



THE BUILDING MAINTENANCE COMPANY

**SAFETY, HEALTH & ENVIRONMENTAL
POLICIES MANUAL**



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SAFETY, HEALTH & ENVIRONMENTAL POLICY

1.00 HEALTH & SAFETY POLICY

The Company is committed to ensuring the health, safety, and welfare of its employees, and recognises the successful implementation of this policy requires commitment from all levels of staff throughout the company.

It is the intention of the Company to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment, and to ensure that all employees will be given such information, instruction, training and supervision deemed reasonably necessary to enable safe and healthy performance of work activities.

The Company will comply with statutory legislation including approved codes of practice and provide safe systems of work for employees and for visitors, contractors, and members of the public in all working areas and premises including the provision of welfare facilities for staff. All field personnel will be issued with Personal Protective Equipment (PPE) and a fully stocked First Aid Kit on commencement of employment and these will be subsequently checked during company vehicle inspections.

The Company will employ competent personnel to ensure compliance with all statutory duties, and where necessary, appropriate outside specialists will be contracted to provide expert advice and training.

Adequate facilities and arrangements will be made available to enable employees or their representatives to raise issues of Safety, Health or Environment. Communication and consultation will be encouraged via Employee H&S Representatives, Toolbox Talks, H&S Memos and in-house bulletins

Each member of staff has an obligation to take reasonable care of his/her health and safety, and for the safety of other people who may be affected by his/her acts or omissions. It is also the responsibility of all employees to report any adverse events or conditions immediately. The Managing Director has overall responsibility for H&S within the business.

The Company Safety, Health & Environmental Management will regularly review/audit all policies, procedures, and business processes to achieve sustained continuous improvement in all areas of health & safety.

SIGNED

DATE

1 February 2022

WILLIAM RIDLEY, MANAGING DIRECTOR
The Building Maintenance Company



SAFETY, HEALTH & ENVIRONMENTAL POLICY

1.00 GENERAL POLICY STATEMENT

1.01 Operation of The General Policy

In carrying out the General Policy previously set out, it is the practice of The Building Maintenance Company:

- To specify in writing Managerial responsibility and accountability for the Health, Safety and Welfare of its employees and for the Safety & Health of others, including the Environment, which may be affected by the company's undertakings and with a commitment to continually improve Safety, Health and Environmental performance.
- To ensure satisfactory finance and resource is provided for Safety, Health and Environmental commitments,
- To ensure that appropriate safety training and instruction is provided, for risk assessment and evaluation of, and on the introduction of new and unfamiliar methods/processes and equipment and that adverse event (incident/accident) prevention is included in all relevant Training Programmes, especially those for apprentices and other young trainees and employees.
- by a programme of regular propaganda and other appropriate presentations to sustain an awareness of the needs to risk assess and evaluate, to prevent adverse events (incidents/accidents), and risks to health in the minds of its employees.
- to take into account (risk analysis) when planning its operations any aspects which will help to eliminate injury, illness, disease, pollution and waste.
- to make appropriate adverse event prevention arrangements at the work place and maintain liaison with all other employers, and others who are in or visiting the workplace;
- to encourage the discussion of Safety, Health & Environmental matters at all levels, including the setting up of arrangements for joint consultation with employees through their appointed Safety, Health and Environment representatives.

It is the continuing Policy of The Building Maintenance Company to make every effort in the conduct of its activities with the aim of no adverse events, no harm to people or property and no damage to the environment.



HEALTH AND SAFETY AND ENVIRONMENTAL POLICY

2.0 ENVIRONMENTAL POLICY

The Company recognises its responsibilities as a service provider and concerns itself with long- and short-term effects of its business in relation to the environment.

The Company welcomes the introduction of legal measures and appreciates that progress on environmental issues can only be made through the actions of individuals and companies.

The Company has adopted a positive policy to promote a practical day to day commitment to the environment.

The Company will contribute both time and effort in both management and in technical terms and be dedicated to the initial reduction and eventual elimination of any significant pollution likely to emanate from the activities of The Building Maintenance Company.

The successful implementation of this policy requires commitment from all levels of staff throughout the Company. Specific actions to ensure compliance with this policy will be factored into employees' overall performance standards and will include training where the Company deems it necessary.

Management will carry out periodic auditing of work areas to evaluate environmental performance and regulatory compliance. The Managing Director has overall responsibility for the environmental policies of the Company.

The Company's H&S and Environmental Management will regularly review all policies, procedures, and business processes to achieve sustained continuous improvement in the area of environmental management.

WILLIAM RIDLEY, MANAGING DIRECTOR

Reviewed February 2022

Version 16



SAFETY, HEALTH & ENVIRONMENTAL POLICY

2.00 ENVIRONMENTAL POLICY

2.01 Operation of Environmental Management Policy

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Method Statement

We have considered and evaluated the practical steps involved in establishing an environmental management system, building on the progress made in preparing and publicising this environmental policy. In the event that it is desirable, we will consider making an application for certification of our Environmental Management System (EMS).

Waste Management

Where reasonably practicable, we will comply with disposal of hazardous and non-hazardous materials, as identified in the European Union Landfill Directive (European Waste Catalogue - EWC), as required. Through sorting, selection and treatment we shall ensure, where reasonably practicable, via contracted waste carriers and transfer that all waste materials prior to disposal are segregated as such.

When separately collected methods are used all hazards will be considered dependant on quantities and volumes involved to identify practical or non-practical Environmental benefits,

We will minimise, re-use and re-cycle all materials wherever practicable and will always seek to reduce solid waste emissions.

Wherever practicable, we will continue to eliminate any un-necessary waste streams and will consider the ultimate fate of waste when re-ordering materials or products.

We will evaluate all waste streams and, wherever possible, we will consider the re-use of any appropriate materials. Where it is not possible to eliminate waste altogether or to re-use materials or products, we would consider opportunities to re-cycle for other beneficial uses.

In disposing of the residue of materials and products we will maintain the "Duty of Care" and control all waste streams by ensuring that waste is stored, secured and only disposed of as legal requirements dictate, (See Environmental Aspects & Impacts).

Corporate Environmental Effects

We will identify and seek to reduce, via documented Aspects & Impacts Assessment Procedures, any significant environmental effects which may arise from our processes or operations. We have considered further establishing a corporate register of any significant environmental effects arising from our operations for, transportation, office services, planning and supply activities, etc.

Plant Environmental Effects

Should the occasion arise due to process or operational changes we would establish a plant-level register of any significant environmental effects arising from the use of water and discharge of liquid effluent, the generation of solid waste, the emission of material to the atmosphere, and the creation of noise, both arising from day-to-day and infrequent operations. We will nominate staff to conduct regular reviews of environmental performance within each process area to ensure, wherever possible, that any targets set are being met.



SAFETY, HEALTH & ENVIRONMENTAL POLICY

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2.00 ENVIRONMENTAL POLICY

2.01 Operation of Environmental Management Policy

Suppliers and Sub-Contractors Performance

We will work with our suppliers and sub-contractors to improve our overall environmental performance and from time to time review any provisions they are making to improve their environmental performance.

We will continue to liaise with all relevant external bodies and to work with our own staff to improve environmental performance.

The company will promote and encourage appropriate training and self monitoring for all levels of management and staff, particularly those who advise on Safety, Health and Environmental matters.

External Relations

The company will work with relevant statutory bodies and the local community and will monitor concerns and complaints that may arise in order to maintain and build upon the good working relationships that already exist.

The company will seek to reduce, where applicable, all solid waste streams and discharges to drains. In addition, we will seek to reduce any chemical load from all of our effluent streams.

The company will seek to introduce energy saving devices into our process operations at every practical opportunity.

The company will comply with all conditions set out in any approval for the grant of planning permission. In addition, we will take steps to ensure that process and operational noise does not give rise to nuisance.

We will continue to take all reasonable steps to ensure that any emission of odours and particulates does not also give rise to nuisance.

Waste

The company will ensure that all general and any special waste is identified, labelled, segregated and secured prior to removal from site. The company will take all reasonable steps to ensure that dyes, oils, acids, alkalis, chemicals, detergents, suspended particles and other potentially poisonous, noxious or polluting materials do not enter surface or drainage water.

The company will work to stay within the constant parameters laid down by either the Environmental Agency or the relevant Water Authority for all permitted aqueous discharges.



2.10 ENVIRONMENTAL ASPECTS & IMPACTS

2.1.1 Solid and Hazardous Waste – Environmental Method Statement

Act/Regulation: Environmental Protection (Duty of Care) Regulations.

The regulations require persons producing, carrying, or having control of waste to take reasonable steps to ensure it is lawfully and safely handled. This involves knowing how and by whom waste is being handled and records being kept in the form of waste transfer notes.

The Duty of Care applies to anyone who produces or handles controlled waste.

- We as a company, will prevent any contravention of the waste licensing provisions by us or any third party.
- We shall prevent the escape of any waste from our control or that of any third party.
- We will ensure that waste is only transferred to an authorised person or a person for authorised transport purposes and will ensure that a written description is transferred with it.

The written description of waste will provide sufficient information to enable others to avoid contravening waste management licensing requirements. The Duty of Care Regulations requires the use of transfer notes for all movements of waste and to specify the content of transfer notes. Transfer notes will be retained for two years.

Through the waste processes concerned, only approved and registered waste carriers shall be employed to remove waste on behalf of the company. Responsible managers will ensure that waste generated by their department/workforce is sorted and segregated where reasonably practicable, and deposited in appropriate skips/containers etc.

Waste transfer notes shall be exchanged and retained at the Regional Office by management who will periodically review the effectiveness of waste containment and any segregation, i.e., for hazardous waste etc. along with all waste transfer documentation.

Monitoring shall take place twice annually by the Safety, Health and Environment Department who, as a part of the SHE Inspection, will arrange review of the registration/certification validity of our, and any carriers and disposers contracted and shall audit disposal routes.

The company, via its management systems, will ensure, (where reasonable and practicable), that all waste will be managed and disposed of in accordance with best environmental practice and in accordance with regulatory requirements.



SAFETY, HEALTH & ENVIRONMENTAL POLICY

3.00 ORGANISATION/RESPONSIBILITIES

3.01 Directors' Responsibilities

The overall and ultimate responsibility for all matters relating to Safety, Health, and the Environment, within the Building Maintenance Company rests with the Board of Directors whose responsibilities are:

- To agree to keep under review the Safety, Health & Environmental Policies.
- To ensure that Policy Statements are issued and communicated to all employees.
- To ensure that the requirements of the Acts and any regulations and Codes of Practice relating there to are complied with including all provisions for Arrangements.
- To ensure a satisfactory level of finance (and other) resource is available, at all times, to provide for Safety, Health and Environmental commitments.
- To ensure consultation with Safety Delegates takes place with the making and maintenance of arrangements which will enable employer and employees to co-operate effectively in promoting and developing measures to ensure the health, safety and welfare at work of employees, and any other parties in connection with, and checking the effectiveness of such measures.



SAFETY, HEALTH & ENVIRONMENTAL POLICY

3.00 RESPONSIBILITIES

3.02 Advisors' Responsibilities

The Safety, Health & Environmental Advisor for the Building Maintenance Company is Citation (external consultants) in conjunction with Mark Lancaster (internal) whose responsibilities are:

- To advise and inform the Directors and Management of all aspects and impacts for Safety, Health & Environmental issues that may affect the Company's operations.
- To advise the directors of any financial and organisational requirements for the implementation of Safety, Health & Environmental Policies.
- To arrange routine inspections of the various sites visited by the company in the course of its work, including monitoring of Management responsibilities for workplace matters relating to Safety, Health, and the Environment and to report on findings to Directors and Management.
- To consult and assist Management in their responsibilities for implementation, development, compliance, and training of their employees for awareness of the Safety, Health & Environmental Policies.
- To monitor through audit reports, incident/adverse events report, safety inspections, reviews, and any feedback from third parties, all aspects and significant impacts of the policies.
- The company will take appropriate steps to ensure that the Safety, Health & Environmental Advisor, and appointed delegates receive adequate training to enable them to effectively discharge their duties.



SAFETY, HEALTH & ENVIRONMENTAL POLICY

3.00 RESPONSIBILITIES

3.03 Management Responsibilities

Within the Offices all matters relating to Safety, Health & Environment and Policies will lie with the relevant Area Manager and the Management Team, including appointed Safety Delegates, and the responsibilities are as follows:

- To be familiar with the Policies and to ensure that they are displayed on Office notice boards
- To ensure that all equipment, machinery, and staff facilities are safe and that all Employees observe the Safety, Health & Environmental rules and practices.
- To ensure that all employees are fully inducted and trained in Safety, Health & Environmental Rules, including Fire Arrangement Procedures
- To ensure that all employees receive appropriate H&S refresher training on an annual basis.
- To ensure all employees are advised on First Aid facilities and persons responsible for them.
- Ensure that all adverse events, of a Safety, Health or Environmental nature, including near misses and injuries are logged and reported.
- To take all reasonable steps by investigation, action, and report to ensure that further adverse events do not occur.
- To ensure that all visitors to the company are made aware of their responsibilities under the company Safety, Health & Environmental Procedures
- To ensure that effective supervision is exercised at all times, particularly where there are young or inexperienced persons.

The Directors responsibilities in no way negate the responsibilities of Management in assuming that managers, staff, and site operatives alike have the knowledge and facilities to carry out the Company Safety, Health & Environmental Policies. While Managers should recognise that they are personally liable in law for maintaining standards of Safety, Health and the Environment they should also ensure that Staff and Site Operatives appreciate that they too have responsibilities and are legally liable.



SAFETY, HEALTH & ENVIRONMENTAL POLICY

3.00 RESPONSIBILITIES

3.04 Employees Responsibilities

The effectiveness of any legal requirements associated with Safety, Health and the Environment at work will depend upon all employees being made aware of, and actively complying with the various procedures that have been introduced into their activities and they will be required to:

- Work safely and efficiently in accordance with instructions issued
- Know the rules and follow correct procedures at all times
- Report all Adverse Events (incidents, accidents) or dangerous occurrences (i.e., near misses) including environmental issues, along with injuries caused and any potential hazards or health risks.
- Take reasonable care for the Health & Safety of themselves and of other persons and consider the environment which may be affected by their acts or omissions at work and to cooperate with management to ensure that the highest standards of safety are maintained at all times.
- Employees must ensure that they carry out Risk Assessment prior to each and every task/operation and inspect all work equipment, plant, power tools, hand tools and hired equipment before every use to ensure they are safe to use. Should there be a defect then that item must not be used and the defect must be reported to their manager immediately.

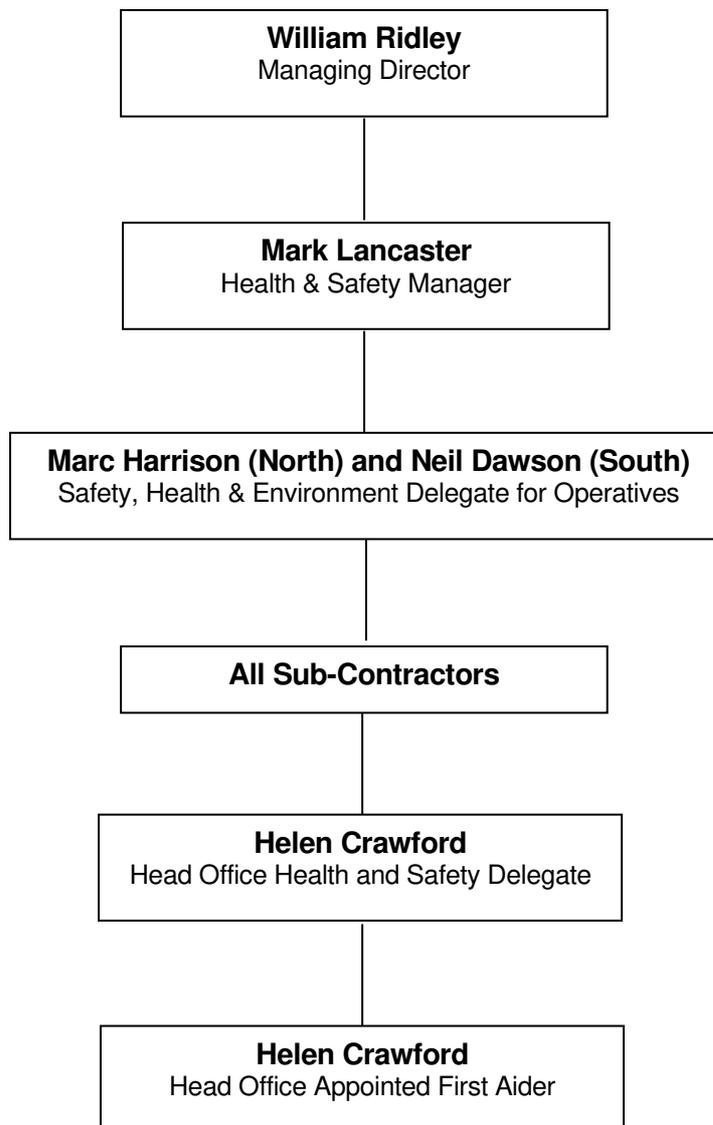
In order that all employees are fully aware of their responsibilities, training sessions must take place within each office in order that employees are trained and kept up to date with any revisions to working practices. All new employees will be given a thorough induction on Safety, Health & Environment and are to be reminded of their duties under the MHSWR .

It is the responsibility of each and every employee to ensure that Safety, Health and Environmental Policies, Practices and Procedures are adhered to at all times.



SAFETY, HEALTH & ENVIRONMENTAL POLICY

4.00 Management Structure for Safety, Health and Environment





SAFETY, HEALTH & ENVIRONMENT

5.00 **SAFETY, HEALTH AND ENVIRONMENTAL NOTICES**

All offices must display at least one of each of the following notices on its Safety, Health and Environmental (SHE) Notice Board.

The SHE notices board must only be used for - Safety, Health and Environmental notices.

- **The Building Maintenance Company's Health & Safety Policy Statement** (to be dated and signed).
- **The Building Maintenance Company's Environmental Policy Statement** (to be dated and signed).
- **The Company premises Fire Safety Policy and Fire Action and Assembly Point Notice.**
- **Fire Extinguisher's colour coding notice.**
- **Copy of Certificate of Employers Liability Insurance** (dated current year).
- **Health & Safety Law, What You Should Know.** Issued by the Health & Safety Executive, it is a brief guide to the Health & Safety Law (All details must be entered).

Managers must enter the address of the Local Environmental Health Department and of the Health & Safety Executive Employment Medical Advisory Service.



SAFETY, HEALTH & ENVIRONMENT POLICY

6.00 FIRE POLICY STATEMENT

6.01 FIRE SAFETY POLICY

The Building Maintenance Company regards the promotion of Fire Safety Measures as a mutual objective of management and employees at all levels and gives the highest priority to the health and safety of all employees.

The Building Maintenance Company Directors have approved this written statement, which will be reviewed at regular intervals. Its objectives are to ensure:

- The provision and maintenance of working conditions for all employees and for non-company personnel whilst on company premises
- To provide safe systems of work and/or procedures so as to maintain, so far as is reasonably practicable, company premises in such a condition as to prevent personal injury, property or environmental damage.
- The provision of Fire Arrangements which will facilitate consultation and co-operation between the company and representatives of its employees on matters affecting Safety, Health and the Environment

Procedures: The detailed measures for implementing Fire Safety Arrangements are the responsibility of the Management. Guidance as to the conduct of such proceedings may be found on the Company 'Intranet Site', within the Safety, Health and Environmental Manual index, (Section 14) under the heading 'Manual for the Achievement and Maintenance of Fire Arrangements'.

It is the continuing Policy of The Building Maintenance Company to make every effort in the conduct of its activities with the aim of no adverse events, no harm to people or property and no damage to the environment.

SIGNED.....

WILLIAM RIDLEY, MANAGING DIRECTOR



SAFETY, HEALTH & ENVIRONMENT

7.00 ARRANGEMENTS

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In order to assist all company personnel to carry out their Safety, Health & Environmental responsibilities the Company shall make available to them a Safety, Health and Environmental Advisory Service. The person responsible for organising that service will be Mr Les Johnson in consultation with the Safety Delegates.

The Advisory Service shall advise on the following procedures, which will be reviewed, revised and extended periodically as new or revised legislation requires:

7.01 Safety Health & Environmental Information Sources

Citation H&S consultants, Altius, SMAS Worksafe and Safecontractor

Health & Safety at Work

First point of Reference to the Acts, Regulations Codes of Practice and guidance currently in force in the UK for the control of health & Safety at work.

Citation Environmental Management Systems Policy and Procedures

This manual covers growing awareness of the environmental impacts associated within our industry.

Citation Health & Safety Training Resource

The above is written by experienced Health & Safety Trainers and is an aid to those organising and delivering Health & Safety training by providing a resource for effective in-house training.

Citation Management of Construction Safety

This manual was provided in response to the demand for information, interpretation and clear guidance on the Construction Design & Management Regulations.

Citation Construction Risk Assessments

Available to download from Citation's system, Atlas, provides a flexible system for carrying out Health & Safety Risk Assessments in the construction industry.



SAFETY, HEALTH & ENVIRONMENT

7.02 ARRANGEMENTS

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- HS (G) 65
Guidance for complying with the management systems as addressed in the above HSE publication 'Successful health and safety Management'.
- BRITISH STANDARDS INSTITUTION (BSI GROUP)

Providing members with new and revised standards issued to encompass new materials, processes and technologies and to keep the technical content of existing standards current.
- NICEIC MEMBERSHIP

Membership approved.
- SAFECONTRACTOR, ALTIUS, CONSTRUCTIONLINE AND SMAS ACCREDITATION

Renewal accreditation approved annually.
- CLIENT SOURCES

As well as the foregoing, the company's training providers regularly have to attend seminars provided and run by our clients, in order to be aware of their particular Safety Health & Environmental requirements.
- CONSULTANTS

Where specialist advice is required the appropriate external Safety Health or Environmental consultants are sourced to provide any necessary expertise needed to comply with any given situation. We currently use Citation for H&S advice,



SAFETY, HEALTH & ENVIRONMENT

8.00 PROCEDURES FOR HEALTH, SAFETY AND WELFARE

8.01 Accident/Incident Book BI-510

The Social Security Act 1975 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), requires The Building Maintenance Company to keep an Accident Book BI-510 at every office location and in a readily accessible position so that all personnel are familiar with its location in the office.

Every **accident** causing personal injury **must** be entered in the Accident Book, along with **any incidents identified as a near miss**, or **unsafe actions**, regardless of an injury being caused or not. The entry can be made by any competent person, an employee, subcontractor, etc or by anyone acting on behalf of any injured party.

Where any Incident (Accident or Near Miss) involving employees, subcontractors, visitors to site or members of the public happens on any site the details of the incident **must also** be entered into that site's Accident Book, if available. If no Accident Book is available, then at the very least the incident should be reported to the person in charge of that site.

The Office Management and/or Delegate are required to investigate the circumstances of every incident and to record anything different from that which has been already reported by the competent person or employee etc, involved. This should also be entered in the Accident Book.

The RIDDOR Regulations apply to: -

- Employers
- Employees
- Trainees
- Client's Staff
- Members of The Public
- Self-Employed
- All People Injured on the Premises

Completion of the BI-510 does not meet any of the obligations to Report Injuries, Diseases or Dangerous Occurrences Regulations (RIDDOR) to the Health and Safety Executive (HSE) or Local Authority Environment Health Department as appropriate.



SAFETY, HEALTH & ENVIRONMENT

8.00 PROCEDURES FOR EMPLOYEES HEALTH, SAFETY AND WELFARE

8.02 Adverse Event (Accident/Incident) Near-miss/Dangerous Occurrence Reporting

Reports of Adverse Events Accidents/Incidents, where required, must be made to The Incident Contact Centre, or your Local Authority according to where the accident or occurrence took place, (details must also be entered into the Accident Book).

The Reporting Procedure is necessary and covers in cases of: -

- Fatalities (All accidents must be reported, via Police Constabulary to H. M. Coroner)
- Major Injury or Serious Condition
- Reportable Occurrences
- Reportable Diseases

Deaths

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified injuries to workers.

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- a fracture, other than to fingers, thumbs and toes.
- amputation of an arm, hand, finger, thumb, leg, foot or toe.
- permanent loss of sight or reduction of sight; crush injuries leading to internal organ damage.
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs).
- scalping (separation of skin from the head) which require hospital treatment.
- unconsciousness caused by head injury or asphyxia.
- any other injury arising from working in an enclosed space, which leads to ; hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day injuries to workers

- This is where an **employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days** (not counting the day of the accident). Structural collapses
- Fires and explosions
- Release of gases or other dangerous substances
- Breathing apparatus failure while in use
- Incidents involving dangerous substances in transit.
- Contact with or arcing of overhead power lines.

Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).



Reportable occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include (regulations 8 and 9):

- carpal tunnel syndrome.
- severe cramp of the hand or forearm.
- occupational dermatitis.
- hand-arm vibration syndrome.
- occupational asthma tendonitis or tenosynovitis of the hand or forearm.
- any occupational cancer.
- any disease attributed to an occupational exposure to a biological agent.

Reportable dangerous occurrences

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
plant or equipment coming into contact with overhead power lines.
explosions or fires causing work to be stopped for more than 24 hours.

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance at:

www.hse.gov.uk/riddor.

Reportable gas incidents

If you are a distributor, filler, importer or supplier of flammable gas and you learn, either directly or indirectly, that someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with the gas you distributed, filled, imported or supplied, this can be reported online.

If you are a gas engineer registered with the Gas Safe Register, you must provide details of any gas appliances or fittings that you consider to be dangerous to the extent that people could die, lose consciousness or require hospital treatment. This may be due to the design, construction, installation, modification or servicing, and could result in:

an accidental leakage of gas; inadequate combustion of gas; or
inadequate removal of products of the combustion of gas.
You can report online.

Exemptions

In general, reports are not required (regulation 14) for deaths and injuries that result from:

medical or dental treatment, or an examination carried out by, or under the supervision of, a doctor or registered dentist. The duties carried out by a member of the armed forces while on duty; or
road traffic accidents, unless the accident involved:

- the loading or unloading of a vehicle.
- work alongside the road, eg construction or maintenance work;
- the escape of a substance being conveyed by the vehicle, or a train.



Recording requirements

Records of incidents covered by RIDDOR are also important. They ensure that you collect sufficient information to allow you to properly manage health and safety risks. This information is a valuable management tool that can be used as an aid to risk assessment, helping to develop solutions to potential risks. In this way, records also help to prevent injuries and ill health, and control costs from accidental loss.

You must keep a record of:

any **accident, occupational disease or dangerous occurrence** which requires reporting under RIDDOR; and any other occupational accident causing injuries that result in a worker being away from work or **incapacitated for more than three consecutive days** (not counting the day of the accident but including any weekends or other rest days). You do not have to report over-three-day injuries, unless the incapacitation period goes on to exceed seven days.

If you are an employer who has to keep an accident book, the record you make in this will be enough.

You must produce RIDDOR records when asked by HSE, local authority or ORR inspectors.

How to report

Online

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

Telephone

All incidents can be reported online but a telephone service remains for reporting **fatal and specified injuries only**. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).



Reporting out of hours

HSE has an out-of-hours duty officer. Circumstances where HSE may need to respond out of hours include:

a work-related death or situation where there is a strong likelihood of death following an incident at, or connected with, work;

a serious accident at a workplace so that HSE can gather details of physical evidence that would be lost with time; and

Following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or government ministers.

If you want to report less serious incidents out of normal working hours, you should complete an online form at www.hse.gov.uk/riddor/report.htm#online.

You can find more information about contacting HSE out of hours at www.hse.gov.uk/contact/outofhours.htm.



SAFETY, HEALTH & ENVIRONMENT

8.00 PROCEDURES FOR EMPLOYEES HEALTH, SAFETY AND WELFARE

8.03 First Aid Kit Issue

In view of the widespread activities of the Company, all outworkers will be issued with a small personal first aid kit, suitable for 1 to 10 persons. This will be kept in the employee's vehicle. It shall then be the responsibility of each individual to ensure that their stock of first aid equipment is maintained, and they shall immediately notify their Manager, for replacements, or if a kit is lost or stolen. Replacement items of first aid equipment can also be obtained from a Manager, Director or Appointed Delegate.

In addition, a first aid station and kit shall be located in each company premises and shall be maintained, at all times, to the required level. The station and kit shall be recognisable and accessible at all times, with the contents and number of items contained being dependant upon the number of persons employed within that environment.

N.B. No form of medication should be kept in the First Aid Kit. This includes such items as antiseptic cream/spray, witch hazel, etc. Paracetamol and aspirin must not be kept in the office for general distribution as any users may suffer side effects from their consumption.

The First Aid Kit should be checked once per month by Management or Appointed Delegate and replenished accordingly.

ITEM	NUMBER OF EMPLOYEES				
	1-5	6-10	11-50	51-100	101-150
First Aid Guidance Card	1	1	1	1	1
Individually wrapped sterile adhesive dressings (plasters)	10	20	40	40	40
Sterile eye pads with no attachment (No.16)	1	2	4	6	8
Sterile Triangular bandage	1	2	4	6	8
Safety Pins	6	6	12	12	12
Sterile unmedicated dressings	1	2	4	6	8
Medium (No.8)	3	6	8	10	12
Large (No.9)	1	2	4	6	10



SAFETY, HEALTH & ENVIRONMENT

8.00 PROCEDURES FOR EMPLOYEES HEALTH, SAFETY AND WELFARE

8.04 Emergency Procedures and First Aid Personnel

All employees should have a basic understanding of Emergency First Aid Procedures, and what is safe to carry out in the event of an accident.

This information provided contains advice on basic first aid that can be used by any competent person in an emergency.

Dial 999 to alert the Emergency Services where necessary - DO NOT DELAY! Be prepared to provide information on location & details of casualties. Remember - other emergency organisations such as Fire, Gas or Electricity services which can be requested during the call.

STAY CALM! - Enlist the help of any available bystanders where possible.

Try to remove any danger from the casualty, or if necessary, the casualty from the danger but **only if you can do this safely.**

DO NOT MOVE A CASUALTY UNLESS ABSOLUTELY NECESSARY and REMEMBER - Take care not to become a casualty yourself. APPROACH WITH CARE!

In being aware of 'What to do in an emergency' you may be able to save someone's life.

Employers must provide one or more suitably trained personnel to render first aid in the case of injury or illness at work. Such a person can be:

- a) An appointed person
- b) A first aider, or an occupational first aider.

An appointed person is someone who is not necessarily fully trained in first aid but who is appointed to take charge when a person is injured or taken ill to the extent that they will need assistance from a medical practitioner or nurse and who will then take charge.

Sites with less than 50 employees need only have an appointed person and not a fully trained first aider. In the event of any accident occurring the competent person assisting will be responsible for attending to the victim, carrying out Safety Emergency Procedures and for ensuring all adverse event details, including any near misses, are recorded in the Accident Book and Adverse Event Report Form (see Procedure 9.09, Adverse Event Reporting/Investigation).

Where the number of employees on one site exceeds 50, then a qualified first-aider is to be provided. It should be noted that first-aiders must cover all the times when employees are at work and that if there is shift-working in progress, then this must be taken into account.



SAFETY, HEALTH & ENVIRONMENT

8.00 PROCEDURES FOR EMPLOYEES HEALTH, SAFETY AND WELFARE

8.05 Personal Protective Equipment (PPE)

The company maintains a list of approved protective equipment to be used by its employee's and/or others and shall provide:

- Overalls (Replaced as required)
- Protective headgear (Replaced every 3 years - As required)
- Safety work boots (Replaced as required)
- Protective goggles or visors (Replaced as required)
- Ear protectors (Replaced as required)
- Safety gloves (Replaced as required)
- RCD - Power breaker (as Required)
- Maintenance Electrical warning tags and Circuit lockouts (as Required)
- Any other protective equipment required by the Act and the pertaining circumstances.

Following issue and instruction, by Management or Appointed Delegate, of such equipment it shall be the personal duty of each employee to take care of their equipment and to report any loss or damage of same to their Manager or Appointed Delegate.

Equipment defective/damaged, awaiting repair or maintenance will be clearly identified and segregated from usable equipment, with any lost, stolen or defective beyond repair items to be reported with replacements issued free of charge by the Company.

Office Management or Appointed Delegate shall ensure that PPE is issued to employees as required by relevant Risk/Impact Assessment, etc and that all employees under their control are fully instructed and trained on how to use, inspect/examine, store (suitably containerised), clean (disinfect) and maintain (i.e. repair, test and the need to replace) such clothing and equipment as required. Management/Supervisory checks will ensure the effectiveness of such measures.

An effective system of maintenance of PPE will ensure the equipment continues to provide the required degree of protection, as designed. Manufacturers' maintenance schedules and instructions (including recommended replacement periods and shelf lives) should normally be followed.

Employees shall always show example by wearing protective clothing and equipment where appropriate and shall not miss-use any equipment provided for their use for the purpose of health and safety. Evidence identified for any miss-use could lead to disciplinary action.

All employees must ensure that any visitors, including sub-contractors and non-employees are aware of possible hazards that may exist on sites or premises, and any requirement for PPE in the areas of work for which they are responsible. Where appropriate, visitors will be provided with protective clothing and equipment, which they must use whilst on site.

Sub-contractors shall be required, under the terms of their contract, to provide their own PPE in order for them to work safely in the context of their work instruction.



SAFETY, HEALTH & ENVIRONMENT

8.00 PROCEDURES FOR EMPLOYEES HEALTH, SAFETY AND WELFARE

8.06 Provision of Welfare Facilities

Reference: The Workplace (Health, Safety and Welfare) Regulations.

Office Management shall assess and provide the necessary welfare facilities for the number of staff employed.

It is the responsibility of the Office Management and Appointed Delegate's to ensure that the workplace and welfare facilities, including staircases, floors, entrances, exits, washrooms and eating areas are kept in a safe and clean condition by cleaning, maintenance and repair.

It is expected of every Employee to ensure that all workplace and welfare facilities are used and left safe, clean and tidy.

Due to the reactive nature of our works it is unlikely that welfare facilities will be required on customer premises and as all the premises on which we work are occupied and open to the public it is not feasible for BMC to provide welfare facilities on customer premises without their express permission.



SAFETY, HEALTH & ENVIRONMENT

8.00 PROCEDURES FOR EMPLOYEES HEALTH, SAFETY AND WELFARE

8.07 Lone Working Policy

Lone workers can be anyone who works by his/herself without direct contact or supervision. Examples include: - a person working on their own in a workshop, home workers, persons working in an office on their own, persons working outside normal hours on their own and mobile or peripatetic workers.

Associated Hazards

- Accidents.
- Fire.
- Inadequate provision of rest, hygiene, and welfare.
- Violence whilst at work.
- Manual handling activities.
- Transport breakdown/accident enroute.
- Severe weather conditions.
- Injury received whilst entering unsafe premises.
- Poor visibility and lighting.

Employer's Responsibilities

The company realise that there may be concerns surrounding lone working, to allay these fears we will: -

- Identify all employees who are lone workers.
- Make a suitable and sufficient assessment of the risk to the health and safety of these employees and others who may be affected
- Identify the preventative and protective measures needed, so far as is reasonably practicable
- Provide adequate security for lone workers, e.g. locks, tracking
- Ensure that mechanisms are in place to account for and trace the whereabouts of employees who work alone and that these systems are regularly checked.
- Ensure that training in interpersonal skills, managing aggression and personal safety, that emphasises prevention and the continual assessment of risk is in place and available to employees.
- Check that lone workers have no medical conditions, which make them unsuitable for working alone.



8.00 PROCEDURES FOR EMPLOYEES HEALTH, SAFETY AND WELFARE

8.07 Lone Working Policy

- Supervision of lone workers will be provided which will be based upon the findings of the risk assessment.
- Establish emergency procedures in consultation with employees.
- Consider installing or providing devices to raise an alarm in the event of an emergency, e.g. mobile phones, panic alarms, 'man-down' systems
- Provide access to first aid facilities as identified by the work activity risk assessment.

- Ensure that appropriate support is given to employees following an incident.
- Ensure lone workers are covered by the Employer's liability insurance cover.

Employees Responsibilities

Employees who are recognised as lone workers, must: -

- Co-operate with the employer by following rules and procedures designed to protect their safety as a lone worker.
- Attend personal safety training programmes as directed by the employer.
- Provide information on their whereabouts during working hours to the employer.
- Report all incidents relating to lone working using the company's reporting procedure.



SAFETY, HEALTH & ENVIRONMENT

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8.00 PROCEDURES FOR EMPLOYEES HEALTH, SAFETY AND WELFARE

8.08 Training and Development Policy

The Company recognises employee development is crucial to the achievement of Company goals and the Company will support individual employees through structured training procedures and practice towards achieving these goals. There will be a fair and consistency approach to training and the opportunity for training, in line with the Company Equal Opportunities Policy.

INTRODUCTION

As detailed in the Company Quality Manual, Directors of the Company regularly review the training needs of the Company at Management Meetings.

Training requirements for individuals can be identified or requested.

- During annual appraisal interviews.
- As a result of day-to-day observation by supervisory staff.
- By a request made by an individual to his/her immediate supervisor.
- By a change in legislation which dictates that employees carrying out tasks for which they were employed require further training.
- As a result of an audit, either carried out internally by Head Office Management, or by an external body carrying out an independent audit of Company systems and procedures.

IN-HOUSE TRAINING

Induction

All employees participate in the Company Induction programme and line managers are responsible for ensuring that employees complete the programme (see Induction Policy and Procedure).

Coaching

Coaching is the most common form of training and is provided by colleagues, supervisors, and Managers. All employees are expected to co-operate in training new employees although normally one person within an Office would be appointed to carry out most of the training. Coaching may be used for both initial and refresher training.



SAFETY, HEALTH & ENVIRONMENT

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8.00 PROCEDURES FOR EMPLOYEES HEALTH, SAFETY AND WELFARE

8.08 Training and Development Policy

In-House Courses

From time-to-time short in-house training courses may be carried out, usually to instruct employees in new procedures or use of new equipment such as computer software. In-house training will be taking the form of Approved Company Training Courses and will be initiated by Head Office, and will include Citation Training Course, Toolbox Talks and Ad-Hoc training as required.

Details of all Approved Company Training Courses delivered in-house will be recorded on the employee's Individual Training Record.

EXTERNAL TRAINING AND OFFICE TRAINING PLANS

As detailed in the Company Annual Appraisal Policy Managers should complete their annual appraisals between 1 March-30 June. From these appraisals training needs will be identified and these should be summarised on the Office Training Plan.

Where possible full details of the training should accompany the Plan, including estimates or actual costs.

At the Annual Training Review the Office Training Plans will be reviewed and preliminary approval may be given for courses which are deemed relevant and in line with Company strategic plans.

If preliminary approval is granted the Managers will be advised of this and will be expected to obtain quotations. Quotations should be submitted to the Business Systems Director along with any Capital Expenditure Forms.

If an external training requirement is identified after submission of the Office Training Plan a request should be made initially to the Business Systems on a Capital Expenditure Form.

In all cases the Company will only consider funding the cost of training if the course is work-related, and the employee considered to have the necessary ability and application to complete the course.

SHORT COURSES AND SEMINARS

Many short course and seminars are available which may be relevant to Company strategy. The Business Systems Director regularly receive information of forthcoming events, and should any be considered relevant, the Company will arrange for suitable employees to attend if expenditure is approved.



SAFETY, HEALTH & ENVIRONMENT

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8.00 PROCEDURES FOR EMPLOYEES HEALTH, SAFETY AND WELFARE

8.08 Training and Development Policy

MANDATORY COURSES

Where a change in legislation dictates that employees carrying out tasks for which they were employed require further training the Company Directors will ensure requirements are understood and that employees are nominated and receive places on any such course.

A copy of any certificate awarded following external training will be retained in the employee's Personal File.

All external training will be recorded on the employee's Individual Training Record.

APPRENTICES

The Company recognises the importance of training sufficient young people in the necessary skills and knowledge required to support the Construction Industry.

Should a Manager wish to recruit an apprentice approval should be sought from the Managing Director.

If approval is given, the Manager should contact the local Office of the Construction Industry Training Board (CITB) or similar program to obtain a list of suitable young people who are currently in training within the Industry who have completed a full year of training towards an NVQ/SVQ qualification. The General Manager should confirm that the young people have demonstrated not only ability, but also an interest in the Industry.

The Company Recruitment and Selection Procedure should then be followed.

Young people recruited as apprentices will be issued with a fixed-term Contract.

The Company will arrange for all necessary fees to be paid and will administer the CITB Grants Scheme.

Apprentices will attend block-release at a local college or other institute of learning at certain times of the year.

Apprentices who successfully complete their training and receive the NVQ/SVQ qualification may be offered, but are not guaranteed, employment with the Company depending on the availability of work at that time.



SAFETY, HEALTH & ENVIRONMENT

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8.00 PROCEDURES FOR EMPLOYEES HEALTH, SAFETY AND WELFARE

8.08 Training and Development Policy

WORK EXPERIENCE

It is not Company policy to allow work experience students from local schools to spend time with the Company carrying out tasks proper to Operatives, as this could have serious repercussions in the event of an accident at work or damage to customer property, with the resultant problems of insurance claims and damage to Company reputation and image.

However, the Company will allow and encourage work experience students to spend time working in different departments of the office, in order to gain experience of an office environment. This could include visits to customer property to observe only.

Requests for temporary employment of work experience students should be made to the Directors.

If approval is given the co-operation of Managers and other employees is requested in making the visit as beneficial and pleasant an experience as possible for the student.

COURSE EVALUATION

Following completion of any in-house Approved Training Course, or external training courses a Training Course Evaluation Form will be sent to each employee who attended the course. Employees are encouraged to complete forms to assist in analysis of the effectiveness of training.



SAFETY, HEALTH & ENVIRONMENT

8.00 PROCEDURES FOR EMPLOYEES HEALTH, SAFETY AND WELFARE

8.09 Plant & Equipment Inspections

The company recognises there a legal requirement to monitor and review health and safety arrangements and to that end perform regular inspections of the plant and equipment held by the employees. The company supply a hire van as well as all personal protective equipment.

The frequency of monitoring and review will be decided by the level of risks, competence of people, legal requirements, results of accidents and recommendations by manufacturers or suppliers of equipment.

Equipment is issued to operatives on employment as listed below: -

- Ladders (Various)
- Boots with Steel Toe and Inner Sole.
- Uniform.
- Knee Pads.
- Hardhat.
- Fire Extinguisher (small).
- Dust Masks.
- Goggles/Eye Protection.
- Anti-Vibration Gloves.
- Ear Defenders or Ear Plugs.
- First Aid Kit for Van.
- Various Van Stock items as required.

Employer's Responsibilities are to:-

- These items are checked at least, an annual basis, to ensure that all items a fit for purpose by area managers.
- Arrange annual PAT testing of operative owned power tools.
- Periodic vehicle checks, to ensure vans are roadworthy, and arrange regular services with hire company.
- Inspection documents are checked by senior management to ensure that all items a present and in good condition.
- Review employee requirements and update required PPE list as necessary.

Employee's Responsibilities are to:-

- Check equipment, including any personal protective equipment supplied, is safe before use.
- Follow any training, information, guidance and instruction given by the employer for checking and inspection of safe practices
- Report any hazards or defects to the employer immediately.



SAFETY, HEALTH & ENVIRONMENT

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8.00 PROCEDURES FOR EMPLOYEES HEALTH, SAFETY AND WELFARE

8.10 Drug and Alcohol Policy and Procedures

1. Introduction and Aims of the Policy

“Drug misuse is a growing problem in society and an increasing number of employees are nowadays having to deal with its consequences”

The Company has therefore created a policy to aid employees who find themselves in the position of having to deal with a colleague who is abusing alcohol and drugs as well as any employee who feels that they have a problem with which they would like help.

The Policy also aims to help prevent alcohol/drug abuse by raising employee's awareness of the risks to themselves and others.

2. Health and Safety

The Company policy takes into consideration the Health and Safety at Work Act 1974, The Transport and Works Act 1992 and The Misuse of Drugs Act 1971.

All employers have a general duty to ensure the health, safety and welfare of their employees. If an employer knowingly allowed an employee under the influence of alcohol or drugs to continue working and this placed the employee or others at risk, the employer could be liable to charges.

Employees are also required to take reasonable care of themselves and others who could be affected by what they do. They, too, could be liable to charge if their alcohol consumption or drug-taking put safety at risk.

Makes it an offence to possess, supply, offer to supply or produce controlled drugs without authorisation. It is also an offence for the occupier of premises to permit knowingly the production or supply of any controlled drugs or allow the smoking of cannabis or opium on those premises.



SAFETY, HEALTH & ENVIRONMENT

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8.00 PROCEDURES FOR EMPLOYEES HEALTH, SAFETY AND WELFARE

8.10 Drug and Alcohol Policy and Procedures

Under the Misuse of Drugs Act drugs are classified according to their perceived danger:

- Class A: including ecstasy, cocaine, heroin, LSD, mescaline, methadone, morphine, opium and injectable forms of class B drugs.
- Class B: including oral preparations of amphetamines, barbiturates, codeine and methaqualone (Mandrax)
- Class C: including cannabis, cannabis resin, most benzodiazepine (for example, Temazepam, Valium), other less harmful drugs of the amphetamine group, and anabolic steroids.

3. Procedure

Recognising there is a problem;

Drinking alcohol is an accepted part of social life and it can be hard for a manager to draw a line between:

- appropriate social drinking, and
- an employee who consistently drinks heavily.

Although managers often take a very firm line on the issue of drugs, recognising the signs of drugs abuse can be more difficult. If managers have a good rapport with their employees they are more likely to pick up on:

- Sudden changes in behaviour.
- Abnormal fluctuations in mood and energy.
- Deterioration in relationships with other people.

Employees with a drink or drugs problem are likely to have higher absence levels than their colleagues. A manager should focus on how an employee's addiction is affecting their performance and how they can get to the root of the problem.



SAFETY, HEALTH & ENVIRONMENT

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8.00 PROCEDURES FOR EMPLOYEES HEALTH, SAFETY AND WELFARE

8.10 Drug and Alcohol Policy and Procedures

When you become aware of the issue, you should:

- Keep accurate, confidential records of instances of poor performance or other problems.
- Interview the worker in private as early as possible in the process.
- Concentrate on the instances of poor performance that have been identified.
- Ask for the worker's reasons for poor performance and question whether it could be due to a health problem, without specifically mentioning alcohol or drugs.
- If appropriate, discuss your alcohol and drugs policy and the help available inside or outside your organisation.
- Agree future action.
- Arrange regular meetings to monitor progress and discuss any further problems if they arise.

4. Disciplinary Action

Should it be decided that disciplinary action is required, the Company's Disciplinary and Grievance Procedure should be followed.



SAFETY, HEALTH & ENVIRONMENT

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8.00 PROCEDURES FOR EMPLOYEES HEALTH, SAFETY AND WELFARE

8.11 Stress Policy

Stress is not a weakness and can affect anyone. The Company recognises that there is a difference between pressure and stress at work and that taking action to reduce the risk of ill-health, because of work-related stress, leads to the creation of a good working environment and a healthy workforce.

Although a certain amount of pressure can be motivational and enable employees to perform at their best, it is when too much pressure is experienced, leaving employees unable to cope, that stress can result.

The Health and Safety Executive has defined stress as 'the adverse reaction a person has to excessive pressure or other types of demand placed upon them'. Work-related stress can be tackled by Company and its employees working together to identify sources of stress and how those can be managed.

Sources of stress can include: -

- Demands of the role, leading to an unmanageable workload.
- Being under challenged or having no autonomy, leading to a lack of job satisfaction or low esteem.
- Environmental factors, such as noise, temperature, lone working.
- Lack of support from management or colleagues.
- Organisational changes and how those are communicated and managed.
- Relationships and being subjected to unacceptable behaviours, such as bullying.

Employer's responsibilities

The company will:-

- Carry out a risk assessment in conjunction with employees to identify sources of stress and the associated risks and gather information, such as completed health questionnaires, sickness absence records and exit interview notes to assist in this process.
- Take steps to reduce the risks from work-related stress, as far as is reasonably practicable.
- Put in place a system so that employees can raise, with their line manager, a health and safety representative or colleague, if they are experiencing work related stress or have any concerns about their work environment or instances of unacceptable behaviour.
- Consult with, and communicate to, employees over any proposed changes to their work patterns or proposed changes to the working environment.
- Encourage employees to develop new skills to help them achieve their goals.
- Provide employees with access to support, such as an Employee Assistance Programme/counselling service, advice or training to help reduce work-related stress.



SAFETY, HEALTH & ENVIRONMENT

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8.00 PROCEDURES FOR EMPLOYEES HEALTH, SAFETY AND WELFARE

Employees responsibilities

Employees will:-

- Follow Building Maintenance Services NE Ltd reporting procedures if they are experiencing work-related stress. It will be beneficial to do this at an early stage, to prevent a situation from getting worse.
- Contribute to the development of any work-related stress risk assessment carried out by the employer.
- Read all communications from the employer that concern work related changes and the reasons behind those.
- Attend any counselling or stress management training sessions provided by the employer.



SAFETY, HEALTH & ENVIRONMENT

9.00 MANAGEMENT PROCEDURES

9.01 Procedures for Introducing New Substances/Processes

The Company shall ensure that Assessment and Risk evaluation in accordance with COSHH requirements, along with assessment for any significant Environmental impacts is carried out prior to the introduction of new substances or processes. The relevant supplier's Safety, Health & Environmental information will be obtained, and a Training Programme put into place prior to the use of such substances or processes where any hazards to Safety, Health or the Environment are identifiable.

It will be the responsibility of the Management or Appointed Delegate to ensure that employees receive the necessary training and instruction prior to the use of any new substances or processes.

It will be the responsibility of all employees to ensure that the training in the use of new substances/processes is adhered to.

Records shall be kept of all training given and shall be reviewed regularly to ensure they are being implemented and operated.

Any manufacturers' or suppliers' publications which clearly identify risks and precautions for new substances or processes shall be readily available to any member of the Company.



SUBCONTRACTOR POLICY

SAFETY, HEALTH & ENVIRONMENT

9.00 MANAGEMENT PROCEDURES

9.02 Procedures for Dealing with Subcontractors

The Building Maintenance Company values the services of our Approved Contractors, in supplying our Company with high quality services in support of our business. The Health & Safety at Work etc Act places a duty on our Company to ensure, so far as is reasonably practicable, the Health & Safety of its employees, other people (i.e. subcontractors) and members of the public.

It is incumbent upon The Building Maintenance Company to ensure that only Health and Safety competent, and environmentally conscious contractors are employed by The Building Maintenance Company.

Management and staff shall liaise with subcontractors to establish the Safety, Health & Environmental aspects of any intended works and to make arrangements for them to fully comply, by declaration, with all Safety, Health & Environmental requirements identified.

Subcontractors shall be notified and are required under the terms of their contracts and declaration to comply with The Building Maintenance Company's Safety, Health & Environmental requirements, along with adverse event and accident reporting and investigation, at all times. They shall include the provision of Risk Assessment and Safety Method Statements for all risk/impact activities, as required.

Subcontractors shall be notified that they shall be required to give notice of any hazards they may identify or create for others, including environmental issues, and what steps are to be taken to avoid/control such risks.

Subcontractors shall be subject to a continual 3-monthly audit in relation to workplace duties and administration to ensure full compliance with Safety, Health & Environmental requirements.

Confirmation will be gained from all subcontractors prior to any work starting on site that they have sufficient resources, expertise and knowledge of design and correct construction technique to competently complete the works.

Prior to work instructions being placed, all subcontractors must complete the company pre-qualification questionnaire and declaration which when completed must be forwarded to Head Office for further checks to be carried out prior to authorisation given to use the subcontractor.

Unauthorised use of a subcontractor is a disciplinary offence.

Signed: Managing Director

Date: 01/09/2021

Reviewed: February 2022



SAFETY, HEALTH & ENVIRONMENT

9.00 MANAGEMENT PROCEDURES

9.03 For Protection of Non-Employees and the Environment

Prior to the commencement of any contract an appraisal shall be made and so far as it is reasonably practicable, all highlighted risks shall be brought to the notice of non-employees who are or maybe present upon the site.

Courses of action shall be devised and implemented, and where need be controls to avoid or deal with these hazards.

Records shall be kept and reviewed regularly to ensure that agreed courses of action are being complied with

Such courses of action will be based on the advice and guidance given in any authoritative documentation.

Where risk activities or evidence of significant impacts are involved, assessment will be carried out, method statements prepared and complied with by all employees, sub-contractors with all non-employees informed.

High-risk activities with potential significant impacts may be unique to a contract but the following types of work and environments must always be assessed for risks:

- Temporary works, including major access.
- Excavation/Demolition
- Working at Height
- Major Erection Projects
- Roofing
- Industrial Painting
- Segregation of Waste Products
- Roadside or Trackside Works
- Contaminated Land/Water course pollution
- Use of Specialist/Hazardous materials or processes
- Others, As identified

The Company recognises that it is the nature of its business that each of its places of work is unique in terms of the nature of the work, the materials and plant in use and the people carrying out the work at site whether they are company employees, subcontractors or non-employees. The detailed action necessary at each place must therefore ensure compliance with agreed methods by all for any such site.



SAFETY, HEALTH & ENVIRONMENT

9.00 MANAGEMENT PROCEDURES

9.04 Procedures for Adopting, Monitoring and Revision of Policy

The company will maintain a suitable level of contact with HSE, other authorities and federations in the industry in order to keep itself informed regarding Safety, Health & Environmental matters and for future development of the Safety, Health and Environmental Policy plan.

The Company recognises that there exists a large body of authoritative documentation in the form of legislation. The Safety, Health & Environmental Manager (SHE Manager) will establish and maintain the relevant documentation.

The standards set, procedures/plans described, and technical details given in such documents, (i.e. HS (G) 65 Successful *health and safety* Management), will be adopted, followed, monitored and revised, wherever applicable and will be applied to the Company's business.

Where it is necessary for additional informal procedures to be deployed, or for duties to be allocated, these will be set down by the SHE Advisor, after consultation and agreement with employees and the directors, for publication as Practice Notes, utilising Company Intranet Site and individual Memorandum instructions.

The SHE Manager will consult with Management and Appointed Delegates to ensure that all personnel reporting to them receive and work to the plans, standards established and the advice provided.

The SHE Manager, Management, Safety Delegates and employees, will submit proposals for training. All employees will ensure they are trained as necessary to carry out their duties including appropriate use of training facilities made available.

The SHE Manager, with Management, will inspect the places of work regularly to assess how effective control measures (controlling risks) and policy practices are carried out to ensure that plans defined are being implemented and that relevant statutory regulations are being observed, via monitoring, to develop and promote a positive Safety, Health and Environment awareness culture.

Active monitoring reveals how effectively the SHE Management System is functioning.

The SHE Manager, with Management will establish the priorities for all necessary remedial action required, as being discovered as a result of monitoring, to ensure that appropriate action is taken, implemented and completed on time.

The SHE Manager will ensure full revision/review of the Safety, Health & Environmental policies will take place annually, including the elements of planning, organisation and following any changes in structure, senior personnel, work arrangements, processes or premises, as hazards and risks may change.

Full revision/review will ensure that the organisation and arrangements are still applicable to the company needs and that the whole system remains effective.



SAFETY, HEALTH & ENVIRONMENT

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9.00 MANAGEMENT PROCEDURES

9.05 Employee Induction & Review

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

Company Induction Training is intended to ensure that new employees including those with experience in the industry are properly inducted into this Company's matters of Health, Safety, Environment & Welfare and that this induction is conducted on a formal basis.

When a new employee arrives at their place of work for the first time, the person in charge of the place of work must take into account the employee's capabilities, level of training, knowledge and experience, and ensure that the new employee is informed and instructed on all aspects detailed in the 'Company Induction Review' before being given any work task.

When allocating work assessment will be made to ensure the demands of the job do not exceed the employees' ability to carry out the work without risk to themselves or others.

Training, ability and competence needs are to be reviewed if the work activity an employee is involved in or the working environment changes.

Training needs are likely to be greatest for new employees on recruitment, with particular attention given to the needs of young workers. Training may be required even though an employee already holds formal qualifications (i.e. update for new technology, etc.). Any previous training undertaken by the employee with other employers should be recorded within the Induction Review.

A copy of the Company Induction Review, shall be signed and dated by the new employee and the Inductor and a copy sent to the Company Human Resource Department. (Full details of Induction Review are available on the Company Intranet site within the Human Resource Procedures).



9.05 Employee Induction & Review

Notes for Persons carrying out Inductions.

- The employee must be inducted into the Company's Safety, Health & Environment Policy.
- Company Policy Statements and Employees Responsibilities are to be read to the new employee, with copies provided of On-Site Manual for all field employees - Office recruits to be instructed on 'Intranet Access' for SHE Policies and Procedures, SHE Memos, etc.
- The Company's Organisational Structure is to be explained, i.e. Managing Director, Directors, Managers, etc, including the company SHE advisor.
- Any Specific Site/Workplace Rules and regulations imposed by clients, i.e. Attendance criteria e.g. Asbestos log/register requirements/restricted materials access, etc.
- Employees' attention must be drawn to all statutory notices.
- The new employee must be made aware of importance and need for Risk Assessment/Evaluation (on all occasions), and of correct use and maintenance of Personal Protective Equipment (PPE), plant/tools and equipment logs and records, (e.g. ladders and steps) and clothing provided to safeguard employees and to comply with the law.

The Company will review and appraise employees' capabilities to carry out their work, as necessary, and if it is identified that additional training, including refresher training, is needed then it shall be reviewed for provision of the training.



SAFETY, HEALTH & ENVIRONMENT

9.00 MANAGEMENT PROCEDURES

9.06 Procedure for Preparation of Method Statements (CDM Regs) (Page 1 of 3)

To be compiled in conjunction with the appropriate Company Risk Assessments, Control Measures and Safety, Health & Environment Procedures for the task involved. Site Specific Risk/ Impact Assessment may be required. The Method Statement cannot be generic but will be applicable to the overall project or a specifically hazardous task within the project. The **Method Statement** shall include the following:

Contract Details

Client's Name:Document Ref. No.:.....

Client's Contact:Issue Date:

Contact Tel. No.:Prepared By:.....

Site Location:Requested By:.....

.....Requested Date:.....

Scope of Work: (Use separate sheets as necessary).....

Risk/Impact Assessments including all Emergency Arrangements.

Generic Risk Assessments Attached Nos.:.....

Safety, Health & Environmental Procedures, Attached Nos.

Site/Environment Specific Hazards:	RISK RATING	
	WITH CONTROLS	WITHOUT CONTROLS
.....	LOW	HIGH
.....	LOW	HIGH

Possible Result of Hazards/Impacts without Controls: (Use separate sheets as necessary)

Controls

Controls required for Site Specific Hazards or potential significant impacts (including all emergency arrangements), other than those specified in the General Risk and Fire Risk Assessments Section. (Use separate sheets as necessary)

.....
.....
If the above controls are put in place the risk rating for the above hazards/impacts should be reduced.



SAFETY, HEALTH & ENVIRONMENT

9.00 MANAGEMENT PROCEDURES

9.06 Procedure for Preparation Of Method Statements (CDM Regs) (Page 2 of 3) Management Contacts:

Manager:Tel. No.:.....

Supervisor:Tel. No.:.....

- The appointed Manager will be responsible for monitoring the implementation and effectiveness of the Safety, Health & Environmental requirements and for ensuring that all employees under their control, as well as subcontractors and clients' representatives, etc, are inducted into all site requirements, (including all emergency arrangements). They will also be responsible for ensuring that records of all inductions are filed and kept on site available for inspection.
- Clients' staff who are also on site shall be briefed as to their responsibilities in complying with site Safety, Health & Environmental rules and arrangements.
- Notices shall be provided in suitable locations to inform members of the public of any dangers.
- The Supervisor will be responsible for ensuring that all site personnel comply with the site Safety, Health & Environment Method Statement requirements and shall be responsible for informing the Manager of any non-conformances or need for alterations to Controls or Method Statements.

Detailed Method Statement

The Method Statement shall include the following where applicable.

<u>Plant Allocated to Site</u>	<u>Power Source</u>	<u>Authorised User</u>
1.		
2.		

Competence of plant operators (trained & qualified) to be proven and site records to be kept

Method Statement Descriptions

- Description of the work operations in full, after concluding risk and potential impact assessments, in the correct sequence which will include how to protect the following:-
 - a. Company employees
 - b. Client or other contractors interface and general public
 - c. The Environment
- Describe the PPE to be used for each or all operations.
- Describe how materials/plant are to be moved around site and where storage areas will be located.
- Describe how people will access/egress the site, including all means for emergency evacuation and signing in and out where necessary.
- Describe how circulation areas will be kept clear & housekeeping/waste removal arrangements.
- Describe any COSHH related requirements, e.g. chemicals used or produced by job/task content.



SAFETY, HEALTH & ENVIRONMENT

9.00 MANAGEMENT PROCEDURES

9.06 Procedure for Preparation Of Method Statements (CDM Regs) (Page 3 of 3)

- Describe any other Health or Environmental procedures that may be necessary on site or off site i.e. Waste Control or Contamination of Waste/Water course, Noise, Pollution, etc.
- Describe other measures required, such as barriers, signs, local exhaust ventilation, rescue equipment, fire arrangements/extinguishers, and first aid equipment etc.
- Describe any environmental limitations, such as wind speed, rain or temperature (hot/cold).
- Describe precautions necessary at completion of specific job to allow next operation to proceed.
- Describe procedure and authorisation to follow should the system of risk need to be changed and who will be involved.
- Describe any special emergency, fire or health surveillance arrangements necessary.
- Describe how on-site training and instruction will be carried out and recorded.
- Describe the locations of all first aid equipment.
- Appointed person or First Aider (if more than 50 on site) to be named on the site Safety, Health & Environmental (SHE) notice board and named in method statement if possible.
- Local HSE, Police, Fire, Ambulance and Emergency Hospital contact numbers to be posted on the site SHE notice board, along with site specific Accident Book, with all on site to be informed of this location. The contact numbers are to be entered into the method statement.

Method Statement Issue

- Method Statement to be provided to the following who have agreed to comply with it.
Employees, Subcontractors, Client Representatives and any others, as agreed.
- Detailed records to be kept of those inducted, and on what date.
- Describe how any variations to the Method Statement will be authorised, issued and recorded.

Care should be taken to ensure that Clients/Agents, visitors, etc (i.e Local or Statutory Authorities personnel), who may visit site are made aware of all Site Rules and any need for PPE to be worn by them in certain situations. An amount of PPE will be kept on site for this purpose.



SAFETY, HEALTH & ENVIRONMENT

9.00 MANAGEMENT PROCEDURES

9.07 Method Statement Procedure - Construction (Design & Management) 2015 Regulations (CDM)

See also Procedure 9.06 - Preparation of Method Statement

The CDM Regulations were implemented in order to provide better Health & Safety Management of building sites and apply to all jobs where: -

- The project will last longer than 30 working days.
- The project will involve more than 500 person days of construction work.
- The project will involve 5 people or more on site at any one time.
- The project involves demolition work i.e. the taking down of load -bearing structures and/or the production of a substantial quantity of demolished material-about 5 tonnes as a minimum.

Where the CDM Regulations apply the project must be notified, (by the appointed Principal Designer) to the Health & Safety Executive using Form 10 Rev.

Where Managers or Coordinators are in doubt as to the application of the CDM Regulations they shall contact their line Manager for clarification and/or further information.

Where the CDM Regulations apply there may be a requirement for documented Risk Assessments to be made.

Employee Obligations in relation to CDM are as follows: -

- To co-operate with the employer in all Safety Health & Environmental matters
- Not to wilfully misuse anything provided in the interests of Safety, Health or the Environment
- To use any work equipment or protective equipment in accordance with any instructions or training that has been given.
- To report to the employer any defects in equipment or any other risks to Safety, Health or the Environment that they become aware of.



CDM POLICY STATEMENT

PROCEDURE 9.07 REFERS

The Building Maintenance Company is committed to the implementation of the Construction (Design & Management) Regulations based on the principle that all Company employees, sub-contractors and suppliers are committed to the task of reducing adverse events, near-miss/dangerous occurrences, ill-health or environmental incidents on construction sites.

Where CDM regulations apply the Company, when appointed as Principal Contractors or Contractor, by the Principal Designer, upon receipt of the relevant documentation shall ensure that:

- A detailed Safety, Health & Environmental Plan is prepared including all necessary Risk/Impact Assessments
- Sufficient resources are allocated to ensure efficient and effective management of Safety, Health and the Environment
- Competent personnel are employed who have received training suitable to their individual responsibilities.
- Show an ability to carry out the intended works.
- The Company manages and co-ordinates Safety, Health & Environment (including Fire Safety) during the Construction phase
- Records of adverse events, near-miss and dangerous occurrences are to be kept along with all working practices, training and retraining.
- All necessary information, instruction and training provided as necessary to ensure the competence of employees and 3rd parties.

WILLIAM RIDLEY
MANAGING DIRECTOR



SAFETY, HEALTH & ENVIRONMENT

9.00 MANAGEMENT PROCEDURES

9.08 Procedure for Health & Safety (Display Screen Equipment) Regulations Eyes and Eyesight

(Page 1 of 2)

USERS are those who habitually use a display screen as a significant part of their work.

- High risk users use Display Screen Equipment (DSE) all day and every day.
- Moderate risk users use DSE a few hours every day.
- Low risk users use DSE for short periods but not every day.
- Non users use DSE very occasionally.

Eye Tests

Where a user requests an eye test it should be carried out as soon as is practicable after being requested.

Nothing shall require the company to provide any employee with an eye or eyesight test against the employees will.

- An appropriate eye or eyesight test means a sight test as defined in the Opticians Act Legislation. The test includes a test of vision and an examination of the eye. For the purpose of the DSE Regulations the test should take account of the nature of the users work including the distance at which the screen is viewed.
- Where DSE users choose to exercise their entitlement, the Company will offer an examination by a registered Ophthalmic Optician, or a registered medical practitioner with suitable qualifications. The results of the eye or eyesight test can only be disclosed to the employer with the consent of the employee.
- The Optometrist will need to make a report to the Company, copied to the employee, stating clearly whether or not a corrective appliance is needed specifically for display screen work and when re-examination should take place.
- Any prescription, or other clinical information from the eye test can only be provided to the Company with the employee's consent.

Corrective Appliances

- Special corrective appliances are those required for working on Visual Display Units (VDU).
- Normal corrective appliances are at the users own expense.
- The provision of eye and eyesight tests and of special corrective appliances, as required under the legislations, shall be at the expense of The Building Maintenance Company.
- The Company's liabilities for "special" equipment is restricted to payment for the cost of the basic equipment only.
- The Company is free to specify that users tests and provision of corrective appliances may be provided by a particular company or professional.
- The Company is not required to supply tinted glasses or so called "VDU Glasses" that purport to protect from radiation.



SAFETY HEALTH & ENVIRONMENT

9.00 MANAGEMENT PROCEDURES

9.08 Procedure for Health & Safety (Display Screen Equipment) Regulations Eyes And Eyesight (Page 2 of 2)

Misconceptions

- Research by the National Radiological Protection Board has not conclusively proven that display screens give off harmful radiation or cause problems during pregnancy.
- Display screen work is unlikely to induce epileptic seizures or fits - however, any employee with concerns about these issues can get advice through their own doctor.
- Display screens do not damage users eyesight. However, they can cause visual fatigue because users may concentrate on the screen for long periods. Display screen work may make users more aware of an existing eye condition.

Breaks

- Short frequent breaks are more satisfactory than occasional longer breaks, e.g. 5/10 minutes break after 50/60 minutes continuous screen and keyboard work is likely to be better than 15 minutes break every 2 hours.
- If possible, breaks should be taken away from the screen.
- The Company's duty under the regulations to plan the activities of users can be satisfied by Managers arranging work routines so that users are able to benefit from breaks or changes of activities and encouraging users to do so.



SAFETY, HEALTH & ENVIRONMENT

9.00 MANAGEMENT PROCEDURES

9.09 RIDDOR Reporting/Adverse Event Investigation

Online

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

Telephone

All incidents can be reported online but a telephone service remains for reporting **fatal and specified injuries only**. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Adverse Event / Near Miss Investigation (See Appendix 3 - Investigation Form)

The law requires that employers carry out Adverse Event/Near-miss investigation when incidents occur.

Investigation should be conducted by management, with incident prevention in mind and not a method for apportioning blame.

Apportioning blame can make employees defensive and uncooperative.

The investigation should identify the IMMEDIATE CAUSES, UNDERLYING CAUSES and the ROOT CAUSES that led to the undesired/adverse event.

The Office Management or appointed delegate must be notified, to enable further action/investigation to be decided, the scale of the investigation, resources and implementation of actions as such:-

- Once emergency response has been actioned (such as first aid), make safe (this may need to be done first), preserve the scene, and gather all information for analysis.
- Investigate work equipment/conditions involved and any necessary regulatory reports and records.
- Follow (HSG 245) Procedures for 'Investigation Information Gathering' techniques and identification of risk control measures, action and implementation plans .
- The gathering and analysis of this information i.e. witness statements and copies of any Warning Letters or Notices, including Investigation Sheets to be retained by Head Office for agreed action planning and implementation.
- Any defective work equipment/materials involved in the event, whether it belongs to The Building Maintenance Company or to a Subcontractor or hire company, must be kept until investigation has been completed and Head Office approval given for its disposal or return.

IF IT IS A RIDDOR ACCIDENT OR INCIDENT, INVESTIGATION DETAILS MUST BE PASSED TO HEAD OFFICE AND THE REPORTING AUTHORITIES.



SAFETY, HEALTH & ENVIRONMENT

10.00 METHOD STATEMENT PROCEDURE - "SAFE USE OF WORK EQUIPMENT"

It is the Policy of the Company that it shall use as its framework the general guidance notes on the **Provision and Use of Work Equipment Regulations (PUWER)** along with any HSC/HSE publications and any manufacturers instructions which may be relevant.

Within the sphere of its activities and systems the Company shall ensure that any work equipment is maintained in an efficient state and working order, and in good repair, and recognises that if plant and equipment is not maintained properly it can give rise to a significant danger and fire risk.

The Company shall ensure, by management and supervision, that all employees who are to use work equipment, including hand and power tools, shall be suitably competent, whether by past experience or qualification and have sufficient technical knowledge and ability to use, store, maintain and inspect on every occasion prior to use, and will also be able to identify defects. Any personnel not able to confirm a suitable competency will be informed **NOT TO USE ANY SUCH EQUIPMENT UNTIL FULL INSTRUCTION AND TRAINING IS PROVIDED.**

IDENTIFIED DEFECTIVE EQUIPMENT WILL BE IMMEDIATELY WITHDRAWN FROM USE.

Any defective equipment/plant identified or presumed to be damaged wilfully or as a result of vandalism or Serious Equipment Failure will be withdrawn, secured and reported immediately to line management with investigation to be carried out as for Adverse Event (Near-miss), Reporting and Investigation - See Proc 9.09.

While it is the duty of the employer to ensure that our systems are effective, the employee also has duties under: section 7 of the H&S Act, which include the reporting of all defects.

All defects will be reported to the line manager and recorded, using the Company Equipment & Tools Log Register (Document PRZ – 06/02), which is used to record the Service History of all equipment and appliances, for inspection, routine maintenance, defects logging and repair. Once registered for inspection only personnel authorised to carry out inspection, maintenance and repairs will be engaged to carry out the works.

Reference for repair or maintenance will be provided by user/repair manuals, manufacturer's instructions and other service history information. Once the repair has been carried out the equipment will only be put back into service having been tested, inspected, re-labelled and dated as 'SAFE TO USE' by the Engineer.

Any defective Hire Equipment will be withdrawn immediately and returned to the supplier.

The Company through its Safety, Health and Environment Structure shall ensure that all employees who use work equipment or hire equipment have been provided with adequate information and any relevant methods that may be adopted when using the work equipment, and any risks or potential significant impacts that such work may entail and the precautions to be taken.

The Company shall ensure that any suppliers who provide Hire Equipment comply with the Requirements for Providing Safe Work Equipment. This includes the provision of any training that may be required for an employee to operate any piece of equipment that may be required. The employee should ensure that they receive the necessary proof of training from the supplier.

ALL EQUIPMENT/TOOLS, ETC, MUST BE CHECKED PRIOR TO EACH AND EVERY USE



SAFETY, HEALTH & ENVIRONMENT

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11.00 METHOD STATEMENT PROCEDURES AND REGULATIONS

11.01 METHOD STATEMENT PROCEDURE - "ELECTRICITY"

The Company shall comply with the **Electricity at Work Regulations** to ensure that all precautions are taken against the risk of death and personal injury from electricity in any work activities.

The Company shall ensure that all electrical work activities are assessed to ensure compliance with the regulations and that only Electrically competent (Qualified) personnel will undertake any such work. This means 17th edition qualified.

Before working on electrical equipment the 'Means of Isolation or Disconnection' must be ensured so that no form of reconnection whether inadvertent or not can readily be made. Engage Lockout Facility or Complete disconnection, and establish Permits to Work system. Never assume that a circuit is dead - ALWAYS make sure that it is. On all electrical disconnection & connection the electrical operative MUST use Safety Tags and/or Warning Notices to assist in ensuring making live will not inadvertently happen. Electrical supplies will only be reinstated once the work is complete and has been tested. NICEIC documentation should be completed to record the testing results.

It is BMC policy that all electrical work be carried out when the supply that is being worked on has been disconnected and locked off. On no account are live installations to be worked on without first discussing the reasons for this with the Health and Safety manager and appropriate risk assessments completed to ensure that the supply can be disconnected immediately in an emergency

The Company recognises that duties rest with them, their employees and sub-contractors, to comply with the Regulations where the provisions of the Act relate to matters that are within their control.

It is the company's ongoing commitment and intention to ensure that all work equipment is maintained, as may be necessary to prevent danger, in an efficient state, in efficient working order and in good repair via routine periodic inspection and regular maintenance, so as to prevent, so as is reasonably practicable, such danger.

Insulated tools will be inspected periodically by the Company to ensure that they are in good condition and that they are maintained in said good condition. In addition, all Operatives are required to visually check insulated tools before each use. Visual check will include ensuring that both the inner electrical insulated layer and outer mechanical protective layer are intact.



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All users of Electrical Equipment are encouraged to, on a regular basis, visually inspect only the equipment for any signs of damage, whether physical or electrical (i.e. signs of overheating) the plug top, flex and casing of any such equipment, and particularly so for any equipment designed to be hand held. If insulating rubber matting is found to be in use on any site this must also be subject to visual inspection. All such rubber matting must clearly be marked with ASTM D-178 at a minimum spacing of every metre.

Isolation and reporting of any defective/presumed defective equipment will be made immediately to line manager or appropriate electrical staff.

The Company recognises that the Electricity at Work Regulations covers all places of work covered in the Health and Safety at Work Act.

It is the practice of the Company to ensure that appropriate safety training, instruction and provision for ongoing training is provided at regular intervals.

It is the Company's policy that regular in-house inspection and assessment of the Company's electrical activities will be carried out by the Principal Duty Holder and/or relevant Qualifying Supervisor (Electrical Supervisor) as appointed, by the Company for NICEIC compliance.



11.02 METHOD STATEMENT PROCEDURE - ASBESTOS

References *COSHH Regs, The Control of Asbestos Regulations 2012*

The execution of any work which involves the disturbance of asbestos will only be carried out by the employer or self-employed person holding a licence granted by the Health & Safety Executive.

It is the duty of all persons planning to carry out works, to any premises, to check the asbestos register/log held at each site before undertaking any activity, which may compromise the integrity of any asbestos, which may be present.

Employees must be aware that there is a need for **extra care** in the execution of any client's work and if they suspect that the work involves any interference/contact with Asbestos, or presumed Asbestos Containing Materials (ACM's) they should:

- Immediately stop work
- Immediately inform their Manager

The Responsible Manager shall:

- Immediately inform the client or their Supervisory Officer (SO)
- Request from the client SO further instructions as to future action in order to institute the appropriate control measures for Safety, Health and the Environment. It may be that the client may require that we arrange for an HSE licensed sub-contractor to carry out any remedial work required. Thorough vetting of the subcontractor's capabilities for Handling and Hazardous Waste Control will be carried out, with full documented evidence provided.

It is a duty for all clients to have a record of asbestos content for their premises or buildings with surveys carried out with results and findings registered, they may also indicate with posted notices where there is, or likely to be an asbestos or presumed asbestos content.

No work shall be carried out on those parts of a structure or materials where asbestos notices are displayed. Again, the client must be informed of the reason for non-completion of any works.

Managers must ensure that all operatives are inducted in the requirements for working with the above procedure and The Control of Asbestos Regulations 2012, and that they are made aware that they must report to their manager immediately.

Where work has been carried out by Specialist Sub-Contractors and the Company employees may be required to carry out continuation works, a copy of the Clearance Certificate from the Sub-Contractor must be obtained prior to proceeding with any further works.



SAFETY, HEALTH & ENVIRONMENT

11.03 PROCEDURE (GENERAL) FOR ROOFWORK

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Task/Operation and location (including any tools/equipment in use) general roof work activities, eg Inspection/Survey, construction, repairs and maintenance.

Specific Legislation

- Construction (Health, Safety and Welfare) Regulations.
- Provision and Use of Work Equipment Regulations.
- Working at Height Regulations (**To be introduced**)

Common Hazards Associated with Roofwork/Inspections, etc

- Falls of persons, eg off the edge of the roof, through the roof or through openings in the roof.
- Falling objects, eg materials, tools or equipment dropped or blown off the roof.
- Others.

Harm

- Significant injuries or fatalities can result from falls or falling objects or materials.
- Others.

Persons in Danger

- Persons/Workers on the roof.
- Other workers in the vicinity.
- Visitors/Members of the public passing the area of work.
- Others.

Method for Control

- A proper safe system of access, identified via Specific Risk Assessment, to the roof area should be provided, eg ladders, tower scaffolds, independent scaffolds, mobile work platforms.
- Space at ground level must be provided for materials and equipment.
- For work of short duration proprietary roof ladders or crawling boards could be used.
- For works of longer duration an access scaffold and edge protection, eg toeboards and guard-rails should be used.
- Suitable means of getting materials to the roof level must be provided, ie lifting appliances.
- Redundant materials and debris must not be thrown off the roof - a debris chute should be used or materials and debris lowered in suitable containers.
- All persons involved in or working adjacent to the work must wear appropriate personal protective equipment (PPE).
- Warning notices ("Men working overhead") should be placed around the area of work.
- The roof and equipment should be checked each day before work to ensure they are in a safe condition.
- For complex work, further Risk Assessment and a method statement will be prepared.
- Safe systems of work will be established and followed at all times.
- For work on sloping roofs, suitable barriers and platforms should be used to prevent falls.

Reviewed: February 2022



SAFETY, HEALTH & ENVIRONMENT

11.03 PROCEDURE (GENERAL) FOR ROOFWORK

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Method for Control (Cont...)

- For work/inspections on fragile surfaces (roofs), roof ladders or crawling boards **must** be used.
- If the above precautions cannot be taken, (not practicable) safety harnesses and nets **must** be used.
- Suitable precautions must be taken in adverse weather conditions, especially windy/wet, hot and cold weather.
- All third parties members of the public must be protected from falling materials - brick-guards, fans, etc may be used.
- Others.

Personal Protective Equipment

- Head, foot and hand protection should be worn
- Additional specific Risk Assessment and requirements may identify further PPE.

Information, Instruction and Training

- All personnel must be made aware of the safe systems of work in use and the requirements for PPE.
- Personnel must be specifically instructed not to throw materials and debris from the roof.
- Training must be given on the equipment to be used.
- Training must be provided on the use of hoists or lifts if they are to be used.

Emergency Procedures

- Standard site emergency procedures must be observed and all persons must know how to raise the alarm in an emergency (Establish Emergency Procedures)
- The emergency services should be called immediately if there is a fall from height.
- Suitable first-aid facilities are required and must be accessible.

Monitoring Review Procedures

- Supervisors must ensure adherence to safe systems of work (Risk Assessment) and inspect any access equipment, etc, in use.



SAFETY, HEALTH & ENVIRONMENT

11.4 METHOD STATEMENT PROCEDURE - MANUAL HANDLING OPERATIONS REGULATIONS

References *Provision and Use of Work Equipment Regulations.(PUWER)*
The Lifting Operations and Lifting Equipment Regulations (LOLER)

The Manual Handling Operations Regulations, require that Management and safety delegates inform all employees of the following advice on lifting techniques for **Manual Handling Risk Assessments and Tasks.**

- **Assess the Task, Load, Environment and Individual**

Assess what is required and where '*reasonably practicable*' identify an alternative method to be applied for moving/lifting the load other than Manual Handling. i.e by Mechanical Means.

Check the load is not dirty, loose, uneven or there is a likelihood of poor grip and check for rough/jagged edges and can handlers move and position themselves freely. Can the handler avoid stretching upwards or overreaching, are the hands less than a shoulders width apart and can prolonged periods in one posture be avoided. Also check that the area or path to be taken is clear and free of any obstacles or trailing wires etc. to reduce any risk of injury.

Environmental Factors

Ensure the working environment is not Too Cold/Hot, Too Bright/Dark, Too noisy (to allow effective communication, is it too Wet or slippery underfoot - Will any personal protective equipment interfere with the task.

- **Too Heavy**

Split the load where possible. If you are concerned that a load is too heavy don't move it, particularly if you have a bad back or, you are an expectant mother, has assessment identified the need for assistance.

- **Load Holding**

Hold the load close to you to reduce the risk of stress to the lower back and to maximise stability. Check to see if the load is reasonably symmetrical and easy to grasp. If a load is unevenly distributed hold the heaviest part to your body.

- **Lifting**

When lifting loads from the ground use your leg muscles rather than your back. Stand as close to the load as possible and face it square on. Avoid twisting, stooping or overreaching with your body when lifting. Identify if the load needs to be carried more than 10 metres.

- **Sitting**

Do not lift loads when seated, particularly if heavier than 5kg.

- **Lifting Method**

If you are lifting from the ground to a height break the lift with two actions, i.e. from ground to waist level and then from waist level to required height.

- **Pull and Push**

Wherever possible, pull or push a load, letting your leg muscles do the work. Identify if the force to push/pull the load is greater than 25kg, and if continuous force required to keep the load in motion is more than 10kg.



SAFETY, HEALTH & ENVIRONMENT

11.05 METHOD STATEMENT PROCEDURE - NOISE AT WORK

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Hearing damage caused by exposure to noise at work can be permanent and incurable. Hearing loss is usually gradual due to prolonged exposure to noise.

Associated Hazards

Hearing damage/loss
Tinnitus
Acoustic shock.

Employers are required by the Control of Noise at Work Regulations to comply with the following noise exposure values: -

Lower exposure action values: -

- Daily or weekly exposure of 80dB(A)
- Peak sound pressure of 135dB(C).

Upper exposure action values: -

- Daily or weekly exposure of 85dB(A)
- Peak sound pressure of 137dB(C).

There are also Exposure Limit Values (ELV) which must not be exceeded: -

- Daily or weekly personal noise exposure of 87dB(A)
- Peak sound pressure of 140dB (C).

The ELV should account for any hearing protection provided and worn.

Employer's Responsibilities

The Company will: -

- Identify work equipment and workplace areas where there may be a risk of noise exposure and if necessary, engage the services of a competent person to carry out a noise risk assessment
- Identify those employees and other workers, who are likely to be at risk from noise exposure particularly new and expectant mothers and young workers
- Not expose employees above the exposure limit values (ELV)
- If the lower exposure action values are being exceeded make appropriate hearing protection available to employees
- If the upper exposure action value is being or likely to be reached or exceeded: -
 - Develop and implement a formal action plan to reduce the risk to as low as reasonably practicable.
 - Minimise the noise at source, e.g. modify equipment.
 - Reduce noise exposure times, e.g. by task planning, job rotation.
 - Isolate noisy areas, e.g. with use of sound proofing.
 - Designate hearing protection zones, using specific signage (e.g. as shown below), restrict access and ensure that appropriate hearing protection is being worn in these areas



SAFETY HEALTH & ENVIRONMENT

11.05 METHOD STATEMENT PROCEDURE - NOISE AT WORK

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- Purchase work equipment with the lowest noise levels, where reasonably practicable
- Regularly inspect and maintain work equipment including personal protective equipment (PPE)
- Provide employees with information, instruction, training and supervision on noise, including its effects on health, control measures, safe systems of work, maintenance of equipment, health surveillance and hearing protection
- Record the findings of noise assessments, including those for which no action was required
- Regularly monitor and review the assessment. Undertake further noise measurements, if necessary, particularly where new equipment or processes, or layout of the workplace change
- Provide hearing checks for all employees who are regularly exposed to noise levels above the upper exposure action value, or to those who, e.g. have prior partial hearing loss. Maintain records of any hearing checks undertaken
- Identify any likely detrimental health effects arising from synergistic effects or interaction between noise and other agents e.g. vibration.

Employees Responsibilities

Employees will:-

- Comply with signs and notices that identify hearing protection zones.
- Wear hearing protection where its use is mandatory. Use, keep clean and store hearing protection as instructed and as trained to do. Report any faults of the hearing protection to management.
- Use the controls provided e.g. screens or dampers and report any defects.
- Co-operate and attend for hearing checks where required.
- Report any noisy areas or equipment to management.



SAFETY, HEALTH & ENVIRONMENT

11.06 PROCEDURE FOR RISK ASSESSMENTS

(See also Procedure 9.07 CDM Regs. refers)

The Management of Health & Safety at Work Regulations requires under Section 3, that the Company and its Employers assess the risks to employees and any others who may be affected by the undertaking of works.

The Risk Assessment will normally involve identifying any hazards or potential impacts present in any operations, and would require an evaluation of the level and extent of the risks involved, including any potentially significant impacts, and what existing controls are in place and what further precautions or emergency arrangements should be taken above those already put in place by the Company.

Managers, Supervisors and Field personnel, assisted by Safety, Health and Environment staff if required, will carry out Risk and Impact Assessments for all site tasks and work operations.

Specific Risk Assessment for all operations, including routine/non-routine and emergencies will be carried out, as required, for Risk/Hazard Identification, Evaluation and Control Measures prior to any task/work operations commencing. Once evaluated confirmation of the 'Risk Assessment' fully undertaken will be confirmed via completion of the SHE/QA section, and the signing of the company Job Card on all occasions.

Specific Assessment of a particular task, (especially for non-routine tasks and emergency arrangements), will be required from time to time and it is intended that these specific assessments may be produced making use of any previous or existing Risk/Impact Assessments, adapted to create site or operation specific assessments.

After completion of all Risk/Impact Assessment's a Method Statement for Safety, Health & Environmental Working Procedures can then be prepared to assist with the safe process of a number of operations or tasks that may need to be carried out.

All persons affected or likely to be affected by the assessment content and details will be made aware of the nature and the control measures required by those in charge of the work operation.

Records of Site Specific Risk/Impact Assessments and Method Statements are to be kept by the relevant office concerned.

Where Sub-Contractors or Specialists are involved in work operations, they will be required to provide Risk/Impact Assessments and Method Statements, (including all emergency arrangements) where hazards or potential hazards from their works could cause a Safety, Health or Environmental risk to themselves, company employees or third parties. Their Assessments and Method Statements shall be documented and incorporated into the Company's statement.



SAFETY, HEALTH & ENVIRONMENT

11.07 PROCEDURE FOR CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) REGULATIONS

References:

COSHH Manual

*Control of Asbestos at Work Regs , Control of Lead at Work Regs
HSE - EH40 Occupational Exposure Limits*

The company will do all that is reasonably practicable to comply with the above regulations.

- The Company will provide written assessments of risks and potential impacts to determine the action needed to meet the requirements of the Regulations and if possible, will change the materials or processes used to less hazardous ones.
- Where necessary, outside bodies specialising in analytical and related monitoring services will be used.
- All control measures will be put in place, used, monitored, and maintained.
- So far as is reasonably practicable, adequate control of exposure will be achieved by means other than the use of Personal Protective Equipment (PPE).
- The Company shall provide the necessary instruction, information, and training for employees.
- The Company shall provide suitable approved hygiene facilities.
- The Company shall provide practicable means to prevent exposure to the public or the environment from any hazardous substances.
- The Company shall use the services of other specialists or individuals as necessary in order to comply with the appropriate Regulations, Approved Codes of Practice and all other legislation that applies.
- The Company will endeavour to provide sufficient information to employees and others who may be exposed to any risk in 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 used to produce COSHH Assessment data which will be made available, via the Company's COSHH Assessments Log to all relevant employees.
- When purchasing, Managers shall ensure that all relevant information is obtained relating to the Safety, Health and Environmental requirements of any new product not already included in the Company's COSHH Assessments Log.
- This information is normally in the form of a Material or Product Safety Data Sheet, some manufacturers offer a technical specifier service - copies of these Safety Sheets, where applicable, shall be forwarded to the Safety, Health and Environment Advisor.
- For details of requirements for Company Training see Safety, Health and Environment Manual, Section 9.01.



SAFETY, HEALTH & ENVIRONMENT

11.08 OCCUPATIONAL HEALTH, HYGIENE AND SURVEILLANCE MANAGEMENT

Occupational Health is managed within the Company to anticipate and prevent health problems that are caused by certain works employees may carry out.

In some circumstances the work may aggravate a pre-existing medical condition and halting this is also the aim of Company Occupational Health management. Health hazards can often reveal their effects on the body only after a matter of time and may have cumulative effects.

Because these effects are not immediately apparent it can be difficult to understand that there is always a need for caution and control.

Occupational Health & Hygiene Management will identify, address, and oversee the following:

- **Recognition** of the hazards or potential hazards.
- **Quantification** of the extent of the hazard, measuring physical/chemical factors and their duration and relating them to known or required standards.
- **Assessment** of risk in the actual conditions of use, storage, transportation, and disposal.
- **Control** of exposure to the hazard through correct safe working systems, monitoring and use of PPE.
- **Monitoring Change** in the hazards by means of audits or other measurement techniques/surveillance including periodic re-evaluation of working arrangements, conditions and systems.

The health hazards are classified into four main categories:

- **Physical** - air pressure, heat, dampness, noise, radiant energy, electric shock.
- **Chemical** - exposure to toxic material such as dust, fumes and gases.
- **Biological** - infections e.g. tetanus, hepatitis and legionnaires disease.
- **Ergonomic** - work conditions, stress, man-machine interaction.

The Company shall provide Monitoring and Health Surveillance procedures where necessary for protecting the health of all employees.



SAFETY, HEALTH & ENVIRONMENT

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11.09 PROCEDURE FOR WORKING IN CONFINED SPACES REGULATIONS

11.09 The Building Maintenance Company will comply with the above Regulations and to this end have set out below the following:

- a) A non exhaustive list of the common hazards inherent in confined space working.
- b) Procedures to be followed only by fully trained, qualified and competent company personnel in order to comply with the Regulations.

Common Hazards in Confined Spaces

- Air not breathable because of poisonous gases or fumes.
- Lack of Oxygen.
- Not sufficient ventilation to maintain breathable air.
- Risk of explosion from flammable gases.
- Restricted working space adjacent to moving machinery, electricity, steam vents and pipes.
- Restrict all access to only fully trained, qualified and competent employees for confined space working.
- Gas build up in sewers, manholes and connected pits.
- Gas leaks from confined spaces in contaminated land.
- Rust in tanks eating up oxygen.
- Liquids and slurries filling spaces when disturbed.
- Space made dangerous by fumes from work done in them.

Risk Assessment & Procedures to be followed.

Prior to carrying out work in confined spaces Managers must ensure that a risk and impact assessment is carried out and a safe method of working and rescue recovery is prepared and agreed with the employees involved. The following list of hazards (non exhaustive) should be checked upon prior to preparation of the safe method of working being issued to the employee.

- **Should the work be carried out by a specialist subcontractor?**
- **Only fully trained and qualified persons, having been trained in the dangers and precautions, including rescue procedures, will be authorised to carry out confined space working.**
- Consider if the space can be altered to make it permanently safe or the work changed to make entry unnecessary. **Can the work be done from outside the confined space.**
- Make certain the entrance to the space is big enough to allow workers, wearing all necessary equipment, including rescue equipment, to climb in or out.
- Before entry, ventilate the space as much as possible, test the air inside the space with a suitable gas/air monitoring tester. **Only enter the space if the test shows it is safe to do so.**
- After entry continue to test the air for toxic substances, flammable gases and oxygen deficiency as necessary.
- **If there is a flammable risk, ventilate the space until it is safe.** When selecting equipment or tools remember that heat or sparks from electrical or other equipment could ignite inflammable vapours, so air tools may have to be used.

Reviewed: February 2022



SAFETY HEALTH & ENVIRONMENT

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11.09 PROCEDURE FOR WORKING IN CONFINED SPACES REGULATIONS

- Disturbing deposits or slurries in pipes or tanks may produce extra vapour, so clear all deposits before entry where possible.
- If the air inside a space cannot be made fit to breathe because of a toxic risk or lack of oxygen then a specialist subcontractor must be used.
- Never try to sweeten air in confined spaces with oxygen as this can produce a fire and explosion risk.
- Workers inside a confined space should wear rescue harness with lifeline attached, which must run back to a point outside the confined space.
- Arrangements must be made to keep watch and someone should be on watch outside and able to communicate with anyone inside to raise the alarm in an emergency and to take charge or carry out rescue procedures.
- Do not use petrol or diesel engines in confined spaces or adjacent to the entrance.
- Mechanical ventilation may be needed to make the air fit to breathe.
- **Management to issue a 'Permit to Work' for confined spaces working after they have assessed all Safety, Health & Environmental hazards and risks.**
- Managers should check that all employees are able to work in confined spaces without fear or Claustrophobia - "abnormal fear of working in enclosed space".



SAFETY, HEALTH & ENVIRONMENT

11.10 PROCEDURE (GENERAL) FOR WORKING AT HEIGHT

(Page 1 of 2)

Task/operation and location (including any tools/equipment to be used) for working at height.

Specific Legislation

- Management of Health and Safety at Work Regulations.
- Construction (Design and Management) Regulations.
- Lifting Operations and Lifting Equipment Regulations.
- Construction (Health, Safety and Welfare) Regulations.
- Provision and Use of Work Equipment Regulations.
- Working at Height Regulations (2005)

Avoidance

It shall first be ensured that the work/task is not carried out at height where it is reasonably practicable to carry out the work safely otherwise than at height.

Common Hazards Associated with Working at Height

- Falls of person off the edge of the structure or through fragile surfaces.
- Falling materials or tools.
- Others (i.e. overhead power lines, breakout of fire).

Harm

- Injuries or fatalities from falls of persons or contact with power lines, and/or falling materials etc.

Persons in Danger

- Employees undertaking the work.
- Workers below the area.
- Persons passing/visiting the site location, e.g. members of the public.

Method for Control - Risk Assessment, See Generic Risk Assessments or devise Specific Assessment.

- Survey for overhead power lines and other precautions i.e. will an early warning of fire be required and access for fire brigade/emergency services, along with a minimum of two alternative escape routes, devise Fire Emergency/Rescue Plan, is Hot Working Permit required.
- Safe means of access to the work location should be provided using ladders, scaffolding, mobile elevated work platforms or mobile tower scaffolds.
- Warning Signs (i.e. Wear Helmet/Men Working Overhead, etc), must be placed around the area with any exclusion zones policed.
- Physical barriers or covers to any fragile areas with the area below the work, etc, fenced off.

Reviewed: February 2022



SAFETY, HEALTH & ENVIRONMENT

11.10 PROCEDURE (GENERAL) FOR WORKING AT HEIGHT

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- Edge protection to be erected at openings or edges where falls can occur.
- Where edge protection is removed for access of personnel or materials, and where it is not practicable to provide edge protection, safety lines and harnesses should be worn and suitable anchorages provided of a permanent or temporary nature.
- Redundant materials and debris must not be thrown from height (bombing) - a debris chute should be used or lowered in suitable containers, as with materials/tools. Establish Tidy as you go policy.
- The fall of debris should be prevented by the use of debris netting, brick guards and fans.
- Ensure all employees are trained and competent in correct methods of climbing, inspection and erection etc, and if undertaking training are supervised by a competent person at all times and wear the appropriate personal protective equipment (PPE) at all required times.
- Other specific requirements, i.e. Prohibit work in bad/windy weather.

Personal Protective Equipment

- Employees to be provided with safety helmets with chinstraps and safety footwear; this footwear must have good grip and be kept in a clean condition without defects.
- Additional specific risk assessment and requirements may identify further PPE.

Information, Instruction and Training

- All personnel on site should be made aware of the safe systems of work.
- Only fully trained personnel are allowed to erect or operate access equipment. If no such personnel exist in-house, such work is to be subcontracted to a company on the approved subcontractor list.
- Supervisors should ensure that access equipment and scaffolds are inspected daily, and following any adverse weather conditions, or alterations, and that employees and any others understand that they must not use the equipment until after inspection.
- Employees and supervisors should be trained and competent in the use of harnesses and lines; supervisors in particular should understand how the harnesses are to be used and also the inspection regime to ensure that equipment is maintained in good condition prior to and during use. Supervisors should be trained and competent in the inspection of any scaffolds or other access equipment in use.
- Supervisors must be competent and have a thorough understanding of the Inspection/checks and reporting required in relation to scaffolding and access equipment, etc.

Emergency Procedures

- First-aid facilities, Rescue and Fire Arrangements (Emergency Procedures) to be available and in place at all times to cope with any significant incidents which may arise.



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Monitoring Review Procedures

- Supervisors must ensure that checks are carried out in relation to scaffolds, mobile elevated work platforms, towers or fall arrest equipment, etc, and only trained, technically competent, qualified personnel with theoretical knowledge and actual experience to carry out these inspections.
- Work must be monitored to ensure that any additional precautions, control measures or equipment required are provided and used.
- If additional or specific equipment is provided an extension to this assessment will be required.

Where work/task is to be carried out at height, employer, employees and all relevant parties shall take suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.



SAFETY, HEALTH & ENVIRONMENT

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11.11 SAFETY METHOD STATEMENT FOR LADDERS AND STEPLADDERS

The first consideration **MUST** always be to avoid all Working at Height wherever possible

Ladder's and stepladder's do not make a safe working platform, and may be used only under circumstances where Risk Assessment has identified the use of other, safer work equipment i.e. scaffolding, etc, isn't justified.

This could be: Due to low level of risk involved; the work is only of short duration (i.e. 30mins in one position, as HSE defined), work is "light" (if carrying a load of 10kg or more this is not light work) and there are site features which may make the use of safer equipment not appropriate.

Identify if 'Work at Height' Permit is required and the compliance criteria, the longer or more complex the task, the more likely it is that a ladder/steps will be deemed unsuitable. Specific Risk Assessment may justify that other options have been considered, but deemed to be impracticable.

The Health and Safety at Work Act (HASAWA), The Work at Height Regulations (WAHR) and Provision and Use of Work Equipment Regulations (PUWER) apply to the provision and use of all ladders and stepladders and require employers to provide suitable work equipment. This will ensure that all users are aware of the correct use of the equipment, and to ensure that work equipment is tested and inspected on a regular basis and that records are kept of such tests or inspections. (See: Periodic Inspection check sheets for Access Equipment – Page 3).

All employees intending to use access equipment must be trained and competent and must be able and aware to Risk Assess the correct access requirements and to inspect and recognise any defects or remedial work that may be needed prior to each and every use of selected equipment.

The company requires that all employees read and where applicable comply with the following points.

- Following assessment and access equipment selection: **Where there is any danger/risk of a person falling, a distance liable to cause personal injury, safety nets, soft landing systems or safety lines and harnesses should be worn and suitable anchorages provided of a permanent or temporary nature.**
- All access equipment, including Ladders and stepladders are to be logged and numbered individually by regional office management. Quarterly regional office test and inspections will be carried out using the Periodic Inspection check lists for Access Equipment – Page 3
- **Risk Assessment Must be made for selection of access equipment**, for assistance, i.e. heavy ladder, for tower scaffold, a scissor lift or other MEWP to be used as a more suitable alternative. **Do not use a ladder/stepladder unless all other 'Safer Options' are not reasonably practicable.**



SAFETY, HEALTH & ENVIRONMENT

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11.11 SAFETY METHOD STATEMENT FOR LADDERS AND STEPLADDERS

- Work from the ladder/steps should always be of short duration and within easy reach, with the users hips not outside of the line of the ladder stiles and without any overstretching. One hand must always be on the ladder using tool belts or hooks, or where there is doubt as to whether a user will resort to using two hands, or where the work clearly requires the use of both hands then a working platform must be used.
- Rungs/steps should not be used for handholds and must be free of oil, mud and grease with footwear also being free of mud or debris.
- Ladders and steps must be situated on a firm level base, clear of any excavation and placed so that they cannot be struck by moving plant or create a hazard for those working nearby. Establish and enforce exclusion zones around the area and identify 'Hard Hats must be worn'.
- Ladders should not be placed on, or leant against, any fragile surface or materials, and where reasonably practicable should be used with suitable stabiliser devices with bracing boards being used to prevent any slippages. Ladders should be set approximately at an angle of 75 degrees or 1 metre out to 4 metres up.
- All ladders should be securely fixed or lashed at the top, or bottom to prevent slipping, and lashed at mid point if over 6 metres long. The lashings should be around the stiles and not the rungs, or proprietary ladder ties should be used. **Roof ladders should not be lashed to the access ladders.**
- Ladder lengths exceeding 3 metres MUST be secured, if this is not reasonably practicable, as a last resort a second person MUST foot the ladder and stay footing the ladder until task complete.
- There must be provision for clear access routes to all areas where ladders are to be required.
- Survey and Risk Assess, for any overhead power lines or exposed electrical equipment and if present do not use ladders until owners have approved the system of access or work. Where ladders are to be carried under any such power lines, they must be kept horizontal at all times.
- On most sloping roofs, suitable roof ladders or crawling boards will be essential, in addition to edge protection. Where a high standard of edge protection is provided, it may be safe to work without a roof ladder, (Risk Assessment will identify this). This may apply because of a shallow pitch and a surface providing a good foothold.
- Ensure the ridge hoop on a roof ladder is secure and is not in any way damaged, (This anchorage at the top of the ladder should not rely on the ridge capping). The anchorage should bear on the opposite slope by a properly designed and manufactured ridge iron.



SAFETY, HEALTH & ENVIRONMENT

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11.11 SAFETY METHOD STATEMENT FOR LADDERS AND STEPLADDERS

- No ladder to exceed 9 metres, if over 9 metres is required a second ladder and intermediate landing must be provided. Ladders must project sufficiently above the point of access, 1.05 metres or a minimum of 5 rungs.
- Assessment must be made for weather conditions and prohibit the use of in strong gusty winds etc.
- The above Procedure must be read in conjunction with General Risk Assessment - Use of Ladders.
- REMEMBER THAT WORK EQUIPMENT (such as ladders and stepladders) MUST BE CHECKED FOR FAULTS/DEFECTS BEFORE EACH AND EVERY USE.
- Ladder/Stepladder RISK ASSESSMENT, SELECTION, USER INSPECTION & CHECKS to include the following:
 1. Treads or steps, styles, hinges, bolts, screws/rivets, welds and fixings (i.e. including tie rods) must be all in place, sound and secure.
 2. Retaining cords or hinges should be of equal length and in good condition.
 3. The stepladder must be stable when open and standing on a level base.
 4. Inspect for items stuck in the feet such as swarf, stones, grease or dirt, etc
 5. The legs of stepladders should be positioned as far apart as the retaining cord or hinges allow, with all four legs firmly and squarely on the ground and check that all anti-slip feet are in place and not missing, damaged or worn and that restraint devices are fully open, and any locking devices engaged.
 6. They should be set at right angles to the work whenever possible, do not overstretch across the top or to the side of the ladders.
 7. The top two steps are not used unless a handrail is fitted. In the case of swing-back or double-sided stepladders where a step forms part of the very top, ensure that the top three steps are not to be used as a working platform.

A risk of a fall must, wherever possible, be designed out of the task. If this is not possible then Fall Prevention/Arrest Equipment must be considered.



SAFETY, HEALTH & ENVIRONMENT

11.12 PROCEDURE (GENERAL) FOR CHERRY PICKER AND BOOM LIFT OPERATION

Task/Operation and location (including any tools/equipment in use)

Specific Legislation

- Construction (Health, Safety and Welfare) Regulations.
- Provision and Use of Work Equipment Regulations.
- Working at Height Regulations (**To be introduced**)

Common Hazards Associated with Access Platform works

- Overturning of platform.
- Injury to personnel in work area.

Harm

- Significant injuries or fatalities can result from falls or falling objects or materials.
- Significant injuries or fatalities can result from contact with machinery.

Persons in Danger

- Persons/Workers on the cradle.
- Other workers in the vicinity.
- Visitors/Members of the public passing the area of work.
- Others.

Method for Control

- Platform will be positioned on firm ground with outriggers fully extended.
- Outrigger feet will be on timber to protect the road surface.
- All persons involved in or working adjacent to the work must wear appropriate personal protective equipment (PPE).
- Warning notices ("Men working overhead") should be placed around the area of work.
- Safe systems of work will be established and followed at all times.
- Only fully trained and licensed operatives to operate the machinery.

HOT WORK PERMIT

Proc 11.20.01 Applicable to all operations involving flame, hot air or arc-welding and cutting equipment, brazing and soldering equipment, blowlamps, bitumen boilers and other equipment producing heat or having naked flames.

1. DETAILS OF WORK & ENVIRONMENT

Period of work _____

Exact Location _____

Equipment for the operation _____

Fire Hazard _____

Other (e.g. Environmental) Hazards _____

Comments _____

2. SAFETY, HEALTH, ENVIRONMENT & FIRE PRECAUTIONS

Please tick, cross or mark N/A as appropriate
(All boxes must be completed)

Compulsory Considerations

- The above location and task requirement has been assessed for **Safety, Health & Environmental** aspects/impacts and issues.
- Where sprinklers are installed that these are in operation.
- Have all relevant smoke/heat detectors been temporarily isolated
- Others (Attach)

Precautions within 15m of work

- Floor swept clean of combustible materials.
- Combustible floors protected by wetting down and covering with damp sand or sheet of non-combustible material.
- Combustible materials and flammable liquids protected with non-combustible curtains or sheets.
- All wall and floor openings covered with sheets of non-combustible materials. All gaps in walls and floors through which sparks could pass covered with sheets of non-combustible material.
- Where work is above floor level, non-combustible curtains or sheets suspended beneath the work to collect sparks

Work on walls or ceilings

- Combustible constructions protected by non-combustible curtains or sheets.
- Combustibles moved away from opposite side and clear of any metal likely to conduct heat. (Where metal beams/pipes are being worked on and extend through walls or partitions precautions must be taken in the far side of such a wall or partition).

Work on enclosed equipment (tanks, containers, ducts, dust collectors etc)

- Equipment cleaned of all combustibles.
- Containers free of flammable vapours.

Firewatch

- A competently trained person shall have available, at all times and for one hour after completion of the Hot Works, a suitable fire extinguisher or small bore hose for use
- Firewatcher and/or the operatives must be aware of the nearest point to which the alarm can be raised, the nearest telephone and exit and know what to do in the event of a fire
- All warning notices and barriers have been erected.

3. AUTHORISATION

I have personally checked the aforementioned precautions and consider it Safe with no significant Health or Environmental implications to carry out this work.

Date _____

between _____ am/pm and _____ am/pm

Permission is granted to _____

to use _____

in the _____

Clients Representative (print name) _____

Signature _____

Telephone _____

Date _____ Time _____

4. ACKNOWLEDGEMENT

I understand the hazards of this work and the precautions to be taken. These have also been fully explained to the persons carrying out this work and I consider them competent to do it safely. I will return my copy of this permit to the Clients Representative when the work has been safely completed.

BMC Supervisor (print name) _____

Signature _____

Telephone _____

Date _____ Time _____

5. CANCELLATION

Work area and all adjacent areas to which sparks and heat might have spread were thoroughly inspected on completion of the operation, and one hour later no smouldering fires were discovered.

- Have smoke detectors been re-activated following works

Signature

Manager/Supervisor _____

Date _____ Time _____

Clients Representative _____

Date _____ Time _____

ELECTRICAL WORK PERMIT

Proc 11.20.02

PART A

1) **ISSUE:** This permit is issued to _____ in charge of the works described below (see section 7).

2) **DECLARATION:** I hereby declare that the following electrical apparatus in the area specified (Section 7) is dead (NOT LIVE) - disconnected/isolated from all live conductors and, if applicable, is connected to earth (see section 4).

3) **WARNING:** Treat all other apparatus and areas as dangerous.

4) **POINTS OF ISOLATION/DISCONNECTION ARE:** _____
EARTHING AND ISOLATION: The apparatus is connected to EARTH at the following points:

5) **CAUTION NOTICES/SAFETY TAGS:** These have been posted at the following points:

6) **SAFETY LOCKS/LOCK OUTS:** These have been fitted at the following points:

7) **WORKS TO BE CARRIED OUT ARE AS FOLLOWS:**

DIAGRAM of work area attached (if applicable).

Signed: _____ Name: _____ Time: _____ Date: _____
(as responsible person for items 1 - 7 above)

PART B - RECEIPT

I accept responsibility for carrying out the work on the apparatus detailed in this permit to work and no attempt will be made by me or persons under my control to work on any other apparatus or in any other area.

Signed: _____ Name: _____ Time: _____ Date: _____
(as responsible person for works specified in Part A 7 above)

Note: The works may only be carried out under the supervision of the person signing for this permit to work, who should retain the copy of this form at all times until the work is completed and the clearance section is signed.

PART C - CLEARANCE

The work for which this permit to work was issued is now suspended*/completed* (**delete inapplicable*), and all the persons under my control have been withdrawn from the work area and warned that it is no longer safe to work on the apparatus detailed on this permit to work. All gear, tools and materials, etc. have been removed.
Where applicable, additional earths installed for safe working have been removed. To the best of our knowledge the area and/or apparatus has been left in a safe and satisfactory condition such that the area and/or equipment may be returned to its normal use.
The work is complete*/incomplete* (**delete inapplicable*) as follows:

The work area has been returned to normal* safety arrangements have been left in place* (**delete inapplicable*) as follows:

Signed: _____ Name: _____ Time: _____ Date: _____
(as responsible person for works specified in Part A 7 above)

PART D - CANCELLATION OF PERMIT

The permit to work is cancelled.

Signed: _____ Name: _____ Time: _____ Date: _____
(as responsible person for items A1-7)

**THE BUILDING MAINTENANCE COMPANY
SAFETY METHOD STATEMENT**



Job No:

Work Requested

Client: Site:

Personnel on premises

Equipment - To Be Used	Yes	No	N/a
Hand tools - these are to be checked on a regular basis			
Drill/Power Tools - these are checked regularly and tested yearly.			
Materials - Handling and Safety Information			

Work Sequence/Critical Stages - to ensure that all safety, Health & Environmental procedures are followed.

Operatives to be briefed as appropriate by the quoting operative.

Sign out on completion.

Emergency Procedures -

Task Risk Rating (highlight as appropriate)

Low	Medium	High
-----	--------	------

Relevant Risk Assessments (As attached)

Hazard Identification	Yes	No	N/a
1. Care will be taken to protect workforce from falls from or through roof.			
2. Steps will be taken to ensure that any area of danger is properly cordoned off.			
3. Care will be taken to avoid the danger of tools or equipment falling from height.			
4. Weather conditions will be taken into consideration before outside working.			
5. Other hazards identified, i.e. Environmental issues or Permit to Work Required.			

Section off Area to Restrict Access - workplace (Health, Safety & Welfare) Regs

1. The area will be sectioned off and warning signs placed to restrict access.			
2. Danger overhead work in progress signs will be displayed if required.			
3. A safe and environmentally efficient means of waste removal will be in place.			

Personal Protective Equipment - PPE

1. PPE will be worn while using power tools/irritants/sharp materials etc.			
2. Other protective clothing will be worn when necessary.			

Subcontractors

Any subcontractors will be liable to work fully within the bounds laid down in this document, and will be under the control of The Building Maintenance Company.

Site Clearance

On completion/before leaving, site will be cleared and left in a safe condition.

Contractors Declaration

I agree to adhere to the Safety, Health & Environmental requirements of this method statement.

Name: _____ Signature _____ Date: 19-Jan-21

ONCE SATISFIED WITH OUR METHOD OF WORK AND SAFE PRACTICES THE CLIENT REPRESENTATIVE IS REQUESTED TO SIGN THIS DOCUMENT AS AUTHORISATION FOR COMMENCEMENT OF WORK

Name: _____ Signature _____ Date: 19-Jan-21

THIS METHOD STATEMENT MUST BE SIGNED BY BOTH CLIENT REPRESENTATIVE AND CONTRACTOR PRIOR TO COMMENCEMENT OF ANY WORK

Completion of works as per specification: Name _____

Signed: _____ Date: 19-Jan-21

This Method Statement must be strictly adhered to. Any deviation must be authorised in advance by an Area Manager

**DIRECTORY OF THE BUILDING MAINTENANCE COMPANY
GENERAL RISK ASSESSMENT SHEETS**

SHEET NO	ACTIVITY/ELEMENT RESULTING IN POTENTIAL HAZARD
00	Blank Standard Form For Specific or Generic Analysis
01	Working on Flat Roofs. (Roof pitch less than 10 degrees)
02	Demolition
03	Welding Operations
04	Use of Woodworking Machines
05	Glazing/Reglazing Operations
06	Work Creating Excessive Noise
07	Work Involving Asbestos Products
08	Use of Abrasive Wheel Machines
09	Use of Cartridge Operated Tools
10	Use of Portable Power /Tools and Equipment
11	Maintenance, Isolation and Repair of Plant and Equipment
12	Unauthorised Persons gaining access to the Site
13	Spillage & Spill Response
14	Hot Work, Burning, Grinding Burning of Litter/Materials
15	Electrical Supplies, Installation, Maintenance, Repair, Isolation and Use of equipment
16	Storage and Use of Liquid Petroleum Gas (LPG)
17	Flammable Liquids/Gases (COSHH)
18	Use of Bitumen (or similar) Boiler
19	Exposure to Hazardous Substances, Fumes, Gases etc (COSHH)
20	Working with Lead
21	Working on Scaffolds
22	
23	Use of Mobile Elevated Platforms
24	Your Health and the Health of Others
25	Use of Goods Hoists
26	Use of Ladders
27	Use of Mobile Scaffold Towers
28	Use of Static Scaffold Towers
29	Use of Trestle and Trestle Scaffolds
30	Working where there is a Risk of Materials Falling
31	Working Near Holes or Edges
32	Work on or Near Fragile Surfaces/Roofing
33	Working on Sloping Roofs (Roof pitches greater than 15 degrees)
34	Refurbishment
35	Driving
36	Lone Working
37	
38	
39	Violence / Conflict at Work
40	Roadworks/Paving
41	Using Vibration Equipment / Repetative Tasks
42	Use of Mobile Phones Whilst Driving
43	Excavation Buried Services
44	Slips, Trips & Falls
45	
46	Safety Nets, Belts Harnesses and Lanyards
47	Plumbing / Leadwork
48	Manual Handling

SHEET NO	ACTIVITY/ELEMENT RESULTING IN POTENTIAL HAZARD
49	Plumbing
50	Step Ladders
51	Joinery
52	Joinery Lock Fitting
53	
54	
55	
56	Brick and Block
57	Flooring
58	Plaster
59	Guttering and Downpipes
60	Tiling
61	Graffiti
62	
63	
64	
65	Use of Knives

**THE BUILDING MAINTENANCE COMPANY LIMITED
FIRE (WORKPLACE) RISK ASSESSMENTS**

SHEET NO	INCLUDING AREAS/ACTIVITIES FOR POTENTIAL HAZARDS
00	Blank Standard Form For Specific Identified Hazards
01	Fire (Workplace) Assessment
02	Buildings (Workplace) & Layout
03	Smoking
04	Cooking Facilities/Appliances
05	Authorised & Unauthorised Persons, In/Out of Hours
06	House Keeping/Site Cleanliness
07	Heating Systems and Appliances
08	Electricity
09	Movement of Persons
10	Switchrooms
11	Flammable Liquids and C.O.S.H.H. Substances
12	Painting and Decorating

**THE BUILDING MAINTENANCE COMPANY
MANAGEMENT RISK ASSESMENTS**

SHEET NO	ACTIVITY/ELEMENT
00	Blank standard Form
01	Temporary Workers - Management
02	General Office Environment - Management
03	Stress (work related) Management



SAFETY, HEALTH & ENVIRONMENT

13.00 COSHH

13.01 Summary of C.O.S.H.H. Assessment

COSHH is not just about chemicals, it is all embracing and includes any substance with the potential to cause harm.

The purpose of COSHH Assessments are:

- To identify the inherent **Hazard/s** of a substance.
- To evaluate the **Risk/s** in using the substance in a particular process.
- To determine **Control Measures**.
- To Inform others.

Assessment will include for any Adverse Events or Emergencies e.g. Fire/Evacuation, etc.

In identifying the hazards and evaluating the risks it will direct the assessor towards developing appropriate control measures, including the correct items of personal protective equipment and other items or facilities for use, or to be applied.

Supervisory checks will be made to ensure selected PPE is suitable and compatible and being worn/used correctly, and periodic inspection checks are carried out and that the defined Methods of Working are being followed.

Hazard Means the potential to cause harm.

Risk Means the likelihood of the harm being realised.

The Building Maintenance Company have carried out risk assessments for the Safety, Health and Welfare of its employees and others, along with Environmental Assessment for any potentially significant aspects and impacts associated with substances or processes used within the company. The company COSHH Assessment Log is available in Section 13.05 of this Manual.

Employees are made aware at their inductions and updated continually on the defined Methods of Working as the need arises, of any possible hazards to Safety, Health and any potentially significant outcomes on the Environment while an employee of the company.

Due to the nature of the industry, many substances used, especially on sites, are labelled under the Classification and Labelling of Dangerous Substances Regulations as Harmful, Irritant, Toxic and/or Highly Flammable and a possible danger to the environment.

The Management of the Company will from time to time review the possibility for elimination or for substitution of any substances or processes for less harmful ones.

Whenever possible, avoidance of exposure to employees by any dangerous or harmful substances will be made by mechanical means. Where risk of exposure cannot be controlled by any other means, personal protective clothing will be issued to be worn, with instruction/training given, as a last resort.

The Building Maintenance Company can be divided into two main areas for the purpose of COSHH Assessment: -

1. Company Administration Offices and Stores
2. Third party premises upon which works are carried out

The COSHH Assessment Log details substances and tasks along with the hazards and risks associated with each substance and the precautions, if any, that employees should take when handling substances.



SAFETY, HEALTH & ENVIRONMENT

13.00 COSHH

13.02 Department Assessments

(Page 1 of 2)

Company Administration Offices and Stores

There are no major concerns regarding the control of substances within the administration offices.

Although correction solution is used, it is only used in such small quantities as not to be a risk to health when used as directed. Other substances being used within the department include cartridges used in computer printers and toner cartridges for photocopiers. The photocopiers and printers are placed in well-ventilated rooms with cartridges being replaced in these machines only in enclosed containers, therefore not constituting any risk of health to employees.

Before any staff members are allowed to insert new containers into any machine, they must be made aware and trained in the following:

- The machine being worked upon must be disconnected from the mains before being opened up for installation of new ink or toner and also before attempting to remove jammed paper etc.
- It should be remembered that photocopiers generate great heat and care must be taken to avoid contact with hot parts.
- Seek assistance or help, but if in doubt call out the service engineers.

No special clothing or protection is needed in the administration section. Environmental assessment has identified only very small quantities of hazardous substances are disposed of within our controlled waste methods.

Company Stores

A small number of substances kept in the store areas can cause irritation to eyes, skin and respiratory system. However, the areas are well ventilated, and the substances are kept only in small quantities where handling is carried out with the required personal protective equipment being used and reasonable care being taken.



SAFETY, HEALTH & ENVIRONMENT

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13.00 COSHH

13.02 Work on Site

Due to the nature of building and reactive maintenance activities in retail, commercial and domestic premises, for which The Building Maintenance Company's work consists, substances are only used in small quantities in most activities.

Stringent protective measures are not generally required but reasonable care will be taken when handling and using substances and to avoid any contact defined Methods of Working will be followed, with the prompt reporting to supervisor/manager of any defects discovered in control measures or work methods, devices or facilities, along with any item of PPE (that may be used as a last resort).

Employees are to be instructed in the need to comply with procedures for control, plant and processes along with manufacturer instructions for substances, which identify risks and precautions to take for the products that are to be involved.

High standards of personal hygiene will be maintained, including removal and segregation of any contaminated PPE prior to eating, drinking or smoking.

COSHH assessments are kept at Head Office for reference when substances may be used in greater concentrations where any hazards may create bigger risks.

In such an event Risk Assessment can only be made on the specific content of that work operation where a generic application of the COSHH Regulations is inappropriate.



SAFETY, HEALTH & ENVIRONMENT

13.00 COSHH

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General Rules for Employees

Can exposure to a substance be eliminated?

Can alternative work methods reduce exposure?

Can a less hazardous substance be used?

If a substance has a hazard-warning label it has potential to cause harm.

SO assess ALL the risks before using it.



COSHH Hazards:

There are a number of ways that contaminated substances can enter your body.

- .01 INGESTION -By touching food or drinks or smoking with dirty hands.
- .02 INHALATION -Breathing harmful dust, gases, fumes or vapours.
- .03 SKIN ABSORPTION -By entering through the skin or eyes.
- .04 SKIN PENETRATION -Through cuts, scratches and grazes

COSHH Control Measures

- .01 When coming into contact with hazardous substances -Always wear the correct PPE.
- .02 Know how to look after, store, use and maintain PPE correctly.
- .03 Always know where washing and first aid facilities are on site.
- .04 Ensure hazardous substances are stored secure and correctly after use and not left out on site.



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Use of Substances

- .01 Make sure you check any/all hazards and risks when using new substances or processes.
- .02 Read and fully comply with the information on the hazard data sheet and all instructions on the product label.
- .03 Do not eat, drink, or smoke when handling substances.
- .04 Do not expose other workers or third parties to fumes, dust, gas or other dangers from hazardous substances due to your work.
- .05 Always wash at the end of each shift and always before eating, drinking or smoking.

Hazards Associated with Materials and Substances

CATEGORY	TYPE OF HARM	EXAMPLES OF HAZARDS
FIRE/EXPLOSION		
Combustion	Burns	Timber Stack, Coal Store, Paper Store, Grease, Magnesium, Straw, Plastic Foam.
Increased Combustion	Burns	Oxygen Enrichment
Flammable Substance (inc. Highly and Extremely Flammable). See also Explosive below.	Burns	Petrol, Propane, Methane, Carbon Monoxide, Methanol, Parrafin, Acetone, Toluene.
Oxidising Substance	Burns	Organic Peroxide, Potassium Permanganate, Nitric Acid, Explosive Material, Fireworks, Proprietary Explosives, Detonators, Some Oxidising Agents, Highly Flammable Gas in Confined Space.
Dust Explosions	Burns	Coal Dust, Wood Dust, Aluminium Powder, Flour.
HEALTH HAZARDS		
Corrosive/Irritating Materials.	Skin Effects	Sulphuric Acid, Caustic Soda, Man Made Mineral Fibre.
Particles	Lung Effects	Asbestos Fibres, Silica Dust, Dust Mite Faeces, Pigeon Droppings, Coal Dust, Grain Dust, Wood Dust.
Fumes	Acute and Chronic Effects on Health (Local and Systematic Effects).	Lead Fume, Rubber Fume, Asphalt.
Vapours	Acute and Chronic Effects on Health.	Acetone, 1,1,1 - Trichloroethane, Dichloromethane, Benzene, Isocyanates.
Gases	Acute and Chronic Effects on Health.	Carbon Monoxide, Hydrogen Sulphide, Carbon Disulphide, Sulphur Dioxide.



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CATEGORY	TYPE OF HARM	EXAMPLES OF HAZARDS
Mists	Acute and Chronic Effects on Health.	Oil Mist, Printing Ink, Water - Legionella.
Asphyxiants	Acute and Chronic Effects on Health.	Nitrogen, Carbon Dioxide, Argon.
Health Hazards by Ingestion	Burns to Upper Ailmentary Tract	Toxic, Harmful, corrosive and Iriitant Liquids.
	Poisoning	All Harmful Aerosols, Polluted Water, Contaminated Food and Drink.
Hazards by Contact	Cuts, Abrasions	Swarf, Rough Timber, Concrete Blocks.
	Burns, Frostbite	Molten Metal, Frozen Food

13.03 **Emergency First Aid Measures**

- GENERAL *CODE M1* - In all cases of doubt, or where symptoms persist, seek medical advice. NEVER give anything by mouth to an unconscious person.
- INHALATION *CODE M2* - Remove to fresh air, keep patient warm and at rest. If the breathing is irregular or stopped administer artificial respiration. Give nothing by mouth and if unconscious place in the recovery position and seek medical advice.
- EYE CONTACT *CODE M3* - Contact lenses should be removed. Irrigate copiously with clean, fresh water for at least ten minutes holding the eyelids apart and seek medical advice.
- SKIN CONTACT *CODE M4* - Remove contaminated clothing. Wash skin thoroughly with soap and water or use proprietary skin cleaner. DO NOT use solvent or thinners.
- INGESTION *CODE M5* - If accidentally swallowed, obtain immediate medical attention. Keep patient at rest and do not induce vomiting.

The above is not meant to be an exhaustive or definition statement of First Aid Measures but is only a list of initial precautionary steps to be taken.

If in any doubt qualified medical advice must be sought immediately.

N.B. REMEMBER RIDDOR. Reporting of Injuries, Diseases and Dangerous Occurrences.



SAFETY, HEALTH & ENVIRONMENT

13.00 COSHH

13.04 Fire Risks and Fire Extinguishers

Fire Risks

Although very few items of stock are kept on the premises, other than for forwarding to a job/project premises, some may be classed as highly inflammable and shall only be kept in suitable containers and store areas. In the event of a local fire care should be taken to ensure that the location evacuation procedures have been complied with. Where an attempt is made to put out the fire the correct fire extinguisher shall be used to control and put out the fire but shall only be used without risk to the user or others.

Fire Extinguishers

Classification of Fires

- Class A - Fires are those involving free burning materials, such as paper wood, fabrics and other textiles, and also plastics.
- Class B - Fires involve flammable liquids and solids, such as diesel, petrol and oils (but not cooking oils), plus solid fuels such as wax.
- Class C - Fires involve flammable gases, such as propane, butane and methane.
- Class D - Fires involve flammable metals such as sodium, potassium and magnesium.
- Electrical Fires - Fires involve electrical equipment such as switchgear or computers.
- Class F - Fires are specific to cooking oils and fats.

Types of Extinguisher

- Water - Signal Red
- Foam - 95% Signal Red with 5% Pale Cream patch
- Powder - 95% Signal Red with 5% French Blue patch
- Co² - 95% Signal Red with 5% Black patch
- Wet Chemical - 95% Signal Red with 5% Canary Yellow patch

Performance Characteristics of Extinguishers

Water - Suitable For use in Class A fires only.
- Extinguishes the fire by cooling.
- Contents: 9 litres, Duration: 70 Seconds, Range: 6 metres.

Foam - Suitable for use on Class A and B fires.
- Extinguishes the fire by smothering.
- Contents: 9 litres of foam solution, Duration: 45 Seconds, Range: 4 metres.

Powder - Suitable for use on Class A, B and C fires and fires involving electrical equipment, although it may damage the electrical equipment.
- Extinguishes the fire by interrupting the chemical reaction.
- Contents: 4.5 Kg (type B, C powder), Duration: 9 Seconds, Range 5 metres.

Co² - Suitable for use on Class B and C fires and Fires involving electrical equipment.
- Extinguishes the fire by smothering.
- Contents: 5Kg Carbon Dioxide, Duration: 26 Seconds (Very Noisy), Range: 3 metres.

Wet Chemical - Suitable for use on Class F fires and fires involving burning cooking oils or fats.



PROC 13.05

ITEM NO.	PRODUCT	HAZARD RISK CODE	H/O DATA REF	PRODUCT USAGE	LOW RISK	MED RISK	HIGH RISK	SITUATION/POSSIBLE CAUSE OF HAZARD	PRECAUTION CODES	FIRST AID MEASURES
1	Hydrochloric Acid	H1, H2, H3,H4		BRICK & CONCRETE CLEANING			✓	SPILLAGE, SPLASHES	A, C, D	M1, M3, M4
2	Sulphuric Acid 'one shot'	BANNED FROM ALL SITES					✓	X Not to be used	SPECIALISTS	M1,M2,M3,M4,
3	Cement	H1,H2,H3,H4		BRICKS, CONCRETE BLOCKS, ETC		✓		DUST IN CONFINED SPACES	A,C/ G	M2, M4
4	Ready Mix Concrete	H2, H3		FOUNDATIONS, FLOORS		✓		SPLASHES, CONFINED SPACES	A, B, D	M3, M4
5	Epoxy resin based products	H1,H2,H3		CONCRETE, BRCKWRK, PAINTS		✓		CONFINED SPACES	A, D, F	M3, M4
6	Febmix Additives	H1, H3		MORTARS		✓		CONFINED SPACES/SPLASHES	A	M4
7	Asbestos	H1,H4		PRODUCT BANNED, NO WORK ALLOWED ON OLD OR NEW			✓	X Not to be Disturbed	SPECIALISTS	M1,M2,M4,M5
8	Supalux	H1, H2, H3		INSULATION, FIRE PROTECTION, WALL CLADDING AND LINING		✓		DUST IN CONFINED SPACES	A, D, C/G	M2, M3, M4
9	Fibrous Plastics	H1, H2, H3, H4		WALLS AND CEILINGS		✓		DUST SKIN & EYE CONTACT	D, C/G, A	M3, M4, M5
10	Plaserboard	H1, H4		WALLS AND CEILINGS		✓		DUST SKIN & EYE CONTACT	A, D,C/ G	M3, M4, M5
11	Gypsum Plaster	H1, H4		GENERAL USAGE		✓		DUST SKIN & EYE CONTACT	A, D, C/G	M3, M4, M5
12	Wood/Timber Preservative Products	H1, H2, H3, H4		TIMBER PRESERVATION AND PEST CONTROL			✓	CONFINED SPACES/SPLASHES	A, D, F, G	M1,M2, M3, M4
13	Bricks, Blocks	H3		GENERAL USAGE	✓			HANDLING	A	M4
14	General (Domestic) Paints	H1, H2, H3, H4	B9/01/02/03	GENERAL USAGE	✓			CONFINED SPACES	D,C/G	M2
15	Specialists: Primer, Alluminium	H1, H3	B9/01/02/03	SPECIAL SURFACES, STEELWORKS		✓		CONFINED SPACES/SPLASHES	A, D,C	M1,M2, M3, M4
16	Cellulose Paint, Thinners, Synthetic Paint, Cleaners	H1, H3	B9/01/02/03	WALLS, FLOORS		✓		CONFINED SPACES/SPLASHES	A, D, C	M1,M2, M3, M4
17	Substances containing TRICHLOTRETHANE	BANNED FROM ALL SITES					✓	X Not to be used		



PROC 13.05

ITEM NO.	PRODUCT	HAZARD RISK CODE	H/O DATA REF	PRODUCT USAGE	LOW RISK	MED RISK	HIGH RISK	SITUATION/POSSIBLE CAUSE OF HAZARD	PRECAUTION CODES	FIRST AID MEASURES
18	Carbon TETROCHLORIDE	BANNED FROM ALL SITES					✓	X Not to be used		
19	POLY-CHLORINATED BI PHENALS	BANNED FROM ALL SITES					✓	X Not to be used		
20	Benzine	BANNED FROM ALL SITES					✓	X Not to be used		
21	Coated Roadstone Materials	H2, H3		EXTERNAL WORKS		✓		SPLASHES, EYE & SKIN CONTACT	A, D	M3, M4
22	Limestone Aggregates	H1, H2		EXTERNAL WORKS, GENERIC USAGE		✓		DUST IN CONFINED SPACES	A, C/G	M2
23	Woodwork Generally (Including MDF)	H1, H2		JOINERY, SMALL REPAIRS		✓		EYES	D, C/G, A	M2,M3
24	Pneumatic Breakers (Plant)	H1, H2		EXTERNAL WORKS, GENERIC USAGE		✓		FRAGMENTS FLYING, FEET, DUST	A, D,C/ G, H	M2, M3, M5
25	Pre-coated mineral fibre board	H1, H2, H3, H4	BTTE 1932 N/A/1	FIRESTOPPING		✓		DUST, CONFINED SPACES, WORKING OVERHEAD	D, A,C/ G	M2, M3, M4, M5
26	Bonded Vermiculite	H1, H2, H3, H4		FIRESTOPPING, SEE NOTES AS ABOVE		✓		DUST, CONFINED SPACES, WORKING OVERHEAD	D, A, G	M2, M3, M4,
27	Gases/Vapours etc	H1, H2, H3, H4		VARIOUS			✓	DANGER IN CONFINED AREAS, DUCTS ETC	C	M1,M2, M5
28	Bitumen based paint & Damp sealant	H1,H2,H3	HO B9/05	DAMP PROOFING		✓		SPLASHES, CONFINED AREAS, SPILLAGE ETC	A, B, C, D, E	M2, M3, M4,
29	Plumbing Solder	H1,H2,H3	HO B9/06	PIPEWORK INSTALLATIONS		✓		SPLASHES,CONFINED SPACES, BURNS	A, D, E	M2, M3, M4,
30	Corrosion Proofer Scale Inhibitor (FernoX)	H3	HO B9/07	DOMESTIC PLUMBING SYSTEMS			✓	PROLONGED SKIN CONTACT SPLASHES	A, D	M2 M3 M4

HAZARD RISK CODES	PRECAUTION CODES	FIRST AID MEASURES - SECTION 13.03 REFERS
H1 INHALATION	A RUBBER GLOVES	E DISPOSABLE OVERALLS
H2 EYE	B RUBBER BOOTS	F BARRIER CREAM
H3 SKIN	C RESPIRATORS	G DUST MASKS
H4 INGESTION	D EYE PROTECTION	H EAR DEFENDERS
		M1 GENERAL
		M5 INGESTION
		M2 INHALATION
		M3 EYE CONTACT
		M4 SKIN CONTACT

COSHH Assessment Record

Substance/Process:	Product Name:	Product Form:	Supplier/Manufacturer:
Is this substance process required?	Y <input type="checkbox"/> N <input type="checkbox"/>	Is a safer alternative available to do the same job?	Y <input type="checkbox"/> N <input type="checkbox"/>
Hazardous components/Previous experience		Maximum permitted exposure (see EH40) OEL/Monitor exposure:	
Substance/Process training required?	Y <input type="checkbox"/> N <input type="checkbox"/>	Number of employees exposed:	
General Hazard classification of substance			
Very Toxic	Toxic	Harmful	Corrosive
Irritant	Flammable	Harmful to Environment	Other - Specify
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHE advice on packaging/SDS:			
Type, frequency & duration of exposure:			
Substance/Process Risk Rating:		Low <input type="checkbox"/>	Medium <input type="checkbox"/>
		High <input type="checkbox"/>	
Is Health Surveillance Required?		Y <input type="checkbox"/>	N <input type="checkbox"/>
Control measures for use:		Storage and transport precautions:	
First Aid Information:			
Environmental Precautions:			
Spillage Information:		Disposal Information:	
Risks adequately controlled?		Y <input type="checkbox"/>	N <input type="checkbox"/>
Date of assessment:		Date reviewed:	
Information collated and assessed by:			