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## **HEALTH & SAFETY POLICY**



Produced with the assistance of M.E.L. (Health & Safety) Consultants Limited  
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## CONTENTS

### HEALTH & SAFETY ORGANISATION

Health and Safety General Policy Statement.....	4
Organisation for the achievement of Safe Working Places.....	5
Safety Organisation Chart.....	6

### EMPLOYEES' HEALTH & SAFETY RESPONSIBILITIES

The Responsibilities of the Managing Director Mr Michael Durrell.....	7
The Responsibilities of the Health and Safety Consultants .....	9
The Responsibilities of the Office Personnel .....	10
The Responsibilities of the Site Supervisor.....	11
The Responsibilities of the Employees and Labour Only Contractors .....	13
The Responsibilities of the Contractors .....	15

### HEALTH & SAFETY ARRANGEMENTS SECTION

General Arrangements.....	16
Health and Safety Overview .....	16
Enforcement .....	16
Abrasive Wheels .....	17
Abrasive Wheels .....	18
Accident / Incident Investigation .....	19
Accident Procedure and RIDDOR .....	20
Alcohol, Drugs and Smoking.....	21
Asbestos – Dealing with Unidentified Materials .....	22
Asbestos – Dealing with Non-Licence Removal .....	23
CDM Contractors Duties .....	26
CDM Principal Contractors Duties .....	27
Communication .....	28
Company Offices .....	28
Complaints Procedure .....	29
Confined Spaces .....	29
Consultation with Employees and Contractors .....	29
Contractors .....	30
Control of Hazardous Substances .....	30
Cooperation and Coordination .....	30
Corporate Manslaughter and Corporate Homicide Act 2007 .....	31
Data Protection and Record Keeping .....	32
Disciplinary Procedure .....	33
Display of Statutory Information.....	34
Display Screen Equipment (DSE).....	35
Documentation.....	35
Electrical Work Equipment.....	35
Electricity at Work Regulations .....	36
Emergency Procedures .....	36
Environmental Considerations .....	36
Face Fit Testing .....	37
Fire Safety .....	38
First Aid.....	39
Fork Lift Trucks .....	39
Fragile Material at Roof Level .....	40
Hand-Arm Vibration .....	40
Hand Tools .....	41
Hoists.....	41
Hot Works .....	42

**HEALTH & SAFETY ARRANGEMENTS SECTION CONTINUED**

Housekeeping and Site Tidiness .....	43
Ladders and Stepladders .....	43
Manual Handling Operations .....	44
Mobile Elevating Work Platforms (MEWPS) .....	45
Mobile Telephones.....	45
Monitoring of Performance.....	46
Noise Safety .....	47
Non-English Speaking Employees.....	49
Permits to Work .....	49
Personal Protective Equipment.....	50
Planning.....	50
Plant.....	50
Principles of Prevention .....	52
Procedure for New Employees Engaged by the Company.....	52
Protection of Persons in Work Areas .....	53
Public/Third Party Safety .....	53
Purchasing Policy .....	53
Refusal to Work on Safety Reasons.....	54
Risk Assessments / Method Statements .....	54
Safety Consultants.....	55
Safety Inspections.....	55
Safety Rules .....	56
Scaffolds and Mobile Tower Scaffolds.....	56
Sharps (Needles /Syringes).....	57
Stress at Work .....	57
Suppliers.....	57
Temporary Power Supply .....	58
Tiredness .....	58
Training.....	58
Use and Storage of Highly Flammable Liquids.....	59
Use and Storage of LPG Cylinders and Other Gases.....	60
Violence to Employees .....	61
Waste.....	61
Welfare Facilities, Site Accommodation.....	62
Work at Height .....	62
Work Equipment .....	63
Working in Occupied Premises.....	63
Young Persons and Children .....	64

**MONITORING OF THE HEALTH & SAFETY POLICY**

Documentation Review .....	65
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**HEALTH & SAFETY GENERAL POLICY STATEMENT**

Yes Contracts Building Services Ltd fully accepts its obligations to operate in accordance with the requirements of all current legislation and codes of practice relating to Health and Safety.

Compliance with legislation is regarded as the minimum requirement.

The Company's Health and Safety Policy confirms its commitment to the prevention of injury and ill health and continual improvement in Health and Safety management and performance; to achieving the highest practicable standards of Health and Safety on all projects with which it is associated and to providing working conditions that are safe and healthy for all employees and those under the company's control. The company also confirms its commitment to providing and maintaining safe plant and equipment; to ensuring safe handling and use of substances and to providing relevant information, instruction and supervision for employees.

The effectiveness of the Yes Contracts Building Services Ltd Health and Safety Policy relies heavily on the competency and co-operation of company employees. The policy is communicated to all persons working under the control of Yes Contracts Building Services Ltd with the intent that they are made aware of their individual occupational health and safety obligations. Every employee has the personal responsibility for implementing the Health and Safety Policy and applying safe systems of work.

The requirements of the Health and Safety Policy are communicated to all employees and their involvement in the management of health and safety is actively promoted through effective and regular consultation.

The Company has an excellent record for Health and Safety at its places of work. It recognises that this is achieved through the active participation of both management and those employed by the Company, in identifying hazards and risks and then taking positive action to control them.

Ultimate responsibility for health and safety lies with Mr Michael Durrell who, supported by the company's external Health and Safety Consultants, ensures that adequate resources, advice and training are provided to deliver the objectives of the Health and Safety Policy and review performance on a regular basis along with proposals for continuous improvement.

The Company's Health and Safety Policy is documented, implemented and maintained and provides the framework for setting and reviewing the occupational Health and Safety objectives. Yes Contracts Building Services Ltd will ensure that Health and Safety will never be compromised for other objectives. The policy will be reviewed annually to ensure that it remains relevant and appropriate or sooner should measures need to be taken to ensure its effectiveness.

This policy is available to all interested parties upon request.

Signed.....

Mr Michael Durrell  
**Yes Contracts Building Services Ltd**

Dated: **August 2017**

This Policy will be reviewed on an annual basis or:  
If there is reason to suspect that it is no longer valid; or  
If there has been a significant change in the matters to which it relates.

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**ORGANISATION FOR THE ACHIEVEMENT OF SAFE WORKING PLACES**

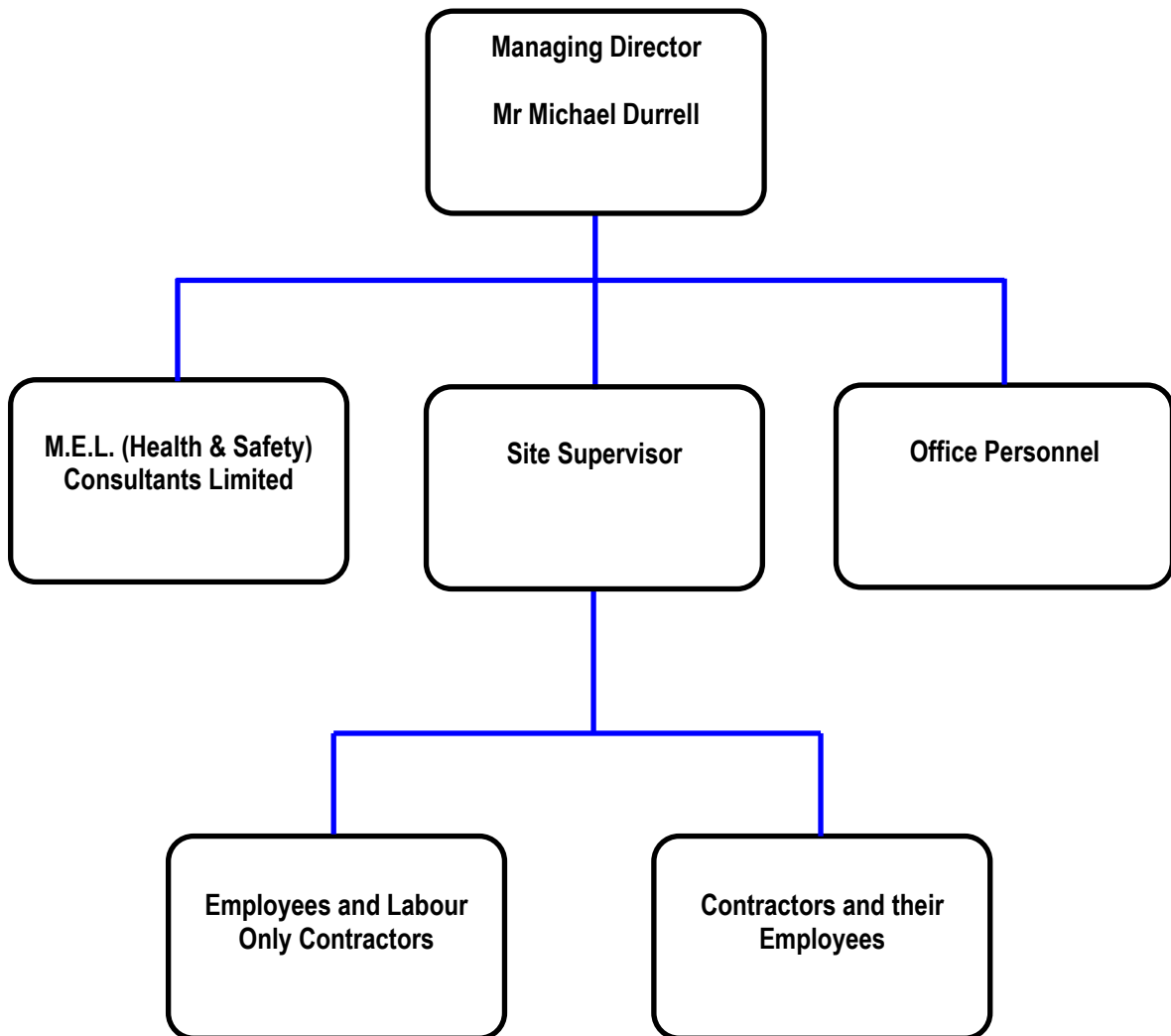
The effectiveness of the Safety Policy is dependent on the people who are responsible for ensuring that all aspects of work, whether in the Company office or on site are carried out with due consideration for safety and with minimum risk to health. Yes Contracts Building Services Ltd will ensure that this Policy is applied and is adopted by all operatives and visitors to sites. In order that this can be achieved Yes Contracts Building Services Ltd has a management structure as outlined below with individual responsibilities detailed on the following pages.

Each individual person has a duty of care to themselves and other persons who may be affected by their actions.

Any recognised breach of any Health and Safety Regulation or any potential hazard observed while at work is to be reported.

Employees are to regard any duty or requirement imposed on the Company or other person by or under any of the relevant statutory provisions and to co-operate with the employer so far as is practicable to enable that duty or requirement to be complied with and are to act with all reasonable haste on advice and instructions given on matters of Health, Safety and Welfare.

**SAFETY ORGANISATION CHART**



— Denotes lines of communication

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## THE RESPONSIBILITIES OF THE MANAGING DIRECTOR MR MICHAEL DURRELL

The overall responsibility for Health and Safety rests with the Managing Director Mr Michael Durrell but specific duties are delegated to others according to their experience and training. Each individual person has a duty of care to himself as well as to all those they come into contact with during any part of the working day.

Mr Michael Durrell, as the Managing Director will ensure that this Policy is applied throughout the whole company as well as being adopted by all Employees, Contractors and visitors to premises where contracts are undertaken and accepts the following responsibilities:

- To know, understand and implement the Company's Health and Safety Policy with the objective of ensuring safe places of work;
- To initiate the Company's Policy for Health and Safety to prevent injury, ill health, damage and waste;
- To set targets for the reduction of accidents; adhering to the Company's Health and Safety Policy for safe places of work and ensuring that this is explained to all Employees in the company's induction programme;
- To promote the Company's safety culture as a serious one and that Health and Safety is paramount at all times; by planning, creating and maintaining a strong positive Health and Safety culture throughout the Company and ensuring that all company safety rules are complied with whether in the office or on site;
- To implement, co-ordinate and control the administration of Health, Safety and Fire prevention strategies within the Company;
- To set a good personal example for others to follow;
- To ensure that the Company's Employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire company;
- To ensure that all Employees are kept fully up to date on all matters relating to Health and Safety. This includes new legislation, good working practices, risk assessments and COSHH assessments including personal protective equipment and other control measures highlighted;
- To communicate with M.E.L. (Health & Safety) Consultants Limited ensuring new safety legislation is conveyed through all levels of employees;
- To pay particular attention to ensuring that Health and Safety matters are effectively communicated;
- To sanction the necessary resources for adequate welfare facilities and equipment.
- To allocate adequate time for training in all matters of Health and Safety including those deemed DSE users to meet the requirements of legislation and to ensure that the Company Health and Safety Policy is fully implemented;
- To ensure effective accident prevention and safety training programs are developed and procedures introduced to bring about a Safe and Healthy working environment; ensuring that management are trained in these policies and play their part in promoting Health and Safety and that all new employees at induction will be trained in the company Health and Safety requirements;
- To ensure that Health and Safety training needs amongst Yes Contracts Building Services Ltd Employees are identified and fulfilled;
- Training received by all Employees / Contractors will be entered in their personal training record file and will be reviewed;
- To ensure that fire and evacuation drills are carried out at six monthly intervals and evacuation times monitored;

- To ensure that at the outset of every project, the correct Health and Safety procedures are established;
- To undertake positive vetting of the Health and Safety policies and practices of Contractors whom the Company may employ to ensure their competence;
- To ensure that risk assessments are issued or otherwise related to Employees throughout the Company and ensure the assessments describe control measures to protect third parties on whom works being undertaken may impinge;
- To ensure control measures highlighted in risk assessments are in place before commencement of work;
- To ensure that manual handling assessments are carried out and issued or otherwise related to employees throughout the company;
- To ensure that all plant and equipment is maintained to at least statutory standards and this includes electrical appliances and the keeping of records that can be viewed on demand by enforcing authorities;
- To ensure that all accidents, dangerous occurrences and near misses are investigated thoroughly and that suitable remedial measures are introduced to prevent a similar situation in the future and this is recorded for both office and sites with the records being kept at head office;
- To ensure an accident that requires reporting under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 13) is notified to the Health and Safety Executive without delay and the causes thoroughly investigated;
- To take steps in preventing horseplay and reprimand those who fail to consider their own well-being and that of others around them;
- To discipline any Employee who fails to comply with his / her individual responsibilities towards achieving safe places of work.

**Ultimately to stay abreast of developments in Health and Safety legislation and good working practices and to ensure that any new developments are communicated both quickly and effectively to all Company Employees.**



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## THE RESPONSIBILITIES OF THE HEALTH AND SAFETY CONSULTANTS

The responsibility of the Health and Safety Consultants is to monitor and revise all modifications, amendments and requirements that are deemed necessary to comply with existing and / or new legislation.

In addition, the Health and Safety Consultants will undertake to perform those duties laid out below when requested, or should the necessity arise:

- To advise Management at all levels on the implementation of Health and Safety (i.e. relevant legislation, Codes of Practices and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures);
- To monitor by inspection the workplaces, workshops and accommodation, and also the Health and Safety performance of employees, reporting back to the Director after such inspections;
- To advise on and prepare Health and Safety documentation;
- To prepare statistical analysis of accidents and causation classification, with recommendations on preventative measures to be implemented;
- To investigate and report major injuries, notifiable dangerous occurrences and any other accidents and incidents, attending and reporting on legal proceedings in which Yes Contracts Building Services Ltd may be involved;
- To promote good working relations with the Health and Safety Executive and other Enforcing Authorities, striving at all times to achieve, with the co-operation of the management, compliance with current legislation;
- To advise on fire precautions, signage and best practices with regards to fire prevention;
- To assist in the choice and suitability of safety equipment and methods of training in its use and storage, etc.;
- Give guidance on the correct reporting procedure with regards to accidents at work in accordance with RIDDOR 13;
- To give guidance on the training required to ensure continued competency and assist in the production and undertaking of a training program;
- To undertake noise surveys to ensure compliance with the Control of Noise at Work Regulations 2005;
- To undertake Portable Appliance Testing to ensure the integrity of electrical equipment when authorised to do so.
- To provide details of any changes to legislation or updated guidance that M.E.L. (Health and Safety) Consultants Limited feel is appropriate and applicable to individual clients.
- To provide information via safety bulletins on changes to legislation and matters of health and safety applicable to the operations of Yes Contracts Building Services Ltd

**The Health and Safety Consultant or his nominee is also empowered during an inspection to stop machinery or processes that he considers present hazards to the operators or to other personnel.**

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## THE RESPONSIBILITIES OF THE OFFICE PERSONNEL

All Employees based within our offices are to comply with their individual duties under Section 7 and Section 8 of the Health and Safety at Work etc. Act 1974 and Regulation 14 of the Management of Health and Safety at Work (Amendment) Regulations 2006. That is to ensure their own safety and the safety of others and to generally co-operate with their Employer so as to enable the Employer to carry out his Health and Safety duties towards them. Failure to comply with Health and Safety duties and regulations on the part of the Employee, may lead to dismissal from employment.

Office personnel have a duty:

- To understand the Company's Health and Safety Policy. Ensure that systems of work are planned in accordance with its requirements and that it is regularly examined to establish if improvements or additions should be made;
- To monitor, control and correct the Health and Safety actions of other persons with regards to Health and Safety;
- To ensure that all who report to you are kept fully up to date on any matters relating to Health and Safety and that the Health and Safety Policy is fully implemented;
- To pay particular attention to ensuring that Health and Safety matters are effectively communicated to those at the work place;
- To help maintain a comprehensive head office accident log for the Company and to ensure that in the event of an accident occurring the circumstances are fully and accurately documented without delay;
- To maintain a pro-active role in the assessment of risk and to familiarise themselves with the broad requirements of Health and Safety legislation;
- To ensure there is perseverance towards the continual improvement in the company's Health and Safety performance and those that the company employs;
- To assist Mr Michael Durrell to ensure that accidents and incidents are fully investigated and causation discovered to ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given without delay;
- To ensure that the office is kept clean and tidy and that escape routes are kept clear at all times. Frequently inspect immediate working environments to ensure that if a hazard presents itself it is reported directly;
- To become aware of emergency procedures;
- To ask for and expect to promptly receive assistance and guidance on any matter that relates to Health and Safety at work;
- To always consider how your acts or omissions may impinge on the Health and Safety of others;
- To report any incidents that may, if not corrected be able to cause harm to others;
- To provide Mr Michael Durrell with details of any areas where the Company Health and Safety Policy and actual Health and Safety practice differ and to highlight those areas where up to date refresher training may be required.

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## THE RESPONSIBILITIES OF THE SITE SUPERVISOR

The Site Supervisor is normally in charge of all on site operations, working with Contractors and Sub-contractors and ensuring the building contract runs to schedule. They Control all aspects of the site including planning work, arranging delivery of materials and managing a range of Sub-contractors, and is ultimately responsible for ensuring a contract is delivered on time.

The Site Supervisor must:

- Develop a strong concern for the safety of those that the Company engages on its sites and for those who may be affected by the activities of the Company. Understand that the Company safety culture is a serious one and that Health and Safety is paramount at all times. Know, understand and implement Yes Contracts Building Services Ltd Health and Safety Policy with the objective of ensuring a safe workplace;
- Ensure that all Employees and Contractors engaged on sites under your control have a good understanding of the risks associated with their activities and the materials they handle. Ensure that risk assessments and COSHH data information is issued or otherwise related. Check that those who need to be aware of it understand it. If not implement and re-check. Never assume or leave Health and Safety matters to chance. Be pro-active and prevent accidents from happening;
- At the start of every project ensure that all persons are inducted and provide a briefing on Health and Safety issues to those engaged to undertake the works. Ensure that any operatives who join the project at a later date are similarly briefed. Frequently update Employees and Contractors on Health and Safety matters;
- Ensure that adequate personal protective equipment is available on site, provided, worn when appropriate, replaced when damaged and is stored in an orderly fashion;
- Stop any unsafe or potentially unsafe working practices immediately and notify Mr Michael Durrell if personnel of a particular subcontract Company persistently breach health and safety rules;
- Ensure that sites, workplaces and storage areas are maintained in a safe and orderly manner. Ensure heat, light and ventilation are adequate and materials not needed are removed or stored in an orderly fashion;
- Always prevent obstruction of access and egress routes by the safe delivery, stacking and storage of materials;
- Ensure that each project under your control has adequate emergency procedures, firefighting equipment and first aid kit, and a trained First Aider where required by law. If work is undertaken without your presence on site ensure that those requirements which are normally shared i.e. provision of a First Aider and first aid kit are available to those on site;
- Work equipment is to be maintained in a fit state. Equipment requiring repairs must remain safely out of use until such time as repairs that may be required are completed;
- If for any reason, you are away from work or unable to fully attend to Health and Safety responsibilities at your site, immediately refer the matter to Mr Michael Durrell. Wherever possible take responsibility for fully briefing whoever takes over your position on any safety matters or issues particular to the sites concerned. Take responsibility for sites, inducting your replacement if necessary;
- Never, under any circumstances, allow works to proceed in an unsafe manner and report all accidents to Mr Michael Durrell immediately after they happen. Ensure that any accidents are fully documented without delay;
- To set a good example while attending sites, ensuring that all site rules are adhered to and correct Personal Protective Equipment is worn at all times where necessary;
- When at any time standing in for another Employee or assuming the duties of another Employee, carry out those duties in accordance with the appropriate section of this Policy.

**Above all else understand and accept that those whom you manage are likely to have or be involved in accidents if you personally do not take positive steps to prevent them. In this respect your responsibility to others is considerable. Be safe rather than sorry. Failure to establish, maintain, monitor and control Health and Safety matters within your remit is regarded as extremely serious by the Company.**

The Site Supervisor must also determine at the contract stage:

- That all hazardous materials are properly marked, used and stored, as outlined in the COSHH assessment;
- Flammables are stored in a suitable environment with adequate firefighting equipment to hand;
- That a tidy site is maintained and areas of works barriered and adequate signage erected;
- The continued safety of third parties that may be present within the building (occupied buildings);
- The delivery and safe stacking of materials to prevent obstruction of access and egress routes;
- Arrangements are made between Employees, Contractors and others at the premises to avoid confusion about areas of responsibility for Health, Safety and Welfare;
- That there are adequate supplies of personal protective equipment available;
- That any accident on site, which results in an injury to any person, is reported in accordance with RIDDOR 2013 if applicable, and entered into the accident book;
- That the safety of third parties is considered at all time before the commencement of any activity on site and to ensure that the site is left in a safe and secure manner at the end of each working day.
- That there are suitable and sufficient risk assessments for any hazardous situation and that control measures are adequately implemented.

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## THE RESPONSIBILITIES OF THE EMPLOYEES AND LABOUR ONLY CONTRACTORS

All Employees and Labour Only Contractors of the Company are to comply with their individual duties under Section 7 and Section 8 of the Health and Safety at Work etc. Act 1974 and Regulation 14 of the Management of Health and Safety at Work (Amendment) Regulations 2006. That is to ensure their own safety and the safety of others and to generally co-operate with their Employer so as to enable the Employer to carry out his Health and Safety duties towards them. Failure to comply with Health and Safety duties and regulations on the part of the Employee, may lead to dismissal from employment.

To ensure that the locations where work is undertaken remain safe places of work, all Employees and Contractors must:

- Read and understand the Company Health and Safety Policy, and comply with its requirements and develop a personal concern for the safety of yourself and others who may be affected by your activities;
- Obtain a good understanding of the risks associated with your activities. Risk assessments will have been produced for any activity involving a significant risk. Ensure that they are seen, read and fully understood. In the event of any uncertainty stop work and ask for guidance;
- Never, under any circumstances, work in an unsafe manner. If you feel you have been asked to do so – **don't!** Contact Mr Michael Durrell immediately;
- Wear personal protective equipment when necessary but regard its usage as a means of last resort. Work to first eliminate or control the risk;
- Do not use plant and equipment for work for which it was not intended, or if you are not trained or experienced to use it;
- Report any damaged plant or equipment to your immediately;
- Keep all tools and plant in good condition inspect them frequently and do not use them if they are damaged or inadequate for the job;
- Be aware that site emergency procedures exist. They are for your benefit. Find out what they are and establish the location and how to use fire-fighting equipment. Find out where First Aid equipment is kept and who the site First Aider is;
- Keep the work place tidy at all times to make it a safer and healthier place to work. Be aware of trip hazards and when possible remove any hazards observed e.g. nails protruding from timber or cables unsafely located;
- Do not play dangerous practical jokes or partake in “horseplay”. Always consider how your acts or omissions may impinge on the Health and Safety of others;
- Report any injury to yourself, which results from an accident at work, even if the injury does not stop you working. Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others. Suggest safer methods of working and to ensure that you and the general public are not put at any risk. Warn any other persons sharing the workplace of particular known hazards;
- Regard Health and Safety information and training as your right. Ask the Site Supervisor for it and do not start work until you are satisfied as to its adequacy. Ask for and expect to receive a toolbox talk on any work and Health and Safety matters you feel unsure about;
- When at any time standing in for another Employee or assuming the duties of another Employee, carry out those duties in accordance with the appropriate section of this Policy.

**Above all else understand and accept that you are likely to cause or be involved in an accident if you do not take positive steps to avoid them. In this respect your responsibility to yourself and to others is enormous. Be safe rather than sorry.**

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## THE RESPONSIBILITIES OF THE CONTRACTORS

All Contractors will be expected to comply with this Health and Safety Policy of Yes Contracts Building Services Ltd and must submit their own Health and Safety Policy to Yes Contracts Building Services Ltd for verification.

All Contractors have a responsibility to:

- Receive a copy of this Health and Safety Policy on request and will be expected to be fully aware of what is required of them whilst working on sites;
- Ensure that work is carried out in accordance with the relevant statutory provisions and take into account the safety of others who may be present in the work area and comply with any safety instruction given to them by the Site Supervisor;
- Ensure that plant and equipment brought into a work area is in a safe and good working condition; fitted with any necessary guards and safety devices, with any certificates available for checking. All Employees must be adequately trained in the use of such equipment and, where appropriate, have available any certificates of competence;
- Ensure electrical equipment is regularly tested and suitable for the conditions in which it is to be used or provided;
- Ensure that any injury sustained or damage caused by Contractors Employees is reported immediately to the Yes Contracts Building Services Ltd Site Supervisor;
- Ensure that when informed of any hazards or defects, they take immediate action;
- Ensure that welfare facilities are provided at sites as well as fire extinguishers and first aid personnel by the Principal Contractor. In circumstances where this is not possible, Yes Contracts Building Services Ltd will make alternate arrangements with Contractors. In many situations there will be co-operation and co-ordination of activities with the Principal Contractor who will make suitable provisions;
- Provide suitable fire extinguishers when undertaking hot works;
- Ensure that workplaces are kept tidy and all debris, waste materials, etc. cleared as work proceeds;
- Wear the protective clothing or equipment appropriate to the works being undertaken or as highlighted in the PPE assessment. Contractors are to provide appropriate protective clothing and safety equipment for their employees;
- Ensure that copies of all risk assessments, COSHH assessments and safe working documentation are available for inspection by the Site Supervisor. Such assessments should be provided before work is due to commence and in sufficient time to allow submission to the Client.

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## GENERAL ARRANGEMENTS

### HEALTH AND SAFETY OVERVIEW

Under the Environmental Protection Act 1990 and the Health and Safety at Work etc. Act 1974, the Secretary of State is empowered to make regulations for a number of purposes, which are listed in the Schedules to the Acts. The Environmental Agency and the Health and Safety Executive may approve and issue Approved Codes of Practice. Although failure to observe such a code would not in itself be illegal, it may be referred to in criminal proceedings to show that the failure to comply with the code or any provision of it constitutes a contravention of any particular requirement or prohibition of the Act. All Acts, Orders, Regulations and ACoPs remain in force until they are modified or repealed.

### ENFORCEMENT

This is the responsibility of the Environmental Agency and the Health and Safety Executive, with the proviso that responsibility may be transferred in certain cases to local authorities. Enforcement officers / inspectors may visit site and premises, if an inspector is of the opinion that a person is contravening a statutory provision or is likely to repeat a contravention, he may serve on that person an Improvement Notice requiring specified remedial action to be taken within a specified time. If the inspector considers that the contravention involves a risk of serious injury, they may serve a Prohibition Notice having immediate effect if considered necessary, directing that the specified activities must not be carried out until the specific matters have been remedied.

If an Improvement Notice or Prohibition Notice is not complied with, persons responsible are liable to imprisonment for up to 6 months (3 months under the Environmental Protection Act 1990) and an unlimited fine. Either of these notices may (but need not) include directions as to the measures to be taken, except where a Notice has immediate effect. The notice may be withdrawn by the inspector before the specified date, however, if the controls are not adequate, the notice may be extended. An inspector may seize any plant, article or substance he finds on any premises, if they consider it to be a cause of imminent danger.

An inspector may give to persons employed (or their representatives) factual information obtained relating to the premises and anything undertaken there, informing them of any action that they may pursue in relation to their findings.

The HSE has introduced a cost recovery scheme; fee for intervention (FFI); in accordance with The Health and Safety (Fees) Regulations 2012.

These Regulations place a duty on the HSE to recover its costs for carrying out its regulatory functions from those found to be in material breach of health and safety law.

A material breach is, when in the opinion of the HSE inspector, there has been a contravention of health and safety law that is serious enough to require them to notify the person in writing.

The HSE and the government believe it is right that businesses and organisations that break health and safety laws should pay for the HSE's time in putting matters right, investigating and taking enforcement action, particularly as businesses may have gained the upper hand with their competitors by saving money on matters of health and safety. Costs were previously paid for from the public purse.

The Fee for Intervention hourly rate is currently £129.

A person found guilty of an offence under the Acts is liable for, on indictment for certain offences, up to two years imprisonment, and / or an unlimited fine. Continuation of an offence for which a person has been convicted constitutes a further offence and that person is liable to a fine for each day on which the contravention continues.

The Legal Aid, Sentencing and Punishment of Offenders Act 2012 increases the penalties and provides courts with greater sentencing powers for those who flout health and safety legislation. The Act raises the maximum penalties that can be imposed for breaching health and safety regulations in the lower courts from £20,000 to unlimited, and the range of offences for which an individual can be imprisoned has also been broadened.



In accordance with section 120 of the Coroners and Justice Act 2009, the Sentencing Council issued new sentencing guidelines for the sentencing of Health and Safety offences committed by Organisations (employers) and by Individuals (employees). It applies to all organisations and offenders aged 18 and older, who are sentenced on or after 1st February 2016, regardless of the date of the offence.

Courts will determine the offence category based on the culpability and harm factors of each individual case. Health and safety offences are concerned with failures to manage risks to Health and Safety and do not require proof that the offence caused any actual harm. The offence is in creating a risk of harm. Further factors to be considered will be whether the offence exposed a number of workers or members of the public or whether the offence was a significant cause of actual harm.

Courts will follow the general principles in setting a fine in accordance with section 164 of the Criminal Justice Act 2003, which requires that the fine must reflect the seriousness of the offence and that the court must take into account the financial circumstances of the offender.

The fine will be sufficiently substantial to have a real economic impact on the organisation or individual, which will bring home to both management and shareholders the need to comply with Health and Safety legislation.

Yes Contracts Limited accepts that the level of fines for some health and safety offences has previously been too low and takes health and safety management responsibilities very seriously in order to prevent accidents and incidents of ill health at all levels within the organisation. Employees are encouraged to act in accordance with the statutory provisions placed upon them and are warned of the consequences that could result if they fail to adhere to our safe systems of work.

The Act fulfils a longstanding Government and HSE commitment to provide the courts with greater sentencing powers for health and safety crimes. The effect of the Act is to:

- Raise the maximum fine which may be imposed in the lower courts to unlimited for most health and safety offences;
- Make imprisonment an option for more health and safety offences in both the lower and higher courts;
- Make certain offences, which are currently tri-able only in the lower courts, tri-able in either the lower or higher courts.

## **ABRASIVE WHEELS**

An abrasive wheel is any powered wheel, cylinder, disc or point which is constructed of or coated in abrasive particles. Most accidents involving abrasive wheels are due to incorrect used and poor maintenance; in particular the selection of the wrong wheel or over speeding. Abrasive wheels generally rotate at very high speeds and contact with the revolving wheel can cause serious injury. Abrasive particles are thrown off during the grinding process and can cause injury, particularly to the eyes. Wheels may also disintegrate or 'burst' causing fragments of the wheel to be projected at great speed in any direction.

Abrasive wheels are mainly used in maintenance workshops on fixed machines and on portable machines i.e. angle grinders.

Hazards arising from the use of abrasive wheels include:

- Electric shock;
- Bursting of the wheel;
- Injury from flying debris;
- Damage to hearing from noise;
- Cuts to the body;

- Generated dust;
- Loose clothing becoming entangled;
- Fire and explosion.

Management shall ensure:

- All operations are assessed and a suitable safe working practice devised in accordance with all applicable standards;
- Where required, the installation of a suitable temporary electricity supply and distribution, in accordance with relevant standards and shall ensure that only competent electricians undertake the works in compliance with the current IEE Regulations;
- That only abrasive wheels machines manufactured and tested in accordance with the relevant British Standards are made available to site; to operate at a voltage not exceeding 110 Volts (CTE), unless special clearance is given, in accordance with the appropriate assessment and method statement;
- That only trained Employees will be permitted to operate: undertake the mounting and inspection of an abrasive wheel machine. All Employees designated to undertake this duty will be suitably certified and the appointment recorded in the site register;
- That appropriate training is given to all Employees to be engaged in the use of abrasive wheels and shall ensure the Employees are competent in their use;
- That abrasive wheel equipment is maintained in good working order, suitably stored, issued for the appropriate purpose and is used in the proper way so as to prevent misuse;
- That abrasive wheel equipment is visually inspected by Employees before every use to ensure it is without defects. All defective equipment is to be immediately taken out of use and the matter reported to the Site Supervisor;
- That the Employees required to use the abrasive wheels are properly instructed as to the work to be undertaken, the relevant safety precautions required and that suitable personal protective equipment has been issued and is properly used;
- Immediate action to remedy any defects, to safeguard Employees and others, to ensure that only competent authorised persons use abrasive wheels;
- That all Contractors are made aware of and comply with the company policy.

## **ABRASIVE WHEELS**

An abrasive wheel is any powered wheel, cylinder, disc or point which is constructed of or coated in abrasive particles. Most accidents involving abrasive wheels are due to incorrect used and poor maintenance, in particular the selection of the wrong wheel or over speeding. Abrasive wheels generally rotate at very high speeds and contact with the revolving wheel can cause serious injury. Abrasive particles are thrown off during the grinding process and can cause injury, particularly to the eyes. Wheels may also disintegrate or 'burst' causing fragments of the wheel to be projected at great speed in any direction.

Abrasive wheels are mainly used in maintenance workshops on fixed machines and on portable machines i.e. angle grinders.

Hazards arising from the use of abrasive wheels include:

- Electric shock;

- Bursting of the wheel;
- Injury from flying debris;
- Damage to hearing from noise;
- Cuts to the body;
- Generated dust;
- Loose clothing becoming entangled;
- Fire and explosion.

Management shall ensure:

- All operations are assessed and a suitable safe working practice devised in accordance with all applicable standards;
- Where required, the installation of a suitable temporary electricity supply and distribution, in accordance with relevant standards and shall ensure that only competent electricians undertake the works in compliance with the current IEE Regulations;
- That only abrasive wheels machines manufactured and tested in accordance with the relevant British Standards are made available to site, to operate at a voltage not exceeding 110 Volts (CTE), unless special clearance is given in accordance with the appropriate assessment and method statement;
- Only trained Employees will be permitted to operate, undertake the mounting and inspection of an abrasive wheel machine. All Employees designated to undertake this duty will be suitably certified and the appointment recorded in the site register;
- Appropriate training is given to all Employees to be engaged in the use of abrasive wheels and shall ensure the Employees are competent in their use;
- That abrasive wheel equipment is maintained in good working order, suitably stored, issued for the appropriate purpose and is used in the proper way so as to prevent misuse;
- That abrasive wheel equipment is visually inspected by Employees before every use to ensure it is without defects. All defective equipment is to be immediately taken out of use and the matter reported to the ;
- That the Employees required to use the abrasive wheels are properly instructed as to the work to be undertaken, the relevant safety precautions required and that suitable personal protective equipment has been issued and is properly used;
- Immediate action to remedy any defects, to safeguard Employees and others, to ensure that only competent authorised persons use abrasive wheels;
- That all Contractors are made aware of and comply with the company policy.

#### **ACCIDENT / INCIDENT INVESTIGATION**

Yes Contracts Building Services Ltd together with our Independent Health and Safety Consultants M.E.L. (Health & Safety) Consultants Limited will undertake a thorough investigation of accidents/incidents in juxtaposition with contractors and Principal Contractors.

First aid injuries will be recorded and the record sheets forwarded to Mr Michael Durrell for his consideration as to what action to take. RIDDOR accidents will be investigated to ensure that suitable controls are implemented and safe systems of work are adopted, with the aim of preventing recurrence, removing the hazard and reducing the risk. Details of company accidents will be reviewed, as will investigations when undertaken, with details analysed to consider if there are any trends present; whereby working practices need to be changed and further controls included in risk assessments, to reduce risk or eliminate a hazard.

The reasons for investigating accidents are:

- To discover the circumstances of an accident in order to implement controls to prevent recurrence;
- To ensure that the preventative measures taken are adequate and pose no further risk;
- To determine whether any specific breaches of legislation have occurred;
- To increase the knowledge and awareness of employees;
- To maintain credibility of the accident reporting mechanism to the general workforce;
- To provide confidence to our clients that those systems will be reviewed and controls applied if required.

All accidents will be reported to the Site Supervisor and Mr Michael Durrell for their consideration, as soon as is practical after the incident has occurred. The Site Supervisor will determine if an accident investigation is required and dependent on the circumstances and a subjective assessment an investigation will be undertaken, examples of these circumstances are:

- Accidents or incidents which have been repeated;
- Fatalities irrespective of cause;
- Accidents whereby the cause is uncertain and the controls in place to prevent recurrence require expert attention;
- Specified injuries to persons at work, as defined in RIDDOR 2013;
- All reported cases of disease that meet the criteria for reporting under RIDDOR 2013;
- Dangerous occurrences where it appears from the report that the outcome, potential outcome, or apparent breach of law is serious;
- Work related accidents involving the public, as defined in RIDDOR 2013.

## **ACCIDENT PROCEDURE AND RIDDOR**

All accidents are to be reported to Mr Michael Durrell at the head office and entered into the accident book. The statutory requirement to report under RIDDOR 2013 will be complied with and attended to by Mr Michael Durrell. An accident book will be retained at work sites and in the event that there is an accident full details will be completed in the book and the page detached and sent to the head office for the attention of Mr Michael Durrell.

In the event that an accident is reportable Mr Michael Durrell together with M.E.L. (Health & Safety) Consultants Limited will give consideration to completing a formal investigation.

In recognition of its duties under RIDDOR 2013, the Company has instigated a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive. In the first instance Yes Contracts Building Services Ltd will, so far as is reasonably practicable, provide and maintain a safe place of work, a safe system of work, safe appliances for work and a clean, safe and healthy working environment.

The company will provide such information, instruction, training and supervision as may be necessary to ensure the Health and Safety at work of its employees and to promote awareness and understanding of the Environment and Health and Safety throughout the workforce.

In accordance with RIDDOR 2013 Mr Michael Durrell will ensure that the reporting of all accidents, diseases and dangerous occurrences outlined in the regulations will be reported within 10 days unless where detailed:

- All deaths to workers and non-workers that arise from a work related accident (report to HSE without delay);
- Specified injuries to workers as outlined in Regulation 4 of RIDDOR 2013 (within 10 days);
- Over 7 day injuries (whereby 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) (within 15 days);
- Work related accidents involving members of the public who are taken from the scene to hospital for treatment to that injury (examinations and diagnostic tests do not constitute 'treatment' in such circumstances);
- Reportable occupational diseases caused or made worse by work, as listed in RIDDOR 2013;
- 27 categories of Dangerous Occurrences as listed in the regulations.

### How to report

#### Online

Go to [www.hse.gov.uk/riddor](http://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).

Yes Contracts Building Services Ltd will retain all records of incidents to ensure that sufficient information is collected to properly manage health and safety risks. This information will be used as a valuable management tool as an aid to risk assessment helping to develop solutions to potential risks in this way records will help Yes Contracts Building Services Ltd prevent injuries and ill health and control costs from accidental loss.

### ALCOHOL, DRUGS AND SMOKING

Anyone found under the influence of or in possession of alcohol or narcotics will be dismissed from the areas of work and may be subjected to appropriate disciplinary measures, which could result in dismissal for serious or repeated offences.

Employees, labour only contractors and contractors are reminded that some prescription drugs may induce tiredness and lethargy etc. therefore it is the Policy of Yes Contracts Building Services Ltd that any person who is taking medication, prescribed or not, is to inform their Site Supervisor if those drugs could affect their performance whilst at work. Employees etc. are also requested to notify their Site Supervisor of any illness that may affect their ability to undertake work activities in a safe manner. Employees are required to submit this information pursuant to Section 7 of the Health and Safety at Work etc., Act 1974.

Anyone found smoking in an area other than designated "Smoking areas" will be instructed to extinguish the cigarette immediately with repeat offences being subject to disciplinary measures. Together with being a health risk smoking also greatly increases fire risk. The Smoke-free (Premises and Enforcement) Regulations 2006 now prohibit smoking within premises and within company vehicles therefore this is a statutory requirement.

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## **ASBESTOS – DEALING WITH UNIDENTIFIED MATERIALS**

The presence of asbestos is not always obvious. The HSE have advised that it is sensible to assume that any building constructed or refurbished before the year 2000 will contain asbestos materials, e.g. insulation boards, corrugated roof sheets, cement guttering, pipe work and lagging. No work should be carried out which is likely to expose employees to asbestos unless an adequate risk assessment with regard to exposure has been made.

If materials containing asbestos are cut or damaged, minute fibres of asbestos can be released into the air which may be inhaled if adequate precautions are not taken. Some people exposed to this risk, and in particular those who also smoke cigarettes, have developed asbestosis and/or certain types of cancer. It is well known that exposure to asbestos fibres can result in asbestosis; a disease caused by fibrous scarring of the lungs. Lung Cancer, Mesothelioma and Laryngeal Cancer are other diseases that can be suffered after contact with asbestos fibres.

If you suspect a material to be asbestos which was not identified during an initial assessment of the site, STOP WORK! Inform your Site Supervisor immediately and ask others to leave the immediate work area.

### **Employees of Yes Contracts Building Services Ltd are not permitted to handle asbestos products.**

If asbestos is discovered Yes Contracts Building Services Ltd will ensure that the work area is protected to prevent disturbance of the material and subsequently to prevent damage to any asbestos which may result in the release of fibres. Yes Contracts Building Services Ltd will then arrange for (or pass onto the client or Principal Contractor to arrange) a competent person / specialist analyst to assess the material to confirm if it is asbestos; ascertain the condition of the asbestos containing material and whether it requires removal or can be left undisturbed. If the materials are left in place and undisturbed it will be necessary for the owner of the site to introduce a system of management of the remaining identified asbestos. A log for the building must be kept and the type of and location of the asbestos must be recorded.

If asbestos is confirmed and its condition is poor, then a specialist Licensed Contractor will be employed to protect, repair or encapsulate the asbestos or remove the asbestos to a specified tip that is licensed by the local waste disposal authority. Once the asbestos has been made safe or removed other Contractors will be advised and clearance certificates will be made available. Work will then continue with caution, in case any further unidentified asbestos is found.

### **Supervision of operatives and contractors**

The Site Supervisor will ensure that no unauthorised person enters the working area until clearance certificates have been received and it has been confirmed that the results are satisfactory. Regulation 10 of the Control of Asbestos Regulations 2012 requires employers to ensure that adequate information, instruction and training is given to their employees who are liable to be exposed to asbestos or who supervise such employees. Asbestos Awareness training will be provided to anyone who needs to know more about asbestos that may be encountered during construction and it is a legal requirement for all people employed in all sectors of the building, construction and demolition industry if they may disturb or come into contact with asbestos through their employment.

### **Safe Systems of Work**

Asbestos in its various forms is found either used on its own or mixed with other materials in many situations in the construction industry e.g.:

- Culverts within the ground;
- Historical disposal in shallow pits;
- Lagging of pipes;
- Fire protection;
- Insulating boards;
- Ceiling tiles;

- Stipple coatings (e.g. artex);
- Roof and cladding sheets;
- Drainage goods etc.

In many of the above cases, products now supplied are asbestos free.

**The three main types of asbestos used/found are:**

- CHRYSOTILE Commonly known as 'white' asbestos;
- CROCIDOLITE Commonly known as 'blue' asbestos;
- AMOSITE and MYSORITE Commonly known as 'brown' asbestos.

**NOTE: Colour must not be relied upon for positive identification.**

All asbestos is prohibited in the manufacture of new materials under The Control of Asbestos Regulations 2012, but is still to be found in many old buildings and plant.

**NOTE: There can be no guarantee that asbestos will not be found in more recent applications.**

If asbestos is found or suspected to be present at a workplace where it is likely to be disturbed it must be analysed. This will determine the type of asbestos and the precautions which will need to be taken.

**REMEMBER!**

If you suspect a material to be asbestos which was not identified during an initial assessment of the building, STOP WORK! Inform your Site Supervisor immediately and ask others to leave the immediate work area.

**ASBESTOS – DEALING WITH NON-LICENCE REMOVAL**

**Introduction**

The Control of Asbestos Regulations (CAR) 2012 imposes all requirements with regards to dealing with asbestos containing materials.

The requirements of anyone carrying out work with asbestos insulation, asbestos sprayed coating or asbestos insulating board, is that they must hold a license granted by the HSE. With regards to non-licensed materials such as cement products, bitumen products, floor tiles, linoleum, brake lining, the removal of artex requires trained and competent persons to comply with Regulation 10.

Ancillary work means work associated with the main asbestos works of removal, repair or disturbance, so if access is required by scaffold to carry out these works then a license scaffold company is required to work in close proximity to licensed Asbestos Containing Materials (ACMs).

All asbestos is potentially dangerous. It can be found not just in lagging and insulation materials but also in many common building products, particularly those in which it was installed pre 1986. The HSE recommend that any building built prior to the year 2000 may contain asbestos containing materials.

If there is any doubt with regards to asbestos we will contact the local HSE Office or our Safety Advisor for specialist assistance.

**Notification**

The notification of works must be carried out by Asbestos license holders who are required to notify the enforcing authority of works with asbestos insulation, asbestos coating or asbestos insulating board under the Control of Asbestos Regulations 2012.

This must be carried out 14 days prior to the start date using the ASB5 Notification form. This is to enable the relevant enforcing authority to either inspect the site before or after the works.

A waiver to the 14-day rule can be granted by the HSE if an emergency or imminent danger is foreseeable. All requirements for granting a waiver must be complied with before starting works.

Asbestos Waste is a hazardous material and must only be disposed of at a licensed tip, by an EA registered waste carrier and the correct paperwork completed by way of a waste consignment note. If we are to remove any non-licensed materials then we will arrange for a registered waste carrier to transport the waste accordingly to the correct facility. All relevant parties must maintain a copy of the waste consignment note for a period of 3 years.

### Face Fits

If our operatives are required to wear RPE, then the HSG 53 Respiratory Protective Equipment at Work stipulates that quantitative fit tests are carried out to ensure that the face piece can provide adequate protection for the wearer. Face Fit tests identify those wearers as being suitable for the type of respirator that they are fitted for. Those who cannot obtain an adequate fit i.e. those who have beards, or not clean shaven or have injuries to their face or other facial disfigurements should not be allowed to enter a work area that may have a high level of asbestos fibres.

RPE must be checked before use to ensure that it is in clean and usable condition especially if it has been stored for a period of time before use. Monthly competent person checks must be carried out and a record kept.

### Air Monitoring

Any air monitoring required on site will be undertaken by a UKAS accredited company. This will generally be set up by the Licensed Asbestos Removal Contractor. If our operatives or third parties are concerned about asbestos works being undertaken on our sites then we will request a copy of monitoring for reference.

Some works may require background air monitoring to be carried out such as when undertaking ground contamination removal or removal of non-licensed materials to ensure that we are not exceeding the control limit.

Each site will be assessed for its individual requirements and a UKAS analytical company requested to carry out background air monitoring at suitable intervals to build up a database of fibre levels during the undertaking of such works.

### Control Limits

The control limit of 0.1 fibres per centimeter cubed (f/cm<sup>3</sup>) for work with all types of asbestos over a 4-hour period is defined within the Control of Asbestos Regulations 2012.

Sporadic and of Low Intensity cannot be considered if the concentration of asbestos in the atmosphere is liable to exceed 0.6 f/cm<sup>3</sup> of air over 10 minutes in any working day.

We are not licensed to work on licensed materials.

Further guidance can be found in the new HSE ACOP L143 Work with materials containing Asbestos.

Asbestos Type	4 Hour Control Limit f/cm <sup>3</sup>	10 min control limit f/cm <sup>3</sup>
All forms of asbestos, Either alone or In mixtures	0.1	0.6



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## Information, Instruction and Training

In the Control of Asbestos Regulations 2012, Regulation 10, there is a duty to ensure that persons who are liable to disturb asbestos while carrying out their normal everyday work, or who may influence how work is carried out, such as:

General maintenance staff; electricians; plumbers; gas fitters; painters/decorators; joiners; plasterers; demolition/construction; workers; roofers; heating/ventilation/telecommunication engineers; fire/burglar alarm installers; computer installers; architects; building surveyors and other such professionals and shop fitters – must receive Asbestos Awareness Training.

The training needs of our employees are the responsibility of Mr Michael Durrell and will be reviewed on a regular basis. The introduction of asbestos awareness training for our relevant employees will be part of our training programme. Refresher training is to be carried out once a year and be designed to meet the specific training needs of the individual.

Removal of non-licensed asbestos containing materials will only be undertaken by trained and competent persons to ensure compliance with Regulation 10. The necessary equipment and PPE/RPE will be provided by the Site Supervisor.

If our works require the use of scaffolding access then the works must be assessed to indicate whether asbestos licensed scaffolders will be required to erect/dismantle the scaffold in accordance with the Control of Asbestos Regulations 2006. If the materials are non-licensed such as asbestos cement sheeting or asbestos slates then a licensed scaffold company will not be required, but removal of such non-licensed materials will require trained and competent person as indicated above.

Non-licensed works must be undertaken in accordance with the Control of Asbestos Regulations 2012 and further reference on individual tasks can be found in HSG 210.

## Asbestos Survey

Prior to undertaking demolition or refurbishment works there is a requirement to undertake a destructive survey to ascertain the extent of asbestos containing materials within the building. This is to be carried out before works commence and should be passed to us as part of the tendering package to enable us to price the works accordingly.

Requirements for surveys are laid down in the HSE guidance HSG 264 Asbestos: The Survey Guide, which replaces MDHS 100. This document will be referenced to for further information.

Surveys must be kept on site for the duration of the works and be under the control of the Site Supervisor and be included as part of the induction process.

Surveys must be undertaken by competent and trained persons and with a Demolition & Refurbishment survey all parts of the building must be accessed as far as is reasonably practicable and any non-accessed areas must be recorded as containing asbestos until they can be suitably accessed and further sampling undertaken.

Identified asbestos containing materials will be removed by trained and competent persons relevant to the materials discovered and in accordance with the Control of Asbestos Regulations 2012, L143 and relevant guidance.

## Non-Licensed Materials

We are not asbestos licensed holders and therefore do not carry out the removal of licensed ACMs. We do however remove non-licensed ACMs and therefore require trained and competent persons to undertake the works in compliance with Regulation 10 of the Control of Asbestos Regulations 2012.

Training involves a one day training course in addition to the half day asbestos awareness, where persons will receive training on RPE use, correct PPE, waste handling techniques, safe removal techniques, correct decontamination and the HSE guidance HSG 210 Asbestos: Essentials Task Manual.

This training is required to have an annual refresher as laid down in regulation 10 of the Control of Asbestos Regulations 2012 and training centres will be selected to ensure that they have the correct theoretical and practical knowledge to undertake the training to a high standard.

## **CDM CONTRACTORS DUTIES**

When acting as a Contractor, Yes Contracts Limited will:

- Ensure that when appointing a Designer or Contractor that they have the skills, knowledge and experience and, where relevant, organisational capability to carry out the work for which they are being appointed, or that they are in the process of obtaining them;
- Co-operate with other duty holders;
- Plan, manage and monitor the construction work under our control so it is carried out in a way that controls the risks to Health and Safety and that it is proportionate to the size and complexity of the project and the nature of risks involved;
- Ensure that effective, preventative and protective measures are put in place to control the risks and the right plant, equipment and tools are provided to carry out the work involved;
- Co-ordinate the planning, management and monitoring of our own work with that of the Principal Contractor and other Contractors, and where appropriate the Principal Designer. Attending regular progress meetings with other duty holders to ensure that our arrangements for planning, managing and monitoring our own work can feed into, and remain consistent with, the project-wide arrangements;
- Monitor our work to ensure that the Health and Safety precautions are appropriate, remain in place and are followed in practice;
- Assess the existing Health and Safety skills, knowledge, training and experience of our workers, compare these existing attributes with the range of skills, knowledge, training and experience they will need for the job; and identify any shortfall in order to provide the 'necessary training'; and not rely on CSCS cards or similar as evidence that a worker has the right qualities;
- Provide appropriate supervision to all Employees, Contractors and newly trained individuals giving them the opportunity to gain positive experience of working in a range of conditions. The level of supervision provided will depend on the risks to Health and Safety involved, and the skills, knowledge, training and experience of the workers concerned;
- Provide Supervisors who have the skills, knowledge, training, experience and leadership qualities, good communication and people management skills to be effective. All Supervisors will be provided with nationally recognised site supervisor training which includes leadership and communication skills;
- Domestic clients are now also in scope of CDM 2015; we understand that their duties may be transferred to Yes Contracts Limited (on a single contractor project) or the Principal Contractor (where more than one contractor is involved). Where a Principal Contractor or Principal Designer has not been appointed by the client, this role may fall to Yes Contracts Limited where the company will be in control of the construction phase of the project;
- Where a Principal Contractor has been appointed we will follow the Construction Phase Plan that is relevant to our work and facilitate co-operation and co-ordination between contractors. We will produce a Construction Phase Plan before construction begins where Yes Contracts Limited are the only Contractor on the project;

We will also ensure that Employees or Contractors under our control:

- Are consulted about matters which affect their health, safety and welfare;

- Take care of their own Health and Safety and others who may be affected by their actions;
- Report anything they see which is likely to endanger either their own or other's Health and Safety;
- Co-operate with the management of Yes Contracts Limited, fellow workers, Contractors and other duty holders.

### **CDM PRINCIPAL CONTRACTORS DUTIES**

Where Yes Contracts Limited has been appointed as Principal Contractor we will plan, manage and monitor the construction phase and coordinate matters relating to Health and Safety during the construction phase to ensure that construction work is carried out without risks to Health or Safety.

Yes Contracts Limited will:

- Prepare a construction phase plan that ensures the work is carried out without risk to Health or Safety;
- Implement the plan, including facilitating co-operation and co-ordination between contractors;
- Review, revise and refine the plan and check that work is being carried out safely and without risks to health.
- Take steps to prevent unauthorised access to the site by using fencing and other controls;
- Provide welfare facilities; making sure that suitable facilities are provided throughout the construction phase;
- Provide suitable site inductions; giving workers, visitors and others, information about risks and rules that are relevant to the site work and their work;
- Liaise with the Client and Principal Designer on design and discuss any new design or changes to an existing design;
- Ensure the safe working, co-ordination and co-operation between contractors;
- Monitor site Health and Safety standards and control measures to ensure that they remain effective, e.g. carrying out visual checks or inspections and dealing with any issues;
- Provide relevant Health and Safety information required for the Health and Safety file to the Principal Designer and where the Principal Designer appointment finishes before the end of the construction phase, because all design work has finished, we, as Principal Contractor, will take on the responsibility for the file and for handing it over to the client;

Where we engage contractors and labour only contractors, we will:

- Check their Health and Safety capabilities and give them the Health and Safety information they need for the work, discuss the work with them before they start and ensure that all of the agreed provisions are in place prior to their starting works (for example safe scaffolds, plant and access to welfare facilities);
- Monitor their performance and remedy any shortcomings;
- Provide suitable management and supervision; ensuring that those managing and supervising the work have the right blend of skills, knowledge, training and experience and that there are an adequate number of supervisors familiar with the type of work planned;
- Provide key information on Health and Safety risks;
- Issue relevant parts of the construction phase plan that needs to be shared with contractors and communicated with operatives through induction and worker engagement.

- Communicate with operatives by a clear two-way process, giving an opportunity for both parties to contribute to decision making;
- Ensure that all contractors and operatives on the project are aware; of what has to be done and what is expected of them; when it will be done and how it will be done safely and without risks to health.

## **COMMUNICATION**

Yes Contracts Building Services Ltd sees communication within the company as an essential part of effective Health and Safety management. The company will endeavour to communicate to employees their commitment to Safety. In doing so we will ensure that employees are familiar with the contents of the Company's Health and Safety Policy. Communication with employees will be in the form of directions and statements, in writing, by way of the Policy Statement and by example.

Yes Contracts Building Services Ltd aim to work with their Client's Health and Safety representatives and other employers to ensure that all information and documentation is shared regarding Environmental, Health and Safety matters and is communicated to relevant employees in order to ensure safe working of all parties at all times. In the event that an employee has concerns with regards to health and safety they are encouraged to contact their Site Supervisor so that the issue can be solved. Members of the public who may have concerns with regards to any matter will be given the telephone number of the head office so that it can be dealt with.

Yes Contracts Building Services Ltd will undertake to ensure that there is adequate consultation with all personnel should there be any alteration to working practices, when new plant is introduced or for any reason that may impinge on the Health, Safety and Welfare of employees in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Committee and Safety Representatives Regulations 1977. Employees are encouraged to have a representative when a formal convener has not been appointed.

## **COMPANY OFFICES**

Management is responsible for the provision and control of all office accommodation and equipment, and the management of the office personnel.

Suitable access to and egress from the office accommodation shall be provided, kept clear of obstructions and adequately illuminated.

Suitable lighting, adequate ventilation and heating control will be provided to ensure a suitable working environment.

The positioning of office furniture, equipment and machinery will be planned to ensure it is located in accordance with the manufacturers' specifications and ensure it is compatible with safe and healthy operational practices.

All office staff will be provided with suitable instruction on office procedures to achieve tidy working conditions and safe working practices.

Management will undertake risk assessments of the fire risk relating to premises under its control.

Appropriate fire precautions shall be provided in accordance with the fire risk assessment.

Procedures shall be prepared that are to be followed in the event of fire or emergency and personnel shall be instructed in those procedures and given appropriate training in the use of firefighting equipment. Fire evacuation drills shall be conducted at least every six months, the date and comments are to be recorded and retained.

A fire plan will be displayed at conspicuous locations and firefighting equipment provided and maintained serviceable at the locations identified. All fire extinguishers will be provided in accordance with the current British standards.

Fire alarms and smoke detectors will be installed and tested weekly.

Fire exits will be inspected at the start of each day and maintained serviceable at all times.

Suitable first aid and welfare facilities will be provided and maintained.

## COMPLAINTS PROCEDURE

Work undertaken on construction sites has, by its very nature, an impact on the surrounding environment. Yes Contracts Limited will work pro-actively with the allocated Principal Contractor, Principal Designer, the Client and Local Authority to ensure that generic site nuisances are restricted as far as is reasonably practicable.

Consideration will be given to all reasonable recommendations to obviate the impact on the surrounding environment. Should a third party offer a complaint on site, this is to be recorded on the complaints procedure form and forwarded directly to Yes Contracts Building Services Ltd at the head office by fax.

Should an employee consider that they have a valid complaint on any issue while at work they are to speak directly to their Site Supervisor. In circumstances where this action may not be appropriate or they consider that the situation has not been rectified adequately, they are to outline their complaint in a letter and forward it directly to Mr Michael Durrell for his consideration, whereby a meeting will be arranged to offer appropriate action and controls.

## CONFINED SPACES

Confined spaces are any work area as defined in The Confined Space Regulations 1997 – ***‘Any place, including any chamber, tank vat, silo, pit, trench, pipe, sewer, flue or well or other similar space in which, by virtue of its enclosed nature, there arises a reasonable foreseeable specified risk’***.

Should entrance to a confined space be required, training of relevant employees will be undertaken in accordance with the above Regulations to ensure their safety and competence.

A detailed method statement together with a permit will be required for all entries into confined spaces to ensure as a minimum that there is a rescue hoist line, a harness and an escape procedure. The confined space must be tested for oxygen and flammability and if either the flammable or oxygen test equipment enters an alarm condition the chamber must not be entered. If necessary, forced ventilation should be used to clear the chamber. Only when consistently satisfactory readings have been obtained, may the chamber be entered.

Continuous monitoring of the confined space must take place throughout the work period. The second person must remain outside this chamber and be ready to operate the rescue winch should the need arise.

## CONSULTATION WITH EMPLOYEES AND CONTRACTORS

The Company will ensure that there is regular consultation with all Employees and Contractors to achieve and maintain an effective Health and Safety culture within the Company’s operations. The Company will consult with the Employees or their representatives and contractors, before the introduction of new procedures or technology that may affect their working practices.

Consultation will also occur before the introduction of new statutory information, new or modified work equipment or systems of work and when new technology or new substances are to be used. The consultations will be undertaken on a formal and informal basis according to the matters being relayed. Where necessary the Company will keep records of the consultations. Employees are encouraged to contact Mr Michael Durrell or their Site Supervisor if they have any concerns or queries with regards to health and safety matters or systems of work.

## CONTRACTORS

Yes Contracts Limited recognise our duty to appoint Contractors who are competent and we will make reasonable enquiries for evidence of competency prior to engaging companies in contractual works. We will ensure that the contractor has the skills, knowledge and experience and, where relevant, organisation capability to carry out the work for which they are being appointed as detailed in Regulation 8 of the Construction (Design & Management) Regulations 2015. This competence check will take into account the nature of the work being undertaken and the risks that this work entails.

All Contractors will be asked to satisfactorily complete a copy of Yes Contracts Building Services Ltd pre-qualification safety questionnaire and they will be placed on the Approved Contractor list before they are asked to tender for any work. If successful when tendering a pre-commencement meeting may be required to discuss any unusual Health and Safety implications relating to a particular project.

All Contractors will be asked to submit a copy of their Health and Safety Policy, current certificate of Employers Liability Insurance, training certificates and Method Statements / Risk Assessments in advance for verification before commencing work for Yes Contracts Building Services Ltd.

Contractors will be expected to comply with the Health and Safety Policy of Yes Contracts Building Services Ltd when working on site and will be supplied with a list of Safety Rules and Requirements. The following paragraph may be inserted into Contractors contracts:

**“Please note this copy of our Company Policy for Health, Safety and Welfare and a list of Safety Rules and Requirements for Contractors on this Company’s sites and clients premises. Your acceptance of the requirements of this Policy will be deemed to include acceptance of the requirements of our Company Policy”. Please contact Mr Michael Durrell for information on any matter in connection with Health, Safety or Welfare.”**

## CONTROL OF HAZARDOUS SUBSTANCES

Due to the type of operations undertaken by Yes Contracts Building Services Ltd, some hazardous substances are used. However, we will endeavour (through our purchasing policy) to purchase only those substances that are not hazardous to health.

Yes Contracts Building Services Ltd recognise our duties in accordance with the Control of Substances Hazardous to Health (Amendment) Regulations 2004 (COSHH) and will endeavour to purchase substances that are not hazardous to health if they compare favourably in all characteristics i.e. cost, effectiveness and quality. Should hazardous materials not have a suitable replacement the use of such materials will be assessed in accordance with the Regulations and controls implemented to reduce the risk of injury to the lowest level reasonably practicable. The use of those substances subject to the COSHH, will be restricted and strictly controlled as outlined above together with adequate information, instruction, training and supervision afforded those using the materials.

### Dust

The elimination or the reduction in the production of dust will be considered prior to the commencement of any operation in order to eliminate the hazard of dust inhalation in accordance with the COSHH. Yes Contracts Building Services Ltd will purchase tools and equipment when available that eliminates dust or in the next instance reduces dust produced. When this is not practical, water and dust suppression systems will be implemented and in the last instance Personal Protective Equipment will be used to reduce further any remaining risk.

## COOPERATION AND COORDINATION

If we are to build and maintain a Clean, Healthy and Safe working environment, it is essential that there is co-operation between all Employees and Contractors. All Employees and Contractors are expected to co-operate and accept their duties contained in this policy. Employees have a duty to take all reasonable steps to preserve and protect the Environment and the Health and Safety of themselves and all other people affected by the Company’s undertakings.

Yes Contracts Building Services Ltd will ensure that through co-operation and co-ordination, all employees within shared places of work, operate in a safe environment.

## **CORPORATE MANSLAUGHTER AND CORPORATE HOMICIDE ACT 2007**

An offence will be committed where failings by an organisation's senior management are a substantial element in any gross breach of the duty of care owed to the organisation's employees or members of the public, which results in death. The maximum penalty is an unlimited fine and the court can additionally make a publicity order requiring the organisation to publish details of its conviction and fine.

In considering the liability of an organisation under the Act, a jury must consider any breaches of health and safety legislation and may have regard to any health and safety guidance. In addition to other health and safety guidance, this guidance could be a relevant consideration for a jury depending on the circumstances of the particular case.

### **The Law**

There are no new obligations under this Act; however, the Act does provide a new offence under existing common, civil and criminal law. Companies and organisations who comply with existing health and safety legislation are not likely to be in breach of the new provisions, particularly if they can show due diligence to continual improvement in their companies health and safety culture.

This Act:

- Makes it easier to prosecute companies and other large organisations when gross failures in the management of health and safety lead to death
- Removes a key obstacle to successful prosecutions because, until now, a company could only be convicted of manslaughter if a "directing mind" (such as a director) at the top of the company was also personally liable
- Means that both small and large companies can be held liable for manslaughter where gross failures in the management of health and safety cause death, not just health and safety violations
- Does not apply to individual directors, senior managers or other individuals: it is concerned with the corporate liability of the organisation itself (but where there is sufficient evidence, individuals can already be prosecuted for gross negligence manslaughter and for health and safety offences and the Act does not change this position).

The Sentencing Council issued new sentencing guidelines for judges imposing fines in relation to the size of the convicted organisation. Under the Corporate Manslaughter and Homicide Act 2007, there is no upper limit on penalties.

The following factors will be assessed when deciding upon penalties:

- How foreseeable was serious injury;
- How far short of the appropriate standard did the organisation fall;
- How common is this kind of breach within the organisation;
- Was there more than one death, or a high risk of further deaths, or serious personal injury in addition to death.

The fine imposed will reflect the seriousness of the offence and will take into account the financial circumstances of the organisation. The fine will be sufficiently substantial to have a real economic impact which will bring home to management and shareholders the need to achieve a safe environment for workers and members of the public affected by their activities.

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## DATA PROTECTION AND RECORD KEEPING

### Collection of data

In order to maintain accurate and efficient records, information regarding the planning and management of Health and Safety is stored as follows:

- By means of paper based records, manually retrievable;
- By means of retrievable electronic systems.

In all circumstances, it is the policy of the company to maintain a record keeping system, regardless of description that provides protection for the privacy of all Employees, Clients and Contractors, where personal data is stored **N.B. *personal data is defined as data that relates to a living individual who can be identified.***

### Description of data

Some Health and Safety data retained by the company will be classified as being sensitive personal data and may include:

- Records of physical injury suffered during the course of employment i.e. the accident book;
- Records of occupationally induced ill health e.g. sickness records;
- Records of health and safety awareness training;
- Records of safety management audits, safety sampling, safety encounters or safety inspections, where the employee is named in the reporting document;
- Financial information.

Other data may include:

- Safe working procedures, developed in support of this Policy document;
- Construction Phase Health and Safety Plans;
- Safety method statements;
- Assessment records of significant risks;
- Permit to work controls; which may directly refer to named employees.

### Processing of data

Data processing may comprise of any or all of the following:

- Collection or gathering of information;
- Subsequent retrieval of information;
- Disclosure of data to any source.



## Managing Data

Our Employees will be made aware of the Data Protection Act 1998. Where we retain personal data relating to our Employees, Clients and Contractors:

- We shall process personal data solely for the purpose of providing our services or otherwise in accordance with instructions received;
- We shall have in place technical and organisational security measures, including measures which guard against unauthorised or unlawful access to, or alteration, disclosure or destruction of personal data, and against accidental loss or destruction of, or damage to, personal data;
- We shall not sell, transfer or otherwise disclose personal data to any third party, unless such disclosure is required by law or court order.

## Requests for information on data stored

Any Employee, Client or Contractor may request information regarding their own personal data and information will be promptly released and explained. Should an Employee, Client or Contractor consider that the data stored causes unwarranted substantial damage or distress, the Employee, Client or Contractor may request that the processing of the data causing concern should cease.

## DISCIPLINARY PROCEDURE

When there are issues of non-compliance of Health and Safety Regulations or unsafe working practice, the Company will investigate them. Mr Michael Durrell will collate any information and this will be reviewed and the appropriate corrective action taken to ensure that there are controls implemented and that the Employees are made aware of the situations which are causing concern. If subsequently the problems persist, the Company will apply further measures to ensure the Health, Safety and Welfare of all Employees and others who may be affected by the actions of those who are not complying with the Health and Safety Regulations.

The Employee's attention will be drawn to a situation, which is causing concern in order to give the Employee the opportunity to explain and to improve a position. If subsequently, the problem persists then further, more stringent measures may be necessary.

Where the Company is dissatisfied with an Employee or Contractors performance on Health and Safety grounds they will arrange a formal interview, where the Employee can be accompanied by a fellow Employee or trade representative. After considering the details an appropriate admonishment, verbal warning, written warning, suspension or dismissal will be issued. Records of the disciplinary actions will be maintained by the Company and made available for any appeals or legal actions arising from the issues of non-compliance with Health and Safety legislation.

The following contraventions will result in the offending individual being suspended from work pending an inquiry:

- Failure by Supervisors to notify and explain to operatives over whom they have charge the controls in force for projects and associated risks and the procedures established for their protection and safety;
- Working in a manner where safety management controls and requirements are disregarded to such an extent that the activity or action is considered life threatening to the individual, colleagues or third parties;
- Malicious misuse of or damage to any items which have been provided to assist in maintaining Health, Safety or Welfare standards, including:
  - Personal Protective Equipment;
  - First aid provisions and facilities;
  - Welfare facilities;

- Safety notices, instructions or signs;
- Consumption of or being under the influence of, alcohol or other substances during the course of employment.

### **DISPLAY OF STATUTORY INFORMATION**

All statutory notices provided by the company will be displayed in a proper manner in places that are appropriate and easily accessible to all employees concerned. Such items are the Health and Safety Law poster “information for employees”, Company Health and Safety Policy, F10, etc.

The new version of the Health and Safety Law poster must now be displayed. Employers have a legal duty under the Health and Safety Information for Employees (Amendment) Regulations 2009 to display the approved poster in a prominent position in each workplace or to provide each worker with a copy of the approved leaflet.

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

The use of display screen equipment is not generally a high-risk activity, but failure to meet the minimum requirements may lead to serious muscular or other physical problems such as eyestrain, fatigue, stress, etc.

The company will undertake assessments to check that the DSE is properly installed in an acceptable environment. DSE users are to co-operate with the company in the assessment and efficient use of their workstation and report any difficulties or defects which could potentially contribute to a health hazard. Employees who are required to use DSE for substantial work will receive advice so that they are aware of the hazards and health risks and are able to arrange and adjust their equipment and workstation for safe and efficient working.

Employees who carry out substantial work at a display screen will be entitled to eye tests, before commencing work on DSE or as soon as is practical, at regular intervals afterwards or when visual difficulties are experienced. Where tests show that eyesight correction is needed to carry out work on DSE corrective appliances required solely for DSE will be obtained for the user.

## **DOCUMENTATION**

The office will ensure that a complete copy of, or where appropriate, relevant extracts from the Company Health and Safety Policy are made available to clients when requested for reference.

Yes Contracts Building Services Ltd will display a copy of the Policy Statement where employees can easily access it. In preference it will be displayed at the general places of work as a paper copy, e.g. as a photocopy pinned to a notice board but as an alternative it may be stored electronically but operatives will be able to access it if required e.g. as a page on our intranet or as a document in a shared folder on our network;

Each major project will be supplied with the following:

- A safety folder containing the necessary inspection records e.g. lifting register, scaffolding register etc;
- Certificates for plant and equipment e.g. PAT and tests of thorough examination etc.
- Method statements and risk assessments;
- Records of safety talks (Tool box talks)
- Safety notices;
- Training certificates / training matrix; and
- A copy of the Employers Liability Insurance.

## **ELECTRICAL WORK EQUIPMENT**

Electrical equipment used on site will be 110V centre tapped to earth. This equipment will be portable appliance tested at 3 monthly intervals as recommended by the HSE guidance note HS (G) 107.

240V equipment is not permitted unless a risk assessment has been produced for its usage, residual circuit devices are fitted and portable appliance testing is undertaken on a monthly basis.

Employees will be properly trained only to use equipment after they have given it a visual inspection to identify damage or defects, and to use it only for the purposes for which it is intended according to the safe systems of working. Where equipment is found to be faulty, repairs and re-testing will be carried by competent persons before the equipment is re-issued.

Company management will ensure that there is adequate supervision of the requirements of the electrical equipment and will keep records of maintenance and testing results.

## ELECTRICITY AT WORK REGULATIONS

The Regulations require management to take precautions against risk of death or personal injury from all use of electricity, including the mains electricity supply. Company management will accept responsibility for managing the use of electricity in its premises.

All electrical work is to be undertaken by competent persons only when the equipment has been isolated adequately so as to prevent inadvertent re-energising of the system by third parties.

Electrical circuits are never to be worked on live unless in all circumstances it is unavoidable to do so. In these circumstances a risk assessment is to be undertaken and all suitable controls are to be applied and checked prior to the works being undertaken.

Company management will ensure safety by specifying that electrical equipment is compliant with current standards for the electrical industry. Work to be undertaken on the removal of services will not be permitted until an isolation certificate has been received from the Client or Principal Contractor.

## EMERGENCY PROCEDURES

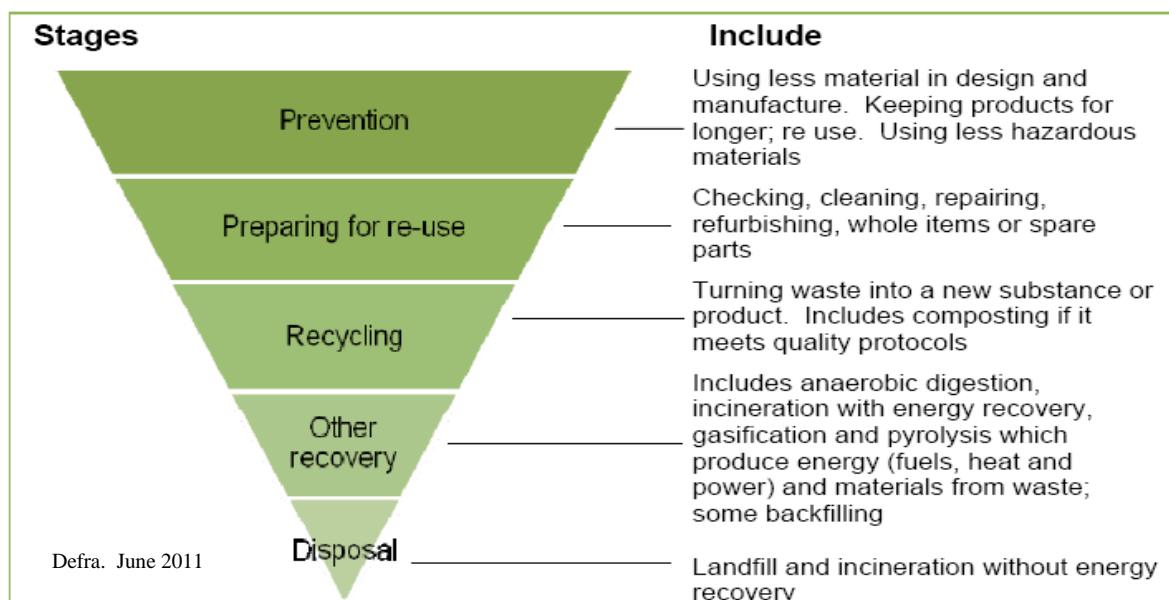
The Company will establish appropriate emergency procedures to be followed in the event of serious and imminent danger to persons working within the premises. The prime objective will be to ensure that no employee or visitor is subjected to danger when an emergency or possible danger may be present. The plan will allocate responsibilities to persons who have first received adequate Health and Safety instruction and training.

The Company will inform workers about the emergency procedures and will provide the names of those persons given tasks to complete should there be an emergency.

The workers will also be instructed on how to identify unsafe conditions when it may be necessary to stop work and go to a place of safety. The Emergency Procedures will provide adequate safeguards to avoid a return to the work area until the risk of danger has been cleared. Emergency procedures / evacuation will be practiced as a minimum every six months.

## ENVIRONMENTAL CONSIDERATIONS

Yes Contracts Building Services Ltd recognises its Duty of Care under The Environmental Protection Act 1990, the Environmental Protection (Duty of Care) Regulations 1991, The Waste (England and Wales) Regulations 2011 and other associated statutory provisions. As a considerate company Yes Contracts Building Services Ltd will undertake to reduce its impact on the environment at all stages of its business and will endeavour to follow the Defra and Environmental Agency guidance on the reduction of waste and care of the environment.



## FACE FIT TESTING

Where a respiratory sensitiser cannot be eliminated, and environmental controls, such as ventilation cannot reduce exposure to a low enough level, exposure may need to be controlled using RPE. HSG 53 states that RPE should only be selected and used after a justification has been made in a risk assessment.

Yes Contracts Building Services Ltd will ensure that RPE is only used:

- When a respiratory risk remains after all other reasonable controls have been put in place
- For short-term or infrequent exposures where other controls are not reasonably practicable
- As an interim measure while other control measures are being put in place
- In an emergency, to escape, to carry out emergency work, or for trained personnel for rescue purposes.

For RPE to be an effective control, it's essential that it's selected, fitted, maintained and stored correctly, and that people exposed to respiratory hazards are in a programme of health monitoring and surveillance.

According to The Control of Substance Hazardous to Health (Amendment) Regulations 2004 - the performance of respiratory protective equipment (RPE) with a tight-fitting face piece depends on a good contact between the wearer's skin and the face seal of the mask.

Fit testing is needed where RPE is used as a control measure. Where it is worn by choice for comfort, fit testing isn't required. Loose fitting RPE, such as hoods and ventilated visors, do not need fit testing, although they should fit appropriately.

Selection of RPE will take account of:

- Individual factors such as facial hair, health conditions and the need to wear glasses;
- Task factors such as duration, temperature, humidity, other personal protective equipment required, and the need to see fine detail, to move around or communicate;
- Hazard factors such as the substances and their volatility.

The selection stage will include face fit testing with individual users who will need to wear RPE. Ideally, different models of RPE should be provided to individual users for them to try on.

When selecting RPE, we will make sure that it:

- Provides effective protection for the wearer against the hazard(s) identified;
- Is suitable for use in the environment in which it's to be used;
- Can be worn correctly while carrying out tasks;
- Can be worn correctly with other personal protective equipment that's needed;
- Is CE marked;
- Reduces exposures sufficiently to comply with the law.

Fit testing will be repeated if the wearer:

- Loses or gains enough weight to change the shape of their face;
- Undergoes substantial dental work;

- Develops any facial scars or moles, etc. which could affect the fit of the RPE.

Once a user has passed a fit test for a particular face piece, they can wear other face pieces of the same make, model, type and size. However, if they need to use a different make, model, type of size then that face piece will also need to be fit tested.

It is the policy of Yes Contracts Building Services Ltd that a two-year cycle for re-testing is undertaken to check that the face piece remains suitable and that the wearer is taking care to wear and remove the mask correctly.

## **FIRE SAFETY**

In accordance with the Regulatory Reform (Fire Safety) Order 2005 Yes Contracts Building Services Ltd has appointed a 'Responsible Person' to undertake the following specific duties:

- Ensure that general precautions are in place to protect Employees from the risk of fire
- Ensure that a fire risk assessment is prepared and regularly reviewed
- Ensure the effective planning, organisation, control, monitoring and review of the preventive and protective measures
- Ensure that specific arrangements are made for the safe handling, storage and transport of dangerous substances and waste containing dangerous substances
- Ensure that appropriate steps are taken to reduce the risks of ignition or have taken steps to limit the spread, growth and impact of a fire.
- Ensure that adequate and suitable means are provided, giving warning in the event of a fire, for the escape from a fire and for firefighting.
- Any equipment, fixed or portable, used for fighting fires must always be kept in an operational condition.
- Ensure that identified risks and safety precaution information is passed onto Employees and others that may be affected
- Ensure that Employees are adequately trained in relation to fire safety.

### **Firefighting equipment**

Yes Contracts Limited will provide a fire alarm system and firefighting equipment at strategic points throughout the company's premises. Additional firefighting equipment will also be provided at work places i.e. whereby any 'hot works' are being carried out. All equipment will be maintained and regularly serviced.

### **Evacuating procedure**

All employees and visitors of Yes Contracts Limited will be instructed in the procedure for evacuating the premises and the location of the Assembly Point at induction to the Company.

Fire notices will be posted within the company offices stating the evacuation procedure, together with the names of the fire wardens.

Fire exits and routes must be kept clear from obstruction, in the event of an alarm.

Employees are not expected to tackle unless they have been trained in the use of firefighting equipment and if it poses no threat to personal safety when they do so.

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## FIRST AID

Yes Contracts Building Services Ltd will undertake risk assessments and ensure that there are sufficient competent trained First Aiders to meet the risk level requirements and they will ensure that all first aid facilities are well maintained in accordance with The Health and Safety (First Aid) Regulations 1981.

Risk assessments in accordance with The Health and Safety (First Aid) Regulations 1981 will examine:

- The number of Employees;
- The nature of the work in which they are involved;
- The size of the operation;
- How widely employees are distributed across a site;
- The location of the site and its proximity to medical treatment.

The first aid kit and its location shall be known by all Employees and its contents replaced as they are used or when an expiry date is exceeded. A regular check is to be made of the contents to ensure this. One person holding a current "First Aid at Work" certificate or an "Emergency First Aid at Work" certificate will be responsible for the proper use and maintenance of the first aid box.

Arrangements may be made with the Principal Contractor at projects for the shared usage of such facilities when employees are working on site.

## FORK LIFT TRUCKS

It is the policy of Yes Contracts Building Services Ltd that only qualified drivers operate forklift trucks and speed limits are adhered too. Each driver is responsible for carrying out daily checks on his truck to ensure that it is in a road worthy condition, these checks include lights, tyres, brake fluid, coolant and fuel; with these being topped up as necessary.

All attachments are to be checked for damage on a daily basis as above; also that any warning system such as reversing alarms and flashing lights are fully operational.

Each driver is responsible for ensuring his truck is parked correctly; with the key being removed from the ignition to stop unauthorised use of the truck by others. The forks must be on the ground and the hand brake is firmly applied.

In addition drivers are to ensure that the SWL of the truck is not exceeded and that trucks are driven in reverse if any load obscures forward vision.

### Use on public roads

Forklift trucks will not be used on a public road unless they have been registered with the DVLA and carry a current road fund licence, certificate of insurance and MOT if required. Operators must hold a current full ordinary driving licence.

### Thorough Examination

It is a requirement of both the Lifting Operations and Lifting Equipment Regulations and the Provision and Use of Work Equipment Regulations that all lifting equipment is thoroughly examined at regular intervals dependent on use.

All Yes Contracts Building Services Ltd FLT's will have current certificates of thorough examination.

A thorough examination will be undertaken on the forklift every 12 months, as a minimum.

A thorough examination will be undertaken on the forklifts attachments every 6 months, as a minimum.

### FRAGILE MATERIAL AT ROOF LEVEL

Edge protection will always be provided when roof work is undertaken, or a harness will be worn attached to a running line. Fragile surfaces such as cement sheeting and corroded metal, as well as roof lights and openings, will all be protected by a hard covering and marked to show their purpose or the fragile areas will to be barred off. The roof will be assessed thoroughly before access is gained to ensure that fragile areas are discovered i.e. felt may hide old glass roof lights and rotten ply sections.

On fragile roofs crawling boards will be used and operatives warned of the dangers of walking along the line of the roof bolts above the purlins. Alternatively, netting will be secured below the roof area.

Materials will be removed from the roof area at the end of the day or thoroughly weighed down. If there is inclement weather i.e. excessive wind, rain or any lightening, work will not be undertaken on the roof area.

### HAND-ARM VIBRATION

It is the buying policy of Yes Contracts Building Services Ltd to ensure that the noise and vibration produced by work equipment is considered together with the price when new purchases are made with a view to lowering the risk when equipment is used. Yes Contracts Building Services Ltd will endeavour to purchase equipment that is advanced in technology and equipped with vibration absorbing features.

It is recognised that a common cause of hand-arm vibration is the prolonged use of rotating hand tools for cutting and grinding together with percussive hand tools used for riveting, grinding, hammering and drilling.

We will make sure that equipment selected or allocated for tasks is suitable and can do the work efficiently. Equipment that is unsuitable, too small or not powerful enough is likely to take much longer to complete the task and expose employees to vibration for longer than is necessary.

We will also endeavour to:

- Select the lowest vibration tool that is suitable and can do the work efficiently;
- Limit the use of high vibration tools wherever possible.

In the first instance we will consider remote mechanical methods which do not require exposure to the operative. However, where the task requires operatives to hold equipment that vibrates, an appropriate number of employees will be allocated to the task to ensure job rotation and a reduction in the exposure time.

To ensure that employees are aware of the effects of hand arm vibration, they will be provided with adequate information on the hazard and controls and given information in order to reduce the risk.

The following table is to be used for reference only and further guidance and values can be obtained from the HSE 'Hand Arm Vibration Calculator' available free on line.

Vibration values in $m/s^2$	Exposure time required to reach action level $2.5m/s^2$ A (8)	
	In minutes	In hours
2.5	480	8.00
3.0	333	5.55
3.5	245	4.08
4.0	188	3.13
4.5	148	2.47
5.0	120	2
5.5	99	1.65
6.0	83	1.38
6.5	71	1.18
7.0	61	1.02



7.5	53	0.88
8.0	47	0.78
8.5	42	0.7
9.0	37	0.62
9.5	33	0.55
10.0	30	0.5
10.5	27	0.45
11.0	25	0.42
11.5	23	0.38

It may be appropriate to use the information provided by manufacturers on vibration values for some types of work equipment. Where hand-arm vibration values supplied by the manufacturer of the work equipment exceeds the daily exposure limit value of  $5 \text{ m/s}^2 \text{ A}(8)$  or the daily exposure action value of  $2.5 \text{ m/s}^2 \text{ A}(8)$ , Yes Contracts Building Services Ltd will ensure that a suitable risk assessment is prepared, this may include the use of vibration monitoring equipment.

Where it has been confirmed that employees are being exposed to excessive hand arm vibration, Yes Contracts Building Services Ltd will ensure that affected employees are placed on health surveillance.

## HAND TOOLS

The safe use of hand tools is the responsibility of both the employer, for the supply of safe tools and the employee, for safe use and maintenance. In some trades it is commonplace for employees to supply their own hand tools but this does not change responsibilities. Whilst employees may be expected to supply simple hand tools such as hammers, chisels and spanners they may also make special tools, for example for carrying out certain tasks.

### Safe Use of Tools

The safe use of tools is dependent upon a number of features. Safe use of tools often depends on the selection of the correct tool for the job. A screwdriver is designed for driving screws into timber, and is not intended for levering or prying. Some circumstances require the use of special tools (e.g. non-sparking or nonmagnetic tools. There is a correct method of use for most tools and failure to follow it will increase the risk of injury. Driving nails should be done with a hammer and not a spanner.

Users of tools should ideally inspect them before each occasion of use. The purpose of this inspection is to detect faults and damage to ensure that the problem is fixed quickly.

### Maintenance

Some tools will require routine maintenance on a regular basis. For example:

- Cutting tools, such as wood chisels, will need regular sharpening,
- Cold chisels, drift pins and wedges must have mushroomed heads ground off regularly,
- Wooden handles on hammers should be free of cracks and splinters and should be a tight fit in the hammer head,
- Adjustable tools such as wrenches may need lubricating and adjusting,

## HOISTS

All hoists will be provided, maintained, operated and used in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

A copy of the test of thorough examination will be requested from the installer once he has completed the erection of the hoist. The test of thorough examination will be retained on site at all times with goods hoists being re-inspected once a year and hoists erected for the carriage of persons tested 6 monthly. In the event that the hoist is altered or extended by the hoist supplier a new test of thorough examination will be requested.

Once a hoist has been handed over it will be inspected by the hoist operator or a site Supervisor before first use and thereafter at the commencement of each week and a report entered in the site register. Only a trained, authorised hoist operators over the age of 18 will be permitted to operate hoists after receiving training in its use and how to manage any fault condition e.g. how to lower a hoist when power has been lost or due to malfunction.

Hoists will be supplied with adequate enclosures that prevent hands or fingers from reaching a danger zone, and gates that prevent the hoist moving if gates are open. Employees are not permitted to ride on the platform of a goods hoist and materials are to be secure when being raised or lowered.

### **Safe System of Work**

The main hazards associated with hoists are:

- Hoists not adequately tied to building;
- Defects in ropes, safety brake, overrun devices, etc.;
- Unsecured materials on platform;
- Riding on goods-only platform;
- Overriding safety switches on gates;
- Overloading platform;
- Operating hoist from more than one position;
- Hoist not fully enclosed at loading position;
- Using incorrect enclosures that hands may pass through;
- Misunderstanding signals and unsafe access at loading position.

All employees working with or near a hoist will wear safety helmets.

### **HOT WORKS**

Hot work refers to work which involves or produces a naked flame, sparks or similar and which could be a source of ignition if petroleum vapours were present. It includes (but is not restricted to):

- The use of abrasive cutting discs (when used on either metal or concrete).
- Burning or grinding.
- Blowlamps.
- Hot air guns.
- Propane torches.
- Welding.

While hot works are being undertaken in a hazardous area a fire extinguisher and fire watch may be posted, a fire extinguisher will be directly to hand throughout the operation as a minimum requirement.

## HOUSEKEEPING AND SITE TIDINESS

Site tidiness will be considered at all stages of the work and good cooperation is expected between Yes Contracts Building Services Ltd and other contractors. Waste material, especially combustible material, will be controlled and either deposited in an agreed area, or removed from site. Spillages of oil, diesel and other substances will be dealt with immediately.

## LADDERS AND STEPLADDERS

Yes Contracts Building Services Ltd will ensure that only adequate types of Ladders and Stepladders are used at places of work with all ladders and stepladders meeting the requirements of BS2037/BS1129. Class 3 light duty steps that are for domestic use only are never to be used in any company workplace. If you are unsure check for the numbers on steps as EN131 is for trade and light industrial use and BS2037/BS1129 steps are Class 1 for heavy duty and industrial use. Alternatively; coloured labels are often the indicator of class with Red being domestic, Green class two and Class one steps having a Blue label.

Ladders and steps will never be used unless all other forms of access have been dismissed as not being suitable or not adequate to undertake the work e.g. due to space constraints.

Ladders will only to be used for very light work of a short duration and there will be three points of contact with the ladder at all times.

Yes Contracts Building Services Ltd will ensure that if a ladder is used for work at height it is only used if a risk assessment has made in accordance with regulation 3 of the Management of Health & Safety at Work (Amendment) Regulations 2006.

The risk assessment will demonstrate that the use of more suitable equipment is not justified because of the low risk and short duration of use or that existing features on site cannot be changed (space constraints). The main requirement of the risk assessment will be to justify why safer access equipment is not being used.

Ladders, if used, will be used in accordance with Schedule 6 of The Work at Height Regulations. The Supervisor will oversee all works on site to ensure compliance i.e. that the ladder remains footed at all times and that the ladder is not upside down etc. The Supervisor and Contractors will have adequate training and information to ensure their competence in the inspection and use of the equipment i.e. that ladders are not twisted or damaged in any way and that only one person climbs a ladder at one time with small tools carried in a belt.

Ladders must be set at an angle of 75% or the 1 in 4 rule (one out for every four up) used. At the top of an access ladder the overlap needs to be at least five rungs if a suitable handhold is not provided. All ladders will be removed to storage once the task is complete to prevent their use for intrusion by trespassers etc. and it will prevent the hazard of leaning ladders being displaced.

Ensure that when ladders and steps are used, that you do not overreach and always grip the ladder when climbing. The top three steps should never be used as a working platform and when using step ladders ensure that the locking devices are in place. In addition; ensure that the steps are placed horizontal to the wall and not sideways on i.e. that the steps cannot be pushed over if you push against the wall.

### Remember:

- Ladders and steps must only be used for short duration work (maximum 30 minutes);
- Ladders and steps must be the last resort;
- Ladders and steps must be inspected prior to use;
- Ladders and steps must only be used where there is a specific risk assessment in place for their use.

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## MANUAL HANDLING OPERATIONS

The Manual Handling Operations Regulations 1992 (MHOR) apply to the manual handling or lifting of materials by persons.

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc;
- Hernias;
- Musculoskeletal disorders;
- Lacerations, crushing hands or fingers;
- Tenosynovitis;
- Bruised or broken toes or feet;
- Various sprains and strains etc.

Under the MHOR regulations, employers have a duty to prevent employees from handling loads that are likely to cause injury. Injuries may be caused by the weight of the load, but it is not sufficient just to think of manual handling hazards only as a function of weight. Other factors should be considered such as:

- The physical size of the load;
- The provision of carrying handles or lifting straps;
- The position of the centre of gravity within the load;
- Is the load rigid or will the load move; i.e. partially filled fluid containers;
- Where is it being moved from and to where;
- If the load is being moved outside consider the weather conditions;
- Consider the ground condition over which the load has to be moved etc.

### Planning

Yes Contracts Limited will undertake manual handling assessments in all situations where a risk remains after the implementation of controls, in accordance with The Manual Handling Operations Regulations 1992. The assessment will follow the format of Schedule 1 (task, individual, load, environment and other factors i.e. PPE), and it will be reviewed if there is any reason to suspect that it is no longer valid.

All work will be tendered for or negotiated taking into account the above Regulations and the schedules of those regulations. Employees will ensure that materials are landed as close as possible by machine or truck to the area of works. Where the use of a machine is available to handle any heavy or awkward loads, instructions must be issued to site on the handling of these loads.

Where an avoidance of a manual handling task is not possible an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual to perform the task in hand. The selection of individuals to carry out manual handling or lifting tasks will be based on the training given, age, physical build etc.

Where loads have to be manually handled, the need to ensure that access and egress are safe is especially important.

## **Supervision**

All Supervisors will be given training in the correct methods of handling and lifting loads as part of their normal safety training. The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

Employees will be instructed in the correct handling and lifting of loads when mechanical means are not practical. Supervisors will ensure that there are suitable gloves available for issue, as required for the handling of materials, which may cause injury to hands through physical or biological means e.g. sharp edges or chemicals.

Safety footwear will be worn at all times on site and the Supervisor will caution any Employee or Contractor wearing unsuitable footwear. The Supervisor will not require any operative, particularly a young person to lift without assistance, a load which is likely to cause injury. Yes Contracts Limited must reiterate that in the first instance mechanical means must be used to lift all materials and loads.

## **MOBILE ELEVATING WORK PLATFORMS (MEWPS)**

MEWP's should be used where reasonably practicable, taking into account, cost, availability and site accessibility. Pre-planning of operations involving MEWPS will take into account floor surfaces and obstructions, overhead services, other overhead obstructions and third parties, etc.

Yes Contracts Building Services Ltd will ensure that where MEWPS are used for working at height, the machine complies with the Lifting Operations & Lifting Equipment Regulations 1998 and is thoroughly inspected by a competent person at least every six months. Records of the Test of Thorough Examination Certificates will be kept with the machine or within the Health and Safety folder on site. Yes Contracts Building Services Ltd will only allow, fully trained competent (IPAF trained) Employees to operate the MEWPS. The plant operator will inspect the MEWP on a daily basis and record his findings within a register which will also be kept in the site Health and Safety folder.

Traffic Marshalls will be supplied to direct the MEWPS in areas populated by other Contractors or third parties. The Traffic Marshall will also advise and direct third parties as to the movements of the MEWPS.

Where third parties are present in the work area, an exclusion zone will be erected around the base of the MEWP to prevent collisions by other plant and to prevent third parties from entering the area under the basket. All MEWPS will be fitted with an anti-trapping device or will have guards fitted around the scissor mechanism. Emergency override switches need to always be facing away from walls being worked on so that the button can be accessed in an emergency.

In the event that boom lifts are used all operatives must be correctly attached to the personnel cage/basket using a 'Restraint Harness' with a short lanyard attachment.

## **MOBILE TELEPHONES**

The Company shall bring to the attention of all employees, including Directors, of the requirement to ensure that those travelling on business in control of a motor vehicle are aware of a specific legal requirement not to operate mobile telephones when in control of a motor vehicle.

The offence, which also includes usage while stationary in traffic or waiting at traffic lights, will include 6 penalty points each time you are caught holding a phone with a fixed fine of £200.00, which may increase to a maximum of £1,000 if the offence goes to court. The maximum fines for drivers of goods vehicles will increase from £1000.00 and £2,500.

The Company shall undertake not to encourage phone usage while Employees may be driving.

The purchase of a hands free kit does not make this problem go away, you can still be prosecuted if you are you are involved in an accident while using a hands free kit.

Research has shown that people are still four times more likely to be involved in an accident using a hand free kit than normal drivers as this still causes a split in concentration.

Note: you can be prosecuted not under health and safety laws but under the Road Traffic Act e.g. for dangerous driving for which there is an unlimited fine and possible prison sentence.

## MONITORING OF PERFORMANCE

Within the company as a whole, implementing the policy in the working environment is just the first step. Health and Safety management changes continually and therefore Yes Contracts Limited will be proactive in monitoring the effectiveness of our policy. In real terms, this means being able to identify potential problems and taking action to prevent them becoming reality. There is also a need to be reactive to any breaches or near-breaches of health and safety, by investigating why an incident has occurred.

Proactive monitoring means taking action before accidents happen e.g.:

- Regular safety inspections to check that our standards are being implemented and management controls are working and the extent to which our company complies with the relevant Health and Safety legislation;
- Detailed safety audits that tell us whether the Health and Safety standards in our business remain acceptable and whether standards have improved or deteriorated since the last audit.

As a company we recognise that proactive monitoring is the preferred method and despite reactive monitoring being the result of a failure there are benefits from learning from mistakes – whether they have resulted in injuries, illness or damage to property or just near misses. Incidents will be thoroughly investigated to ensure that actions are taken to prevent a similar occurrence. This type of monitoring involves a systematic collection of information about the incident and it is an important aspect of health and safety performance measurement.

The Company will conduct a review of Health and Safety performance during site meetings with Clients, Designers, Principal Designers, Principal Contractors and others and any corrective actions advised or suggested will be investigated and appropriate actions implemented. Mr Michael Durrell is responsible for collating Health and Safety information from the Supervisors and dealing with them on site.

Health and Safety matters to be monitored by the Company during a project are:

- First Aid - First Aider, First Aid Box (s);
- Welfare - Clean and Satisfactory;
- Fire Precautions - Adequate escape measures, equipment and Instructions;
- Housekeeping - Access and Egress, materials properly stored;
- General hazards - Created by bad practices, design, material or substances;
- Documentation - Health and Safety registers, notices and information;
- Safety Equipment - Fit for use and inspected;
- Personal Protective Equipment - Fit for use;
- Access Equipment - Scaffolding, Ladders, Steps used appropriately;
- Plant and Machinery - Suitable and safe, also well maintained;
- Training - Suitably trained staff and supervision for the task.

Mr Michael Durrell monitors any accidents and will compile the supporting documentation for the authorities and keep records should an accident occur on site. Where there are reportable accidents that require notice to the HSE, Yes Contracts Limited will comply with the requirements of RIDDOR 2013. Reportable and more serious incidents will be reviewed by the external consultant at the request of Mr Michael Durrell to see what corrective or preventive action, if any, is required to prevent a similar accident occurring again.

If there are any corrective or preventive actions required on the project, these will be undertaken promptly to protect the health and safety of all those involved. Where appropriate, the Company will issue revised instructions to employees and amend written procedures to take account of any new or perceived risks to Health and Safety within the project.

Our independent Health and Safety advisor M.E.L. (Health and Safety) Consultants Limited will, when requested, undertake either full safety audits of the company or inspections of workplaces. A written report will be compiled after the audit or inspection. Audits and inspections will be referred to by those people in our management structure who have the authority to sanction the appropriate remedial action to be taken – particularly where it entails a high level of expenditure or organisational and policy changes. If there are any corrective or preventive actions required on a project, these will be undertaken promptly by the Supervisor to protect the Health and Safety of all those involved. With both audits and inspections, priority will be given where the risks are greatest.

Where appropriate Yes Contracts Limited will issue revised instructions to personnel and amend written procedures to take account of any new or perceived hazard to Health and Safety within the company. With regards to projects, actions, when necessary, will be communicated to Supervisors on other projects to ensure controls are implemented throughout the company.

## **NOISE SAFETY**

Where noise levels are suspected of being above the statutory level, Yes Contracts Building Services Ltd will inform its external Health and Safety Consultants and request that they carry out full noise surveys, the Employees will then be informed of the results. When there is reason to suppose that the assessment is no longer valid, or when there has been a significant change in the work to which the assessment relates, noise levels will be reviewed and changes made as recommended by the review.

**Noise from the site, to the public can be a nuisance when in close proximity.**

### **Planning Procedures**

At tender or negotiation stage the above standards will be taken into account. The Site Manager will ensure that information on the noise level of any plant, which it is intended for hire or purchase is obtained and taken into account before hiring or purchase takes place.

Yes Contracts Building Services Ltd will assess noise levels for operations and where guidelines are given by manufacturers these will be adhered to.

Guideline: Can the person using the equipment talk to someone 2 metres away without having to raise their voice to be understood? If they have to raise their voice, the noise from the equipment or operation is probably loud enough to damage their hearing, so action must be taken, ear protection should be offered. If there is any doubt, employ competent people and equipment to assess the noise levels.

### **Action Levels:**

The lower exposure action values are:

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

The upper exposure action values are:

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

The exposure limit values are:

- A daily or weekly personal noise exposure of 87 dB (A); and

- A peak sound pressure of 140 dB(C)

**Control Measures where the Action Value is likely to be reached:**

If an Exposure Action Value is exceeded, Yes Contracts Building Services Ltd shall:

- Use other work methods which eliminate or reduce the exposure to noise
- Selection appropriate work equipment taking into account the work to be done
- Assess the design and layout of workplaces, workstations and rest facilities
- Provide suitable and sufficient information, instruction, training and supervision for employees
- Reduce the noise by technical means
- Implement appropriate maintenance programmes for work equipment
- Limit the duration and intensity of exposure to noise
- Implement appropriate work schedules with adequate rest periods

**Control Measures where the Limit Value is exceeded:**

If an Exposure Limit Value is exceeded, Yes Contracts Building Services Ltd shall forthwith:

- Reduce exposure to noise below the limit value
- Identify reasons for that exposure limit value being exceeded, and
- Modify the organisational and technical measures that are in place or implement new control measures to prevent it being exceeded again

The Site Supervisor will ensure that any static plant to be installed on site or in the workshop is planned to be in a position, which takes accounts of effects of noise on the workers or the public. Where personnel will be required to work in situations where high levels of noise are likely to be encountered, the Site Supervisor will ensure that full information is obtained before work commences on the levels and frequencies of noise. Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this is not practicable, suitable hearing protection equipment must be selected for use by personnel.

Regular monitoring of noise levels and frequencies will be planned as required. Instruction and training will be provided to supervisors and operatives required to work in premises or with plant which is likely to result in exposure to high noise levels. The Site Supervisor will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies, etc. and that all equipment is used.

Supplies of ear defenders, or other hearing protection, will be made available on the site or for any operations where it is not practicable to reduce the noise level to a safe limit. These will be issued to operatives as required and must be worn at all times when the operative is exposed to noise.

**Safe System of Work**

The Safety Consultants can provide the following services:

- Carry out a noise survey to establish levels and frequencies of noise
- Regularly monitor noise levels and frequencies
- Give advice on noise control measures
- Arrange for Audiometric testing of operatives



- Arrange for individual monitoring of exposure
- Provide training and instruction for personnel

Hearing damage results from over exposure to noise Yes Contracts Building Services Ltd undertake to, as far as reasonably practicable to:

- Reduce noise at source
- Isolate the noise source
- Reduce the time that operatives are exposed to the noise
- Identify which employees are exposed
- Keep adequate records of such assessment until a further assessment is made
- As a long-term undertaking to reduce the noise levels to which employees are subjected
- Provide the employee with such information as will enable him to carry out his statutory duties
- To designate ear protection zones and post signage accordingly

When there is reason to suspect that the assessment is no longer valid, or when there has been a significant change in the work to which the assessment relates, noise levels will be reviewed and changes made as recommended by the review.

### **NON-ENGLISH SPEAKING EMPLOYEES**

The following procedures are to be followed for all non-English speaking / non-English Employees:

- Ensure all non-English speaking / non-English Employees fully understand the site safety requirements and their duties covering safety, health and welfare whilst on site;
- Provide translated copies of our health and safety policy to all non-English speaking operatives and use a pictorial system;
- Ensure all non-English speaking / non-English Employees are fully conversant of any emergency procedures e.g. evacuation procedures, etc.;
- Ensure that the language needs of non-English speaking personnel are adequately catered for during induction, other training and supervision;
- Provide bi-lingual supervision of non-English speaking Employees and a buddy system.

Yes Contracts Building Services Ltd is responsible for ensuring that any non-English speaking Employees fully understand the site safety requirements and their duties covering safety, health and welfare whilst on site.

### **PERMITS TO WORK**

On rare occasions, Yes Contracts Building Services Ltd may be required to undertake operations of a hazardous nature. On these occasions it is a requisite that they be undertaken in accordance with a permit to work system. Mr Michael Durrell is to highlight during the tendering process to those preparing and considering Health and Safety requirements that a permit will be required to undertake the works.

Typically, permits to work will be required for all operations undertaken within confined spaces and those tasks requiring the working on live services (only undertaken if it is unreasonable in all the circumstances for it to be dead; and it is reasonable in all the circumstances for him to be at work on or near it while it is live).

Should a permit be required, it will be issued by a person nominated as being competent by Mr Michael Durrell of Yes Contracts Building Services Ltd. This person is to ensure that all requisites of the permit have been considered and controls implemented before works commence. Only then will he authorise the permit. Once works are complete the nominated person is to "sign off" the permit as confirmation that the area is safe.

## **PERSONAL PROTECTIVE EQUIPMENT**

PPE identified as necessary after an assessment of the various activities will be supplied free of charge by the Company. Employees will be fitted with equipment, trained in its use and maintenance, advised of the possible results of non-use and the reporting procedures for faulty equipment. Yes Contracts Building Services Ltd will operate an on-going policy of monitoring equipment use.

It will be a disciplinary matter if Employees do not adhere to the use of PPE and the associated controls that are to be implemented as part of the risk assessment. It will be mandatory that Employees shall wear a safety helmet and safety boots or safety shoes at all times. Other PPE may be required according to the risk assessment & in accordance with the site rules.

### **Personal Protective Equipment - Visitors to Site**

Official visitors to sites (e.g. Surveyors, Engineers and Inspectors etc.) will be required to wear a safety helmet and safety boots. Other PPE such as a high visibility waistcoat should be considered and used when required. All visitors will be reminded that they should set a good example by wearing the appropriate protective clothing at all times whilst on site.

## **PLANNING**

At the planning stage the requirements of this Company Policy must be taken into account.

Any aspects of work not covered by this Policy must be identified and planned by the Supervisors and written procedures defined. If necessary, pre-contract meetings will be held and specific safety matters discussed.

Representatives of those Employees who may perform everyday work duties while work is undertaken will be informed of hazards and systems of work. Those representatives as well as will communicate this information.

## **PLANT**

Yes Contracts Building Services Ltd will ensure that all plant supplied to Employees is safely maintained and is in a fit state i.e. it equipped with safety devices, tested and maintained in accordance with all the current regulations and guards are present where required. Plant will be inspected visually before use with the plant register will be completed every 7 days. Regular tests, inspections and maintenance will be carried out on plant supplied to operatives to ensure it remains in good working order. Operators of plant are to ensure that all unsafe plant defects noticed during inspections are brought to the attention of a Supervisor in order that they can be dealt with promptly. Dangerous plant will be put out of service until it can be properly repaired by a competent person. If a fault occurs during use even if it has been caused by the operator the fault, damage, defects or malfunction must be reported immediately.

Yes Contracts Building Services Ltd will use maintenance schedules to ensure that plant is operating efficiently and to the manufacturer's specifications. Various maintenance systems will be used that take into account the operational needs of the plant as well as any impacts on Health and Safety, environment issues e.g. excessive fumes, noise, vibration et. When considering maintenance requirements allowances must be made for the aptitude and skill of the operator and the work load of the machine in question.

In order to ensure that plant is running safely and efficiently Management may use:

- Unscheduled or breakdown maintenance;
- Scheduled or routine maintenance;
- Planned preventive maintenance;

- Predictive maintenance;
- Improvement maintenance.

Yes Contracts Building Services Ltd will provide adequate supervision, information, training and instruction to ensure that there is compliance with safety procedures. The Company will develop safe systems of work, which identify risks and hazards and then eliminate risk or reduce it to a minimum. Employees using company plant and equipment will be trained, experienced and competent.

### **Standards Required**

The following regulations contain requirements to be complied with in the provision, maintenance operation and use of plant on site:

- Provision and Use of Work Equipment Regulations 1998 (PUWER 98);
- Lifting Operations & Lifting Equipment Regulations 1998 - Lifting appliances in general.

### **Planning Procedures**

All work will be tendered for or negotiated with consideration given to the compliance of the above Regulations in addition to the compliance with all other standards and health and safety Acts and Regulations. The Site Supervisor will take all aspects of the work into account to ensure that sufficient information is provided to Hire Company's to enable the correct type of plant to be provided that is adequate for the work to be undertaken.

The Site Supervisor will ensure that competent operators and banksmen are provided or that where necessary full training and instruction is arranged.

At the project planning stage it will be determined whether any preparatory work is required for the installation or use of plant on site and to ensure that any requirements are planned for e.g. plant and diesel storage areas, loading areas, etc.

### **Supervision**

The Site Supervisor will ensure that pieces of plant used on their sites are in good order and fitted with any necessary safety devices and guards. Any defects noted on hired equipment will be reported to the Hire Company immediately and the plant not used until they are rectified.

The Site Supervisor will ensure that only trained, competent and authorised operators are permitted to operate any item of plant, where any doubt of the competency of an operator exists, the Site Supervisor will report to Mr Michael Durrell. No young person, under 18 years of age will be permitted to operate any item of plant or act as banksmen unless being trained under the direct supervision of a competent person. If the person has not attained the age of 18 a specific risk assessment will also be produced. All plant will be properly secured and immobilised at the end of each day with keys removed whenever operators are not present.

The Site Supervisor will not ask or permit the Plant Operator to carry out work with the machine for which it was not intended unless specific advice has been obtained from the manufacturers of the machine on the proposed use.

In instances whereby plant is used for lifting e.g. excavators, copies of tests of thorough examination certificates will be kept in the cabs of plant and in situations where there is a site office they will be retained within the site health and safety file.

### **Safe System of Work**

Hazards with the use of plant arise out of:

- Unskilled operation;

- Incorrect use and working outside of the machines safe parameters;
- Poor maintenance;
- Reversing unsupervised;
- Third parties entering dangerous areas e.g. slew zones
- Defect in machine unchecked;
- Noise (see separate section).

It is a company requirement that high visibility waistcoats or coats are worn at all times on site and they must never be adapted e.g. cut down and they must be renewed if they become damaged or dirty.

## **PRINCIPLES OF PREVENTION**

Yes Contracts Limited will, as a responsible employer, comply with The Management of Health and Safety at Work (Amendment) Regulations 2006 Regulation 4 as part of the overall strategy for reducing risk. Yes Contracts Limited will implement any preventive and protective measures on the basis of the principles specified in Schedule 1 to the above Regulations and Appendix 1 of The Construction (Design and Management) Regulations 2015 i.e. by:

- Avoiding risks;
- Evaluating the risks which cannot be avoided;
- Combating the risks at source;
- Adapting the work to the individual; especially with regards the design of workplaces, the choice of work equipment and the choice of working and production methods. In particular, with a view, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;
- Adapting to technical progress;
- Replacing the dangerous with the non-dangerous or the less dangerous;
- Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- Giving collective protective measures priority over individual protective measures;
- Giving appropriate instructions to employees.

## **PROCEDURE FOR NEW EMPLOYEES ENGAGED BY THE COMPANY**

The procedure is to be carried out by the Contract Manager where the new employee will be required to work. He should:

- Explain to the new employee what he/she will be required to do and to whom he/she will be directly responsible;
- Issue the new employee with a copy of the Company Statement of Safety Policy and details of their responsibilities for safety matters. Also show the new employee where the complete Company Policy for Health, Safety and Welfare is kept and explain its purpose;
- Ascertain if the new employee has any disability or illness which could prevent him / her carrying out certain operations safely or require additional protective measure;
- Show the new employee where copies of regulations are kept;

- Warn new employees of any potential dangerous areas of operations on jobs or in the workplace;
- Warn the new employee of any prohibited actions, e.g. entering specific areas without a safety helmet, operating plant unless authorized etc.;
- Ascertain whether there is any training or instruction required and liaise with M.E.L. (Health & Safety) Consultants, as appropriate, to arrange, e.g. abrasive wheels, cartridge tools, scaffold inspections etc.;
- Issue to the employees any protective clothing or equipment necessary, e.g. safety helmet, eye protection, ear defenders/plugs, wet weather clothing etc., and obtain their signature for the items issued;
- Where necessary, inform the new employee of vehicle servicing procedures etc.

Additional procedure for new employees under 18 years of age:

**Inform them that they must not operate any plant, give signals to any crane driver and use any power tools or equipment unless being trained under the direct supervision of a competent person (see the section on 'young persons').**

## **PROTECTION OF PERSONS IN WORK AREAS**

All necessary measures required for the protection of others will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work etc. Act 1974. Consideration will be given at the planning stage to ensure the protection of others and when necessary, barriers, screens etc. will be provided to ensure their protection.

## **PUBLIC/THIRD PARTY SAFETY**

Under Section 3 of the Health and Safety at Work etc. Act 1974 Yes Contracts Building Services Ltd recognises its duty of care to the general public/third parties and will take all necessary measures to safeguard the public during any work activity which may impinge upon them.

This will include signage, barriers, fully decked out and brick guard netted scaffolding and if necessary an operative on duty to control and guide movements of the Public.

Site/workplace security will be put in place to stop members of the public/third parties getting into a position where they are a danger to themselves or to operatives of Yes Contracts Building Services Ltd. This will include working in residential properties where there may be children present.

In occupied premises all persons that require information will be notified of the parameters of the works and will be notified accordingly of any changes to those work parameters.

## **PURCHASING POLICY**

Yes Contracts Building Services Ltd recognises its duties in accordance with various Regulations with regard to the purchase of materials, substances, machines and equipment and will, before each purchase, consider how they may impinge on Health, Safety and Welfare during their use, storage, handling and transportation.

Yes Contracts Building Services Ltd has a Purchasing Policy that not only takes into consideration the quality of an item in comparison to the cost but also considers the suitability of the item against a number of underlying criteria.

Examples:

- Yes Contracts Building Services Ltd will endeavour to purchase substances that are not hazardous to health if they compare favourably in all characteristics (i.e. cost, effectiveness and quality) with a less hazardous substance. Consideration will also be given to ensure that where practicable substances which are hazardous to the environment will also be replaced by less hazardous chemicals when available;

- Equipment and machines will be compared not only by price but also on features including ergonomics, noise, vibration, usability, suitability for the task, adequate guarding, ease of maintenance and inherent hazards;
- Choice of Personal Protective Equipment will not be limited to cost but assessed on quality and suitability for the protection it is to afford the wearer. It will also be compatible with other PPE and comply with standards;
- Office furniture and equipment will be purchased after consideration has been given to: Ergonomics, fire rating, sustainable resources, etc.

## **REFUSAL TO WORK ON SAFETY REASONS**

Yes Contracts Building Services Ltd are committed to providing safe systems of work for all our Employees whilst carrying out their activities and undertakings and do not expect any member of staff to work in an unsafe manner.

Full consideration will be given to the situation whereby a member of staff refuses to work on safety reasons.

Our Employees possess confidence in their ability to question the safety of working arrangements without fear of victimisation, in the knowledge that points they raise will be given serious consideration. If any employee has reason to believe that the task they are required to undertake or have already commenced will endanger either themselves or others, they are required to cease work and report the matter to their immediate supervisor.

The Site Supervisor after consulting with Mr Michael Durrell and any relevant rules and instructions as necessary must decide whether grounds for refusal to work are justified. He will then consult with the working group and the system of work will either be confirmed or changes agreed after considering all circumstances.

All cases of refusal to work are logged at the relevant site office for inspection by management, and will be made available to the client if requested. Mr Michael Durrell is responsible for reviewing all cases of refusal to work and instigating any follow up action. Follow up action may involve consultation with our Health and Safety Consultants.

## **RISK ASSESSMENTS / METHOD STATEMENTS**

The company will ensure that competent persons carry out on-going risk assessments for operations that may harm employees or third parties. Suitable controls will be implemented to eliminate risk, or reduce it to an acceptable level, in accordance with The Management of Health and Safety at Work (Amendment) Regulations 2006 and other relevant Regulations. The risks and controls to be implemented will be communicated to all staff to enable them to undertake their work safely. This procedure will be continuous and assessments will be updated as required by situations or statutory requirements.

Yes Contracts Building Services Ltd recognise that the workplace, tasks and personnel will vary from time to time e.g. we may purchase new equipment, the working environment may change, we may employ new staff or new procedures could lead to new hazards. Yes Contracts Building Services Ltd are committed therefore, to review what we are doing on an ongoing basis particularly when there are any changes. Every year, we will formally review risk assessments to ensure that controls are suitable and that we improve controls and do not overlook their implementation. Employees are encouraged to bring to the attention of Mr Michael Durrell any improvements that they feel may reduce or eliminate risk. However, Employees must never make changes to the safe system of work prior to notifying the Site Supervisor.

Employees will ensure that they are familiar with Method Statements and Risk Assessments before commencing their activities and that they are competent to undertake the work. All Employees will be supervised by the Site Supervisor to ensure that the risk assessments are being adhered to and that assessments are a true reflection of the risks. The Site Supervisor will always be present in situations whereby a Method Statement is to be followed to ensure the safe system of work is not deviated from. Should the assessments not be of an adequate quality, the Site Supervisor is in a position to insist to the Mr Michael Durrell that reviews of the assessments are required. When used, generic risk assessments will be checked to ensure their complete relevance at each work site prior to the works being undertaken.

Risk management using risk assessments will be the basis of the Company's objective of achieving safe working places. Yes Contracts Building Services Ltd will use the 'Five Steps to Risk Assessment' in order to manage risk and develop safe systems of work:

Five Steps to Risk Assessment:

- Step 1 Identify the hazards
- Step 2 Decide who might be harmed and how
- Step 3 Evaluate the risks and decide on precautions
- Step 4 Record your findings and implement them
- Step 5 Review your assessment and update if necessary

The following definitions will be used in this process:

**Hazard** – Any situation (e.g. chemicals, electricity, working from ladders etc) that has potential to cause damage or injury.

**Risk** – Likelihood (or chance) that somebody could be harmed.

**Severity** – An estimation of how serious the potential problem might be in terms of harm to people and/or damage to property.

**Severity of Harm x Likelihood of Occurrence = Risk Rating**

When determining controls or considering changes to existing controls, consideration shall be given to reducing the risk according to the hierarchy in BS OHSAS 18001:2007. Namely:

- Elimination
- Substitution;
- Engineering controls;
- Signage/warnings and/or administration controls;
- Personal Protective Equipment.

## SAFETY CONSULTANTS

The Company's Health and Safety representatives will have the authority to action a safe system of working under the overall responsibility of Yes Contracts Building Services Ltd. All Employees will be required to actively contribute to the overall Health and Safety requirements and to undertake tasks as requested by the Health and Safety Representatives or those given authority in the absence of the Health and Safety Representatives.

Yes Contracts Building Services Ltd retains M.E.L. (Health and Safety) Consultants Ltd, as Safety Consultants to advise management when requested on matters relating to Safety and Health e.g. relevant legislation, codes of practice and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.

In the event that there is an incident that requires investigation the Company's Health and Safety representatives will undertake a thorough investigation in order to advise on the cause of the incident and to offer advice on controls in order to prevent a similar occurrence of a similar nature.

## SAFETY INSPECTIONS

Random inspections of work sites may be undertaken with results recorded to ascertain that all activities are undertaken in a controlled safe manner and with due regard for statutory obligations and Approved Codes of Practice.

Our independent safety consultants M.E.L. (Health and Safety) Consultants Limited may on occasion be called upon to undertake independent inspections to cross-reference with those undertaken by Yes Contracts Building Services Ltd. If at any time a Health and Safety Audit is deemed to be required this will be undertaken by M.E.L. (Health and Safety) Consultants Limited at the request of Mr Michael Durrell.

Contractor's safety arrangements will also be vetted to ensure that they are working competently in accordance with the company Health and Safety requirements, their method statements and to current legislation.

## **SAFETY RULES**

In the interests of safety and in order to ensure that the safest systems of work are used at all work places rules will be outlined during induction. Safety rules on site will be specific to individual projects in order to ensure that hazards are eliminated and risks reduced. Employees breaching health and safety rules will be disciplined in the first instance with further breaches resulting in dismissal. Safety rules will be displayed on the notice board or in a prominent position at all places of work.

## **SCAFFOLDS AND MOBILE TOWER SCAFFOLDS**

### **Standards Required**

The Work at Height (Amendment) Regulations 2007 gives requirements for construction and use of mobile tower scaffolds and tube and fitting scaffolds. Scaffolds constructed from tubular steel scaffolding will be erected in accordance with recommendations of BS EN 12811-1:2003; TG20:13 and SG4:15. Load testing will be completed in accordance with recommendations of BS EN 12811-3:2002.

Prefabricated aluminium mobile tower scaffolds will be erected and used in accordance with manufacturer's instructions. Prefabricated towers will be constructed to BS EN 12811-2:2004. Any other type of mobile tower scaffold will be erected and used in accordance with supplier's instructions.

### **Planning**

All work involving scaffolds will be tendered out and negotiated for taking into account the above standards and the requirements of the Management of Health & Safety at Work (Amendment) Regulations 2006. The Site Supervisor will ensure that mobile towers are used safely and efficiently taking into account floors, ceiling heights, roof members, type of work, etc. Training will be provided to Supervisors required to carry out inspections and operatives required to erect, alter, or dismantle mobile towers.

### **Supervision**

Trained and competent employees shall erect all mobile towers. No person is permitted to erect, alter or dismantle any mobile tower scaffold unless competent to do so. All mobile towers provided for company Employees will be checked before use by the Site Supervisor or a competent person to ensure they are in accordance with the manufacturer's instructions. Employees required to use a mobile tower scaffold will be instructed in the safe use and movement of the scaffold tower. Mobile tower scaffolds will be inspected at 7-day intervals if they remain in the same position, by a competent person and records of inspection made in a register, which will be kept on site.

### **Safe Systems of Work**

The following precautions will be complied with:

- Towers will be vertical and will be tied to building where required;
- Towers will not be used in adverse weather conditions;
- Scaffold towers must not be used or moved on sloping, uneven or obstructed surfaces;



- Towers will always be moved from ground level and no person will remain on the platform while it is being moved and materials and tools will be removed or secured. The safe working load of the platform will not be exceeded. When moving scaffold towers the height will be reduced to 1½ times the minimum base dimension to ensure stability;
- The working area in which the scaffold will be used will be checked for openings, ducts, steps etc. and for overhead obstructions particular overhead electricity cables. All bracing members and guard rails/ toe boards will be fitted with wheels locked into position while the platform is in use and outriggers or stabilisers extended where applicable. Heights of the towers will not exceed the manufactures instructions on the effective height to effective minimum base dimension when used both internally and externally;
- Employees erecting, altering, dismantling or working around the base of mobile tower scaffolds will wear safety helmets.

### **SHARPS (NEEDLES /SYRINGES)**

The Company is aware that operatives may be working in areas where sharps (needles / syringes) may be present. These represent biological hazards at work and the Company will control these risks and provide the staff with safe systems of work and the appropriate training and equipment.

Sharps can cause needle stick injuries, which are skin punctures caused by a needle. If the needle has been used by a person infected with a blood borne disease (including hepatitis B hepatitis, C and HIV), these diseases could be transmitted to a worker subsequently injured by the same needle.

When operatives are working in areas where there have been sharps found or are likely to be found, the Company will inform, instruct and train it's operatives in safe procedures, handling methods and provide suitable equipment:

- Disposable tongs,
- Stout rubber gloves and a
- Sharps box / container.

If Sharps are found by operatives, they must inform their supervisor and management must report the find to the Client / Principal Contractor. The removal of the sharps must be properly supervised and undertaken by a competent person with the correct PPE. Any injuries to personnel must be recorded in the Accident Book and followed up by the Company as any resulting infection will be reportable under the RIDDOR Regulations. All situations involving needle stick accidents will need to be investigated in order to prevent future occurrences.

Sharps will not be placed in plastic bags, litter bins, toilets or left about for others to pick up.

### **STRESS AT WORK**

All employees are requested to inform the Management if at any time they feel that they are suffering the symptoms and effects of stress while at work. This may be due to personal matters; the effect of work load in the office; a particular problem or an accumulation of all of these matters.

There is an open door policy at Yes Contracts Building Services Ltd to ensure that any person requiring help and assistance can approach management in order that a confidential meeting can be conducted and a suitable solution can be found.

Employees (etc.) are reminded that often stress is the result of an accumulation and build up over time whereby relief from the symptoms of stress will result in immediate improvement. To wait often causes unnecessary anguish which may result in long term effects.

### **SUPPLIERS**

The following paragraph may be inserted on all orders to suppliers or hire companies providing any article or substance for use at work.

**“In accordance with Section 6 of the Health and Safety at Work etc. Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when properly used. Also, in accordance with the above, please supply details of any tests of examinations carried out and full instructions for the safe use of the article or substance e.g. safety data sheets. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998.”**

All information received from suppliers will be passed to the Site Supervisor for implementation and reference by Employees.

The company will maintain assessment procedures in order to ascertain the training needs for the staff allocated to use new work equipment introduced.

### **TEMPORARY POWER SUPPLY**

Where there is a requirement for the installation of temporary electrics, these will be carefully planned. Temporary electrics include all electrical power supplies installed by Yes Contracts Building Services Ltd or allocated Contractors and removed at or before the completion of a contract.

All temporary electrical installations will be installed by a competent person and the equipment will comply with the Electricity at Work Regulations 1989.

All temporary electrics which are to be in position for more than three months are subject to inspection and examination in accordance with the current edition of the IEE Regulations.

Only authorised experienced personnel will work on or adjust electrical connections.

The use of long trailing leads should be avoided. The cable should be protected from accidental damage by other operatives and have safety trip devices and be of a type suitable for the duty required.

The Supervisor and Employees will inspect the equipment and cables to check for damaged cables, bare wires, cracked plugs or damaged pins and connections.

Suspect equipment will be disconnected and replaced by a competent person or the equipment will be marked and removed from use.

Faulty equipment that is overheating or sparking may be a source of ignition and cause a fire.

### **TIREDFNESS**

It is the Policy of Yes Contracts Building Services Ltd that any person who is taking medication, prescribed or not is to inform the Management if those drugs could affect their performance while at work or if the medication is likely to result in drowsiness. Employees, Labour Only Contractors and Subcontractors are reminded that some prescription drugs may induce tiredness and lethargy etc.

Employees are also requested to notify their Site Supervisor if at any time due to workloads or personal matters they feel that their ability to undertake work activities in a safe manner has been affected. Employees are required to submit this information pursuant to Section 7 of the Health and Safety at Work etc. Act 1974.

### **TRAINING**

Safety training is regarded as an indispensable ingredient of an effective Health and Safety programme. It is essential that all persons be trained to perform his or her task effectively and safely. It is the opinion of Mr Michael Durrell that a task, if not undertaken safely, is not performed correctly.

All Employees will be trained in safe working practices and procedures prior to working on site. Where Employees are required to carry out key tasks they will be provided with the necessary training.

Contractors will need to demonstrate that their Employees, where required, have the necessary training and proof of competency.

All Employees are to be trained in accordance with the Management of Health and Safety at Work (Amendment) Regulations 2006.

The Company will provide adequate Health and Safety training:

- On recruitment and when exposed to new or changed risks;
- On site Tool Box talks will cover all aspects of Safe Site Working Procedures and specific Contract requirements;
- Refresher Training will also be given as appropriate.

The Company undertake to provide Induction Training for general education and additional training for specific jobs as they occur and any additional specialised courses or Employee training as is appropriate and necessary for the requirements of their duties. All training deemed to be beneficial to Employees will be provided and paid for by Yes Contracts Building Services Ltd in the interests of Employee Health and Safety. Training will be mandatory with records of training being kept within the main office.

The company has a firm commitment to the training of its Employees in matters relating to Health, Safety and Welfare. The objective of these is to ensure that the obligations of the Company in these matters are fully complied with.

Training and improvement in the understanding and application of Health, Safety and Welfare matters is seen as a continuous process. There is no defined training agenda but rather a flexible approach whereby training is provided in whatever areas are required by individual Employees.

Training is provided in both a formal and informal manner and all Employees are encouraged to positively identify any areas where they feel they require training or retraining in Health and Safety matters.

On-site training will be provided in the form of induction courses and toolbox talks. This instruction will, where necessary, include familiarisation with the place of work e.g. welfare facilities, provision of and explanation of any information contained in risk assessments or method statements and it will also deal with the use of any personal protective equipment together with instructions on maintenance of the equipment.

The company has a firm commitment to the training of its Employees in matters relating to absolute competency, Health, Safety and Welfare. The objective of this is to ensure that the obligations of the company in these matters are not only fully complied with but are exceeded in order that locations of works are as safe as is reasonably practicable.

## **USE AND STORAGE OF HIGHLY FLAMMABLE LIQUIDS**

### **Use**

Quantities of flammable liquids stored and in use should be minimal and limited to that which can be used by the process in no more than a week. Any excess quantities must be in a correct storage facility i.e. stored in a locked fire resistant container.

Lids on containers should always be replaced after use and any rags that have been impregnated with flammable products will need to be disposed of safely.

### **Storage**

Quantities of flammable materials in storage should be minimal, with sufficient stocks to efficiently run the project, but without overstocking. Under traditional guidance you stored up to 50 litres of highly flammable liquids in the workplace in a fire resisting container. External storage is preferred to internal storage.

The storage area should be in a well-ventilated area and where possible, containers of flammable liquids should be stored in a bund, drip tray or provided with other spill containment. The storage container should have hazard warning signage displayed and should remain locked to prevent unauthorised access. Oil is among the most common pollutants in the UK. Cleaning up oil spills can be difficult and expensive. Dealing with a spill will cause us and maybe our neighbours a great deal of inconvenience. Yes Contracts Building Services Ltd recognise our responsibilities and duties under the Control of Pollution (Oil Storage) (England) Regulations 2001.

## **USE AND STORAGE OF LPG CYLINDERS AND OTHER GASES**

Gas cylinders, including oxygen which is lighter than air, should be treated similarly. Different flammable gases should never be stored together or together with oxygen. Each gas should be segregated and kept in its own storage enclosure, whether full or empty and should always be stored in the upright position. Oxy-Acetylene "sets" should be kept in a separate area away from other flammables with bottles secured to the trolley. Similarly consideration is to be given to other materials stored in the area that may present a risk if combustion, particularly if they are oxidisers.

The storage area should be provided with adequate ventilation to allow dispersion and prevent the accumulation of any gases. These storage areas are normally constructed of a caged enclosure which should be located at least 3 metres from any structure, heat sources and voids. The cage should always be kept locked to prevent unauthorised access. It is not good practice to store cages on roofs as Propane is heavier than air and leaks may flow down through rainwater pipework within the structure and the presence of LPG's may not be considered if a fire is being attended by the emergency services and would also present a higher hazard to occupants in the event of a fire as access would be difficult to cool them.

Suitable restraints to containers, i.e. chains and straps, should be considered to protect valves and any fittings from impact damage, if the container accidentally fell. It is good practice for hoses to have mesh guarding over them to protect them from cuts and abrasions.

At least one 9kg dry powder fire extinguisher must be provided within the vicinity of the cylinder storage area and warning signage must be displayed indicating LPG storage.

All cylinders will be carefully handled when used and will be returned to a storage cage at the end of the day. Cylinders will not be discarded, rolled, dropped or lifted by the valve while in the care of Yes Contracts Building Services Ltd.

### **General Precautions**

- Only proprietary fittings should be used on gas welding equipment;
- If a cylinder valve leaks and cannot be tightened with a spanner, the valve should be closed and the cylinder returned to the supplier with a label indicating the fault;
- On no account should oil, grease or other substances, such as soap, be allowed to come into contact with oxygen regulator valves or fittings as these substances are explosive in the presence of high pressure oxygen;
- Any leaking oxygen fittings should not be tightened before closing the cylinder valve and venting the oxygen to atmospheric pressure;
- It is dangerous to allow a flame to come into contact with the cylinders or a lighted torch to be hung on a regulator or its guard;
- It is equally dangerous to rest blowpipes on empty oil drums or similar containers, even after the flame has been extinguished;
- Flash back arrestors must be fitted at all times when work is being undertaken.

## **VIOLENCE TO EMPLOYEES**

The Company will assess the risks and evaluate the work and the places where we work to identify possible “at risk” Employees and to implement effective procedures and precautions to protect them from possible violence whilst at work.

Employees will be trained in any specific procedures required and will familiarise themselves with all arrangements outlined by clients to reduce the possible risk of violence and follow them as appropriate to each situation where violence may occur.

Where there are known risks, a preventative strategy will be invoked before undertaking any work. These will differ in each case and the Supervisor and Employees will agree on how to handle the situation and use appropriate safeguards.

Where there is any suspicion that violence may occur, the Employees will contact Mr Michael Durrell and seek assistance before undertaking any work or compromising their position. All violence or abuse towards Employees e.g. verbal or physical intimidation, threat, assault by a member of the public, etc. in circumstances arising out of or in the course of their employment, will be investigated by the Company and, as appropriate, reported to the Police and local authorities.

## **WASTE**

Yes Contracts Building Services Ltd will take all such measures as are reasonable in the circumstances to apply The Waste Hierarchy approach to prevent waste, and to apply the hierarchy as a priority when transferring waste to another person i.e. consider the prevention of waste, reduce, reuse, recycle in the first instance.

Yes Contracts Building Services Ltd recognises its Duty of Care under The Waste (England and Wales) Regulations 2011 and other associated statutory provisions. The regulations require that commencing on the 1st January 2014, those companies who carried their own waste on a 'normal and regular' basis were to be registered. The regulations set two tiers of registration and as a construction company transporting construction waste Yes Contracts Building Services Ltd have registered as an upper tier carrier and have paid the required fee to appear on the Environmental Agency Public Register. We recognise that registering as a waste carrier also helps the Environmental Agency to clamp down on fly-tipping by illegal operators who harm human health and the environment whilst also undercutting legitimate businesses.

The duty of care with regards to waste aims to protect the environment and human health by making sure that waste is handled safely and only passed to people authorised to receive it. When Yes Contracts Building Services Ltd passes on its waste to another carrier we will ensure good practice is followed i.e.

- We will check that the company or person we are transferring the waste to is properly authorised to accept it. E.g. we will check they are a registered waste carrier.
- We will ensure the waste is safely contained and is not able to escape control.
- We will ensure the correct documentation is completed for each transfer of waste and that it correctly describes the waste;
- We will minimise the environmental impact of waste by prioritising waste prevention, re-use, recycling and recovery over disposal. This is known as applying the ‘waste hierarchy’.

Yes Contracts Building Services Ltd aims to minimise any adverse impact on the environment from its policies and working practices. To that end we will plan to reduce the amount of waste we create and pursue methods of disposal in line with this objective. These will include recycling, in contrast for example to collection and incineration.

Details of our waste carriers' license can be found below:

- Name of registered carrier: Yes Contracts Building Services Ltd;

- Registered as an: Upper Tier Broker Dealer;
- Registration number: CB/YE5459QK.

## **WELFARE FACILITIES, SITE ACCOMMODATION**

Projects undertaken differ in their duration from very short term to long duration with the Principal Contractor supplying all welfare facilities. On larger projects any site accommodation and temporary buildings required by Yes Contracts Building Services Ltd will be agreed with the Principal Contractor before being placed on site.

Welfare arrangements will be provided by the Principal Contractor or Yes Contracts Limited as agreed in the contract document, or as required by The Construction (Design and Management) Regulations 2015. Facilities will include the provision of shelter, toilets and washing facilities and will comply with The Construction (Design and Management) Regulations 2015 as an absolute minimum. Fire extinguishers of an agreed type (i.e. AFFF, water, dry powder or carbon dioxide) will be provided and maintained in any welfare provided.

They will be positioned in an appropriate position and be kept free of obstruction and available for use at all times. At each site, there will be facilities readily available for summoning assistance from the emergency services (i.e. telephone or mobile phone) and for raising the alarm and applying First Aid.

Welfare facilities provided within the head office will meet the requirements of The Workplace (Health, Safety and Welfare) Regulations 1992 as a minimum with the aim of exceeding these requirements. Office based employees are responsible for ensuring that the welfare is maintained in good order and is responsible for reporting any deficiencies to Mr Michael Durrell if the standards are not met.

## **WORK AT HEIGHT**

Yes Contracts Building Services Ltd will invariably be required to work at height. Therefore, due to the hazardous nature of the activity e.g. in construction, 50% of all serious accidents are due to falls and a further 20% occur due to the fall of materials onto operatives, any work at height, is to be restricted to those Employees who have been trained properly and are experienced in such work. A full assessment of the activity will be undertaken by Yes Contracts Building Services Ltd for the Employees undertaking the works prior to commencement to ensure that all controls are applied in accordance with The Work at Height (Amendment) Regulations 2007.

We will provide a safe working environment for all employees who may be required to work at height.

We will achieve this by:

- Identifying work activities that may involve working at height;
- Eliminating the need to work at height whenever it is reasonably practicable to do so;
- Ensuring that, where work at height cannot be eliminated, we use the risk assessment process to evaluate and manage risk;
- Implementing a safe system of work that will prevent falls of persons, materials and equipment;
- Providing suitable plant and equipment to allow safe access for persons and materials;
- Ensuring working platforms and any supporting structures are appropriate and designed in accordance with current standards;
- Ensuring that regular inspections of all equipment required for working at height are undertaken;
- Providing adequate information and training to ensure that only competent persons are engaged in working at height.

All Employees are responsible for ensuring that the intentions of this policy are effectively implemented on our projects with the Site Supervisor ensuring the necessary appropriate action is determined and acted upon.

It is the responsibility of each Employee to:

- To abide by the requirements of any risk assessments or systems of work designed to protect them;
- Utilise any work at height equipment in a safe and responsible manner;
- Report defects immediately.

Failure to comply with this policy may result in disciplinary action.

## **WORK EQUIPMENT**

In the first instance consideration will be given by Yes Contracts Building Services Ltd to purchase tools and equipment that is low risk i.e. that the hazardous nature of equipment is considered together with cost e.g. the purchase of tools with that produce less noise and vibration. The company will then ensure that work equipment is maintained in an efficient state, in working order and in good repair. Where the equipment has a maintenance log, this log will be kept up to date. Yes Contracts Building Services Ltd will provide work equipment that complies with the statutory provisions contained within the Provision and Use of Work Equipment Regulations 1998 and the work equipment will be fit for purpose and only used for the job it is designed to do.

Prior to using work equipment within the workplace it shall be visually inspected to ensure that guards are fitted as required and that it is safe and suitable for the purpose for which it is to be used. Yes Contracts Building Services Ltd will provide adequate supervision, information, training and instruction to ensure that there is compliance with any safety procedures or risk assessments.

Employees must report any faults, damage, defects or malfunctions in work equipment to their Site Supervisor without delay. Employees are never to use defective equipment or equipment that has guards missing. Defective equipment is to be taken out of use and identified as awaiting repair. Only use tools and equipment if you are competent and trained in its use and inspect the equipment thoroughly before you use it. Never use tools or work equipment to undertake a job that it is not intended to do and do not misuse them e.g. applying pressure or not changing blunt blades. All repairs that are required need to be undertaken by a competent person and employees must not undertake makeshift repairs themselves.

The company has a duty to maintain its tools and work equipment to avoid risks to health and safety. Plant will be inspected by the user but when used regularly a weekly register will be kept of a formal inspection, this inspection may be undertaken when a piece of equipment is used if it is not used regularly and remains in the store unused between jobs.

To ensure safety in the use of tools and equipment Yes Contracts Building Services Ltd will provide adequate supervision, information, training and instruction and safety procedures. Safe systems of work will be developed in the form of risk assessments that will identify risk and hazards and the controls required to eliminate the risk or reduce it to an acceptable level. Personal Protective Equipment will only be used as a last resort but when it is indicated as required due to signage on the equipment or as a result of the risk assessment it is mandatory that it is worn. In situations where PPE is required ensure that you give consideration to third parties in your work area at all times as they too may be affected by the hazards e.g. noise, dust, ejected materials etc.

## **WORKING IN OCCUPIED PREMISES**

Where the Company is involved with work in occupied premises care will be taken for the Health and safety of the occupier whilst the work is in progress. Yes Contracts Building Services Ltd will operate within the conditions of the Client's Contract and liaise with the occupier and advise them on the work to be carried out and an approximate time scale for the contracted works.

Additional works that may arise during the process may affect the project. These will be discussed with the Client and occupier. Company Employees will wear any security / ID card required by the Client.

The Employees will be competent to undertake all tasks required in an occupied property and will adopt all emergency procedures put in place by the Client or occupier.

During the work the Employees should not leave any materials or debris where it could be a trip hazard. All reasonable precautions will be taken to obviate the impact when carrying out dusty and noisy operations at all times they will be carried out with care and consideration.

The Employees will ensure that the property is left tidy and the waste materials are cleared regularly during the works, to reduce the risks of injury to the occupier and the general public. Barriers and screens will be utilised and occupants made aware of any changes to hazardous areas throughout the working day.

Particular emphasis will be placed upon:

- Fire evacuation routes;
- The position and location of firefighting equipment;
- Emergency evacuation procedures;
- Special circumstances relating to the personnel working within or visiting the premises;
- Safety plans specific to the building or any part of the building;
- Maintaining fire compartmentalisation standards;
- Any special requirements in relation to the overall project works or any part of the work;
- Permit to work conditions.

## **YOUNG PERSONS & CHILDREN**

### **Young Persons**

When the Company employs people under the age of 18, it will complete explicit risk assessments in respect of the young workers. The assessments will address the specific factors identified for the safety of the young persons and the other Employees who may be affected by the work of the young persons. The company will inform the young person of the risk assessments, and the control measures to be used to provide a safe working environment as required by the Management of Health and Safety at Work (Amendment) Regulations 2006.

The Company will provide the appropriate supervision to ensure that young person's undertake their tasks safely, are not exposed to any risk that may affect their Health, Safety or Welfare at any time.

### **Children**

In the event than a child (not having attained school leaving age) is employed by Yes Contracts Building Services Ltd. The Company will inform the parents or legal guardians of the risk assessments and the control measures to be used to provide a safe working environment as required by the Management of Health and Safety at Work (Amendment) Regulations 2006.

The working hours and times of work will be in accordance with the Children and Young Persons Act 2008 and the Children (Protection at Work) Regulations 1998.

The Company will provide the appropriate supervision to ensure that the young persons and children undertake their tasks safely.

No child will be permitted to undertake any work unless they are directly supervised by a fully competent person.



### MONITORING OF THE POLICY

Employees are encouraged to bring to the attention of Mr Michael Durrell, areas, which in their opinion, this policy appears inadequate. All such comments will be passed to the independent Safety Consultants for their consideration and review. This Policy and Arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

To ensure that we comply with the requirements imposed on us by the Health and Safety at Work etc. Act 1974, our Health and Safety Policy Statement and Documentation will be reviewed periodically and at least annually.

### DOCUMENTATION REVIEW

To ensure that we comply with the requirements imposed by the Health and Safety at Work etc. Act 1974, our Health and Safety Policy Statement and Documentation will be reviewed periodically and at least annually.

DATE OF POLICY REVIEW	SIGNED FOR THE ORGANISATION	BRIEF DESCRIPTION OF CHANGES	NEXT REVIEW DATE
June 2006		Initial Policy	June 2007
July 2007		Additions to sections on CDM 2007, Fire Safety and changes to legislation throughout document.	July 2008
February 2010	M.E.L. (Health & Safety) Consultants Limited	Sections Amended: Enforcement; Asbestos (Dealing with unidentified Materials; Alcohol, Drugs And Smoking; confined Spaces; CDM 2007; Consultation with Employees And Contractors; CoSHH; Electrical Work Equipment; employer's Liability Insurance; Environmental Considerations; Display of Statutory information; Fire Safety; Ladders And Stepladders; Manual Handling Operations; Noise Safety; Risk Assessments / Method Statements; Training; Working at Height; Work Equipment; Young Persons & Children	February 2011
February 2011	M.E.L. (Health & Safety) Consultants Limited	Sections added: Fork Lift, Tiredness, Sections amended; Accident/Incident investigation, Accident Procedure & RIDDOR, Alcohol, Drugs & Smoking, Ladders & Stepladders, Plant & Equipment Maintenance.	February 2012
February 2013	M.E.L. (Health & Safety) Consultants Limited	Sections added: Audits and Monitoring of Performance, Facefit Testing. Checked references to legislation throughout.	February 2014
August 2013	M.E.L. (Health & Safety) Consultants Limited	Section added: Asbestos – Dealing with Non-Licence Removal	February 2014
January 2014	M.E.L. (Health & Safety) Consultants Limited	Sections Amended: Enforcement, Accident / Incident Investigation, Accident Procedure and	January 2015

DATE OF POLICY REVIEW	SIGNED FOR THE ORGANISATION	BRIEF DESCRIPTION OF CHANGES	NEXT REVIEW DATE
		RIDDOR, Alcohol, Drugs and Smoking, Communication, Contractors, Co-Operation and Care, Documentation, Electrical Work Equipment, Environmental Considerations, First Aid, Mobile Elevating Work Platforms, Plant, Principles of Prevention, Risk Assessments, Safety Consultants, Safety Inspections, Welfare Facilities, Work at Height, Work Equipment, Young Persons & Children	
February 2015	M.E.L. (Health & Safety) Consultants Limited	<p>Sections Added: Company Offices, Use and Storage of Highly Flammable Liquids, Use and Storage of LGP and Other Gases</p> <p>Sections Amended:</p> <p>Responsibilities of the Managing Director, Responsibilities of the Contractors, Enforcement, Communication, Contractors, Cooperation and Coordination, Documentation, Electrical Work Equipment, Ladders and Stepladders; Mobile Elevating Work Platforms, Principles of Prevention, Risk Assessments / Method Statements,</p>	February 2016
February 2016	M.E.L. (Health & Safety) Consultants Limited	<p><b>Sections Amended:</b> Enforcement, CDM Contractors Duties, CDM Principal Contractors Duties, Complaints Procedure, Contractors, Corporate Manslaughter and Corporate Homicide Act 2007, Data Protection and Record Keeping, Monitoring of Performance, Principles of Prevention, Scaffolds and Mobile Towers and Welfare Facilities.</p>	February 2017
August 2017	M.E.L. (Health & Safety) Consultants Limited	<p><b>Sections Amended:</b></p> <p>Enforcement, Accident Procedure and RIDDOR, Fire Safety and Mobile Phones.</p>	August 2018