

## Arrangements for Health & Safety

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## **Introduction**

There will be adequate supervision for all our contracts and all persons will be kept up to date with appropriate new legislation and codes of practice. All contract Managers, Site Supervisors, Site Operatives and Office Staff are required to retain a copy of our Health and Safety Policy and all will be informed as and when there are necessary changes.

We will comply with the procedures required by the **Management of Health & Safety at Work Regulations 1999, Construction (Design and Management) Regulations 2015** and where required a fully developed Health & Safety Plan will be produced and notification sent to the HSE.

## **Training**

There will be adequate arrangements made for the training of our Site Operatives. This is particularly important when dealing with newcomers and young people. Health and Safety is a fundamental part of this training, particularly when dealing with hazardous materials. Therefore this Company will ensure that all Contract Managers and Site Supervisors are fully conversant with handling instructions of all materials used and can pass on this knowledge through the use of Safety Data Sheets to those they are training. Induction training will be provided to all new employees. A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

## **Safety Equipment**

Site Supervisors must ensure that operatives under their control make proper use of Personal Protective Equipment, e.g. goggles, gloves, safety helmets, ear defenders, masks etc., which are provided by this Company. A serious view will be taken of any misuse of safety equipment and clothing.

## **Noise**

When using compressors, the level of noise must be taken into account and appropriate action will be taken to ensure the noise is down to an acceptable level. When it is not possible to reduce the noise down to an acceptable level, then warning notices are to be displayed and operatives affected, provided with and made to wear suitable ear protection.

## **Confined Spaces**

No persons are permitted to enter sewers, manholes or other confined spaces without the necessary tests being carried out and the correct safety rescue equipment being provided for such operations. Operatives must be suitably trained in the correct use of equipment and the action to be taken in an emergency. The confined space must be continuously ventilated. Only persons holding a valid confined spaces certificate can enter these areas.

## **Control of Substances Hazardous to Health**

Our aim is to ensure that the health of our operatives is not affected by the substances we use. Further we aim to safeguard the health of other workers involved in our operations, also members of the public, who from time to time, due to the nature of the work, may be at or close to our work operations. We have assessment sheets in respect of substances that we use and these will be brought to the attention of our employees and other interested parties. Employees must adhere to any precautions shown to be necessary when handling or storing materials. The Assessment Sheets show the substance, the risks and the precautions to be taken. Contracts Managers / Site Supervisors give instruction and training and updated safety Data Sheets are readily available in conjunction with these assessment sheets. Some of the substances we use are:- sand, Cement, Admixtures, Concrete, Epoxy Resins, Oils and Greases, Wood (dust), Adhesives, Paint. All materials and substances must be stored in the correct safe storage areas allocated.

## **Accidents and Dangerous Occurrences**

All company procedures to be compliant with the Reporting of Injuries, Diseases & Dangerous Occurrences 2013 regulations.

All operatives must make themselves aware of the location of the nearest First Aid Post/Attendant and where necessary means of communicating with it. Ensure accidents and dangerous occurrences are properly investigated and documented. All accidents to personnel on site must be reported in the accident book B1510. Serious or fatal accidents must be reported to the Head Office immediately. It will be the responsibility of the Managing Director to notify the Health and Safety Executive by telephone, followed by form 2508. Other accidents must be reported to Head Office in the event of an operative being off work for more than three days. These must also be reported using Form 2508. The Managing Director will carry out investigations into all accidents and near misses.

## **Fire Precautions**

All Site Operatives must make themselves aware of Fire Exits on site. These must be kept clear AT ALL TIMES. Where flammable materials are being used, then suitable fire extinguishers must be kept in the vicinity. Flammable materials such as paper, rags, waste and scrap material must be cleared away from site. All flammable materials should be stored correctly. Fire risks will be assessed in our risk assessment.

All notices prohibiting smoking, naked lights, burning or welding must be strictly adhered to. With regard to Offices, there will be a notice “Fire Instruction” displayed and which will be regularly brought to the attention of all those employed. This will deal with the prevention of fire, the action to be taken in the event of a fire and detail locations of alarms, fire extinguishers, escape routes and assembly points. Specific hazards will be identified in the project risk assessment.

## **Housekeeping**

All persons must keep their work areas clean and should not allow rubbish and scrap etc. to accumulate. They must ensure that they leave the working area in a tidy and safe condition.

## **Asbestos**

To minimise the risk to the workforce and residents our surveyors will check for asbestos in the initial site visit and where artex or asbestos roof sheets are encountered a surveyor who has received sampling training will take a sample for testing. Other forms of asbestos will be noted and a specialist employed to carry out the test. Where required a UKAS accredited testing company will be employed to carry out a full R&D survey of the property. Where asbestos is uncovered by site operations the work should cease and our office informed. Temporary sheeting up may be required to contain any suspected asbestos. Formal asbestos awareness training will be provided to surveyors and site staff at all levels with refresher training at appropriate times. All risks relating to asbestos must be identified and a safe system of work must in be in place before work commences on site.

## **First Aid**

First aid boxes will be issued on all sites as a minimum provision. Selected employees from the workforce and staff will receive formal first aid training to become appointed first aiders. Each site will be assessed within our project risk assessment to comply with The Health & Safety (First Aid) Regulations 1981. The office manager will be responsible for distributing, maintaining and subsequently renewing first aid kits.

## **Electrical Safety**

Before using portable electrical tools a daily visual inspection should be carried out to the wiring and plug to ensure that there is no physical damage. All tools owned by Neways will be periodically Pat Tested by a qualified electrician. Employees to check that tools hired in are tagged before leaving the hire shop. Specific electrical hazards will be covered by our risk assessment for the project.

## **All Protection Equipment**

All site operatives have been issued with the following PPE.

- Eye protection
- Dust masks
- Gloves
- Work clothing
- Hard hats
- Anti-bacterial hand wash

The above equipment is to be kept in good condition and be replaced when required.

## **Legislation**

The Manual Handling Operations Regulations 1992 (as amended) require the company to avoid hazardous manual handling as far as reasonably practicable; assess the risk of injury from any such tasks that cannot be avoided; and introduce measures to reduce these risks as far as reasonably practicable.

## **Responsibilities**

### **Senior Management**

Senior Managers have the responsibility to:

1. Ensure that adequate local arrangements are in place to achieve compliance with the policy.
2. Appoint one or more competent persons as manual handling assessors to oversee implementation of the policy\*. (David Utley is the current competent person)
3. Provide the appointed person(s) with the necessary time resources and support to carry out their role effectively.
4. Ensure appropriate mechanical aids & equipment are available.
5. Ensure that information on safe lifting techniques is provided at induction of all new staff and operatives.

### **Managers and Supervisors**

Managers and supervisors have the responsibility to:

1. Organise work under their control so as to minimise the need for manual handling.
2. Identify hazardous manual handling tasks.
3. Ensure that risk assessments of hazardous manual handling tasks are carried out and recorded when appropriate.

4. Inform the contracts manager of tasks requiring detailed assessment.
5. Ensure that controls identified as necessary in risk assessments are used.
6. Ensure staff and site operatives receive information instruction and training appropriate to their likely involvement in manual handling tasks.

### **Staff and Site Operatives**

Staff and site operatives are responsible for:

1. Following guidelines and instruction provided.
2. Participating in training as required.
3. Informing their manager/ supervisor, when appropriate, if affected by an illness or injury which may impair their ability to handle loads safely.
4. Informing their manager/supervisor of any injuries, accidents or near misses resulting from manual handling.
5. Making use of any equipment provided, in accordance with their training and instruction.

### **Managing Director**

The Managing Director is responsible for:

1. Advising on appropriate arrangements for managing manual handling operations.
2. Organising training for manual handling.
3. Auditing the management of manual handling.
4. Reviewing the Policy and information produced in support of the policy.
5. Assessing fitness of individuals for manual handling, as necessary.
6. Facilitating provision of treatment and advising on rehabilitation into work after musculo-skeletal injury.
7. Assisting with production of guidance on safe manual handling.
8. Assisting with the provision of training in manual handling.
9. Advising on ergonomic issues.

## **Manual Handling**

It is Neways policy to:

1. Ensure that staff and site operatives are protected from the risk of injury through manual handling.
2. Eliminate the need for hazardous manual handling where it is reasonably practicable to do so.
3. Assess and reduce risk of injury arising from manual handling operations that cannot be avoided.
4. Provide staff and students with appropriate information, instruction and training to achieve the above.

## **Manual Handling Operation**

The transport or support of any load by human effort as opposed to mechanical handling by crane, lift, truck etc. This includes lifting, putting down, pushing, pulling, carrying or moving by application of bodily force. It also includes operations where mechanical assistance is used but human effort is still required to move, steady or position the load. A load is any discrete moveable object. It includes persons, animals and heavy tools

## **Hazardous Manual Handling Operation**

Any manual handling operation which could cause injury. The nature of the task, the working environment and the individuals involved need to be taken into consideration, as well as the weight and size of the load.

## **Competency**

For a Manual Handling assessor to be considered competent he / she must have received training in:

- the conduct and documentation of risk assessment of manual handling tasks.
- safe manual handling techniques.

An Assessor must be familiar with the company's Manual Handling Policy.

Assessors may need to attend specific courses in use of specialist equipment to achieve competency in use of such equipment, or to train others in its use.

## **The Working at Height**

### **Purpose**

The purpose of this procedure is to define the action that must be taken by Neways' employees and subcontractors in relation to the identification and control of all work at height activities.

### **Scope**

This procedure applies to all planned and unplanned activities involving working at height undertaken for and on behalf of Neways. Note: - The Work at Height Regulations also cover falls in to excavations, or falls from one level to another irrespective of the height.

### **Procedure**

The Senior Management Team within must ensure that all activities associated with work at height are documented within a formal generic safety risk assessment that clearly identifies the hazards and control measures that must be adopted at all times. This document in turn must be effectively communicated and issued to the workforce for implementation. The director responsible for management of health and safety is responsible for ensuring that an ongoing formal safety risk assessment audit programme is in place for all work activities undertaken to ensure that the control measures are being implemented, remain effective and remain current. All risk assessments will be conducted to ensure that all working at height activities are identified and adequate control measures are implemented.

**Planned Transient Activities** - Due to the nature of our work, it is not practicable to avoid working at height, however suitable and effective control measures must be implemented to reduce the risks associated with working at height to as low a level as is possible i.e. using mobile elevated work platforms rather than climbing ladders, ensuring that the shoring within deep excavations extends far enough out of the excavation to provide a physical barrier etc. In order to ensure that all of our work at height related activities are suitably and effectively controlled, all planned transient work activities must be subjected to a formal safety risk assessment. On completion of the formal safety risk assessment, a generic risk assessment document must be produced which will specifically identify and record the hazards associated with the working at height activity, assess who is at risk, assess the degree of risk and define the controls which will be applied to eliminate or minimise the risks. Prior to commencing any operation there is a company requirement to conduct a formal documented site-specific risk assessment. Where working at height is involved in an activity, specific reference will be made to the precautions being implemented. It is the responsibility of the SMT to ensure that all operatives undertaking work at height activities are briefed on the safe methods of work and have access to the

relevant generic risk assessments, are competent to carry out the required activity and have been provided with all necessary tools and equipment.

**Working at Height (Site / Premises)** - Where Neways has the responsibility to carry out maintenance within the premises or site that we occupy the Senior Management Team must appoint a responsible person who is competent to control all working at height activities within the establishment. The responsible person must ensure that all activities, which involve working at height, are strictly controlled via a risk assessment. The responsible person must identify on-site all staff who are authorised to carry out maintenance and/or refurbishment work and ensure that they are competent to carry out any work at height. Where site staff are not deemed to be competent to undertake certain types of working at height the responsible person will restrict them from doing so. All ladders, mobile towers, work platforms, etc. kept specifically for site use must be locked up at all times whilst not in use to prevent unauthorised use. All such equipment must be maintained in line with the manufacturer's recommendations and inspected prior to use. All subcontractors engaged to conduct work within the establishment that involves work at height are required to provide Neways with a detailed method statement and risk assessment prior to the work commencing. The responsible person will ensure that all method statements and risk assessments are reviewed for adequacy prior to allowing the work to commence.

## **Scaffolding**

Ensure that scaffolds, temporary working platforms and ladders are kept safe and in good order, the following advice should be heeded:-

- Never use a scaffold before the hand-over certificate is issued by the scaffolding contractor.
- Never use makeshift ladders or scaffold.
- All ladders should be properly tied or footed.
- Never use defective ladders - report defect immediately.
- Ensure scaffold platforms are fully boarded and have toe boards and guard-rails.
- Never alter any scaffold in any way - report any necessary alterations to your Supervisor who will arrange for the work to be carried out by a qualified scaffolder.
- Never climb up or jump down from a scaffold, always use the ladders provided.
- Never work from a mobile tower unless it is stable and within the required height in relation to its base width. Never remain on a mobile scaffold whilst it is being moved.
- When working overhead, do not drop tools or materials, or throw them down.

## **Plant & Equipment**

The purpose of this procedure is to outline the management actions that must be taken to assure compliance to all relevant health, safety and environmental legislation when designing, selecting, purchasing, operating, maintaining and disposing of plant and equipment.

### **Scope**

This procedure applies to all areas of the Neways.

### **Procedure**

It is the responsibility of the senior management team to ensure that all plant and equipment used for and on behalf of Neways is:

- Suitable for the intended use;
- Safe for use and maintained in a safe condition;
- Used only by people who have received adequate information, instruction and training;
- Correctly disposed of;
- Under documented control;

It is the duty of the director responsible for management of health and safety systems to provide advice and guidance to the senior management team on health, safety and environmental matters including all legislative requirements relating to plant and equipment in support of the above. While the senior management team may delegate activities relating to these responsibilities to other competent persons overall responsibility for the health, safety and environmental assurance of all plant and equipment remains with the senior management team.

**Design of Plant & Equipment** – Where Neways designs plant and equipment formal documented procedures must be developed to assure compliance with all legislative requirements.

**Selection & Purchase of Plant & Equipment** - It is the responsibility of the senior management team, with advice from the director responsible for management of health and safety systems where appropriate, to ensure that the plant and equipment requirements of each job role is identified and specifications for these items developed. In developing the specifications consideration will be given to the health, safety and environmental impact of the item, including but not limited to:

- Training;
- Moving parts;
- Noise emission;
- Vibration emission;
- Maintenance work;

- Substances & by-products;
- Disposal;

The senior management team will then through assessment, and where appropriate trial, establish the suitability of the proposed plant and equipment. Upon successful completion of the assessment / trialling process, the director responsible for management of health and safety systems will formally document the outcome of the assessment and develop suitable and sufficient safe systems of work. Where changes are required to the Neways health and safety management systems, the director responsible for management of health and safety systems will inform the senior management team of the required changes and will work with them to develop and deploy any additional safe systems of operation.

In the event of the assessment/trial not meeting the defined success criteria, it is the responsibility of the senior management team and the director responsible for management of health and safety systems to prohibit the introduction of the item of plant or equipment. In the event of conflicting opinions/priorities the matter will be referred to the managing director for resolution.

When ordering new plant and equipment the senior management team must formally communicate the required specifications to the appointed procurement / hire authority to assure only plant and equipment which meets their requirements supplied to and used by Neways. It is the responsibility of the senior management team to advise the director responsible for management of health and safety systems of any proposed significant changes to plant and equipment. The director responsible for management of health and safety systems will review the proposed changes and assess their impact on health, safety and the environment. If the director responsible for management of health and safety systems does not feel qualified to carry out such an assessment then he/she will be responsible for identifying a competent engineer to produce a report. Where the assessment concludes that any proposed changes will not negatively impact on health, safety or the environment the director responsible for management of health and safety systems will arrange for any appropriate health and safety documentation relating to the safe systems of work to be updated to reflect the new arrangements e.g. risk assessments, method statements, safety packs. The senior management team will then communicate the change to all appropriate parties and ensure the deployment of the new safe systems of work and associated workplace precautions prior to using the new items of plant and equipment.

**Operation & Maintenance of Plant & Equipment** - It is the responsibility of the senior management team to ensure that all plant and equipment is operated and maintained in accordance with manufacturer's guidelines and the defined safe systems of work. All plant and equipment will be subject to a formal documented maintenance and/or inspection schedules. The details in relation to all maintenance or inspection regimes must be maintained and made readily available upon request. The director responsible for management of health and safety systems has a duty for monitoring via audit and inspection adherence to the defined safe systems of work and maintenance/inspection regimes. In the event of any plant and equipment being used for and on behalf of Neways

being identified as being unsafe, for any reason, an internal improvement or prohibition notice will be issued against the use of the equipment in line with procedure until such time that the plant or equipment has been suitably and effectively repaired.

**Disposal of Plant and Equipment** - It is the responsibility of the senior management team, with advice from the director responsible for management of health and safety systems where appropriate, to ensure that the disposal of any plant and equipment by Neways is in accordance with the appropriate legislative requirements and that the item is removed from the asset management system. Where an item is removed from use pending disposal it is the responsibility of the senior management to ensure that it is suitably secured and/or disabled to prevent further or inadvertent use.

## **Health Surveillance**

### **Introduction**

Control of Substances Hazardous to Health Regulations, specifically refer to health surveillance as follows:

Health surveillance shall be treated as being appropriate where:

- The exposure of an employee to a substance hazardous to health is such that an identifiable disease or adverse health effect may be related to the exposure;
- Where there is a reasonable likelihood that the disease or effect may occur as a direct result of their employment and there are valid techniques for detecting indications of the disease or effect;

### **Medical Conditions**

The main conditions, which require health surveillance, are occupational asthma and dermatitis. In addition, specific surveillance is required for operatives using carcinogens (cancer causing agents), although at present there are no appropriate screening tests for the monitoring of occupational related cancers.

The Company COSHH Assessments clearly identify substances to which exposure may lead to the need to carry out health surveillance. Any queries regarding this issue can be referred to the director responsible for the management of health and safety. He / she will also co-ordinate all health surveillance, over and above self-examination by operatives.

### **Policy**

The Company will fulfil its responsibilities under the COSHH Regulations by providing education and training to employees and subcontractors at induction and other suitable training sessions, with the overall co-ordination being carried out by the director responsible for the management of health and safety in association with the other directors / management team.

Employees and subcontractors must be made aware of the hazards associated with using the various substances, and advised that the hazards are avoidable providing they use the required control measures.

Individuals must be instructed to report problems associated with the use of substances to their line manager / supervisor.

Any individual showing signs of abnormalities should be instructed to visit his GP for advice / treatment.

## **Carcinogens**

As the majority of occupational related cancers cannot be detected early enough to allow them to be treated, it is essential that the use of carcinogens is controlled by adequate education and control.

The main carcinogen used regularly within our industry is bitumen. Bitumen is listed as a carcinogenic substance, as it contains several carcinogens whose carcinogenicity varies according to its source and the temperature at which it is used.

The cancers associated with the use of bitumen are mainly to the lungs resulting from prolonged inhalation and to a lesser extent skin cancers associated with frequent sustained contact.

At present, there is no simple way to screen for lung cancer, other than to arrange for regular chest x-rays. However, as cancers within their early stages are not always detectable by x-rays, it would be advisable to instruct operatives suffering from chronic coughs, chest pains and breathlessness to seek medical advice.

Other substances used within our industry which are known to cause cancers are:

- Hardwood dusts which cause cancer of the nasal sinuses
- Silica dusts which precipitate lung cancer as well as causing fibrosis.

Again there are no easy methods for screening for these cancers. As such it is essential that suitable control measures are implemented.

## **Occupational Dermatitis**

Dermatitis is the commonest industrial disease within the construction industry, and is usually treated as being an integral part of the job. As the list of substances that can cause dermatitis is enormous there are likely to be few construction workers who are not at risk. The commonest substances that cause dermatitis are cement, and epoxy adhesives and rubber (from gloves and masks), with poor personal hygiene also being a contributing factor.

There are two principal reasons for screening for dermatitis other than complying with the law. These being:

- If the problem is allowed to continue without treatment, the condition can become so severe that the individual has to stop work;
- Should the condition become so severe that the operative has to cease work, the Company would be liable for an industrial injury claim by the individual(s);

Screening for dermatitis in its early stages can be carried out by anyone. The main symptoms being any or all of the following:

- Damaged painful skin;
- Red or inflamed skin;
- Dry and cracked skin;

The vast majority of these rashes are found on exposed skin, usually the arms below the elbows, the hands, the face and sometimes the legs below the knee.

If a supervisor / manager notices individual(s) with these symptoms or has them brought to his attention, the individual must be referred directly to their GP for further diagnosis / treatment.

The individual must be advised that their condition may be occupationally related. In addition the individual's GP should be asked to give an opinion whether the condition is occupational and to notify the Managing Director accordingly.

### **Occupational Asthma**

Many substances can cause asthma and these will usually be listed in the hazard data sheet. The condition only affects those who are allergic to the substance. Other operatives may be found to be working with the same substance without any effect. It can therefore be seen as a sign of weakness; as such people with a history of asthma will often deny that they have a problem.

Operatives should be screened for occupational asthma for exactly the same reasons as for occupational dermatitis. .

Individuals who are allergic to a substance will display the following symptoms:

- Usually exposure is followed rapidly by breathlessness, with the individual leaving the job without giving a reason. Sometimes, however, the breathlessness may come on several hours after exposure, or even in the night. When this happens, the individuals do not make the link between exposure to the substance and their breathlessness. The key being that the breathlessness does not occur on rest days or holidays;
- If a supervisor / manager notices individual(s) with these symptoms or has them brought to his / her attention, the individual must be referred directly to their GP for further diagnosis / treatment. In which the individual must be issued with a letter to their GP from the Company;
- The individual(s) must be advised that their condition may be occupationally related. In addition, the individual's GP should be asked to give an opinion whether the condition is occupationally related and to notify the Managing Director accordingly;