaning & maintenance staff

Appropriate information must be provided for cleaning and maintenance staff that may also be at risk.

Product hazard data sheets need to be used to transfer the information into easily understood "user friendly" COSHH assessments for use within the office premises and out-buildings etc.

11.7 Training

All employees who are required to use hazardous materials or products will be given appropriate instruction and/or training to enable them to safely use the material or product. The appropriate managers and supervisors will ensure that the person using the product has been given the necessary health and safety information.

As identified, employees will be given additional training to enable them to assist managers in the development of risk & COSHH assessments.



COSHH Assessment Sheet









Contract			
Contract No.		Date	
Operation			
Products Used			
Contents			

Exposure Time	Minutes ()	1 to 2 hours ()	2 to 4 hours ()	+4 hours ()	
Physical Form	Liquid ()	Solid ()	Gas ()	Vapour ()	Dust ()

Hazards	 Very Toxic	 Hazardous to the Environment	 Oxidising (Highly Flammable)
	 Serious Health Hazard	 Irritant	 Flammable
	 Gas under pressure	 Corrosive	 Explosive

Health Risks	<ul style="list-style-type: none"> • • • • • • • • • •
--------------	--------------------------------------------------------------------------------------------------------------------------------------------------------

Precautions	<ul style="list-style-type: none"> • • • • • • • • • •
-------------	--------------------------------------------------------------------------------------------------------------------------------------------------------

P.P.E. etc.		✓				
	Wear Foot Protection	Site Wide unless relaxed	Wear Hand Protection		Wear Respiratory Protection	
		✓				
	Wear Head Protection	Site Wide unless relaxed	Wear Eye Protection		Wear Protective Clothing	
		✓			Other	
	Wear High Visibility Clothing	Site Wide unless relaxed	Wear Hearing Protection			

First Aid	• • • • • • • •
------------------	--------------------------------------

Disposal	• • • • • • •
-----------------	---------------------------------

Transport	• • • • • • •
------------------	---------------------------------

Storage of Hazardous Substances	• • • • • • •
----------------------------------------	---------------------------------

Spillage	• • • • • • • • • •
-----------------	------------------------------------------------

<u>Prepared By:</u>		Hazard Risk	HIGH / MEDIUM / LOW
Signed		Name	

12.0 Asbestos

The Control of Asbestos Regulations applies to any work in which asbestos is encountered, whether intentionally or not.

It will be necessary to obtain written confirmation from clients that no asbestos contamination exists in the ground to be built on; in any building or plant to be refurbished; or any plant or building to be demolished, which may be disturbed or released by normal operations and which may release asbestos fibres in excess of permitted action levels.

Clients and planning supervisors will be questioned on the existence of current, up to date, surveys, assessments and registers indicating the presence, or not, of asbestos, unless these details are clearly identified under the contract specification.

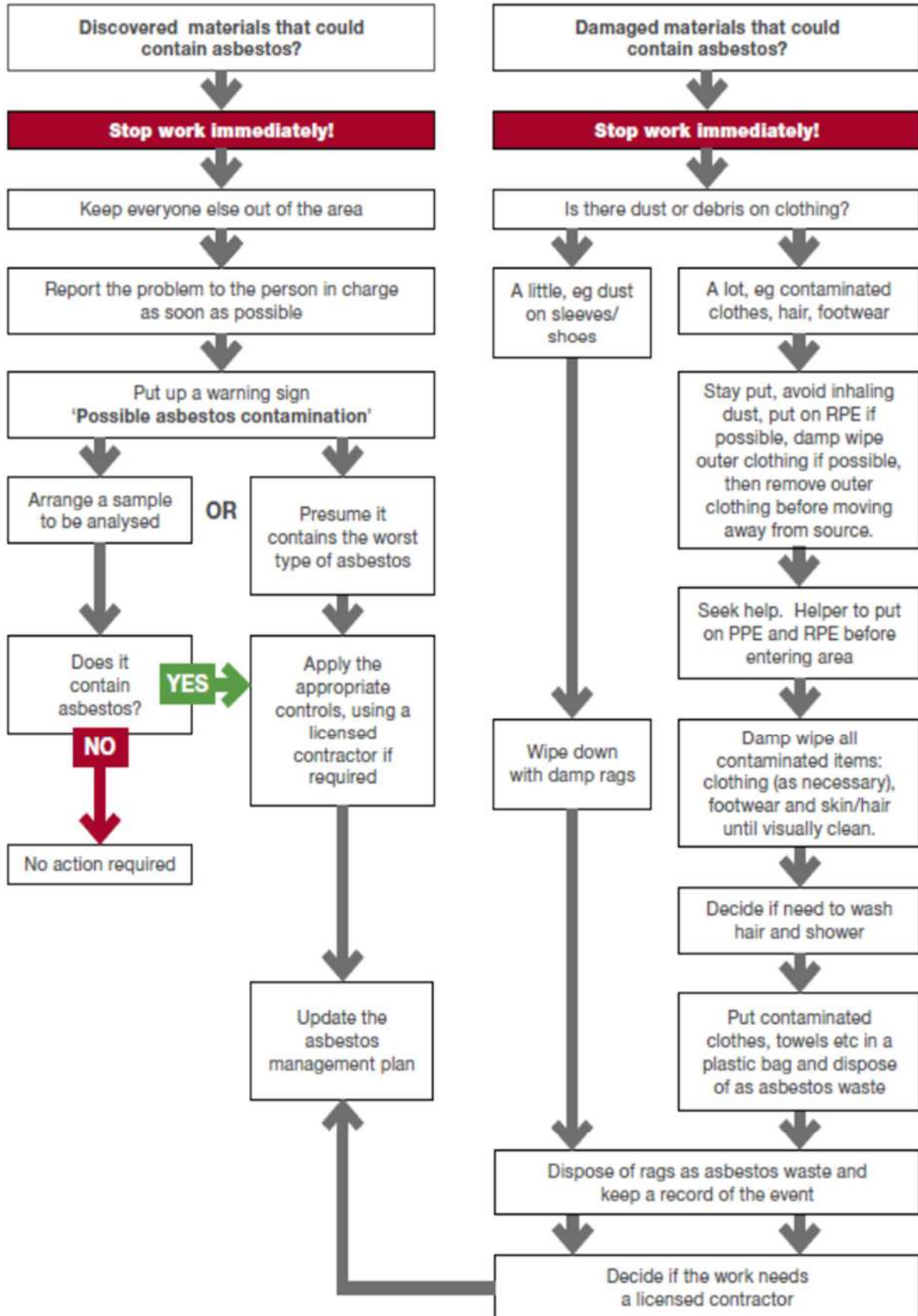
All known and suspected sources will be clearly identified and dealt with in the construction phase plan. When asbestos is present, or suspected Liveco will gather all relevant details with relation to the work, including surveys etc. and will ensure, where appropriate that any asbestos insulation or board removal work (not cement based products) is only carried out by a competent contractor, licensed by HSE in accordance with the regulations.

Asbestos has been widely used in the past in the construction industry, much of which is still in place. The most common uses, and where employees are most likely to encounter asbestos, include:

- Sprayed asbestos and asbestos loose packing as firebreaks and in ceiling voids.
- Moulded or pre-formed sprayed coatings and lagging generally used for thermal insulation of pipes, boilers etc.
- Sprayed asbestos mixed with hydrated asbestos cement, generally used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work.
- Insulation boards used for fire protection, thermal insulation, partitioning and ducts.
- Some ceiling tiles.
- Millboard, paper and paper products for insulation of electrical equipment, asbestos paper used for fireproof facing of wood fibreboard.
- Asbestos cement products compressed into flat or corrugated sheets. Corrugated sheets mainly used as roofing and wall cladding.
- Other asbestos cement products include gutters, rainwater pipes and water tanks.
- Various textured coatings, including in some artex.

If asbestos has been identified and you are likely to come into contact with it, you will seek advice from Liveco management or NCSG before proceeding. If you uncover hidden material or dust you suspect may contain asbestos, you will stop work immediately and seek advice and further instructions. You should treat any suspect material or dust, not identified in an asbestos register or survey, as though it contains asbestos, until proved otherwise by sampling and analysis.

Flow chart



13.0 Lead

During the construction and refurbishment works operatives could potentially come into contact with materials/products containing lead. Lead can cause serious occupational health risks and should be controlled effectively to prevent human exposure.

The Lead at Work Regulations main aims are to:

- Protect the health of persons at work by preventing, or where this is not reasonably practicable, adequately controlling their exposure to lead.
- Monitor the amount of lead employees absorb so that individuals, whose work involves significant exposure, can be taken off such work before their health is affected.

Liveco will therefore, as necessary, carry out an assessment to determine the exposure risk to employees, and introduce appropriate controls to prevent exposure, in excess of the Occupational Exposure Limit (0.10 mg/m³ for lead in atmosphere). If it is not reasonably practicable to prevent exposure, appropriate controls will be introduced to reduce the exposure. As far as possible, control will be secured by means other than PPE.

The assessment will identify

- Significant hazards which may pose serious risks to health if not properly controlled.
- Existing control measures already in place and the extent to which they control the risks.
- Persons affected or likely to be affected and the source of exposure e.g. (inhalation, ingestion, absorption)
- Where appropriate, the types of RPE, PPE and clothing to be used.
- Significant exposure requiring air monitoring and medical surveillance.

Where significant exposure is likely, a doctor from the EMAS approved list will be required to determine whether or not an employee should be under surveillance. Health records will be retained for forty years and assessments will be retained for a period of five years.

Where RPE & PPE are issued as a means of protecting against exposure, employees are expected to make full and proper use of all equipment provided and any other control measures established by Liveco.

Employees must not eat, drink or smoke in any area they have reason to believe is, or liable to be, contaminated.

Employees will be furnished with appropriate information, instruction and training relevant to their work.

14.0 Noise

Wherever necessary the requirements of the Noise at Work Regulations will be fully complied with. A brief summary of the regulations is listed below. In addition, The Company has available for issues to each site a list of typical noise readings from common pieces of construction equipment and tools. This list is to be used by supervisors to determine the level (if any) of noise control required, including the provision of hearing protection.

Action required where $L_{EP,d}$ is likely to be:- (see note 1 below)	below 80dB(A)	80dB(A) First AL	85(A) Second AL
EMPLOYER'S DUTIES			
General Duty to Reduce Risk Risk of hearing damage to be reduced to the lowest level reasonably practicable	*	*	*(2)
Assessment of Noise Exposure Noise assessments to be made by a Competent Person. Record of assessments to be kept until a new one is made		* *	* *
Noise Reduction Reduce exposure to noise as far as is reasonably practicable by means other than ear protectors			*
Provision of Information to Workers Provide adequate information, instruction and training about risks to hearing, what employees should do to minimise risk, how they can obtain ear protectors if they are exposed between 80 and 85 dB(A), and their obligations under the Regulations Mark ear protection zones with notices, so far as reasonably practicable.		*	* *
Ear Protectors Ensure so far as is practicable that protectors are:- - provided to employees who ask for them - provided to all exposed - maintained and repaired - used by all exposed Ensure so far as is reasonably practicable that all who go into a marked ear protection zone use ear protectors		* * * *	* * * * (3)
Maintenance and Use of Equipment Ensure so far as is practicable that:- - all equipment provided under the Regulations is used, except for the ear protectors provided between 80 and 85 dB(A). - ensure all equipment is maintained,		* *	* *
EMPLOYEES DUTIES			
Use of Equipment So far as is practicable:- - use ear protectors - use any other protective equipment - report any defects discovered to his/her employer		* * * *	* * * *
MACHINE MAKERS' AND SUPPLIERS' DUTIES			
Provision of Information Provide information on the noise likely to be generated		*	*

NOTES:

- (1) The dB(A) action levels are values of daily personal exposure to noise ($L_{EP,d}$).
- (2) All the actions indicated at 85 dB(A) are also required where the peak sound pressure is at or above 200Pa (140 dB re 20 μ Pa).
- (3) This requirement applies to all who enter the zones, even if they do not stay long enough to receive an exposure of 85 dB(A) $L_{EP,d}$.

14.1 Reducing Noise and Exposure

- Information on the noise and frequency levels of any plant are obtained before hire or purchase.
- The noise levels of any static plant in any workplace are taken into consideration before installation.

- When personnel will be required to work in situations where potentially harmful levels of noise are likely to be encountered, noise assessments have been undertaken and appropriate protective measure taken.
- Action is taken where noise cannot be reduced below the following action levels: - Lower Exposure Action Value 80 dB (A) daily personal exposure.
- A noise assessment by a competent person in writing.
- Ensure that suitable measures to reduce the risk are available to employees, on request.
- Ear protection zones must be demarcated with signs in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.
- Adequate means of communication are provided in noisy environments, especially if there are relevant alarm sounds, which may need to be heard, alternative signals may need to be provided.
- The Company will carry out regular noise exposure assessments and noise level surveys of noisy areas, processes and equipment.
- All the control measures identified in the noise assessment are implemented.
- Alternative methods of work have been considered to eliminate or reduce possible noise levels.
- The Company will maintain all equipment and monitor all procedures introduced for the purpose of reducing noise exposure of employees, such as enclosures, silencers, machine covers, etc. Ensure all noise reducing features are fitted, in a serviceable condition and used.
- The Company will provide suitable and effective ear protection to employees working in high noise levels, as indicated to be necessary by the results of noise exposure assessments.
- Where the first action level is likely to be reached, that supplies of hearing protection appropriate to the noise source, are available on site.
- Where the upper or peak action level is likely to be reached, or exceeded, hearing protection equipment is issued to operatives and ensures that it is worn.
- Any defects noted in noise reducing equipment are reported to the relevant manager immediately for remedial action to be taken.
- The Company will provide maintenance and repair or renewal of the protective equipment. All personnel required to use hearing protection have been instructed in the use of any equipment provided for their protection. Personnel subject to high levels of noise will be provided with information, instruction and training about the harmful effects of noise and what they must do in order to protect themselves and meet the requirements of the law and company policy.
- Where prolonged exposure is unavoidable, work is planned to give operatives adequate rest breaks away from the noisy environment. The Company will, as far as is reasonably practicable, take all steps to reduce noise exposure levels of employees by means other than the use of personal protection.

Only when it is not reasonably practicable to engineer the noise reduction, is the provision of hearing protection to be considered.

Employees, subcontractors and the self-employed should be instructed that noise reduction measures will be taken seriously and that they have a part to play in ensuring the success of that policy.

14.2



NOISE ASSESSMENT RECORD

Contract :		Contract No :	
Assessment by :		Date :	
Activity/Task :			
Area	Levels dB(E)Leq	Duration of exposure	Fraction exposure (f)
Total exposure (f):			
Estimated Lep,ddB(A):			
Peak action level exceeded:			
Assessment:			
People at risk:			
Instruments used:			
Date of last calibration:			
Health Surveillance:			
Action Required		Responsibility	Date
Signature:		Date for next assessment:	

15.0 Fire Precautions & Emergency Procedures

The Regulatory Reform (Fire Safety) Order 2005 requires The Company to carry out a fire risk assessment, take reasonable steps to minimise the risk of life from fire and ensure that people can escape safely in the event of a fire occurring.

Prior to the commencement of the work, the site manager will examine the project to assess the degree of fire risk. A Fire Prevention Plan will then be developed as necessary, which will include the following where appropriate:

- Responsibilities and organisation regarding fire safety.
- Site specific precautions, fire detection methods and warning alarms required.
- Hot work requirements, including the issue of “Hot Work Permits”.
- Smoking restrictions.
- Site accommodation, construction and location.
- Evacuation plan and procedures for summoning the emergency services.
- Establishing escape routes and assembly points.
- Identifying the type, number and location of fire fighting equipment.
- Access for emergency services and facilities.
- Testing of the emergency procedures, including fire drills.
- Security measures to reduce the risk of arson.
- Material storage, waste storage and removal.
- Training (Induction)

15.1 On site fire prevention plan

During the progress of the works, the site manager, assisted by the contracts manager, will ensure the fire prevention plan is adhered to. The site manager will:

- Where necessary, ensure the “Hot Work Permit” system is operated correctly.
- Maintain a daily record of all site personnel and visitors so that in the event of a fire, the number of persons at the assembly point can be verified.
- Carry out weekly checks of all escape routes, fire fighting equipment, fire detection devices and alarms. Records of the checks will be maintained.
- Liaise with the fire brigade, when required.
- Liaise with security personnel, where employed.
- Regularly monitor the works to ensure changing site conditions do not render the Fire Prevention Plan irrelevant or unworkable and instigate all necessary revisions and updates as necessary.
- During an emergency, or on hearing the alarm, ensure the site is safely evacuated and all personnel report to the assembly point.
- Ensure the procedures and standards set out in the Fire Prevention Plan are clearly understood by all site personnel, visitors etc. by carrying out thorough induction training.
- At all times promote a “fire safe, working environment”.

Areas of specific risk will include:

Offices and site accommodation units
 Electrical supply points, tools and equipment.
 Fuel storage areas
 Timber storage.










Bitumen Boilers
 Hot air tools in use
 LPG storage areas
 Waste storage and disposal areas.

Fire extinguishers

Part of the site set up procedure and Fire Prevention Plan will be to ensure an adequate number of suitable fire extinguishers will be readily available at all times. Fire extinguishers will be selected to ensure they meet the requirements of the specific risks to be encountered.

Types of extinguishers:

- Water Types** Suitable for use on Wood, Paper, Coal and Textile fires. **Not to be used on electrical equipment or where the water could come into contact with electrical equipment.**
- Foam Types** Suitable for use on flammable liquids: Oil, Grease, Paint, etc. **Should not be used on electrical fires.**
- Dry Powder** Suitable for use on live electrical apparatus or flammable liquids, including burning bitumen.
- Carbon Dioxide** Suitable for use on live electrical apparatus.

FIRE EXTINGUISHER TYPES AND USES				
FIRE RISK TYPE ↓				
	WATER	FOAM	CO ₂	POWDER
 A PAPER, WOOD, TEXTILE	✓ YES	✓ NOT VERY EFFECTIVE	✓ NOT VERY EFFECTIVE	✓ NOT VERY EFFECTIVE
 B FLAMMABLE LIQUIDS	✗ NO	✓ YES	✓ YES	✓ YES
 C FLAMMABLE GASES	✗ NO	✗ NO	✓ YES	✓ YES
 ELECTRICAL HAZARD	✗ NO	✗ NO	✓ YES	✓ YES
 VEHICLE PROTECTION	✗ NO	✓ YES	✗ NO	✓ YES

Fire extinguishers or appliances must be checked weekly for serviceability. All Hot Work (including welding, burning off and plumbing) must always be protected with fire extinguishers.

Emergency action and signs

The site manager and contracts manager are required to assess the requirements for emergency action notices, emergency exit notices and other general safety signage. All notices and signs must comply with the **Health and Safety (Safety Signs and Signals) Regulations**.

Site managers must arrange for the testing of the arrangements in place for emergency evacuation. The site managers will need to consider the risks to personnel from the work environment when deciding the appropriate time in the contract period for testing the arrangements.

Hot Works Permit



Permit To Work

Permit No. _____

Date Valid _____

Contract Name _____
 Company Carrying Out Works _____
 Description of Works to be Carried Out _____
 Plant/Equipment to be Used _____

Contract No. _____
 Supervisor Carrying Out Works _____

BEFORE WORK COMMENCES Precautions To Be Taken	TYPE OF PERMIT <small>(circle as appropriate)</small>						Person(s) Responsible & Comments
	Excavations		Confined Spaces		Hot Works		
Safety Signage Displayed	Yes	No	Yes	No	Yes	No	
Statutory Service Plans Checked	Yes	No					
Cable Avoidance Tool Used	Yes	No					
Service Locations Identified	Yes	No					
Hand Digging	Yes	No					
Goal Posts & Barriers Erected	Yes	No					
Restraining Devices Set on Excavator	Yes	No					
Height Restriction Notices Displayed	Yes	No					
Electric Supply Isolated	Yes	No	Yes	No			
Water Supply Isolated	Yes	No	Yes	No			
Gas Supply Isolated	Yes	No	Yes	No	Yes	No	
Area to be Ventilated			Yes	No			
Area to be Purged			Yes	No			
Atmosphere to be Monitored			Yes	No	Yes	No	Result OK? - Yes No
Emergency Escapes Identified/Clear			Yes	No	Yes	No	
Area Cleared of Combustible Materials					Yes	No	
Fire Alarm Located/Procedure Identified					Yes	No	
Any Special Training Required?	Yes	No	Yes	No	Yes	No	
Any Others (Please State)	Yes	No	Yes	No	Yes	No	

DURING WORK Precautions To Be Taken	TYPE OF PERMIT <small>(circle as appropriate)</small>						Person(s) Responsible & Comments
	Excavations		Confined Spaces		Hot Works		
Safety Helmet to be Worn	Yes	No	Yes	No	Yes	No	
Safety Boots/Wellingtons to be Worn	Yes	No	Yes	No	Yes	No	
Gloves to be Worn (Specify Type)	Yes	No	Yes	No	Yes	No	
Overalls to be Worn (Specify Type)	Yes	No	Yes	No	Yes	No	
Breathing Apparatus to be Worn	Yes	No	Yes	No	Yes	No	
Safety Barriers Erected	Yes	No	Yes	No	Yes	No	
Ear Defenders to be Worn	Yes	No	Yes	No	Yes	No	
Rescue Winch Available/Connected	Yes	No	Yes	No			
Full Body Harness to be Worn	Yes	No	Yes	No			
Emergency Escape Set in Vicinity	Yes	No	Yes	No			
Intrinsically Safe Lighting			Yes	No			
Respiratory to be Worn – Dust			Yes	No	Yes	No	
Respiratory to be Worn – Fumes			Yes	No	Yes	No	
Atmosphere to be Monitored			Yes	No	Yes	No	Result OK? - Yes No
Goggles/Visors to be Worn			Yes	No	Yes	No	
Fire Blankets in Vicinity					Yes	No	
Fire Extinguishers in Vicinity					Yes	No	
Any Others (Please State)	Yes	No	Yes	No	Yes	No	

UPON COMPLETION OF WORK Precautions To Be Taken	TYPE OF PERMIT <small>(circle as appropriate)</small>						Person(s) Responsible & Comments
	Excavations		Confined Spaces		Hot Works		
Safety Barriers Erected or Area Made Safe	Yes	No	Yes	No	Yes	No	
Area to be Checked 1 Hour after Completion	Yes	No	Yes	No	Yes	No	
Temporary Signage Removed	Yes	No	Yes	No	Yes	No	
Any Others (Please State)	Yes	No	Yes	No	Yes	No	

HOURS OF WORK		Start Time :	Estimated Completion Time :
TO BE SIGNED BEFORE WORK COMMENCES	Main Contractor	I am satisfied that it is safe to do the works stated, provided that the above instructions are carried out.	
	Supervisor Carrying Out Works	Print Name: _____	Signature: _____ Date: _____
TO BE SIGNED ON COMPLETION	Supervisor Carrying Out Works	I am fully aware of and understand the precautions stated on this permit. These will be made clear to all personnel involved with the work.	
	Supervisor Carrying Out Works	Print Name: _____	Signature: _____ Date: _____

Top Copy – To be returned after works are complete

Second Copy – To be filed in H&S File on Site (To be replaced with Top Copy when returned)

Emergency Procedures - construction sites

EMERGENCY PROCEDURES

(FIRE, GAS LEAKS, BOMB/OTHER THREATS, COLLAPSES, ETC)

1. Raise the Alarm

Break the glass of the nearest call point
or
Use the Klaxon Alarm
or
Shout Fire, Fire.

2. Call the Fire Brigade

Dial **999** and tell the operator the Fire Brigade is required at the Construction Site : See Site Details Below

X

3. On hearing the Site Fire Alarm

All personnel to leave the site and assemble at:

- Stop work & leave site in a quick & orderly manner
- Do not stop to collect personal belongings
- Close all open doors on exit (if safe to do so) to contain the spread
- Turn off generators, compressors and other powered equipment
- Turn off all heat producing equipment and shut cylinder valves
- Attack fire with fire fighting equipment **only if it is safe to do so & you have been trained**
- Obey the instructions from the site manager or supervisor
- Do not re-enter the site until told to do so
- **Fire Extinguishers** will be located around the site to aid means of escape. Read the instructions carefully before use. **Only tackle a fire if you have been trained to do so.**
- **Please Refer to Site Fire Plan** for escape routes, etc.

ACCIDENT PROCEDURE

1. Raise Alarm & Seek First Aid Assistance

The Trained First Aiders on this site are: X

The First Aid Box is located in:

SITE OFFICE

If Major/Life Threatening Injuries call 999 for an Ambulance

The Nearest Hospital with an Accident & Emergency Department is located at:

X

- Report all accidents to the site manager
- Try not to disturb anything at the scene of the accident
- Record all accidents in the Site Accident Book
- All accidents will be investigated in line with our Accident Investigation Procedures

SITE DETAILS

Site Address: X

Site Contact Number: X

Site Manager: X

ENVIRONMENTAL EMERGENCIES

- Stop Work immediately
- Try to stop source of leak & stop it spreading, i.e. switch off valves, build bunds, use sand, use a spill kit, etc.
- Report incident to site manager who will decide on further actions & investigations

15.2 Fire Precautions - Offices

- Rubbish and other combustible waste must be cleared from work places, offices and rest areas daily.
- Electric points must not be overloaded with numerous items of electrical equipment. Appliances and equipment should be turned off when not in use.
- Smoking is only allowed in designated areas, outside the building. Matches, ash and cigarette ends must be placed in the proper receptacles.
- Any substance or material that may be a fire hazard must be stored and disposed of correctly, including oily and solvent-soaked rags, cleaning fluids, photocopier ink etc.
- Employees must only use the equipment and appliances they have been adequately trained, and are authorised, to use.
- All personnel must be aware of, and co-operate with, fire drills and other evacuation planning and follow The Company procedures on the discovery of a fire.
- The correct type of fire extinguishers must be immediately available and ready for use at all times.
- Fire extinguishers or appliances must be checked regularly, and the office supervisor must ensure the upkeep of the annual planned maintenance scheme.
- All fire doors, escape routes etc. must be clearly marked and kept free from obstruction at all times.
- The office manager is responsible for ensuring the fire risk assessment is carried out by a competent person and reviewed on a regular basis. They must also ensure that all fire and emergency precautions are maintained and tested, as necessary.
- The office fire procedure shall be communicated to all staff during the onboarding induction and through an annual refresher toolbox talk.

Fire action and signs

The managing director is required to assess the requirements for fire action notices, emergency exit notices and other general safety signage. All notices and signs must comply with the **Health and Safety (Safety Signs and Signals) Regulations**.

The arrangements for emergency evacuation of the buildings must be tested. The risks to personnel will need to be considered when deciding the appropriate time for testing the arrangements.

Office Fire Orders



OFFICE FIRE PROCEDURE

1. Raise the Alarm

Use Break Glass Call Points

2. Call the Fire Brigade

Dial **9999** and tell the operator the Fire Brigade is required at:

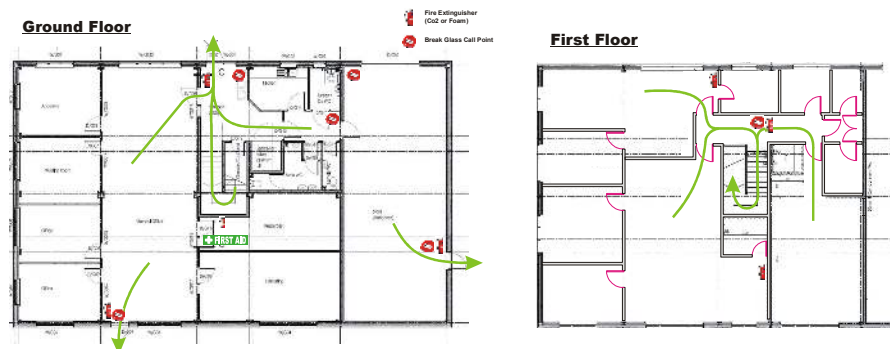
**LIVECO Ltd
2 Henson Close
South Church Enterprise Park
Bishop Auckland
Co. Durham
DL14 6WA**

3. On hearing the Fire Alarm

All personnel must leave the offices by their nearest exit and assemble at:
Skip Compound

4. Head Count

Assess missing persons, inform the Fire Brigade on their arrival



Notes

- Do not stop to collect personal belongings
- Close all open doors on exit (if safe to do so) to contain the spread
- Turn off electrical and other powered equipment
- Obey the instructions from the office managers
- Do not re-enter the building until told to do so
- **Fire Extinguishers** are located around the building to aid escape. Read the instructions carefully before use. **Only tackle a fire if you have been trained to do so.**

16.0 Safe Use of Liquid Petroleum Gas (LPG)

The use of LPG is covered by regulations, and all regulations will be adhered to where LPG is used on site or within the office.

To meet this objective the following precautions should be observed:

- Cylinders must be used and stored in the open and in an upright position (valve uppermost). If the cylinder is butane and connected to an appropriate heating appliance then it may be used within an accommodation unit (site hut) providing adequate ventilation is provided.
- Adequate room ventilation must be provided. As a minimum, upper wall and floor vents (through to the outside) must be provided. Floor vents should be in the floor, not the lower wall. There may be a need to raise the cabin unit clear of the ground to ensure floor vents are not blocked by grass etc.
- All appliances must be fitted with their own "ON-OFF" tap, and not controlled by the cylinder valve.
- Hose connections must be by proprietary clamp or crimp, and flexible hoses should not exceed 3 metres in length.
- Properly maintained regulators (and gauges where fitted) must be used.
- A dry powder fire extinguisher must be readily to hand.
- Cylinders must be stored correctly and returned to the cylinder store when not being used.
- When transporting LPG cylinders in enclosed vans, the cylinder must be upright and secured. The driver must understand the dangers of LPG and be aware of the emergency action in the event of a leak, accident or fire. Windows should be slightly opened to provide through ventilation, and driver and passengers **MUST NOT** to smoke. Refer to the LPG safety information in the following pages, for more detailed guidance on safety and transport requirements. **Passengers must not be carried in the load compartment of the vehicle if LPG is also being carried.**

16.1 The carriage by road of LPG cylinders in closed vans.

This guidance provides a summary of the duties of operators and drivers at work, specific to the carriage of LPG cylinders in closed vans in order to comply with the regulations.

- The vehicle used for the conveyance must be of adequate strength and good construction, and properly maintained, thus making it suitable for its purpose.
- Cylinders in any type of vehicle shall be loaded in a single layer and constrained so as to prevent any movement or displacement during carriage, which may create a hazard. They shall be carried with their valves uppermost, i.e. normally cylinders will be upright.
- Closed vans shall not be used for the conveyance of more cylinders of individual capacity greater than five (5) litres than is shown in the following table:

Cylinder Size (LPG Content)	Maximum Number To Be Carried
Greater than 20 Kg	4
5 to 20 Kg	12
Less than 5 Kg	23

- The total number so conveyed in any one load shall be limited to the maximum number permitted for the largest sized cylinder in the load.
- Closed vans carrying LPG cylinders shall display a flammable gas hazard warning diamond on both sides and the rear. They shall be kept clean and free from obstructions.
- The load compartment of closed vans shall have permanent ventilation openings at the front and rear or at positions recommended by the vehicle manufacturer so as to ensure a flow of air through the load compartment. The rear opening should be as low as possible to ensure the release of a heavier than air gas. The total area of ventilation shall be not less than 2% of the load compartment floor and this shall be equally divided between the front and rear.
- Cylinders should be fitted with gas-tight plugs or caps to the valve outlets. Drivers should carry sufficient spare plugs or caps for use where they are missing.
- Cylinders will not remain in closed vans while stationary for more than two (2) hours.
- Drivers of all vehicles will be trained in accordance with the requirements of this guidance, particularly on action to take in the event of an emergency.
- The vehicle driver will carry written information about the hazards of the substance. This is to ensure he/she knows the identity of the substance carried the nature of the hazards and the action to take in case of emergency. This information, which will generally be in the form of a "TREM CARD", (transport emergency card) will be kept readily available to provide the emergency services with reliable information if it is required.
- Care will be taken during loading and stowing the cylinders to ensure that no additional hazard is created.
- All necessary fire precautions will be taken. No smoking or naked flames are permitted. Suitable fire extinguishers will be carried and maintained in accordance with manufacturer's instructions. One extinguisher suitable to deal with engine fires will be carried in the front compartment; and one extinguisher suitable to deal with small fires in the load compartment will be carried (e.g. two dry powder extinguishers 2 & 6 Kgs capacity)
- If requested by a police officer or traffic examiner, the driver will produce the relevant documents, e.g. the "TREM CARD"; and give any other information that will enable the officer to know the identity of the substance being carried.

Liveco will endeavour to follow the principles set out in this guidance and will provide the appropriate facilities to assist in the compliance.

17.0 Electrical Safety

LIVECO Limited recognises its duties under the **Health and Safety at Work etc. Act and the Electricity at Work Regulations** to maintain systems, plant and equipment that is safe to use, when used correctly. Many factors can influence and affect electrical installations and equipment therefore, it is vital to ensure they are adequately maintained by inspection and testing as necessary.

All electrical work will be carried out in accordance with "The Electricity at Work Regulations".

17.1 Permanent installations & portable electrical apparatus

Fixed, permanent installations into offices will be inspected, and tested where necessary, at intervals of five years. Professionally qualified electricians who will issue inspection and test certificates, which will be retained in Liveco records, will carry out the work.

All installation, repair and maintenance work on permanent installations will be carried out by competent electricians and fully comply with the I.E.E. Wiring Code of Practice, which has now been adopted as a European Standard.

A completion hand over certificate should be requested from the electricians on completion of testing of installations in Liveco offices.

All Liveco's owned equipment, including extension cables will be regularly inspected by The Liveco's appointed electrical inspector for signs of wear and damage. Competent persons will carry out any necessary repairs. Portable equipment will undergo annual electrical testing to ensure it continues to be safe to use. (PAT Testing)

Damaged or defective electrical equipment

Employees must report faulty equipment to their supervisor as soon as the fault is noted. A tag or label, stating the suspected nature of the fault, should be attached to the power lead of the equipment, with the equipment immediately removed from use and sent for repair.

All repairs will be carried out by Liveco's appointed electrical personnel, who will also inspect, and where necessary test, the repaired equipment before it is reissued for use.

Equipment **must not** be removed from any repair area unless it is by the competent electricians.

The repairer of the electrical equipment must maintain the appropriate log/record of maintenance and make the records available to Liveco.

17.2 Temporary site installations

Temporary installations into site cabins and offices will be carried out by competent electricians and will fully comply with the I.E.E. Wiring Code of Practice. **The site manager should request from the installer a completion hand over certificate on completion of the testing of the installation.** Regular quarterly re-inspections and testing will be programmed if the cabin or office is still in use after the initial three-month period, unless experience has shown that the re-inspection/testing can be performed at greater intervals.

The use of reduced voltage supply operating at 110v through double wound transformers is generally accepted throughout the construction industry. Therefore, Liveco will continue to accept the best practices, and use only such equipment and supplies wherever possible.

Other higher voltage equipment may be used where lower voltage equipment is not available. However, where this occurs, additional safety precautions will be taken, e.g. armoured cables and residual current circuit breakers (RCCBs & RCDs), more frequent inspections.

All company owned equipment, including extension cables will be regularly inspected (three monthly intervals) by the appointed electrical inspector for signs of wear and damage, and competent persons will carry out any repairs necessary. Where necessary portable equipment will undergo electrical testing to verify it is safe to continue using.

Damaged or defective portable electrical equipment

Employees must report faulty equipment to the site manager immediately. A tag or label, stating the suspected fault, should be attached to the power lead of the equipment and the equipment immediately returned for repair.

Repairs will be carried out by the appointed electrical person, who will also inspect, and as necessary test, the repaired equipment before placing it in the tool/equipment store, where it may be reissued for use.

Equipment **MUST NOT** be removed from the "repair" area unless it is by competent electricians, who are to carry out repairs.

The repairer of the electrical equipment must maintain the appropriate log/record of maintenance and make the records available to management staff.

17.3 Personal Electrical Items

Personal electrical items such as phone or e-cigarette chargers must not be used without a current PAT test. Items being charged must not be placed on combustible materials (paper etc) when being charged. Chargers must not be left plugged in overnight.

17.4 Overhead electric cables

Overhead electric line conductors are normally un-insulated and if contact, or near contact, is made with them by a crane jib, scaffold pole, excavator bucket, or similar metal object, an electric current will discharge through the crane or pole with the risk of fatal or severe shock and burns to any person in the immediate vicinity.

During the contract preparation stage, senior contract staff must carefully note the position of all overhead lines in working areas, and regard every overhead conductor as being electrically charged.

They should also check with the electricity authority to see whether they can:

- Re-route the lines.
- Put the lines underground.
- Have the lines made dead.
- Sheath the lines.

Prior to commencement of roofing work, the site manager/supervisor will ensure that the following actions have been implemented as necessary:

- Material will not be stored beneath the overhead lines.
- Scaffold poles, metal-bound ladders and materials, which are wet or damp, will be kept at a safe distance from all overhead lines. In no circumstances should such materials be stored below overhead lines.

The contracts manager and site manager, prior to the commencement of the above works will draft a site-specific and detailed safety method statement. The safety method statement will follow the guidance set out in the HSE Guidance Note GS 6. The system of work and control measures will be strictly enforced and supervised by the site manager/supervisor, who will also induct all persons to be involved with the work.

18.0 Underground services

Before commencing work, either excavation or erection, the exact position of all underground services must be found and marked on the ground, and on all relevant site drawings. Some services may be out of position from where they are shown on existing drawings and therefore all service locations will need to be determined by the aid of **locating devices and hand digging of trial holes** to expose the services. Refer to **HSE Guidance HSG47 'Avoiding Danger from Underground Services'**.

Ensure that before any excavation work commences a safe system of work is developed and put into effect and rigidly adhered to, part of which may consist of contacting the area Utilities Authority and requesting them to either:

- Re-route the services.
- Make the services dead, if and when work is done in the immediate vicinity (this would mean a permit to work system).

Check that all mechanical diggers, excavators, dozers etc., stop excavating at a safe distance from all underground services. This distance is usually 0.5m but could be much further if instructed by the utility company.

18.1 Points to be brought to the attention of Plant Operators/Drivers.

- Every cable must be regarded as being live.
- No machine to be operated in the vicinity of known buried cables. Detailed use of cable avoidance tools (CAT and GENNY) should have reduced the risk of making contact with services.
- If a machine exposes a cable but does not remain in contact with it the machine will be withdrawn from the area so that proper safeguards can be introduced.
- Some older cable and gas services do not resemble modern services. Old "lead pipe" could turn out to be electrical cable conduit. So treat all services as high risk.

18.2 Points to be brought to the attention of all personnel on site whether Drivers, Plant Operators or Operatives

- Every cable must be regarded as being live.
- Cables must not be used as stepping-stones.
- Personnel must never prod with pointed implements near known cable routes while searching for other services.
- Older services may not resemble modern services. Treat all services as potentially dangerous until made safe.

19.0 Excavations

No excavation work will commence until a risk assessment has been developed, a safe system of work has been agreed as per The Construction (Design Management) Regulations, and a work permit issued, sample permit below. Throughout the excavation work, site managers will need to monitor the operation to ensure safety method statements and risk assessment controls are being followed. All excavations must be examined daily and the results of the formal weekly inspection entered on the inspection report form.

It is important that excavations are properly planned, with adequate support or battered systems developed, to prevent collapse. All traditional, or proprietary support systems must be adequately planned and designed.

Before Work Starts.

- Ensure that the site is secure to prevent unauthorised access, particularly by children.
- Have an adequate supply of suitable support material before the work starts (if support system to be used).
- Locate all public services, water, gas, electricity, telephone etc., and mark with notices (use cable avoidance tools, CAT and Genny together to survey correctly).
- Position spoil heaps, material etc. not less than 1.5 m from the edge of the excavation however, where the excavation depth exceeds 1.5m this distance needs to equal the depth of the excavation, to prevent surcharging.
- Ensure adequate temporary support where buildings and other structures may create surcharging.
- Ensure adequate precautions are taken to avoid undermining services or foundations of buildings and other structures.
- Provide secure access ladders of suitable length to gain entry into an excavation.
- If dumpers or lorries are used to tip back-filling materials into trenches, make sure stop blocks are placed and secured.
- Ensure traffic routes should be planned to maintain a safe distance from the excavation edge, with suitable barriers erected as necessary.

The sides of all excavations must be adequately supported or battered back to afford safe working. Almost any excavated ground will collapse under certain conditions, unless it is temporarily supported, or is safely battered back or is of stable rock. If the sides of an excavation collapse there may be no escape. Death by crushing or suffocation may result.

Persons working in an excavation should:

- Do not enter an excavation unless it has been inspected and is considered safe to do so by your supervisor, or yourself if competent.
- Make sure there is a safe access into the excavation.
- Never interfere with any of the support systems.
- Do not stand on bracing struts.
- If dumpers or lorries are used to tip back-filling materials into trenches, make sure "**stop blocks**" are placed and secured. Stand well clear while the material is being tipped into the trench.
- Keep spoil heaps and material at least 1.5 m from excavation edge.
- Traffic routes should be planned to maintain a safe distance from the excavation edge, with suitable barriers erected as necessary.

- Ensure additional temporary support for sloping ground to protect against surcharging from the uphill side of the excavation.

Battering and Stepping

Battered excavations need regular monitoring and great care must be exercised when deciding on the angle of safe slope.

Guidance on Safe Slope Angles :

Material	Dry Ground	Wet Ground
Gravel	30 - 40 degrees	10 - 30 degrees
Sand	30 - 35 degrees	10 - 30 degrees
Silt	20 - 40 degrees	5 - 20 degrees
Clay	20 - 45 degrees	10 - 35 degrees
Peat	10 - 45 degrees	5 - 35 degrees

Stepping the excavation sides is an alternative to battering, with the depth and width of the steps determined using the same safe slope guidance above however, the vertical distance should not exceed 1.2 m.

Excavation Works Permit



Permit To Work

Permit No. _____

Date Valid _____

Contract Name _____
 Company Carrying Out Works _____
 Description of Works to be Carried Out _____
 Plant/Equipment to be Used _____

Contract No. _____
 Supervisor Carrying Out Works _____

BEFORE WORK COMMENCES Precautions To Be Taken	TYPE OF PERMIT <small>(circle as appropriate)</small>						Person(s) Responsible & Comments
	Excavations		Confined Spaces		Hot Works		
Safety Signage Displayed	Yes	No	Yes	No	Yes	No	
Statutory Service Plans Checked	Yes	No					
Cable Avoidance Tool Used	Yes	No					
Service Locations Identified	Yes	No					
Hand Digging	Yes	No					
Goal Posts & Barriers Erected	Yes	No					
Restraining Devices Set on Excavator	Yes	No					
Height Restriction Notices Displayed	Yes	No					
Electric Supply Isolated	Yes	No	Yes	No			
Water Supply Isolated	Yes	No	Yes	No			
Gas Supply Isolated	Yes	No	Yes	No	Yes	No	
Area to be Ventilated			Yes	No			
Area to be Purged			Yes	No			
Atmosphere to be Monitored			Yes	No	Yes	No	Result OK? - Yes No
Emergency Escapes Identified/Clear			Yes	No	Yes	No	
Area Cleared of Combustible Materials					Yes	No	
Fire Alarm Located/Procedure Identified					Yes	No	
Any Special Training Required?	Yes	No	Yes	No	Yes	No	
Any Others (Please State)	Yes	No	Yes	No	Yes	No	

DURING WORK Precautions To Be Taken	TYPE OF PERMIT <small>(circle as appropriate)</small>						Person(s) Responsible & Comments
	Excavations		Confined Spaces		Hot Works		
Safety Helmet to be Worn	Yes	No	Yes	No	Yes	No	
Safety Boots/Wellingtons to be Worn	Yes	No	Yes	No	Yes	No	
Gloves to be Worn (Specify Type)	Yes	No	Yes	No	Yes	No	
Overalls to be Worn (Specify Type)	Yes	No	Yes	No	Yes	No	
Breathing Apparatus to be Worn	Yes	No	Yes	No	Yes	No	
Safety Barriers Erected	Yes	No	Yes	No	Yes	No	
Ear Defenders to be Worn	Yes	No	Yes	No	Yes	No	
Rescue Winch Available/Connected	Yes	No	Yes	No			
Full Body Harness to be Worn	Yes	No	Yes	No			
Emergency Escape Set in Vicinity	Yes	No	Yes	No			
Intrinsically Safe Lighting			Yes	No			
Respiratory to be Worn – Dust			Yes	No	Yes	No	
Respiratory to be Worn – Fumes			Yes	No	Yes	No	
Atmosphere to be Monitored			Yes	No	Yes	No	Result OK? - Yes No
Goggles/Visors to be Worn			Yes	No	Yes	No	
Fire Blankets in Vicinity					Yes	No	
Fire Extinguishers in Vicinity					Yes	No	
Any Others (Please State)	Yes	No	Yes	No	Yes	No	

UPON COMPLETION OF WORK Precautions To Be Taken	TYPE OF PERMIT <small>(circle as appropriate)</small>						Person(s) Responsible & Comments
	Excavations		Confined Spaces		Hot Works		
Safety Barriers Erected or Area Made Safe	Yes	No	Yes	No	Yes	No	
Area to be Checked 1 Hour after Completion	Yes	No	Yes	No	Yes	No	
Temporary Signage Removed	Yes	No	Yes	No	Yes	No	
Any Others (Please State)	Yes	No	Yes	No	Yes	No	

HOURS OF WORK		Start Time :	Estimated Completion Time :
TO BE SIGNED BEFORE WORK COMMENCES	Main Contractor	I am satisfied that it is safe to do the works stated, provided that the above instructions are carried out.	
	Supervisor Carrying Out Works	Print Name: _____	Signature: _____ Date: _____
TO BE SIGNED ON COMPLETION	Supervisor Carrying Out Works	I am fully aware of and understand the precautions stated on this permit. These will be made clear to all personnel involved with the work.	
	Supervisor Carrying Out Works	Print Name: _____	Signature: _____ Date: _____

Top Copy – To be returned after works are complete

Second Copy – To be filed in H&S File on Site (To be replaced with Top Copy when returned)

20.0 Demolition

Personnel who have the experience and have undergone specific training are the only persons permitted to carry out demolition operations. The work must also be under the immediate supervision of a person with the appropriate training; experience of the work; and be familiar with the required techniques to comply with The Construction (Design Management) Regulations including:

- Demolition of the whole or part of a structure.
- Demolition of part of a structure where there is a special risk of a collapse.
- Cutting of reinforced concrete, steel or cast iron which forms part of a structure.

General Rules

- The precise methods to be adopted, the timing and sequence should have been decided before any work commences.
- Make sure proper instructions have been drawn up and issued and there is no deviation from the agreed sequence.
- Before starting work and while working, take precautions, or check that they have already been taken, to ensure that all services have been cut off and that there is no risk of flooding, electric shock, explosion from leakage or accumulation of gas.
- The plan of work must include such precautions as are necessary to prevent inadvertent collapse during demolition. Be aware of the need for shoring or temporary support at any stage of the work. If in doubt, check with the supervisor.
- Ensure no part of a structure is removed unless it is in accordance with the safety method statement.
- Ensure no one enters obstinate parts of a structure, which refuse to collapse - they may do so unexpectedly.
- Ensure no one enters enclosed or confined spaces without proper authority and adequate precautions. See section "Confined Spaces" for work procedure.
- Report any unforeseen hazard immediately and warn everyone involved with the operation.
- Ensure full PPE and any other safety equipment that may be specified are worn at all times.
- Ensure no one attempts to take chances or short cuts, and be aware of the hazards presented by waste left behind by previous users, e.g. needles, etc.

21.0 Risk Assessments and Safety Method Statements

21.1 Risk Assessment

The Management of Health and Safety at Work Regulations requires all employers to assess the risks to workers and any others who may be affected by their undertaking.

The risk assessment would normally involve identifying the hazards present in any operations and evaluating the extent of the risks involved with existing controls, precautions etc. being taken into account.

Risk assessments have been carried out for all LIVECO Limited general activities, including manual handling, the assessments are held in a file with the construction phase health & safety plan.

Where more specific risk assessments are required, they will be identified by the contracts and site managers and developed with the assistance of the Northern Counties Safety Group as necessary. These assessments will also be held with the construction phase health & safety plan.

Specific risk assessments for hazardous operations are drawn up as appropriate, before the operation begins. All persons affected, or likely to be affected, by the risks detailed in the assessment, are to be made aware of its requirements together with any necessary control measures.

It is a condition of employment that control measures must be adhered to, including the wearing of all identified PPE.

Any contravention of these instructions will result in an investigation and if necessary disciplinary procedures.

Subcontract activities of a hazardous nature will require the risk assessments, COSHH assessments and safety method statements to be in the receipt of Liveco before the work commences. Failure by subcontractors to produce assessments etc. will be raised at the pre-start meeting and adequately dealt with to ensure all necessary information is provided before work starts.



RISK ASSESSMENT

Contract:	Operatives, Sub-Contractors, Visitors, General Public, Tenants/Occupiers
Contract No.:	Date:
Activity:	Assessment By:

Hazards Identified				Control Measures To Reduce The Risk Identified								
Hazard	Likelihood	Severity	Risk Rating	More Control Required	Hazard	Likelihood	Severity	Risk Rating	More Control Required	Company Control Measures	Site Specific Measures	Training Requirements
Abrasion Access Burns Chemical Collapse Compressed Air Confined Spaces Craneage Crushing/Trapping Cuts (Tools or Materials) Detective Equipment Diseases Dust Egress Electricity/Electrocution Entanglement - Loose Clothing EXPLOSION Falling from Height Flying Particles - Eye Injuries Fumes (Asphyxiation) Hand Tools Heavy Plant Humidity Lack of Training/Experience Lighting Manual Handling Moving parts of machinery Noise Objects falling from Height Overhead Cables/Services	Likelihood	Severity	Risk Rating	More Control Required	Hazard	Likelihood	Severity	Risk Rating	More Control Required	Company Control Measures	Site Specific Measures	Training Requirements
					Poor Lighting Slips Slipping Small Power tools Temperature (Low or High) Tripping Underground Services Vehicle Movements Ventilation Vibration Water (Drowning) Weather					LIVECO H&S Procedures COSHH Assessment Noise Assessment Permit to Work Manual Handling CITB - Construction Site Safety File HSE Guidelines/Information Sheets		
RISK RATING = LIKELIHOOD x SEVERITY												
LIKELIHOOD 1 – Improbable Occurrence 2 – Possible Occurrence 3 – Occasional Occurrence 4 – Frequent Occurrence 5 – Regular Occurrence 6 – Common Occurrence				SEVERITY 1 – Trivial Injury 2 – Minor Injury 3 – Major Injury to 1 person 4 – Major Injury to +1 person 5 – Death of 1 person 6 – Multiple Deaths								
Any risk rating over 12 (i.e. High Risk Activities) must have an approved safety method statement prior to work activities commencing												

21.2 Safety Method Statements

The natural progression from risk assessments for high-risk activities is for safety method statements to be developed. These method statements are to be developed by the site managers, assisted by their respective contracts manager, where the work activity is being undertaken by LIVECO Limited; and by the appropriate subcontractor where they are undertaking the work activity.

The method statement will form part of the overall safety system of work which can be defined as a formal procedure which allows a specific task to be carried out safely, after a systematic examination of the task has identified and eliminated all the associated hazards, or at least minimised the risk to an acceptable level. There is a need for EVERYONE concerned, including contracts managers, supervisors, and subcontractors to consider the following elements of the system of work: -

- Task Assessment
- Hazard Identification
- Safe Methods Of Work Defined
- System Implementation
- System Monitoring and Review

Each element will further sub-divide and expand, eg. **What? Who? Where? How?**

To ensure that where appropriate the work has been considered in detail, properly planned and properly thought out, **ASK**

- Who does this?**
- What do they do?**
- What hazards exist for them and others?**
- Is the risk significant?**
- What precautions must be taken?**
- Are there checks needed for precautions?**
- Who provides these?**
- Is training required?**

All subcontractor safety method statements for high risk activities, such as steel erection; deep excavations; roof work; confined spaces work; etc., should where appropriate, be passed to the contracts managers for vetting, at least 7 days prior to the planned start of the work activity.

Method Statements should be checked against our Checklist and Signed Off prior to work activities commencing as enclosed:

Method Statement Contents Check List

The following check list must be completed by the contracts manager or a member of the site team prior to the activity commencing and filed with the relevant method statement.

Contractor:	Activity:
The following should be included in the method statement	Checked
The contractors' details, contract name, date, pages numbered etc	
A description of the work to be carried out, include drawings, sketches, surveys etc (where applicable)	
Details of any statutory notifications i.e. Health & Safety Executive, Local Authority, Environment Agency (where applicable)	
Details of their supervision i.e. who will supervise their work, has it outlined their responsibilities and name of SHE Adviser/Supervisor	
Description of the method (system) of work i.e. how the work is to be carried out, safety features, fire/emergency arrangements etc	
Description of the workplace(s) i.e. what is the means of access, is it a "confined space", do they need working platforms, edge protection, prevention of falls etc	
Details of plant/equipment and competent persons to operate or erect i.e. scaffolding, mobile towers, hoists, cranes, mobile elevating work platforms, mobile plant, lifting accessories, abrasive wheels etc	
Detail the arrangements for the protection of others i.e. other contractors, members of the public etc	
Detailed arrangements for materials i.e. delivery arrangements, unloading, storage etc	
Contractors' risk assessment as required by Management of Health & Safety at Work Regulations	
Manual handling assessments as required by Manual Handling Operations Regulations	
Detail the personal protective equipment (PPE) operatives will wear i.e. safety harnesses, respirators, head, foot, eye and ear protection etc	
COSHH assessments to be provided i.e. an assessment of all materials and processes	
Details of significant environmental aspects identified during the Safety Planning Meeting and their control measures on site. Identification of point of contact for environmental issues	
I confirm that the method statement is sufficiently developed to allow commencement of works	Signed & Dated

22.0 Manual Handling of Loads

22.1 Risk Assessment

- Manual handling assessment will be required for activities involving manual handling.
- For loads over 20kg and where there is a foreseeable risk of any injury to employees, the site manager must carry out an assessment of any risk, and record the findings. Where the task involves handling material over 20 Kgs, the assessment will identify the control measures needed, which will usually involve two-man lifting and placing.
- Where possible the client and designer should try to avoid material of 20 Kgs and above.
- Employees involved in the manual handling operation must be informed of the risk and of the control measures required to be taken by them.
- For work activities where weights may be variable, such as the unloading of vehicles, employees must be advised on how to assess the manual handling risks involved and the control measures to be adopted. **Contracts managers and site managers are responsible for ensuring that employees have sufficient understanding of the risks of injury when handling loads of variable weight, or unpredictable loads.**
- Mechanical handling must always be considered BEFORE any manual handling operations are carried out.

The following list of weights gives the suggested action required to enable manual handling operations to be carried out safely.

LOAD	ACTION
<20kg	Within the capability of persons with no known medical condition.
20-34kg	Training required in order to be able to assess any lifting problems, and implement controls.
34-50kg	Training required on specific techniques - including shape and design criteria. Possibly two persons lifting.
50-90kg	Mechanical lifting desirable, but may be within the capability of 2 well trained persons in an ideal environment.
>90kg	Mechanical handling usually required.

22.2 Criteria to be considered

When carrying out manual handling assessments, the following criteria overleaf must be considered.

THE TASKS

Do they involve:-

- holding loads away from the trunk?
- twisting?
- stooping?
- large vertical movements?
- strenuous pushing or pulling?
- long distances?
- unpredictable movement of loads?
- repetitive handling?
- insufficient rest or recovery?
- a work rate imposed by an activity?

THE LOADS

Are they:-

- heavy?
- bulky/unwieldy?
- difficult to grasp?
- intrinsically harmful?
- sharp/hot/cold?

THE WORKING ENVIRONMENT

Are there:-

<ul style="list-style-type: none"> • constraints on posture? • poor floors/ground conditions? • variations in levels? • hot/cold/humid conditions? • strong air movements? • poor visibility conditions? 	<ul style="list-style-type: none"> • unusual capability • any health conditions back problems, etc.,
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------

INDIVIDUAL CAPABILITY AND OTHER FACTORS.

22.3 Lifting Practice

DO NOT RISK INJURY BY ATTEMPTING TO LIFT HEAVY LOADS. ALWAYS SEEK ASSISTANCE.

The following precautions **MUST** be taken when lifting:-

- Stand firmly - close to load. Feet about 304mm (12") apart with one foot slightly ahead of the other.
- With the back straight - bend the knees.
- Obtain a firm diagonal grip. Keep load close to body.
- Lift up by straightening legs and move off.
- When lowering load, keep the back straight, bend legs.
- Avoid trapping fingers by placing the load askew on suitable packing. Wear gloves whenever possible. These will not prevent you trapping your fingers, but they do reduce the severity of the injury if you do.

Manual Handling Lifting Appraisal Checklist



Manual Handling Initial Appraisal Checklist

Contract :		Contract No :	
Assessment by :		Date :	
Activity/Task :			

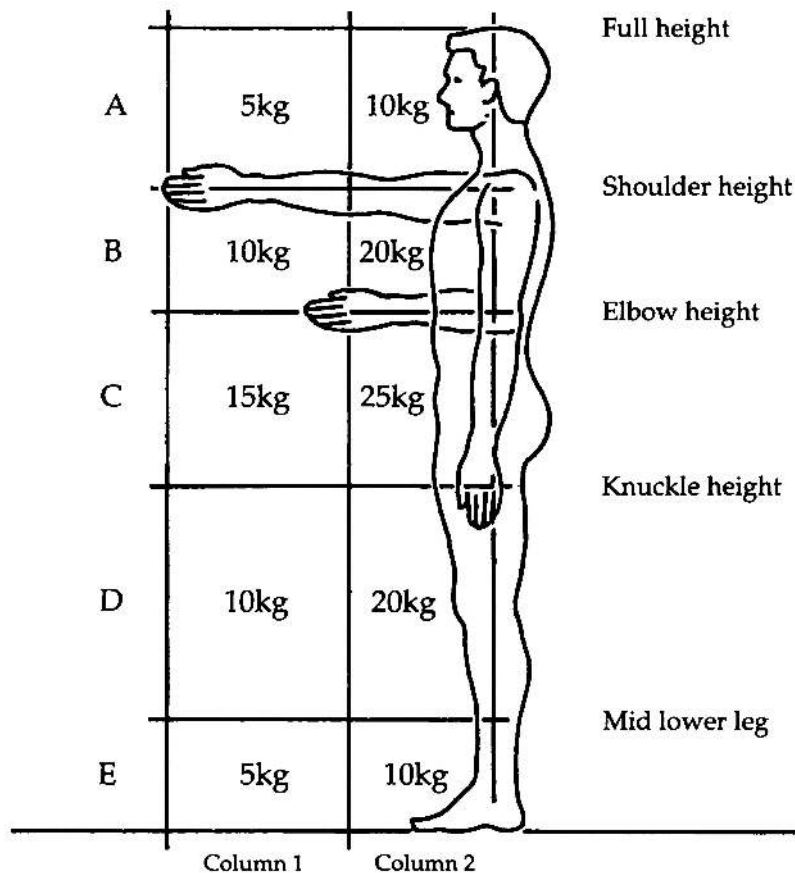
Immediate postural and load factors	Use 3 Key	
	Yes	No
Is the body position stable?		
Is the trunk of the body straight (not twisted)?		
Is the operation carried out by one person?		
Is the load kept close to the body?		
Can the handler avoid a prolonged period in one posture?		
Can the handler perform the task without overreaching?		
Are both hands less than a shoulder width apart?		
Is the load positioned centrally in front of the body?		
Is the load reasonably symmetrical?		
Is the load stable and easily grasped?		
Can handlers move and position themselves freely?		
Note : If the answer to any of these questions is <i>no</i> , the operation must be classified as <i>risky</i> .		
Environmental Risk Factors	Yes	No
Is the working environment :		
too hot?		
too cold?		
too bright?		
too dark?		
too noisy to allow effective communication?		
too wet?		
slippery underfoot?		
Does any personal protective equipment interfere with the task?		
Note : If the answer to any of these questions is <i>yes</i> , the operation must be classified as <i>risky</i> .		
Force Guidelines	Yes	No
<u>Lifting and lowering whilst standing</u> (adjust the force guidelines in Figure 1 to ensure they are relevant to the specific operation).		
Are any of these force guidelines (as adjusted) exceeded?		
Does the load go outside the regions indicated (height or distance from body)?		
<u>Carrying</u>		
Is the load carried below knuckle height?		
Is the load carried at arms length from the body?		
Is the load carried for more than 10 metres?		
Are any of the force guidelines in boxes A to C in column 2 of Figure 1 exceeded?		
<u>Seated Work</u>		
Is the load lifted from below thigh height?		
Is the load lifted to above shoulder height?		
Is the load lifted at arms length from the body?		
Does the handler have to twist significantly to the side?		
Is the load heavier than 5kg?		

Force Guidelines (Continued)		Yes	No
<u>Pushing and Pulling</u>			
Does the pushing or pulling take place below knuckle height?			
Does the pushing or pulling take place above shoulder height?			
Is the initial or maximum force required to push or pull the load more than 25kg?			
Is the continuous force required to keep the load in motion more than 10kg?			
Note : If the answer to any of these questions is yes, the operation must be classified as <i>risky</i> .			
Result : No significant risks heavy materials transported using pallet truck where necessary.			
Risky		Not Risky	
Signature :			

Initial Appraisal Action Summary

This record is an action summary related to the initial appraisal. It is only necessary to fill in this record if risks have been found in the task. It enables the company to document the findings of the initial appraisal and any steps that have been taken to reduce the risks. If all the risk factors can be eliminated at this stage, no further action will be required for this operation. The completed checklist should be attached to the action summary.

Figure 1: Lifting and lowering whilst standing



23.0 Leptospirosis and Bacterial Infection.

General

The Employment Medical Advisory Service (EMAS) suggest that all workers on construction sites be given Polio and Tetanus injections, regardless of their trade, as a basic immunisation. Injections should be carried out at the employees' own G.P. surgery and employees should make their G.P. aware of the nature of their work.

High risk operations include work in foul sewers where the risk of contact with infected waste is highly probable, fould and combined systems from hospitals, nursing homes, etc. where sluice rooms may be involved.

Employees must also be made aware of the potentially serious infection Leptospirosis (Weil's Disease) and the preventative measures to be adopted. At risk personnel will be issued with the Health and Safety Executive Leptospirosis guidance card, which gives further advice and which can be presented to an employees' doctor in the event of symptoms arising.

Leptospirosis (Weil's Disease)

- This disease is caused by a spiral shaped bacterium and is spread by contact with infected animals (predominantly rats) or water contaminated with their urine.
- The bacteria, **icterohaemorrhagia**, carried by rats, enter the body through contaminated cuts and scratches causing Weil's Disease.
- The incubation period is usually 7-12 days and symptoms include a severe headache, fever, vomiting, jaundice and skin haemorrhages. Some persons may suffer meningitis, encephalitis or renal (kidney) failure.
- The disease can be occupationally acquired by construction workers, farmers, vets, abattoir workers and butchers and from recreational activities such as boating and swimming.
- Protective clothing, boots, rubber gloves and coveralls may be required to protect against contact with contaminated water. All protective clothing must be thoroughly cleaned after use.
- Precautions include good personal hygiene, cleansing and disinfecting of cuts and scratches and covering them with sterile waterproof dressings (sticking plasters), washing arms and hands after contact with potentially contaminated materials before eating, drinking or smoking.
- Occupationally acquired leptospirosis is a notifiable disease and must be reported to the Health and Safety Executive. If you show signs and symptoms similar to those mentioned in item 3 above, and have been carrying out work on foul drains or sewers, or you think you have come into contact with contaminated water, in the preceding 14 days, you must consult your own doctor as soon as possible.

24.0 Confined Spaces

Before any work is carried out in a confined space, an assessment will be carried out to establish whether entry into the confined space is essential. The assessment must be carried out by a competent person and will establish whether there may be a health or other risk if access into the space is required. The assessment will cover work in basements, ducts, manholes, inspection pits, sewers, pipelines, etc.

A Work Permit will be required for these types of work please see below for a sample.

The hazards may be: limited access/egress, lack of oxygen, presence of toxic or flammable gases, flash floods or possible injury to persons involved.

The risks involved in carrying out work in confined spaces are serious and can include: -

- **PHYSICAL INJURY** - generally caused by tools or other articles being dropped onto men working below or men tripping or falling in the workplaces. To reduce these possibilities it may be necessary for lifelines and harnesses to be worn. Care must be taken so that lines do not become entangled with machinery.
- **DANGEROUS ATMOSPHERES** - these can arise from lack of oxygen or when flammable or toxic gases are present, due to the decomposition of sludge, leaks from gas mains, etc. Lack of oxygen will cause unconsciousness and toxic gases will cause dizziness and a feeling of sickness. Flammable gases are explosive and gas detection meters **MUST** be used continuously when it is suspected that the atmosphere is lacking in oxygen or that gas is present.
- **SEWERS** - a sudden rise in water level or a sudden breeze can result in a hazardous situation arising, which will require immediate action to minimise any danger. The safe system of work may have to include for the sudden inrush of storm water, emergency escape, or toxic gas.
- **BACTERIAL INFECTION** - Weil's Disease is a type of jaundice and is always a possibility in situations where rats may inhabit sewers, etc. The infection is caused by bacteria from rats' urine entering through the skin. Any feeling of influenza with a severe headache should receive attention from a doctor, who should be informed of the type of work being carried out by the operative (see also "Leptospirosis & Bacterial Infection" above)

Where entry into deep chambers and sewers is planned, the safety group should be contacted as soon as possible. The group adviser/s will assist in the preparation of the safe system of work and will advise on any training and equipment requirements.

The following system of work will be adopted whenever any work is carried out in a **CONFINED SPACE**:-

- A supervisor will be on site at all times to direct the activity, and no operative will be left to work alone.
- The atmosphere in the confined space must be tested to assess whether there is an oxygen deficiency or enrichment, or whether toxic or flammable gases are present. A suitable gas monitor must be readily available for lowering into or otherwise placing in the work area.
- The work area must be constantly tested and be purged with compressed filtered air or fresh air to sustain a breathable atmosphere, when necessary.
- No smoking is to be permitted in the work area.
- The suitability of the persons who will undertake the work, with regard to general fitness, claustrophobia, heart disease, bronchitis, deafness, lack of sense of smell, etc.

- The degree of training necessary to cover atmospheric testing and rescue procedure, e.g. using breathing apparatus and gas detection equipment.
- Precautions to cope with flash flood conditions.
- Precautions to be taken to avoid infection from Weil's disease, from putrefying solids or from general discharges.

In the event of an emergency arising, which will require evacuation, the following equipment must be readily available and used where necessary

- A tripod with a winch capable of raising an operative.
- Sufficient safety harnesses and rope.
- Intrinsically safe hand torches or cap lamps.
- At least one emergency escape set - breathing apparatus (**Training required**)
- An audible alarm for summoning help, i.e. an aerosol alarm.
- Adequate first aid facilities (**Trained first-aider and equipment**)

Other matters which must be considered when work is to be undertaken in confined spaces are:-

- The suitability of the persons who will undertake the work, with regard to claustrophobia, heart disease, bronchitis, deafness, lack of sense of smell, etc.
- The degree of training necessary to cover atmospheric testing and rescue procedure, e.g. using breathing apparatus and gas detection equipment.
- Precautions to cope with flash flood conditions.
- Precautions to be taken to avoid infection from Weil's Disease, from putrefying solids or from general discharges during epidemics of contagious diseases.

IF YOU NEED ASSISTANCE - ASK.

Confined Spaces Work Permit



Permit To Work

Permit No. _____

Date Valid _____

Contract Name _____
 Company Carrying Out Works _____
 Description of Works to be Carried Out _____
 Plant/Equipment to be Used _____

Contract No. _____
 Supervisor Carrying Out Works _____

BEFORE WORK COMMENCES Precautions To Be Taken	TYPE OF PERMIT (circle as appropriate)				Person(s) Responsible & Comments		
	Excavations		Confined Spaces			Hot Works	
Safety Signage Displayed	Yes	No	Yes	No	Yes	No	
Statutory Service Plans Checked	Yes	No					
Cable Avoidance Tool Used	Yes	No					
Service Locations Identified	Yes	No					
Hand Digging	Yes	No					
Goal Posts & Barriers Erected	Yes	No					
Restraining Devices Set on Excavator	Yes	No					
Height Restriction Notices Displayed	Yes	No					
Electric Supply Isolated	Yes	No	Yes	No			
Water Supply Isolated	Yes	No	Yes	No			
Gas Supply Isolated	Yes	No	Yes	No	Yes	No	
Area to be Ventilated			Yes	No			
Area to be Purged			Yes	No			
Atmosphere to be Monitored			Yes	No	Yes	No	Result OK? - Yes No
Emergency Escapes Identified/Clear			Yes	No	Yes	No	
Area Cleared of Combustible Materials					Yes	No	
Fire Alarm Located/Procedure Identified					Yes	No	
Any Special Training Required?	Yes	No	Yes	No	Yes	No	
Any Others (Please State)	Yes	No	Yes	No	Yes	No	

DURING WORK Precautions To Be Taken	TYPE OF PERMIT (circle as appropriate)				Person(s) Responsible & Comments		
	Excavations		Confined Spaces			Hot Works	
Safety Helmet to be Worn	Yes	No	Yes	No	Yes	No	
Safety Boots/Wellingtons to be Worn	Yes	No	Yes	No	Yes	No	
Gloves to be Worn (Specify Type)	Yes	No	Yes	No	Yes	No	
Overalls to be Worn (Specify Type)	Yes	No	Yes	No	Yes	No	
Breathing Apparatus to be Worn	Yes	No	Yes	No	Yes	No	
Safety Barriers Erected	Yes	No	Yes	No	Yes	No	
Ear Defenders to be Worn	Yes	No	Yes	No	Yes	No	
Rescue Winch Available/Connected	Yes	No	Yes	No			
Full Body Harness to be Worn	Yes	No	Yes	No			
Emergency Escape Set in Vicinity	Yes	No	Yes	No			
Intrinsically Safe Lighting			Yes	No			
Respiratory to be Worn – Dust			Yes	No	Yes	No	
Respiratory to be Worn – Fumes			Yes	No	Yes	No	
Atmosphere to be Monitored			Yes	No	Yes	No	Result OK? - Yes No
Goggles/Visors to be Worn			Yes	No	Yes	No	
Fire Blankets in Vicinity					Yes	No	
Fire Extinguishers in Vicinity					Yes	No	
Any Others (Please State)	Yes	No	Yes	No	Yes	No	

UPON COMPLETION OF WORK Precautions To Be Taken	TYPE OF PERMIT (circle as appropriate)				Person(s) Responsible & Comments		
	Excavations		Confined Spaces			Hot Works	
Safety Barriers Erected or Area Made Safe	Yes	No	Yes	No	Yes	No	
Area to be Checked 1 Hour after Completion	Yes	No	Yes	No	Yes	No	
Temporary Signage Removed	Yes	No	Yes	No	Yes	No	
Any Others (Please State)	Yes	No	Yes	No	Yes	No	

HOURS OF WORK		Start Time :	Estimated Completion Time :
TO BE SIGNED BEFORE WORK COMMENCES	Main Contractor	I am satisfied that it is safe to do the works stated, provided that the above instructions are carried out.	
	Supervisor Carrying Out Works	Print Name: _____	Signature: _____ Date: _____
TO BE SIGNED ON COMPLETION	Supervisor Carrying Out Works	I am fully aware of and understand the precautions stated on this permit. These will be made clear to all personnel involved with the work.	
	Supervisor Carrying Out Works	Print Name: _____	Signature: _____ Date: _____
	Supervisor Carrying Out Works	Work is completed and area is made safe	
	Supervisor Carrying Out Works	Print Name: _____	Signature: _____ Date: _____

Top Copy – To be returned after works are complete

Second Copy – To be filed in H&S File on Site (To be replaced with Top Copy when returned)

25.0 Management and Control of Waste

On the construction site LIVECO Limited may not only be a waste producer but may also act as a broker of any subcontractor's waste. Therefore, it is necessary to control all waste from the work operations on site, record it and ensure its correct transfer and disposal in accordance with the **Environmental Protection Act 1990 (EPA 90)** and regulations supporting it.

Liveco will, as required, develop Site Waste Management Plans (SWMP) which will help resource management. The plans will identify waste streams and methods of controlling the waste in compliance with the hierarchy of waste control (eliminate, reduce, reuse, recycle, dispose)

On site the site manager will be responsible for controlling and monitoring the waste produced by The Company and from contractors, organising skips and other receptacles, ensuring the correct waste transfer notes stating the correct six digit European waste catalogue code for carriage are issued and that records are kept.

All waste produced will be dealt with in accordance with the SWMP (where developed) and any appropriate Act and regulations. This may involve separating waste into categories, i.e. general builder's waste, timber (especially tanalised or other treated wood), cans, food waste, etc. Different waste products may require removal by different waste carriers. Generally, solid inert materials can be treated as general builder's waste and disposed of in a single load. However, liquids, semi-solids, powders etc., will be disposed of separately

It is not permitted to bury or burn any waste on site. Strict control is required by the site manager to prevent the burning of rubbish and waste, unless permission is granted by the appropriate authority.

Food waste must be separated from all other forms of waste. It must not be placed in bags or other containers, which can be easily broken into by vermin.

Skips should be covered to prevent accidental escape of waste during transport.

It will be necessary to obtain written confirmation that no contamination exists in the ground to be built on or any building or plant to be refurbished or demolished which may be disturbed or released by normal construction operations and which may produce harmful pollutants. **All such waste or contamination should be clearly identified and dealt with in the safety plan.**

When sending enquiries and placing orders Liveco will ensure that all contractors are aware of the implications of the Environmental Protection Act and waste management requirements under SWMP.

Monitoring at all stages is essential. Therefore the waste controller will:

- Monitor all waste handling, containment, etc.
- Notify contractors as to site requirements, including any segregation and separation requirements.
- Monitor subcontractors' response to waste control.
- Ensure that any waste carrier collecting from site or permanent location is registered and a copy of the registration details is obtained and kept on site or at the permanent location.
- Before using a carrier check the details of his registration with the issuing authority.
- Ensure that all parties concerned sign all transfer notes and that each waste load is subject to separate transfer notes unless multiple loads are permitted with one transfer note.

- Ensure that the correct six-digit European waste catalogue code is used to describe the waste.
- Ensure that return transfer notes are matched with their original copies thus ensuring the correct handling sequence is completed.
- Report any inadequacies in the system or in carrier performance to the contracts manager.

Copies of all records of waste disposal shall be returned to the main office for retention for at least three years.

Safe Use of Skips

All relevant statutory requirements, including the Department of Transport Code of Practice, the Environmental Protection Act (Duty of Care) Regulations, local authority highways department guidance and the provisions of this policy will, so far as is reasonably practicable, be met.

- All contractual arrangements will be clarified to ensure duties and responsibilities under the Duty of Care Regulations are understood and met.
- Provision of skips will be planned to comply with the above requirements and a licence under the local authority highways
- Skips will be clearly marked and provided with adequate lighting and signage where necessary e.g. sited on public highway.
- Control of waste section of this policy is met and that accurate records are maintained. Whenever possible skips will be sited on firm level ground, with safe access provided where necessary.
- The siting of skips will not obstruct or restrict traffic routes. Liaison with the local authority may be necessary where restrictions are imposed.
- Fires in skips are prohibited.
- All lugs and lifting equipment will be checked prior to lifting.
- Safe working loads will not be exceeded.
- Close monitoring of transfer notes will be undertaken.

26.0 Alcohol and Drug Abuse/Misuse.

LIVECO Limited is committed to providing a safe and healthy working environment. Liveco recognises that those who misuse alcohol or drugs to such an extent that it may affect their health, performance or conduct can put this at risk and affect relationships at work. The policy, which applies to all employees, aims to:

- Promote the health and wellbeing of employees and to minimise problems at work arising from the effects of alcohol or drugs.
- Identify employees with possible problems relating to the effects of alcohol or drugs at an early stage.
- Offer employees, known to have alcohol or drug-related problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.

The policy does not apply to an employee who commits a clear breach of company rules due to overindulgence of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedure as appropriate.

Employees Must Not:

- Report, or attempt to report, for work at any time when under the influence of alcohol or illicit drugs.
- Consume any illicit drugs or alcohol whilst at work.
- Be in possession of any illicit drug or alcohol whilst at work.

Employees Must:

- **Inform your immediate supervisor if you are charged by the police in connection with any alcohol or drug related offence.**

Please Note:

Liveco will not intentionally infringe your rights under the Human Rights Act.

27.0 Young Persons.

Liveco will from time to time employ "young persons". These we define as persons under the age of 18 years old.

In recognising that such persons may not in general possess the same level of understanding of risk in the "workplace" as experienced employees, greater care will be exercised when allocating work tasks. Work tasks that present a particular risk to young persons, such as harmful exposure to toxic agents; physical activities which are beyond the capabilities of the young person; extremes of heat and cold; excessive noise and vibration, working at height on sloping roofs, are of particular relevance and cannot be allocated to young persons. Therefore, the site manager/supervisor are to ensure a suitable and appropriate risk assessment is compiled before allocating any work tasks to employed young persons. A higher standard of supervision will also be required to ensure young person's cannot endanger themselves or others.

To meet the requirements of "The Management of Health and Safety at Work Regulations" The Company will, before employing young persons, review any existing risk assessments appropriate to the employment of young persons, together with developing new risk assessments as necessary..

28.0 Disabled Persons

Summary of Duties

The Health and Safety at Work etc Act, section 2, requires employers to exercise a general duty of care towards all their employees. Most disabled employees neither need nor seek safety systems beyond those in place for the work force generally. Liveco will consult with the Employment Medical Advisory Service (EMAS) of the Health and Safety Executive for advice on health and safety concerns relating to individual employees where complex problems arise. Attention will also be given to possible corrective measures necessary to overcome any under representation, i.e. alterations required under the Equality Act.

In practice, Liveco's duty of care extends to ensuring that disabled people are not exposed to workplace environments that are hazardous as a consequence of the particular disability (such as requiring a deaf person to work in a situation where reacting to sound is an important factor in personal safety).

Liveco will therefore give special attention to the integration of a disabled employee within the overall work force. Although employing disabled people never compromises health and safety standards, there may be a requirement to provide information or instigate training for other staff to ensure that both routine and emergency procedures work effectively.

Employees registered with the Employment Service as disabled are, where appropriate, entitled to personal equipment and/or workplace adaptations, which facilitate the work undertaken.

Record Keeping

Liveco will keep records of disabled persons in the work force and records of any special equipment provided or workplace adaptations made for the benefit of disabled persons under the Equality Act. Any training provided to disabled persons will also be recorded.

29.0 Working Alone

Liveco will, so far as is reasonably practicable, ensure all operatives and employees who are required to work alone or unsupervised for significant periods of time, are protected from risks to their health and safety. Measures will also be taken to ensure other persons who may be affected by the work are also protected.

An assessment of the risks will be undertaken by the site or contracts manager in charge of the site, by virtue of regulation 3 of the **Management of Health and Safety at Work Regulations**, to identify the hazards and to determine whether or not unaccompanied persons can carry out the work safely.

Consideration will be given to :

- The remoteness or isolation of the place of work.
- Means of communication e.g. two way radio, portable telephone, regular visits by a competent person, other means of summoning assistance or raising the alarm.
- Violence or criminal activity by third parties and other interference.
- Foreseeable "worst case" scenario, including the provision for the treatment of injuries e.g. first aid kit and availability of a first aider.
- Employee suitability, including training requirements, experience, medical fitness, etc.
- Suitability and quality of tools, plant and equipment.
- Availability and quality of personal protective equipment required.
- Levels of supervision required before operatives / employees are deemed to be competent to carry out the work and level of supervision can be relaxed.

Any personnel who may be required to work alone, or unsupervised, will be given the necessary information, instruction, training and supervision to enable them to identify the hazards and appreciate the risks involved.

All employees are required to co-operate with these procedures to ensure safe working and must report any concerns to their supervisor immediately.

30.0 Transport, Vehicles, Plant and Equipment.

General

Company operations require a range of vehicles, plant and equipment. In order to comply with the **Health and Safety at Work etc Act**, the **CDM Regulations**, the **Provision and Use of Work Equipment Regulations (PUWER)** and the **Lifting Operations and Lifting Equipment Regulations (LOLER)** the following rules will be observed:

- No person under the age of 18 years is allowed to drive any vehicle unless under the direct supervision of a person competent to drive or operate that plant or vehicle.
- It is forbidden for any person, other than the driver, to ride on any vehicle not constructed for the carriage of passengers. A notice to this effect should be displayed on all such vehicles.
- Only trained, competent persons who are in possession of a current driving licence for that vehicle are allowed to drive site transport.
- A site-specific risk assessment shall be developed for each item of plant i.e. dumper, excavator, roller.
- All drivers or operators should carry out a daily inspection of their vehicle or item of plant. Essential checks should include brakes, steering, oil and water, tyre pressures, etc. Where Liveco uses inspection checklist these should be completed and returned for filing. All defects must be reported to the driver's/operator's supervisor immediately.
- If a serious defect renders the vehicle dangerous then that vehicle or item of plant must be removed from service immediately. The driver/operator is responsible for reporting the defect to the supervisor.
- Vehicle engines are not to be left running or with keys in ignition whilst unattended.
- Periodic maintenance and servicing must be carried out on a mileage or hours basis, in accordance with the manufacturer's/supplier's/company instructions.
- Whenever vehicles or plant are used to tip material into a pit or excavation or over the edge of an embankment etc. measures must be taken to prevent the plant/vehicle from running over the edge. This could include stop blocks or wheel chocks.
- Persons are not allowed to remain on any plant/vehicle whilst it is being mechanically loaded with loose materials.
- Persons are not permitted to mount or dismount moving vehicles.
- Where visibility is restricted, visibility aids and/or signallers will be considered.
- Systems designed to prevent the operator, driver or passengers from being ejected, or falling, from vehicles will be considered. Restraining systems, in the form of full body seat belts, designed systems or lap belts, will be used when they are fitted.
- When earth moving plant is driven on the public highway, consideration must always be given to the guarding of potentially hazardous parts, such as guarding of excavator bucket teeth.
- Where the risk of mobile plant overturning is significant, the vehicles should be stabilised to prevent rolling, or fitted with an appropriate roll-over protection structure (ROPS) and where there is a significant risk from falling material, which could endanger the operator, vehicles should be fitted with a falling object protection system (FOPS)
- Systems designed to prevent the operator, driver or passengers from being ejected, or falling, from vehicles must be considered. Restraining systems, in the form of full body seat belts, designed systems or lap belts, must be used when they are fitted.
- The use of reduced voltage supplies operating at 110v through double wound transformers is generally accepted throughout the construction industry. Therefore, Liveco will continue accept the best practices and use only such equipment and supplies wherever possible.

30.1 Company Vehicles

All company vehicles must be used in compliance with the **Health and Safety at Work etc. Act, Road Traffic legislation, the Highway Code** and the requirements of this policy.

- Vehicles must be adequately maintained and serviced in accordance with the manufacturer's instructions.
- Transportation of personnel, materials and equipment will be planned to ensure the vehicle and driver are capable and competent to perform the task.
- COSHH assessments will be available for any substances to be transported.
- Transport routes will be established and traffic rules adhered to.
- Materials and loads will be evenly distributed and adequately secured.
- Only authorised, suitably insured drivers, holding a current licence for the type of vehicle to be driven, will be permitted to drive company vehicles.
- Drivers will be issued with adequate information, instruction and training on all hazardous materials to be carried.
- In the case of LPG being transported, the provisions of the relevant sections of this policy will be met and strictly adhered to.
- All accidents involving damage to vehicles, property or third parties must be reported immediately to the driver's supervisor.
- Materials and equipment must not be transported in the rear, passenger carrying, section of a dual-purpose vehicle unless the material or equipment is stowed away in purpose made lockers or boxes to prevent injury, or damage, in the event of an accident, or the driver having to brake sharply.

30.2 Forklift Trucks (FLT)

Liveco will ensure that when forklift trucks are used the Health and Safety at Work Act 1974, The Construction (Design Management) Regulations, Provision and Use of Work Equipment Regulations (PUWER) and the Lifting Operations and Lifting Equipment Regulations (LOLER) are complied with.

In order to comply with the above the following must be observed:

- No person under the age of 18 years is allowed to operate any FLT unless under the direct supervision of a person competent to operate the machine.
- It is forbidden for any person, other than the operator, to ride on any FLT. A notice to this effect should be displayed on all such vehicles.
- Only trained, competent persons, who are in possession of a current driving licence for that vehicle, are allowed to operate the FLT.
- All operators should carry out a daily inspection of the vehicle. Essential checks should include brakes, steering, oil and water, tyre pressures, audible warning, etc. All defects must be reported to the operator's supervisor immediately.
- If a serious defect renders the FLT dangerous then that vehicle must be removed from service immediately. The operator is responsible for reporting the defect to the site manager.
- FLT engines are not to be left running whilst unattended.
- Periodic maintenance and servicing must be carried out on a mileage or hours basis, in accordance with the manufacturer's / supplier's / company instructions.
- Palletised loads must be checked for security before carriage.

- The vehicle must not be driven at excessive speeds.
- Persons are not permitted to mount or dismount moving vehicles.
- FLT shall only be used for lifting if designed and suitable attachment points are provided. Load charts shall be provided for review.
- FLT shall only be operated within the manufacturers safe operating gradients the FLT must not be overloaded.

30.3 Dumpers

Only trained, nominated, competent operators are permitted to drive dumpers.

Operators must:

- Inspect their machine and equipment daily. Carry out agreed maintenance and maintain records. Report any defects to your supervisor.
- Check the weight of any load to be carried and never exceed safe working loads.
- Only carry loads in the skip of the dumper and ensure that any load is stable before attempting to move and that you have an unobstructed view.
- Always drive smoothly and steadily and watch for obstructions. Strictly observe all speed restrictions.
- Where visibility is restricted, visibility aids and/or signallers must be considered. Ensure that when a banksman is involved in the operation you can see the banksman clearly at all times and that he understands and gives you clear and proper signals.
- Ensure that passengers are not permitted to ride on any dumper.
- Make sure only vehicles fitted with a manufacturer's towing bar can be used for towing on site.
- Vehicles used on the public highway are taxed, insured and fitted with audible and visual warnings etc. and the operator must be in possession of the appropriate driving licence.
- Co-operate with Liveco in meeting the policy objectives, and health and safety requirements, carry out the duties of a plant operator following the training received, appropriate to the work circumstances.
- Take extra care when working on slopes, particularly when crossing the gradient,
- Where the risk of overturning is significant, the dumper must be stabilised to prevent rolling, or fitted with an appropriate roll-over protection structure (ROPS) where there is a significant risk from falling material, which could endanger the dumper operator, it should be fitted with a falling object protection system (FOPS).
- Systems designed to prevent the operator, from being ejected, or falling, from vehicles must be considered. Restraining systems, in the form of full body seat belts, designed systems or lap belts, must be used when they are fitted.

30.4 Excavators

Only trained, nominated, competent operators are permitted to operate excavators.

The choice of machine will largely depend on operational requirements and ground conditions.

Operator's main responsibilities:

- Ensure your machine is in good, serviceable order, properly maintained and safe to use.
- Ensure machines are used for lifting operations only when the operator is authorised to do so and the machine is certificated and designated for that use.

- Investigate ground conditions before commencing excavation work, including the location of underground services.
- Loads must not be slewed over personnel, vehicles or cabins etc.
- Overhangs must not be created on high workfaces.
- Wherever reasonably practicable, wheels/tracks should be at 90 degrees to the workface.
- To ensure travel and operations on gradients are adequately monitored and controlled to ensure the machine's stability.
- To ensure banksmen/signallers are used whenever the operator's vision is impaired and when other persons and plant are in the vicinity.
- Ensure trenching and deep excavation work is closely supervised to secure the stability of the machine and excavation.
- 180 machines - ensure that when the back hoe is being used, the front bucket is lowered to the ground and that persons do not work, or encroach into, the swinging radius of the back hoe.
- 360 machines - ensure a minimum 600mm clearance for tail swing. No persons are allowed to stand or work inside the operating radius without the operator's and banksman's, or signaller's, express permission, barriers will be erected to maintain the safety zone when deemed necessary.
- Ensure the safe working load (SWL) is clearly marked on machines, and its accessories, used for lifting.

30.5 Traffic Routes

- All sites and workplaces will be organised and planned to ensure, so far as is reasonably practicable, pedestrians and vehicles can move safely without risk to health or safety.
- There will be an adequate number of routes with suitable dimensions (headroom & width) to allow safe movement of pedestrians and traffic.
- Traffic routes will be suitably indicated by signs.
- Restrictions (vehicular or pedestrian) will be clearly indicated, including speed restrictions, overhead electric cables, obstructions, etc.
- All necessary steps will be taken to ensure all traffic routes are suitable for the personnel and vehicles intended to use them and that pedestrians and/or vehicles can use the routes without causing danger.
- Sufficient clearance and separation must be maintained between pedestrians and vehicles where they use the same traffic routes.
- Provision will be made to ensure separation between vehicle routes and all pedestrians.
- Where separation of vehicles and pedestrians is not reasonably practicable, Liveco will ensure effective arrangements are provided for warning all pedestrians liable to be struck, crushed or trapped by any vehicle.
- Steep gradients and sharp bends are to be avoided where practicable.
- Minimise the need for reversing operations as far as possible by utilising one-way systems and turning points.

30.6 Loading, Transporting and Off-loading Plant

Measures required to ensure the safe transport of plant and equipment:

- Vehicles used for the transportation of plant and equipment must be adequately designed, constructed and suitable for the task.

- The maximum expected load must be ascertained to ensure the vehicle's bed and support structure are adequate.
- All loads must be adequately secured to ensure there is no likelihood of the item moving or falling off during transit, with particular attention given to high loads.
- Loads should be organised to prevent the vehicle driver's vision, including rear-view, becoming obstructed. The centre of gravity of any load will be kept as low as practicably possible and near to the transport vehicle's centre line. Loads must be checked frequently, at regular intervals, during transit.
- The equipment used to secure loads must be inspected at regular intervals for signs of wear and damage.
- Every precaution must be taken to ensure the machine, any part of the machine (e.g. booms, back-hoe attachments etc.) and any loose items (spare buckets etc.) cannot move or change position during transport.
- Before driving a machine onto or off a transport vehicle the machine operator must ensure :
 - (a) ensure the loading/unloading area is large enough and free from obstructions or other hazards.
 - (b) the transporter is on firm, level ground, in the correct position and that the brakes are applied.
 - (c) all ramps are secure and adequate for the job.
 - (d) where necessary, the transporter is packed to prevent tipping.
 - (e) the machine is in line with the ramps, to avoid the need to turn whilst the machine is on the ramps.
 - (f) The operation is carried out at the slowest, practicable speed.

30.7 Air Receivers, Pressure Systems, Compressors and Pneumatic Tools

LIVECO Limited will, so far as is reasonably practicable, ensure the **Health and Safety at Work etc. Act, Provision and Use of Work equipment Regulations, Pressure Systems Safety Regulations 2000**, all other relevant regulations, Codes of Practice and policy objectives will be complied with.

- Prior to the use of any compressor, pneumatic tool or equipment, COSHH, noise and risk assessments will be undertaken and the relevant control measures passed on to all persons involved, particularly when work is to take place in confined, or poorly ventilated areas.
- Site managers must ensure the supplier's records (equipment planned maintenance system and inspection records) are up to date and available for inspection.
- All air receivers must be identified by individual serial and plant numbers and be fitted with pressure gauges, safety valves and drainage points.
- Access for cleaning and maintenance must be kept clear at all times.
- All necessary PPE must be worn, as identified in the assessments indicated in item 1. above, or as directed by the site management.
- All safe working pressures must be identified and not exceeded.
- All moving parts, V-belts and pulley drives, on compressors must be covered or guarded as necessary.
- Cutting tools must be well maintained, kept sharp and held securely in their fitting.
- Air hoses must be the correct size for the job and the length of the hose kept as short as possible. Hoses must also be kept free from leaks, corrosive substances and protected against damage from traffic.
- All connections must be properly clamped and checked and must not be over-tightened.

- Tools must be kept clean and properly lubricated, airline filters and lubricators must be kept in a good, serviceable and efficient condition.
- Where a fault occurs in an airline, the main air supply must be shut off and any tool cleared of air before investigating.
- **Compressed air is delivered at high pressure and, if it enters the body, can rupture internal organs and cause death. Therefore horseplay, under any circumstances, is expressly forbidden under company policy.**

30.8 Woodworking Machines

The regulations cover many types of woodworking machines, these machines are deemed to be work equipment and therefore the requirements of the **Provision and Use of Work Equipment Regulations** must be observed.

- The cutting parts of any such machine must be guarded to the greatest extent possible. Guards must not be adjusted while the blade is in motion, but must be maintained in good order.
- Every machine must be provided with an efficient means of stopping it and such means must be readily accessible.
- The area in which a machine is being used, be it portable or fixed, must be kept clear of waste off-cuts and must not be allowed to become slippery, where practicable.
- Any person employed to work a woodworking machine must be trained to operate the machine properly and must be shown the dangers of the machine and the purpose of any devices (e.g. push sticks) used with it. In addition, no person under 18 is allowed to use a circular saw woodworking machine or hand fed planing machine unless they have undergone an approved training course, or are under constant supervision by a competent instructor whilst undergoing training.
- Every employed person whilst using a woodworking machine must use and keep adjusted the guards of the machine and make use of any push sticks etc., as appropriate.
- Every woodworking machine must be adequately lit. The manager should arrange for adequate lighting to be made available as appropriate.
- Where excessive noise is produced by woodworking machines, hearing protectors must be provided for the operator by the manager. Most machines will produce noise levels in excess of those laid down by the **Noise at Work Regulations**. Hearing protection should therefore be worn for the duration of the use of the machine, irrespective of the length of time. Young persons (those under 18 years old) are not to operate any wood working machine unless a risk assessment has been carried out on the noise risks and suitable measures taken to reduce the risk of exposure to excess noise.
- **Circular Saw Benches** - Every saw bench must be fitted with a suitable riving knife, and the side flange of the top guard must extend down both sides of the blade.
- The stability of every saw bench must be ensured where practicable by securing it to the floor.

30.9 Abrasive Wheels

- No person must operate these machines, or mount an abrasive wheel, unless they have been trained in accordance with the **Provision and Use of Work Equipment Regulations** and has been duly appointed by Liveco.
- No abrasive wheel is to be fitted other than to the correct spindle.
- Dressing a wheel by any means, other than with a dressing tool is strictly forbidden (bench and pedestal machines).

- When using abrasive wheels, especially on portable equipment, be careful not to damage or crack the wheel and make sure the guard is in position.
- Always when using an abrasive wheel, wear suitable approved eye and hearing protection (respiratory protection will also be necessary when dust suppression measures are not utilised)
- Use blotters (labels to both sides of the wheel or disc on portable machines) supplied with the wheels.
- Make sure that the wheel hole, threaded or plain, fits the machine spindle properly and that flanges are clean, flat and of the proper type for the wheel you are mounting.
- Do not use excessive pressure when mounting the wheel between flanges. Tighten the nut only enough to hold the wheel firmly.
- Do not mount more than one wheel on a single spindle unless the machine is designed specially to take more than one disc/wheel.
- Do not use a grinding wheel that has a related speed less than the speed of the grinder.

30.10 Lifting Equipment

The Lifting Operations and Lifting Equipment Regulations (LOLER) apply to all types of lifting equipment and accessories (lifting gear) Lifting equipment is also work equipment and therefore must comply with the requirements of the **Provision and Use of Work Equipment Regulations (PUWER)**.

- Cranes and lifting equipment must be operated and maintained to comply with established and mandatory standards.
- All cranes and lifting gear must have current examination and inspection records.
- Only authorised and suitably trained persons shall act as slinger/signallers and shall use the signals prescribed in **The Health and Safety (Safety Signs and Signals) Regulations**.
- Only lifting equipment and accessories that are within their respective inspection and thorough examination period may be used (lifting of persons 6months – other lifting operations every 12 months or thorough examination carried out as part of a maintenance scheme).
- Only authorised and trained persons shall operate two-way radios.
- Only trained and competent crane operators are allowed to operate cranes.
- Hoist, travel and S.L.I. are to be tested at the start of every shift.
- During lifts the crane operator must not allow anyone to ride the load, hook or chains.
- Ensure correct rigging and know the correct weight of the load.
- Loads must be correctly balanced prior to lifting.
- All operators and slinger / signallers must be aware of all obstacles within the lifting radius and must check before each movement.
- The point of a hook must never be used for lifting.
- Ground conditions must be investigated to ensure they are capable of withstanding the imposed loads of the crane and the load to be lifted.
- Lifting operations shall be segregated from all other activities and suitable signage warning of the hazards displayed
- Do not stand under loads, and warn personnel when loads are being slewed.

Accessories For Lifting Loads

Safety Check List

- All hooks used for lifting must be fitted with a safety catch or be shaped to prevent the load coming off the hook.
- The chains or slings must be the correct type and length for the required lift.
- Do not attempt to shorten chains or slings by tying knots in them.
- Timber or sacking "bights" must be used when slinging material which is liable to slip (i.e. steel).
- When using "brother" chains around the loads, the back of the hook must be facing the ring otherwise the chain can pull from the hook.
- The weight of the material to be lifted must be ascertained and this must be within the safe working loads (SWL) marked on the chain. On some multi-leg chains the SWL is stated with all legs in use. If only some of the legs are being used the SWL will be less than that stated on the equipment.
- All lifting accessories shall have a six-monthly thorough examination certificate and pre-use inspections carried out. Weekly inspection records shall be maintained.

30.11 Hoists

Liveco may from time to time hire goods hoists. The safety requirements during the use of such equipment are extensive and in addition, operators must be adequately trained to operate, inspect and maintain the equipment unless these requirements are arranged with the hoist supplier.

The **Lifting Operations and Lifting Equipment Regulations (LOLER)** applies to Liveco's work activities with hoists at construction sites.

- All hoists must be inspected by a competent person before use and after assembly at a new location; and at 6 monthly intervals if the hoist is a passenger-carrying hoist; 12 months if the hoist is used solely for lifting loads. The hoist supplier or installer, not the user, must carry out these inspections. Site managers must ensure that the results are recorded in the appropriate inspection record.
- An inspection of the hoist must also be carried out if conditions occur that are likely to affect the continued safe operation of the equipment. Someone who is competent must carry out this inspection, and again this would usually be the supplier or installer, unless specific training has been given to an individual working on the site.

Safety Check List

- The lifting rope should be in good condition and have at least two turns left on the winch drum when at the lowest point of the lift.
- The over wind device should be fitted correctly and operating.
- A notice forbidding riding on the platform must be displayed, and a notice stating the safe working load (SWL) should be fixed to the platform.
- The platform must be sound and capable of carrying the load.
- The hoist tower must be enclosed with wire mesh, and the winch and rope screened to prevent access. Inclined hoists should be enclosed at ground level (solid barrier) to prevent unauthorised access, and take-off points should be protected so as not to endanger others using common parts of scaffold.
- Gates must be fitted and workable on all landings and at the base

- Gates must display notices re: "**keep closed when platform not at level**". Interlocks that prevent the operation of the hoist when the gates are open must be fitted.
- The hoist should be capable of being operated from one position only, and whenever possible a full-time driver appointed.
- The hoist tower must be independently fixed to the building. The scaffold must also be tied into the building, using separate tying points to the hoist tower unless the ties have been specially designed.
- All access platform and barrow runs provided for a hoist where a person can fall, must be fully boarded out and have guard-rails, or guard-rails and barriers, and toe-boards, in order to comply with the **Work at Height Regulations**.
- Ensure that all wheelbarrows, trolleys and materials are secured or wedged before they are carried on the hoist platform.

30.12 Cartridge Operated Tools

These tools are work equipment and therefore, the requirements of the **Provision and Use of Work Equipment Regulations** and company policy must be observed.

- Cartridge tools must only be operated by persons trained in the use of the particular tool to be used.
- Cartridge tools must be dismantled and examined for defects once in every seven days of use.
- The tool should not be used unless it is fitted with a guard or shield suitable for the work
- All unused cartridges must be returned to the site manager, who is responsible for establishing a procedure for issue and return.
- ALWAYS when operating a cartridge tool wear suitable high impact eye and hearing protection.
- A loaded tool must not be left unattended.
- Tools and the number and type of cartridge, should always be signed for when issued.
- On issue always immediately check the tool is not loaded.
- When loading a cartridge or strip, point the barrel in a safe direction - pointing away from yourself and any other person.
- NEVER place your hand over the end of the barrel.
- NEVER walk around the workplace with a loaded tool - it should only be loaded at the work site.
- Hold the tool at right angles to the job when firing.
- When fixing through pre-drilled holes, ensure the adapter is used to make sure the nail or fixing is guided safely to its point of contact.
- Always be aware of the possibility of the nail being fired through the material. Carry out tests to determine the correct power setting or correct cartridge strength. During testing ensure no persons are allowed behind the material into which the tool is being fired.
- Tools must not be fired where concentrations of flammable dust or vapour could give rise to an explosion.
- In the event of a misfire, wait one minute before unloading. Extract the cartridge only in accordance with the manufacturer's instructions; under no circumstances must a screwdriver, nail or knife be used.
- Misfired cartridges must be immersed in water to render them harmless.
- After use ensure the tool is cleaned and oiled according to the manufacturer's instructions.
- Only routine maintenance and the replacement of interchangeable parts is permitted, all major repairs must be carried out by the manufacturer.

- Stocks of cartridges must be stored in damp-proof and flameproof boxes or cupboards, which can be securely locked.
- Remember - cartridge tools can be dangerous if misused. Always ensure that they are never used in a careless manner.

31.0 Vibration

Several operations require the use of hand held tools and equipment e.g. breakers, wacker plates and abrasive wheels. The vibration produced by this type of equipment can have an adverse effect on the upper limbs, and in particular the nerves, tissues and muscles of the hands and fingers of the people operating them. In the long term this may lead to permanent damage known as Hand Arm Vibration Syndrome (HAVS) The best known of these conditions being vibration white finger (VWF) which is caused by damage to the blood circulation.

The Control of Vibration at Work Regulations have an **Exposure Action Value (EAV) of 2.5m/s²**, and an **Exposure Limit Value of 5m/s²**.

The Control of Vibration at Work Regulations Hand-Arm Vibration Criteria		
	Description	A(8) – m/s ²
Exposure Limit Value (ELV)	The daily exposure limit value standardised to an 8 hour reference period	5.0
Exposure Action Value (EAV)	The daily exposure action value standardised to an 8 hour reference period	2.5

An assessment of the hazards created by the use of this type of equipment must be undertaken to prevent, or where this is not reasonably practicable, reduce and control the risks from the vibration. The contracts manager and site supervisor will undertake these assessments, with assistance from the Northern Counties Safety Group as necessary. Manufacturer or supplier's information should be used as guidance, and low vibration plant and equipment should be specified and used wherever practicable.

Control Measures should include:

- Where possible, methods will be used that avoid the need to expose employees to hand arm vibration (e.g. machine mounted breakers, floor saws, remote controlled trench rollers etc).
- If this is not possible then exposures will be reduced to as low a level as is reasonably practicable.
- An assessment of the hazards created by the use of hand-held equipment will be undertaken to prevent, or where this is not reasonably practicable, reduce and control the risks from the vibration. The site manager will arrange for these assessments to be carried out with assistance from Northern Counties Safety Group where required.
- Manufacturer or supplier's information will be used as guidance, but assessments on site during the actual use of the equipment/tool will be planned. Low vibration plant and equipment will be specified and used wherever practicable.
- Where employees first join Liveco, and are expected to be exposed to hand-arm vibration, they will complete a Tier 1 health questionnaire to determine their risk from vibration exposure Identifying, and making use of, alternative plant and equipment, such as using crushers in place of hand held breakers.
- All personnel must be issued with and wear appropriate PPE, including gloves.
- Ensure workers keep their hands warm and maintain a good flow of blood to the hands and fingers.
- Organise breaks to ensure long periods of uninterrupted exposure to vibration do not occur.
- Ensuring the correct tool is used for the job and that all tools are correctly balanced, have no worn or defective parts and all blades and cutters are sharp.
- Ensure hot food and drinks are available for operatives and employees when necessary.

Site supervisors must ensure the control measures are clearly understood by all relevant personnel, and that they are strictly adhered to (See Appendix C).

32.0 Mobile Phones

Mobile communication devices, particularly telephones, have been widely used for many years and use of such equipment has become a part of everyday life. This is equally reflected in the workplace, and although the benefits to employers and employees are obvious, concern is mounting in many quarters, including situations where such equipment is used in combination with a vehicle or plant/machinery.

The purpose of this document is to set out clearly, LIVECO Ltd's policy on the use of mobile phones or other communication equipment, in accordance with the requirements of the Health and Safety at Work etc. Act. Although the term 'mobile phone' is used within this document the policy equally applies to other forms of mobile communication equipment, such as hand held radios, cabin-mounted radios or dictation equipment.

This policy has been produced to:

- Ensure compliance with Liveco's duty to minimise the risks to health, safety and welfare of its employees and others affected by its working activities;
- Minimise the risks associated with the use of mobile phones;
- Establish a safe system of work and guidelines for all employees to follow.

The policy applies to all employees who utilise mobile phones during the course of their employment.

Use of mobile phones

- Wherever an employee is provided with a phone, they must only be used in an emergency for private use.
- Due to legislation and increased likelihood of drivers becoming involved in an accident, hand-held mobile phones must never be used while driving or in control of a vehicle. Similarly, hands free mobile phones should not be used to make a call while driving or in control of a vehicle. Ensure, wherever possible, that your phone or other telecommunications equipment has a message taking facility and that you check for messages and deal with any calls when parked safely. Make this a habit and part of your arrival procedure.
- Mobile Phones must also not be used when operation plant or machinery due to the increased risk of an accident.
- Always observe the safety and operational instructions supplied with equipment especially guidance on where the phone should not be used e.g. at a petrol station or near flammable materials.
- Follow any special regulations in force in any area and always switch off the phone wherever it is forbidden to use it, or when it may cause interference or danger i.e. in hospitals, quarries etc.
- Maintain the equipment in good condition and never abuse it. Report any operational problems or defects to your line manager as soon as possible.
- Keep the equipment secure at all times as replacement costs and the costs of unauthorised use can be very high.

Health Advice to Mobile Phone Users

There has been considerable speculation regarding the possible damaging effects on health, as a result of prolonged use of mobile telephones. To date there is no conclusive evidence to support these claims.

i. The Independent Expert Group on Mobile Phones (The Stewart Report) reported in May 2000 that:

“...The balance of the evidence available does not suggest that RF (Radio Frequency) radiation from mobile phones or base stations causes cancer or other brain diseases. However, there is now evidence that effects on biological functions, including those of the brain, may be induced by RF radiation at levels comparable to those associated with the use of mobile telephones. There is, as yet, no evidence that these biological effects constitute a health hazard, but at present only limited data are available. This is one reason why we recommend a precautionary approach.”

ii. There has been some suggestion that using mobile phones via a “hands free kit” might reduce the amount of radiation delivered to the head. In two recent studies that used differing methodologies, one indicated that this was not the case, whilst the other indicated the use of such kits was beneficial. Some research has also indicated that the use of mobile phones in hands free mode by drivers does not reduce the risk of an accident.

iii. Suggested Precautions

- a. If using a mobile telephone, it may be advisable to avoid continued use for prolonged periods;
- b. The use of an approved hands-free set.
- c. Leave a gap between the phone and your ear. Even a small distance can reduce the exposure.

iv. The intention of these precautions is to advise only, so that mobile phone users can make their own informed decisions.

v. For further information, The Department of Health has more information on its website, which can be found at: <http://www.doh.gov.uk>

33.0 Stress Management

The overall aim of Liveco stress policy is to help employees understand the effects of stress and help employees perform better by reducing stress because of their work.

Stress is the adverse reaction people have to excessive pressures or other types of demand placed upon them. There is a clear distinction between pressure, which can be a motivating factor and stress, which can occur when this pressure becomes excessive.

Signs of Stress

Signs to look for in an employee suffering from stress include changes in the pattern of behaviour, deteriorating relationships, an increase in drinking, smoking, drug taking, irritability, lateness, absenteeism, sickness, poor work performance, trivial complaints and lack of concentration.

There may also be identifiable physical symptoms, including headaches, visual problems, muscular pains, tiredness and insomnia.

Low productivity, high staff turnover, higher accident rates and an increase in customer complaints may also signify the existence of a problem which needs to be brought to the attention of the Contracts Manager or Safety Manager.

The primary sources of stress which the policy aims to highlight and control are: -

- **Demands** – Such as workload, work patterns (i.e. weekend work / night shifts) and the work environment.
- **Control** – How much control does the employee have in the way they do their work?
- **Support** – Such as encouragement and resources provided by Liveco, line management and work colleagues.
- **Relationships** – such as avoiding conflict and dealing with unacceptable behaviour.
- **Role** – Does the employee understand their role within Liveco and is there any conflicting role.
- **Change** – such as how is change in Liveco systems managed and communicated to the employees.

Combat / Reducing Stress

In order to reduce or control stress at Liveco, a stress reduction programme will be instigated by the Contracts Manager / Safety Manager.

Once a stress suffering employee has been identified, either via reporting their problems to a line manager or by clear indications of stress identified by a third person (see – Signs of Stress) Then an appraisal will be undertaken by the Contracts Manager / Safety Director

The issues covered in the appraisal will include: -

- Job ambiguities – specific job descriptions should be issued.
- The level of training the employee has received to fulfil their role.
- Resources provided – are they adequate or do we need to provide better resources (staff, equipment etc.)
- Personality conflicts – dealt with where possible.
- Is the stress created more by the employees' personal life rather than work?

- Is the individual more prone to stress. (i.e. sensitive to constructive criticism, unable to cope with normal daily work activities)
- Has clear instruction been given by their line manager on what they are expected to achieve.
- Are objectives and goals set by line managers, realistic and achievable?
- Would counselling from an external person / agency be useful to the employee?

Following the appraisal a well structured action plan should be established to reduce stress levels, which has been agreed with both parties. The individual should then be monitored for improvements and their suitability to the role they have been given.

A follow up appraisal should be set up a month after the initial consultation to establish any positive or negative affects on the stress.

34.0 Working On, Over or Near Water

Working over or near waterways can present a number of problems, e.g. the risk of personnel or plant falling into water, and contracting diseases such as 'Weil's disease'.

This procedure complies with the regulations surrounding working over water and the methods of work which need to be implemented to eliminate the risk of injury.

Weil's disease

It is the responsibility of Liveco to ensure that every precaution is taken against contracting "Weil's Disease". All personnel must be made aware of the importance of personal hygiene, washing thoroughly after visiting the site and prior to contact with foodstuffs. All open cuts or sores should be protected against contact with river water and the surrounding environment by using waterproof adhesive dressings/plasters.

If any site operative experiences flu type symptoms during the works, medical advice should be sought **immediately**. Liveco will issue to each operative at risk, the Weil's disease pocket information card, which should be carried by the employee for reference by themselves and their own doctor or medical adviser.

Preventing Drowning

Precaution must be considered to prevent operatives falling into the watercourse and being swept away by the current.

Wherever possible the potential risk of falling into the water should be removed by fencing off the area. Where a risk still exists then a professionally manned rescue boat/launch should be made available close to the work area with grab lines and an approved life-buoy to prevent a person from drowning should someone fall in. Employees should wear approved life preservers or 'floatation suits' if the risk of drowning or being swept away is high. Employees shall be trained in the use and limitations of such equipment.

Where practical a fully boarded scaffold is the most efficient access to structures over water, this will prevent debris and personnel from falling in. When this is in place it is not necessary to employ a rescue launch.

HAZARD	RISK	ACTION
Personnel falling in	High	Fully boarded access
Debris falling in	High	Fully boarded access, specific protection

The appropriate authorities must be informed e.g. River Authority and Environmental Agency etc, of our activities before commencement of the project.

It is the responsibility of the Director, supported by the site supervisor to ensure all the requirements of this procedure are complied with.

35.0 Driving Policy

Introduction:

The purpose of Liveco Driving Policy and associated Guidance is to ensure compliance with the HSE, Guidance for employers “Driving at Work – Managing work-related road safety”; to fulfil the requirements of our statutory ‘duty of care’ and to meet current insurance sector standards.

All recent changes in standards relating to ‘business travel’ have placed greater responsibility on Liveco for the safety and welfare of those who travel, particularly those engaged in work-related driving. The Policy and Guidance is applicable to all persons who Drive Company owned or leased vehicles; and to those who drive their own vehicles for business purposes and subsequently make a travel claim.

In summary it seeks to:-

- establish arrangements which will ensure that persons who undertake work-related driving are qualified to drive, are insured to drive and are fit to drive
- set out the legal position/driver responsibility for specific road safety issues
- ensure that driving schedules are planned and reasonable
- Define current compliance standards for those who drive a minibus.
- provide information and guidance for drivers in the event of a road traffic accident
- set out the options available to Liveco and driver, in the event of ill-health or disqualification

Fit to drive?

The main issues are:-

- that it is the individuals responsibility to ensure that they are fit to drive when they take a vehicle onto the public highway,
- that any person who is required to drive as part of their employment must declare any medical condition which adversely affects their ability to drive safely (all information provided will be treated as confidential)

Minibus drivers

All minibus drivers for Liveco must:-

- have held a UK drivers licence for more than 2 years,
- have a D1 entitlement, (automatic prior to 1997, by examination post 1997)
- be aged at least 25 years,
- have no more than 3 penalty points on their licence,

Road Safety

Where employees use their own vehicles, it is **wholly** their responsibility to ensure that the vehicle is roadworthy and where applicable, has a valid MOT certificate.

Drivers must not to drive under the influence of drugs or alcohol (*including prescription drugs which may affect their ability to drive*).

The use of hand-held mobile phones whilst driving is not permitted. Hands-free kits can be utilised, but Liveco recommend that the call is kept short and to the point.

Mobile phone use

Research shows that using hand held or hands free mobile phones while driving is a significant distraction and substantially increases the risk of the driver crashing. The problems are mainly caused by the mental distraction and divided attention.

Mobile phones cause a distraction in three ways:

- taking the hands off the wheel
- Becoming engrossed in conversation and not concentrating on the road.
- Mental distraction.

All company employees should adopt the following principles:

1. You must never use a mobile phone whilst driving unless you have a fully compliant hands free unit and are an experienced driver used to handling such equipment.
2. Unless you have a working hands free unit your phone should be switched off, with divert all calls to voice mail and check messages when your vehicle is stationary.

From a safety point of view mobile phone use while driving, even with a hands free unit, should be limited. If the employee has to take a call which is of any significant length of time then the driver should pull off the road into a safe position.

If the employee receives a call you should indicate that you are driving and keep the conversation short and to the point.

Employees should also be aware that if you have an accident whilst using a hands free unit you may still be prosecuted for driving without due care and attention.

Route planning and scheduling

Where an employee has to drive to undertake work-related activity, an assessment of the schedule of driving and work activity is made to ensure that it is reasonable, allows for rest breaks and will not result in excessive working hours. *Driver fatigue is a major cause of road traffic accidents and Liveco has a 'duty of care' towards its employees and other road users.*

Road Traffic Accidents (RTA's)

- Drivers owned or leased vehicles involved in any form of road traffic accident must stop to determine the extent of any injuries to individuals involved and damage to both vehicles.
- Do not under any circumstances admit blame or accept liability
- Record as far as you are able, the details of the RTA.
- Upon return to Liveco offices report the accident immediately to the safety director and /or the Transport manager.
- Drivers should complete the Road Traffic Accident Form (See Employee Handbook).

Medical conditions affecting the ability to drive

Employees who drive owned or leased vehicles or who need to drive as an essential part of their work, must inform their line-manager of any medical condition which would prevent them from driving legally on the public highway or adversely affects their ability to drive safely or with due care and attention.

In these circumstances managers will endeavour to make reasonable adjustments, in consultation with the individual employee.

Disqualification from driving

Employees who drive owned or leased vehicles as an essential part of their employment are duty bound to inform their line-manager immediately of disqualification from driving on the public highway.

That person will be relieved of all driving duties with immediate effect and in consultation with the individual employee and the most appropriate course of action determined. Each case will be dealt with on its own merits.

Recommended Pre-use checks

The Road Traffic Act states that the driver is responsible for the roadworthiness of any vehicle, the load being carried and the wearing of seat belts by passengers, whilst travelling on the public highway.

As such, it is strongly recommended that employees intending to drive any vehicle on business, they should undertake appropriate checks prior to using the vehicle, for example :-

- Tyre tread
- Foot and hand brake operation
- Lights, indicators and hazard warning lights operate
- Horn operates
- Screen wash and wipers operate
- Seat belts fitted and functioning
- Mirrors adjusted/adjustable

These are tasks which do not require any technical expertise and are the basic checks included in the current UK driving standards examination.

Additional checks for long journeys might usefully include:-

- Fluid levels (oil, coolant and screen wash)
- Tyre pressures
- Locks and security functional
- Fuel level

It is not intended that checklists are provided or that records of pre-use checks are kept, as it remains the responsibility of any driver to ensure that a vehicle is roadworthy

36.0 DISPLAY SCREEN EQUIPMENT

Introduction

Main Requirements of the Display Screen Regulations

The regulations require Liveco to analyse each workstation for the purpose of assessing the risks to health and safety of users, which arise out of or in connection with the use of these workstations.

These assessments must be carried out systematically and results monitored carefully.

Assessments will be reviewed automatically whenever there is a substantial change in the workstation or a significant change in the job undertaken.

Display Screen Assessment risks generally fall under three headings – physical (musculoskeletal) – visual fatigue – mental stress, and because there is incomplete understanding of some of these problems managers need to impress upon staff the importance of reporting back to management as soon as any difficulties are experienced.

User and Computer Interface

In designing, selecting, commissioning and modifying software, and in designing tasks using display screen equipment, the responsible manager for this aspect must take into account the following principles:

- Software must be suitable for the task
- Software must be easy to use and where appropriate, adaptable to the users level of knowledge or experience
- Systems must provide feedback to users on the performance of these systems
- Systems must display information in a format and at a pace which are adapted to users
- The principles of software ergonomics must be applied, in particular to human data processing.

Definitions

- 'Display Screen Equipment' covers an alphanumeric or graphic display screen.
- 'Operator' means a self-employed person.
- 'User' means an employee.
- 'Workstation' means an assembly comprising:
- 'Optional Accessories' – being items that will include the following:
 - Disk drive,
 - Telephone, modem,
 - Printer,
 - Document holder,
 - Chair,
 - Desk or work surface, etc.,
 - Immediate working environment.

Analysis of Workstation

Liveco will carry out a suitable and sufficient analysis of the workstations.

Review the analysis if:

- There is reason to suspect it is no longer valid
- There has been a significant change.

Where risks are identified by the assessment they must be reduced to the lowest extent reasonably practicable. The assessment will cover:

- Risk from the workstation
- Draw upon other relevant sources of information
- Produce valid and reliable conclusions
- Make a clear record of the assessment
- Communicate the findings to those who need to take action.

Work Routine

The users must plan the activities to periodically interrupt work at DSE.

In most cases natural breaks will occur involving filing, answering telephones, sending faxes etc., and the work should be planned accordingly.

Any break should allow the user to:

- Vary his/her posture
- Avoid activities which require similar arm or hand movements
- Provide visual relief from the screen.

Liveco will allow an adequate degree of flexibility for 'users' to organise their work rather than draw up a precise and detailed timetable of breaks.

Eye and Eyesight Test

Liveco will provide his 'users' with an appropriate eye and eyesight test initially on request and at regular intervals.

The cost of the test will be borne by Liveco.

If the results of the test reveal that special corrective appliances are necessary at normal visual display unit viewing distances then Liveco will provide them 'free of charge'.

Provision of Training

During the assessment Liveco will provide adequate health and safety training.

Training should cover:

- Simple explanation of main risks associated with the work
- Correct adjustment of equipment
- Need for breaks
- Avoidance of over reaching and glare

- Inspection and cleaning procedures
- Correct posture and importance of postural changes
- Provision and wearing of corrective appliances
- Reporting procedures for highlighting problems

Checklist

Display Screen

- Characters must be clear, well defined, of adequate size and properly spaced.
- Image must be stable with no flickering
- Brightness and contrast should be easily adjustable
- Screen must swivel and tilt easily and freely
- Screen must have a separate base
- Glare and reflections must be minimised.

Keyboard

- Tiltable and separate from screen
- Sufficient space provided in front of keyboard
- Matt surface to avoid reflection
- Adequate and legible keyboard characteristics.

Work Chair

- Stable with ease of movement
- Adjustable height to accommodate work desk
- Adjustable back rest with tilt facility
- Suitable footrest.

Work Desk or Work Surface

- Sufficiently large with low reflectance
- Stable document holder which is adjustable
- Adequate space for legs.

Other matters covered will include:

- Space requirements
- Lighting
- Noise
- Heat
- Radiation
- Humidity

37.0 Security

Liveco accept that security is closely associated with health and safety on its premises or construction sites. Liveco accept that a poor standard of security with the resulting risk of trespass, theft and damage can have implications for the health and safety of the trespassers and possibly the people who are authorised to be there.

Legislation

The Health and Safety at Work etc Act section 4

'It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not exposed to risks to their health and safety.'

The above sections of the Act place a legal duty on Liveco to ensure the health and safety of 'all persons not in their employment'. This is a wide-ranging commitment that will include visitors to site and offices, the employees of other contractors and members of the public.

The Occupiers Liability Acts

This legislation covers the civil law duties that Liveco have of any land or premises towards other people in general. It applies irrespective of whether the owner is occupier, or whether the premises are rented or occupied under any other terms.

Where a premise, or parts of a premise, is 'handed over' to Liveco regardless of whether they have physically demarcated it then Liveco will be regarded as the 'occupier' in law.

The Construction (Design and Management) Regulations

'the necessary steps are taken to prevent access by unauthorised persons to the construction site'.
Reg 13 and 15

Site Visitors

A visitor may be any person, who is a lawful visitor with a genuine reason to visit the premises. Liveco will arrange for all lawful visitors to sign in and out of the offices or sites. Where deemed necessary (dynamic risk assessment) they will be escorted during their visit.

Managing Security

The four most important things that Liveco will do for security are to:

- Remove temptation by hiding from view any 'attractive' item that might tempt a potential thief
- Make it more difficult for the trespasser to get onto the premises.
- Make it harder for the trespasser to gain access to 'attractive' items if they do manage to get onto the premises
- Make it more difficult for the criminal to profit from their crime.

Out of Hour's Security.

When employing security guards, Liveco will provide.

- Training and Induction
- Personal safety (e.g. visits by others and a telephone for emergencies)
- Welfare facilities
- Out-of-hours procedure, contacts, and so on

Closed circuit television (CCTV)

When used cameras will be well placed and:

- Capable of viewing the perimeter in darkness, with or without the aid of security lighting
- Difficult for a thief to interfere with or steal

Security Guards Key Responsibilities

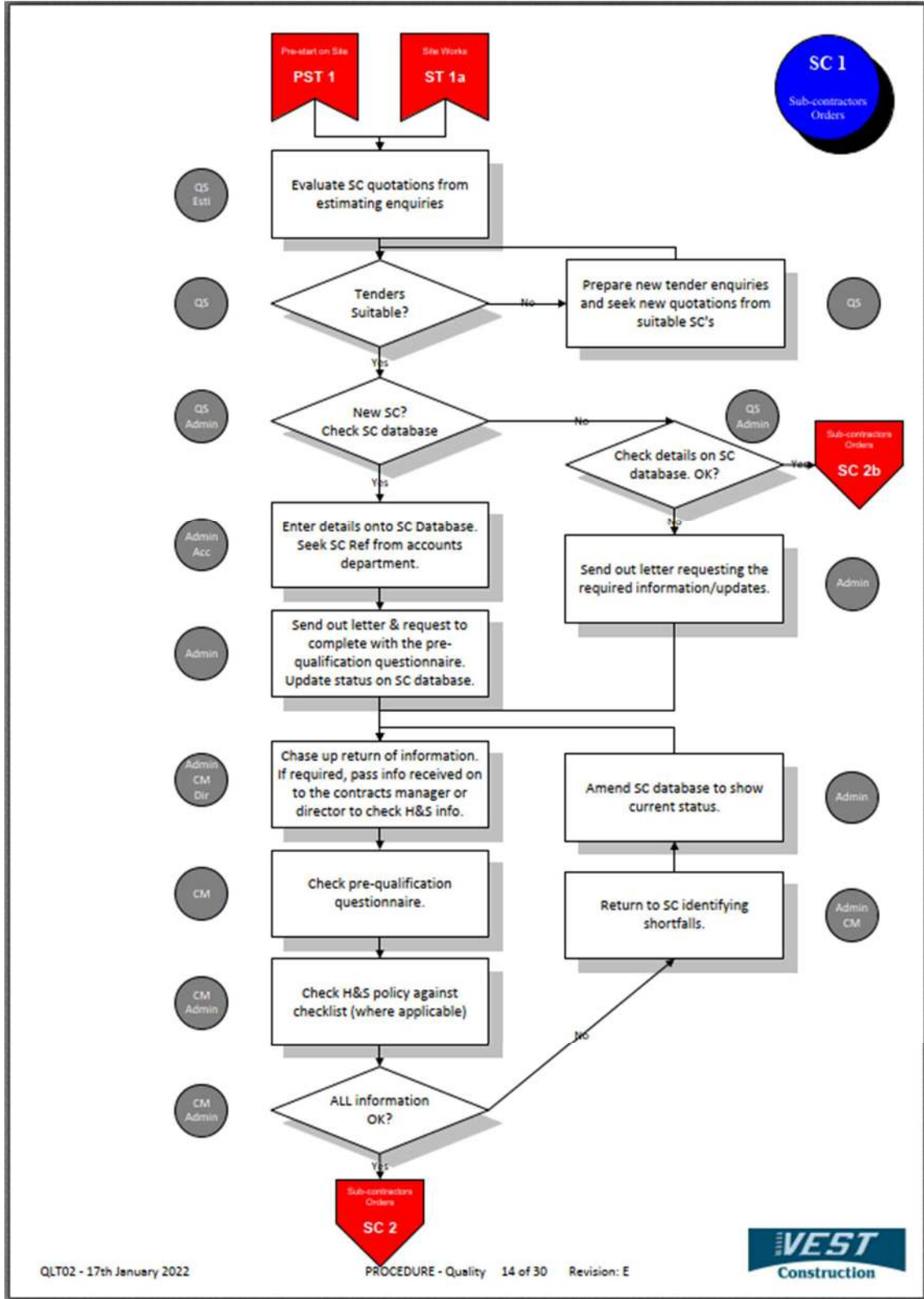
- Undertake access control procedures and ensure access only to those persons authorised to enter the premises either through possession of a company ID card or being confirmed as an expected visitor, temporary staff or pre-arranged contractor.
- Assist with the implementation of applicable emergency procedures and arrangements for the various premises, including fire alarm testing, monitoring of fire safety equipment and means of escape, and assist as required with incident management in accordance with the emergency procedures and arrangements with Fire Wardens.
- Undertake various security support activities such as control and monitoring of security equipment, including CCTV and perimeter detection systems, monitoring of building plant and equipment and out of hours support, including telephony switchboard cover, building patrols and reporting of building defects when observed.
- Report to management any security breaches and provide assistance to the police when required.

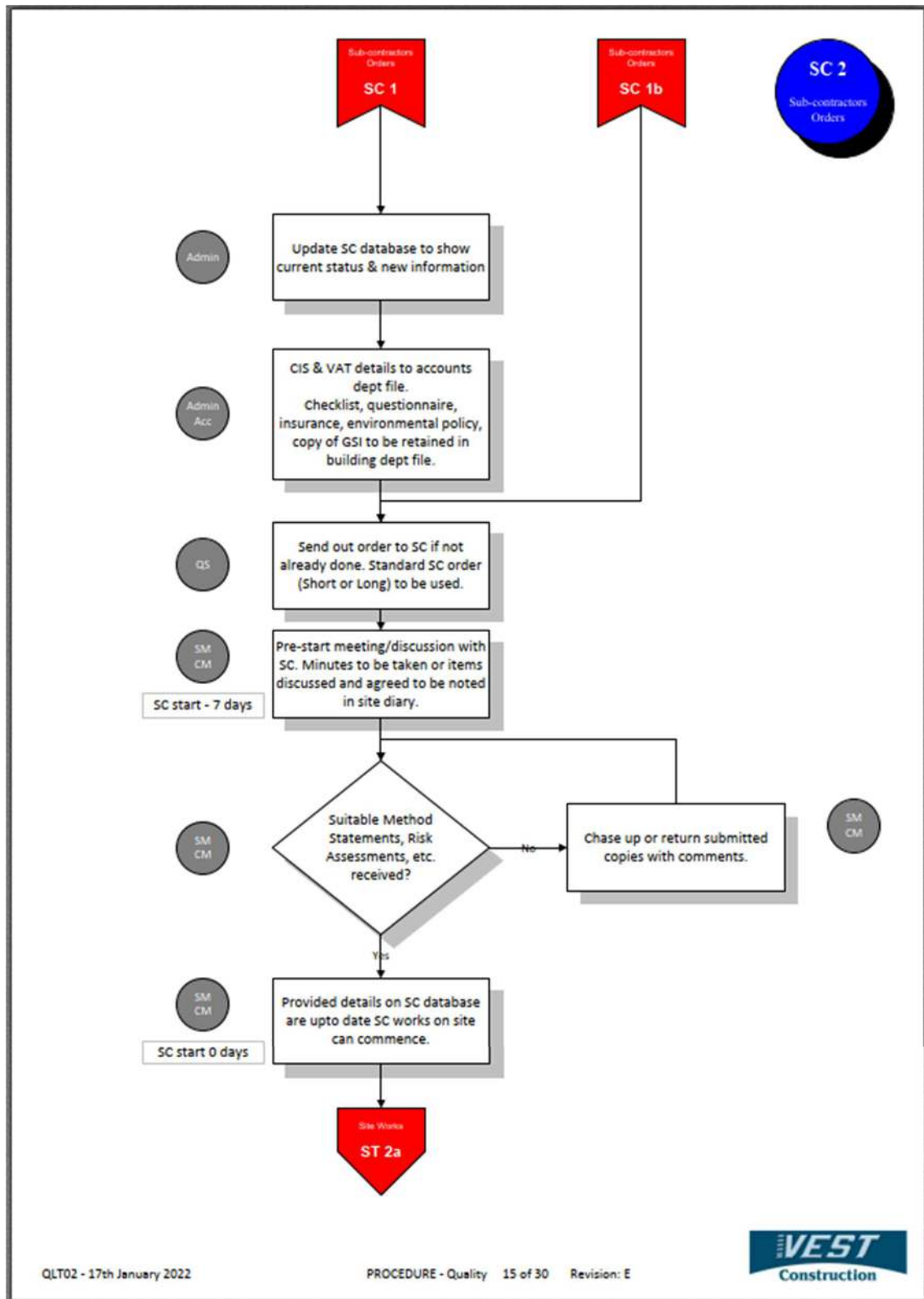
Due to the security guard working alone consideration will be given to:

- Means of communication e.g. two-way radio, mobile telephone and other means of summoning assistance or raising the alarm.
- Violence or criminal activity by third parties (immediate contact with police).
- Foreseeable "worst case" scenario, including the provision for the treatment of injuries e.g. first aid kit.
- Employee suitability, including training requirements, experience, medical fitness, etc.

All employees are required to co-operate with these procedures to ensure safe working and will report any concerns to their supervisor immediately.

APPENDIX A





APPENDIX C

Hand Arm Vibration Measures (HAV)

Since the 'Control of Vibration at Work Regulations' was enforced, the prevention methods used to reduce exposure have continued to develop. This has increased awareness and in turn has reduced the risk associated with working with hand held tools.

Our system concentrates on two areas:

ELV — Exposure Limit Value **EAV** — Exposure Action Value

These two factors define limits in which a user can use a hand held tool/plant and for the length of time.

The Exposure Limit Value (ELV) is what a tool user can be subjected to in a working day and must never be exceeded. Whilst exceeding this is not prohibited by law, this is the point in which a user will become at risk. This limit is set at 5.0m/s² or 400 points.

The Exposure Action Value (EAV) is set at 2.5m/s² or 100 points per working day. Should an operator be expected to exceed this figure during their working day a risk assessment should be completed and the following considered.

- Can the task be completed using a tool(s) that has lower or no vibration magnitude?
- Is the user fully trained and competent in using this tool(s) and aware of the issues relating to HAV?
- Has the tool(s) in question been fully serviced and are any accessories e.g. drill bit, steels at their best quality to reduce the vibration magnitude/time it takes to complete a task?

How to use the EAV Assessment System

Enclosed is some Sample/Guidance data for typical plant, however the m/s² figure for the tool/plant being used on site must be sought from its instruction manual, data plate/label on the tool and/or by requesting it from the hire company.

Example 1 – You are planning to use an Atlas Copco MK1 Petrol Breaker with a magnitude data of 2.3m/s². You anticipate that the operation will take 1 hour of breaking out (trigger time, i.e. deduct stop/non-operating time). By using the reference table enclosed you find the closed magnitude reading to 2.3m/s² in this example, this is 2.5m/s². Follow the row along to 1 hour where you will find the number 13. This is the number of points that the user will accrue when using an Atlas Copco MK1 for 1 hour, which is well below the EAV (Action Level).

Example 2 – You are planning to use a Hilti TE2 Rotary Hammer Drill with a magnitude data of 13.2m/s². You anticipate that the operation will take 2 hours of drill (trigger time, i.e. deduct stop/non-operating time). Using the table the points score would be 675, which is well above the time. You must either use a different tool, ideally with a magnitude level of 5m/s² or less, but definitely less than 10m/s². If this is not possible the work must be split between more operatives or over more days.

Reference Table

Magnitude m/s ²	15 mins	30 mins	1 hour	2 hours	3 hours	4 hours	5 hours	6 hours	8 hours	10 hours
1	1	1	2	4	6	8	10	12	16	20
1.5	1	2	5	9	14	18	23	27	36	45
2	2	4	8	16	24	32	40	48	64	80
2.5	3	6	13	25	38	50	63	75	100	125
3	5	9	18	36	54	72	90	110	145	180
3.5	6	12	25	49	74	98	125	145	195	245
4	8	16	32	64	96	130	160	190	255	320
4.5	10	20	41	81	122	160	205	245	325	405
5	13	26	50	100	150	200	250	300	400	500
5.5	15	30	61	120	180	240	305	365	485	605
6	18	36	72	145	215	290	360	430	575	720
7	25	49	98	195	295	390	490	590	785	980
8	32	64	130	255	385	510	640	770	1000	
9	41	81	160	325	485	650	810	970		
10	50	100	200	400	600	800	1000			
11	61	120	240	485	725	970				
12	72	145	290	575	865					
13	85	170	340	675	1000					
14	98	195	390	785						
15	115	225	450	900						
16	130	255	510							
17	145	290	580							
18	160	325	650							
19	180	360	720							
20	200	400	800							
25	315	625								
30	450	900								
40	800									

Sample/Guidance EVA Data for Tools/Plant

Please Note – You must check data for plant used

Air Tools	Make	Model	Vib. Fig
Air Heavy Duty Breaker	Macdonald	28S V RT	6
Air Hammer Drill	Chicago Pneumatics	CP0009	21.2
Air Clay Digger / Demolition Pick	Chicago Pneumatics	CP0022	22
Tunnelling Pick	Sullair	SK12	6
Air Single Head Floor Scabblers	Macdonald	1UFTVR	23.9
Air Tripple Head Hand Scabblers	Macdonald	MS3VR	5.5
Breakers, Drills & Screwdrivers	Make	Model	Vib. Fig
Hydraulic Breaker	Atlas Copco	LH23E	4.6
Petrol Breaker	Atlas Copco	Cobra MK1	4.6
Hilti DD 110-D Diamond Core Tool	Hilti	DD 110-D	5.8
Hilti DD 130 Diamond Drilling Tool	Hilti	DD 130	6
Hilti DD 130 used with Drilling Rig	Hilti	DD 130	3.5
Hilti DD 200 Diamond Drilling Tool	Hilti	DD 200	2.5
Hilti DX 460 MX Power Actuated Tool	Hilti	DX 460 MX	2.5
Hilti SD 5000 Drywall Screw Driver	Hilti	SD 5000	2.5
Hilti SFH 14-A Cordless Drill / Driver	Hilti	SFH 14-A	12
Hilti SFH 22-A Cordless Hammer Drill / Driver	Hilti	SFH 22-A	20
Hilti ST 1800 Metal Construction Screw Driver	Hilti	ST 1800	2.5
Hilti TE 2 Rotary Hammer Drill	Hilti	TE 2	13.5
Hilti TE 2-A Cordless Rotary Hammer Drill	Hilti	TE 2-A	14.5
Hilti TE 6-A36-AVR Cordless Rotary Hammer Drill	Hilti	TE 6-A36-AVR	9
Hilti TE 7-C Rotary Hammer Drill	Hilti	TE 7-C	17
Hilti TE30C - AVR Rotary Hammer Drill	Hilti	TE30C - AVR	12
Hilti TE 40-AVR Combi Hammer	Hilti	TE 40-AVR	10.5
Hilti TE 60-ATC Combi Hammer	Hilti	TE 60-ATC	7.5
Hilti TE 80-ATC Combi Hammer	Hilti	TE 80-ATC	8.5
Hilti TE 300-AVR Breaker	Hilti	TE 300-AVR	7
Hilti TE 500-AVR	Hilti	TE 500-AVR	10.1
Hilti TE 700-AVR Breaker	Hilti	TE 700-AVR	6.5
Hilti TE 1000-AVR Demolition Breaker	Hilti	TE 1000-AVR	6.5
Hilti UH 700 Hammer Drill	Hilti	UH 700	14.2
Finishing Nailer	Paslode	Impulse IM65 F16	2.6
Framing Nailer	Paslode	Impulse IM350/90	3
Right Angle Drill	Makita	63001 R	2.5
Compaction Equipment	Make	Model	Vib. Fig
Plate Compactor - Petrol	Bomag	BP18/45-2	5.8
Plate Compactor - Petrol	Bomag	BVP10/36	4.3
Plate Compactor Heavy Duty Reversible Diesel & Petrol	Bomag	BPR35/42D	6.2
Plate Compactor Heavy Duty Reversible Diesel & Petrol	Bomag	BPR35/60D	5.7
Plate Compactor Heavy Duty Reversible Diesel & Petrol	Bomag	BPR30/38	8.2
Plate Compactor Heavy Duty Reversible Diesel & Petrol	Ammann	AVP 3020	4.9
Rammer (4 Stroke)	Bomag	BT65/4	8.2
Rammer (4 Stroke)	Bomag	BT60/4	8.1
Concrete Equipment	Make	Model	Vib. Fig
Flexible Drive Poker			2.5
Portable High Frequency Poker (4/Stroke)	M.B.W	Portavibe	8.5
1" Air Poker	Vibro Technique		1.28
2" Air Poker	Vibro Technique		4.5
3" Air Poker	Vibro Technique		4.6
4" Air Poker	Vibro Technique		2.24
24" (600mm) Power Float	Whiteman	CA-4-4H	3.85
36" (900mm) Power Float	Norton Clipper	MTA36	6.6
36" (900mm) Power Float	MBW	F36/4H	7.5
48" (1200mm) Power Float	Whiteman	BA4-BHMQP	6.3
Easy Screed - Single Handle c/w 1.2M Beam	M.B.W	K-150	N/av
Easy Screed - Twin Handle	M.B.W	WS500H	5
Gardening Equipment	Make	Model	Vib. Fig
Hedge Trimmer	Stihl	HS 81 R	3.9
Petrol Lawn Mower	EFCO	LR48TH	5
Rotavator	Camon	CB	5
Scarifier	EFCO	AG50-H60	6.9
Turf Cutter	Garden Master	GMTC2	5
Saws, Grinders & Cutters	Make	Model	Vib. Fig
12" Portable Cut Off Saw - 2/Stroke	Stihl	TS410	3.9/3.9
14" Petrol Floorsaw	Norton Clipper	C99	5.3
18" Petrol Floorsaw	Norton Clipper	CS451	2.1
Cordless Grinder	Makita	BGA452RFE	8.5
Hilti DCG 125-S Angle Grinder	Hilti	DCG 125-S	5.7
Hilti DCG 230-D Angle Grinder	Hilti	DCG 230-D	5
Hilti WSJ 750-ET Orbital Action Loop Handled Jig Saw	Hilti	WSJ 750-ET	10.5
Hilti WSR 1250-PE Reciprocating Saw	Hilti	WSR 1250-PE	22
Hilti WSR 36-A Cordless Reciprocating Saw	Hilti	WSR 36-A	13
Hilti DCSE 20 Wall Chaser	Hilti	DCSE 20	4.5
Hilti WSC 85 Circular Saw	Hilti	WSC 85	2.5
Hilti DCH 300 Electric Diamond Cutter	Hilti	DCH 300	5.1
Mitre Saw	Makita	LS1018L	2.5
Flipsaw	Makita	LF1000	2.5
Bench Saws - Wood	Metabo	TKHS315	2.5
Electric Bench Saw - Masonry	Siant Gobain	CM41	<2.5
Petrol Bench Saw - Masonry	Saint Gobain	CM401	<2.5
Woodworking & Sanding	Make	Model	Vib. Fig
Floor Sander	Hiretech	HT8	1.6
Floor Edger	Hiretech	HT7-2	2.7
Belt Sander	Makita	9404	2.5
Router	Makita	3612C	2.5
Planer	Makita	KPOS10K	3.5

Annual screening questionnaire for health surveillance

SCREENING QUESTIONNAIRE FOR WORKERS USING HAND-HELD VIBRATING TOOLS, HAND-GUIDED VIBRATING MACHINES AND HAND-FED VIBRATING MACHINES

Date:.....

Employee name:.....

Occupation:.....

Address:.....

Date of birth:.....

National Insurance no:.....

Employer name:.....

Date of previous screening:.....

Have you been using hand-held vibrating tools, machines or hand-fed processes in your job, or if this is a review, since your last assessment? Y/N
(detail work history overleaf)

If NO or more than 2 years since last exposure please return the form - there is no need to answer further questions.

If YES:

1 Do you have any numbness or tingling of the fingers lasting more than 20 minutes after using vibrating equipment? Y/N

2 Do you have numbness or tingling of the fingers at any other time? Y/N

3 Do you wake at night with pain, tingling, or numbness in your hand or wrist? Y/N

4 Have any of your fingers gone white* on cold exposure? Y/N

**Whiteness means a clear discoloration of the fingers with a sharp edge, usually followed by a red flush.*



Blanching

- 5 Have you noticed any change in your response to your tolerance of working outdoors in the cold? Y/N
- 6 Are you experiencing any other problems in your hands or arms? Y/N
- 7 Do you have difficulty picking up very small objects, eg screws or buttons or opening tight jars? Y/N
- 8 Has anything changed about your health since the last assessment ? Y/N

I certify that all the answers given above are true to the best of my knowledge and belief.

Signed:

Date:

RETURN TO:

Hand-arm vibration syndrome (HAVS):

- is a disorder which affects the blood vessels, nerves, muscles and joints of the hand, wrist and arm;
- can become severely disabling if ignored; and
- its best known form is vibration white finger (VWF) which can be triggered by cold or wet weather and can cause severe pain in the affected fingers.

Signs to look out for in hand-arm vibration syndrome:

- tingling and numbness in the fingers;
- in the cold and wet, fingers go white, then blue, then red and are painful;
- you can't feel things with your fingers;
- pain, tingling or numbness in your hands, wrists and arms;
- loss of strength in hands.

OCCUPATIONAL HISTORY

Dates

Job Title

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

APPENDIX D

Working at height checklist	Y	N
1. Preliminary decision-making		
Can any of the work be carried out at ground level?	<input type="checkbox"/>	<input type="checkbox"/>
Are our workers competent and have they received relevant training?	<input type="checkbox"/>	<input type="checkbox"/>
Are the risks from falling objects properly prevented or controlled?	<input type="checkbox"/>	<input type="checkbox"/>
If an existing workplace is to be used has it been made safe to use?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a risk assessment for the work?	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency plans prepared and practiced?	<input type="checkbox"/>	<input type="checkbox"/>
Is a competent person planning the work?	<input type="checkbox"/>	<input type="checkbox"/>
Has the work area been surveyed for hazards, e.g. overhead power lines or unsuitable ground conditions?	<input type="checkbox"/>	<input type="checkbox"/>
2. Fall protection measures		
If work at height is unavoidable, are the following measures in place:		
- fixed handrails?	<input type="checkbox"/>	<input type="checkbox"/>
- access ladders?	<input type="checkbox"/>	<input type="checkbox"/>
- materials guards?	<input type="checkbox"/>	<input type="checkbox"/>
- work platforms?	<input type="checkbox"/>	<input type="checkbox"/>
Is powered access equipment, e.g. mobile elevating work platforms used?	<input type="checkbox"/>	<input type="checkbox"/>
Is portable equipment, e.g. ladders/steps, or mobile non-powered towers, used?	<input type="checkbox"/>	<input type="checkbox"/>
Are fragile materials suitably guarded or covered?	<input type="checkbox"/>	<input type="checkbox"/>
If the risk of falls can't be prevented, have we considered the following:		
- installing a fall arrest deck just below the work area?	<input type="checkbox"/>	<input type="checkbox"/>
- if it's safe to use a safety net, air bags or bean bags?	<input type="checkbox"/>	<input type="checkbox"/>
- if it's safe to use work positioning or fall arrest harnesses?	<input type="checkbox"/>	<input type="checkbox"/>
3. During work at height		
Is a competent person present who can suspend work if conditions change, e.g. weather, traffic, scope of work?	<input type="checkbox"/>	<input type="checkbox"/>
Is the access equipment regularly inspected?	<input type="checkbox"/>	<input type="checkbox"/>
Has a safe system of work been devised for adapting or dismantling equipment	<input type="checkbox"/>	<input type="checkbox"/>
Is the fall of materials being prevented, or the area below cordoned off?	<input type="checkbox"/>	<input type="checkbox"/>