



**THE POLICY,
ORGANISATION
AND ARRANGEMENTS
FOR THE MANAGEMENT
OF
HEALTH AND SAFETY
FOR
EDGE DESIGN WASHROOMS LTD.
IMAGE HOUSE
75 OSWIN ROAD
LEICESTER
LE3 1HR**

Reviewed January 2018



EDGE DESIGN WASHROOMS LTD.

COMPANY HEALTH AND SAFETY POLICY

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Relevant parts of the policy will normally be brought to the attention of new employees within two weeks of them joining the company. The complete Policy is retained at the Company offices at: -

Edge Design Washrooms Ltd.
Image House
75 Oswin Road
Leicester
LE3 1HR
Tel. 0116 326 0060
Email : info@edgewashrooms.co.uk



COMPANY HEALTH AND SAFETY POLICY

INTRODUCTION

Construction Design Management 2015, the Health and Safety at Work Act 1974 and associated legislation including the Management of Health and Safety at Work Regulations 1999; require Employers to organise safe systems of work and publish a written policy setting down their commitment to safe working practice and their procedures to ensure that the stated objectives are achieved.

Edge Design Washrooms Ltd. are fully committed to the highest standards of accident prevention as illustrated by the excellent record, achieved by the total co-operation of all those concerned, both office and site based, willingly complying with relevant legislation and Company rules. Adherence to the principles and practices set out in this policy should ensure that everyone involved in Company activities, operates safely and to their full potential and that detailed requirements of relevant legislation, are fully met to the benefit of everyone.

Part One of the Policy consists of a signed and dated declaration on behalf of the Proprietor of the Company and a series of policy objectives and personal responsibilities of both members of the management team and employees under the Health and Safety at Work Act.

Part Two details internal Company procedures for dealing with a series of Health and Safety related issues to ensure that the best practice is followed and statutory duties complied with.

Part Three provides general guidance on a wide variety of relevant matters.

Part Four sets out the Company's environmental policy.



THE STATEMENT OF INTENTION

The Directors and Management of **Edge Design Washrooms Ltd.** fully understand that it is their statutory duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, sub-contractors and any member of the public, who may be affected by Company activities, and undertake to carry out all measures considered reasonably practicable, to promote and maintain a healthy and safe environment when carrying out any operation over which control is exercised, and to organise and maintain a safe system of work enabling all such operations to be carried out with the minimum of risk and of danger.

Safety Plans; Method Statements; Risk Assessments and Permits to Work will be provided whenever dictated by circumstances.

The Company will ensure that competent health and safety advice is readily available through membership of Leicestershire Construction Safety Association Limited whose Safety Officer will arrange appropriate inspections, audits and surveys of registered sites to ensure full compliance with statutory requirements and good working practices. The Safety Officer is fully authorised to stop any work, on any site, where he considers undue risk is being taken and serious injury likely. Any work stopped will not continue until reliable confirmation is received that the identified hazards have been removed, eliminated, reduced or are controlled.

The Company will pay due regard to British Regulations; European Standards; Approved Codes of Practice and any Guidance Notes issued on health and safety matters, and ensure that they are implemented at the design, planning, construction and maintenance phases of all contracts where control is exercised.

The undersigned is ultimately responsible for all matters appertaining to health and safety within the Company and will ensure that the contents of the Policy are brought to the attention of all employees, staff, clients and any sub-contractors with a view to implementation and compliance at all times. The Policy may be added to or amended following advice from the Safety Officer or enforcing authorities.

Health and Safety will be kept under constant review and form a permanent item on the agenda of all staff briefings and employee consultation activities relevant accidents; incidents; requests or suggestions for improving the Company's safety performance, will be discussed with a view to implementation.

Signed 

Date 03/01/18 PAUL FOSTER Managing Director



POLICY OBJECTIVES

The safety and health of all employees, staff, sub-contractors and members of the general public is an integral part of the responsibility of the Directors and Management of **Edge Design Washrooms Ltd.** which can only be achieved with the active co-operation and commitment of all involved, sharing the same objectives which are: -

- a) To make proper provision for the health and safety of all employees, and others over whom control is exercised, working within the framework of legal requirements, and to seek to attain standards equal to best-known practice.
- b) To identify all hazards and assess all risks to health and safety arising from work practices and procedures, and to introduce appropriate control measures to remove, reduce, minimise or control the hazard thus controlling the risk.
- c) To provide all the necessary safety devices and protective equipment deemed to be necessary, and to supervise its use and maintenance to ensure proper application.
- d) To monitor where necessary, the unavoidable exposure of staff in hazardous situations and arrange appropriate medical surveillance where necessary.
- e) To provide suitable and sufficient supervision by competent persons of all operations.
- f) To provide integrated job safety training for all employees and additional specific training where this is necessary.
- g) To organise a system of joint consultation for the promotion of good practices covering health and safety.
- h) To set, and maintain by good example, a high standard of safety awareness and personal conduct.
- i) To make available where required, a comprehensive Safety Plan in co-operation with clients, Principal Designers, Principal Contractors or other sub-contractors, involved in joint projects.



RESPONSIBILITIES OF MANAGEMENT

MANAGING DIRECTOR

The Managing Director is ultimately responsible for all matters appertaining to health and safety within **Edge Design Washrooms Ltd.** He must ensure that adequate financial resources, and time, are made available to fully implement the published Health and Safety Policy and ensure its contents are known, understood and implemented by all members of the management team and that it is kept under regular review.

OTHER DIRECTORS

Have responsibility for ensuring compliance with legislation covering all sister companies, site work, public safety, plant, machinery and equipment and also for ensuring that risk assessments and method statements are provided where necessary. They must ensure that the contents of this Health and Safety Policy are brought to the attention of all employees and sub-contractors.

COMPANY SECRETARY

The Company Secretary must ensure that all liabilities have been evaluated and that adequate insurance is obtained to cover all insurable costs. He/she must also ensure a system is in place to ensure full compliance with legal requirements appertaining to first aid; fire prevention; welfare arrangements; statutory documentation and site registration and that training and personnel files of all employees are maintained.

HEALTH & SAFETY ADVISOR

The Health & Safety Advisor is responsible for ensuring management are kept informed of the implications of current legislation, for assisting with the development of the Health and Safety Policy and Safety Plans and for bringing to the attention of management any defects or omissions noted during site inspections, audits or surveys. He will advise on, and organise where necessary, training requirements relevant to health and safety.

SITE FOREMEN AND SUPERVISORS

Site Supervisors are responsible for the implementation of the Policy, Site Rules and Statutory requirements. He is responsible for the general conduct of those on site and for the organisation of good working practices for the completion of tasks. He is responsible for implementing advice given by Health and Safety Executive Inspectors, Company Safety Officer or others with a genuine interest in promoting health and safety on site.



EMPLOYEE RESPONSIBILITIES AND SITE RULES

The Health and Safety at Work Etc. Act 1974 and associated legislation requires **Edge Design Washrooms Ltd.** to produce and bring to the attention of all employees and Sister Companies, a written Policy on health and safety.

The same legislation also imposes a legal duty on all employees to co-operate with the Company in striving for the highest standards and avoid creating risks to their own and other employees safety and to avoid putting at risk from any cause, any member of the public. Whilst it is impossible to detail all the hazards, which may arise from the Company's activities it is, by complying with simple legal requirements and basic good practice, that most can be avoided.

Edge Design Washrooms Ltd. are an established Company with an excellent safety record and are a responsible employer willing to make every effort to reduce risk and avoid injury and ill health.

They will not therefore tolerate anyone who will not: -

- a) Co-operate with the Company in carrying out agreed procedures, use the specified equipment and tools for the job in hand, or utilise prescribed personal protection.
- b) Take reasonable care for the safety of themselves, other workers or members of the public, by not acting recklessly or illegally when carrying out their work.
- c) Refrain from interfering with anything provided in the interests of health and safety such as first aid items, fire extinguishers and escape routes, machine guards and health and safety notices and posters etc. or misuse items of personal protective equipment such as hard hats, gloves, and footwear etc.
- d) Refrain from horseplay or violent behaviour, use of foul and abusive language, misuse facilities provided by the Company or others, in the interests of health, safety or welfare such as canteens and toilet facilities.
- e) Observe all mandatory, prohibitive and warning signs or notices and accept the requirements of any agreed Safety Plan or the reasonable instructions of authorised members of management issued in the interests of health and safety.

Edge Design Washrooms Ltd. does not expect any employee to work in hazardous conditions or take undue risk in their work. If there is any doubt, the work should stop and guidance sought initially from the Site Supervisor.

Every employee is reminded that under the Health and Safety at Work Etc. Act prosecution may follow the death or injury of a colleague if lack of co-operation, care or none compliance with any legal requirements, is a proven cause.



TO BE DISPLAYED ON SITE

POLICY ARRANGEMENTS FOR HEALTH AND SAFETY

The principle of our safety effort is to “Manage Health and Safety”

Edge Design Washrooms Ltd. Believe that we will achieve our health and safety policy with the following arrangements: -

1. MANAGEMENT COMMITMENT

Management’s visible commitment is the basis for achieving safety excellence. Without the visible support of our management, the health and safety of our workforce will always be in conflict with other priorities such as targets, costs and profit. Visible commitment from the top generates confidence in the management structure, confidence that enables individuals to generate and take up their own initiatives in pursuit of excellence, knowing full well that they have total support for their efforts.

2. LEGISLATION AND COMPANY DIRECTIVES

All operations and work carried out by **Edge Design Washrooms Ltd.** will be governed by a wide range of statutory Acts, Regulations, Approved Codes of Practice, Company Directives and other documents which whilst they may not carry the weight of the law, are structured to help compliance with the law. The Company for reference holds full copies.

The Company will pay due regard to, Approved Codes of Practice and Guidance Notes issued from time to time on health and safety matters and ensure that they are implemented at the design, planning, construction and maintenance phases of contracts.

3. DEVELOPMENT and TRAINING

A quality-training programme is fundamental to any effective health and safety programme. Putting into place high standards, skills, work practices and understanding that reflects our ever-increasing health and safety demands. Managers and Supervisors must be developed to manage and administer health and safety within their departments and sites. Leicestershire Construction Safety Association Ltd. will provide operative health and safety awareness training.

4. METHOD STATEMENTS and RISK ASSESSMENTS

Each operation within the Company will be provided with a method statement and risk-assessment, sub-contractors will be responsible for providing them for their operations. They will be kept in the site Health and Safety file and discussed with operatives via a ‘Tool-box’ talk before the work commences. Risk assessments and method statements will be made available at all times.

Continued over page



5. ADVICE, INSPECTIONS, AUDITS and SURVEYS

The Company will ensure that competent health and safety advice is readily available through membership of the Leicestershire Construction Safety Association Ltd. whose appointed Safety Officer will arrange appropriate visits to registered sites to ensure compliance with statutory duties and good working practices. The Safety Officer is fully authorised to stop any site where he considers undue risk is being taken and serious injury is likely. Any work will not continue until reliable confirmation is received that identified hazards have been removed or controlled. Management will also carry out inspections of sites under their control.

6. COMMUNICATION

There are many techniques of drawing employee's attention to health and safety issues, but the most effective way of influencing people in health and safety is by expressing or communicating personal commitment. The best place for this type of communication is in the workplace "on-the-job" 'Tool-box' talks will be used for this purpose.

7. ACCIDENT/INCIDENT INVESTIGATION

All major injuries, over 7 day accidents, dangerous occurrences and any noteworthy incident/near miss will be investigated to establish the cause and introduce recommendations to prevent any recurrence. All accidents/incidents classified under RIDDOR (2013) and Health and Safety at Work Act (1974) will be reported forthwith to the Health and Safety Executive.

8. EMERGENCY ROUTE TO NEAREST HOSPITAL A& E



COMPANY PROCEDURES

CONSULTATION WITH EMPLOYEES

Health and Safety (Consultation with Employees) Regulations 1996

Under these Regulations your employer is required to consult with his employees about health, safety and welfare matters where there are not already formal consultations through appointed Safety Representatives of recognised Trade Unions.

The prime objective is the continuation of improvement in health and safety resulting from existing legislation and evident throughout the Company.

Consultation takes place through elected representatives conveying information to their colleagues or through direct contact with each employee.

Detailed procedures adopted by the Company for dealing efficiently with foreseeable health, safety and welfare matters, are reviewed approximately every two years when every opportunity is given for employees to express their views in the light of their experiences or information on: -

- a) Any matters in the workplace, which may substantially improve their health and safety.
- b) Any plans for consulting competent persons to improve health and safety or improve the internal procedures for improving safety performance.
- c) Improving the flow of information on risks to health and safety and the introduction of preventative measures.
- d) Increasing the scope of in Company training and the introduction of any specific training appertaining to activities.
- e) The consequences of any new equipment plant or tools on health and safety and discussion of new technology appertaining to Company activities or new legislation.



DRUG AND ALCOHOL ABUSE

Drugs, including alcohol, are taken for various reasons and can affect the body and mind in various ways. Some effects can be prolonged and extend beyond recreational time into working time where users can be a danger to themselves, colleagues, and members of the public. Your employer has responsibilities under the Misuse of Drugs Act 1971 and the Health and Safety at Work Etc. Act 1974, and is required to take such action as will minimise the consequences outlined above.

Your employer will therefore do what is practicable to avoid or reduce the effects on the individual, other employees, the public and the environment, by: -

- a) Encouraging any employee with a known drug problem to seek help and treatment.
- b) Appoint a named individual to monitor and implement agreed action.
- c) Discuss with affected employees various treatments and rehabilitation or, alternative employment possibilities.
- d) Arrange for regular reviews of the situation and explore ongoing educational possibilities.
- e) Explain that if help is refused and impaired performance continues, disciplinary action is likely to follow.

Drug and alcohol abuse is a sensitive issue and any action should be agreed with the workforce representative. It may be necessary to introduce drug screening as part of any pre employment examination particularly in key jobs such as plant operation where impairment of judgment due to drugs, could have disastrous effects.

ACCIDENT REPORTING PROCEDURES/FIRST AID

All accidents involving personal injury must be reported to the Site Supervisor, First Aider or the Appointed Person.

Full details of any injury must be inserted into the Accident book kept on site.

Any accident not resulting in personal injury but damage to property, plant or machinery, must be reported to the Site Supervisor.

Under the reporting of Injuries, Diseases or Dangerous Occurrences Regulations 2013 (RIDDOR), all serious injuries or diseases or any incident which causes serious disruption, must be reported to the Site Supervisor as soon as possible to allow the Health and Safety Executive



to be informed and that the Company Safety Officer can also be informed so that investigations into the circumstances can be carried out. Such incidents will involve the death of an employee, bone fractures, serious eye injuries, electric shock or burns, loss of consciousness, serious illness due to inhalation or swallowing of substances or any injury which requires the admittance to hospital for more than 24 hours or any employee not being deployed to his normal duties for more than 7 days due to any injury sustained at work.

Dangerous Occurrences will involve the overturning of a crane, failure of any lifting equipment, electric short circuit causing a fire or an explosion, major scaffold collapse etc.

TRAINING REQUIREMENTS FOR FIRST AIDERS

The Health and Safety (First Aid) Regulations 1981 require employers to provide such equipment and facilities as are adequate and appropriate, to enable first aid to be rendered to employees should they become injured or ill at work.

First Aid boxes and personnel will be provided in accordance with the numbers of employees on site and the hazards that are involved.

The Regulations specify two types of personnel to render first aid: -

- i) A qualified First Aider who holds a current certificate issued by one of the approved bodies i.e. St. John Ambulance or Red Cross, on major construction sites.
- ii) An Appointed person who is able to take charge in an emergency and who has received sufficient training to know what to do, on smaller sites.

Regulation first aid boxes are readily available, containing basic materials for the number employed on site, which must be kept on the job, in a prominent position, and not taken away in the works van, whilst persons are on site. The contents should be checked regularly and any missing items replaced.



EMERGENCY PROCEDURES

An ASSEMBLY POINT for emergency purposes will be identified and designated for all sites, this will be made known to all persons on site at the start of the project.

Should a fire or an accident occur it will be reported immediately to the site supervisor who will decide what course of action is required, if serious notify the emergency services immediately.

THE CONTACT NUMBER FOR ALL EMERGENCY SERVICES IS: **999**

In addition all emergency procedures as provided by any Client and or Principal Contractor will be complied with.

The nearest Accident and Emergency Hospital will be identified before any project starts.

**Leicester Royal Infirmary
Infirmary Square
Leicester
Leicestershire
LE1 5WW**

Tel: 0300 303 1573

YOUNG PERSONS UNDER 18 YEARS

Young persons under 18 years of age will not be allowed to drive or operate any mechanical plant or machinery unless receiving training under close personal supervision of a competent person.

Whilst carrying out any work all persons under the age of 18 years will be under general supervision by a competent person.

All young persons under 18 years of age will receive Health and Safety induction before undertaking any practical work.

Any young person under 18 years of age must be registered with the Local Careers Officer.

ELECTRICITY AT WORK



The dangers from unsafe use of electrical equipment cannot be over emphasised in construction work where damp conditions usually predominate. All possible steps will be taken to prevent danger including the installation of automatic earth leakage detection on the incoming mains supply and the use only correct fittings and properly made connections.

A major feature now used in construction work is the wide use of 110 voltage systems and equipment, which this company is taking active steps to make standard on all hand held tools and equipment. This system when properly applied ensures that the maximum shock received is restricted to 55 volts, which will be easily sustained by a healthy individual. Only approved, 110 volt plugs and sockets on cables which are distributed from an approved transformer placed close to the mains supply are to be used, these must be checked regularly and before use.

Battery operated hand tools are becoming increasingly popular and pose no danger of electric shock and are to be encouraged.

Where mains voltage equipment is the only option for very good reasons, only items with inbuilt safety features such as double or all insulation, will be acceptable when used in conjunction with an individual circuit-breaking device (RCD).

SAFE WORKING PROCEDURES, INSPECTION AND MAINTENANCE OF PORTABLE ELECTRICAL APPLIANCES



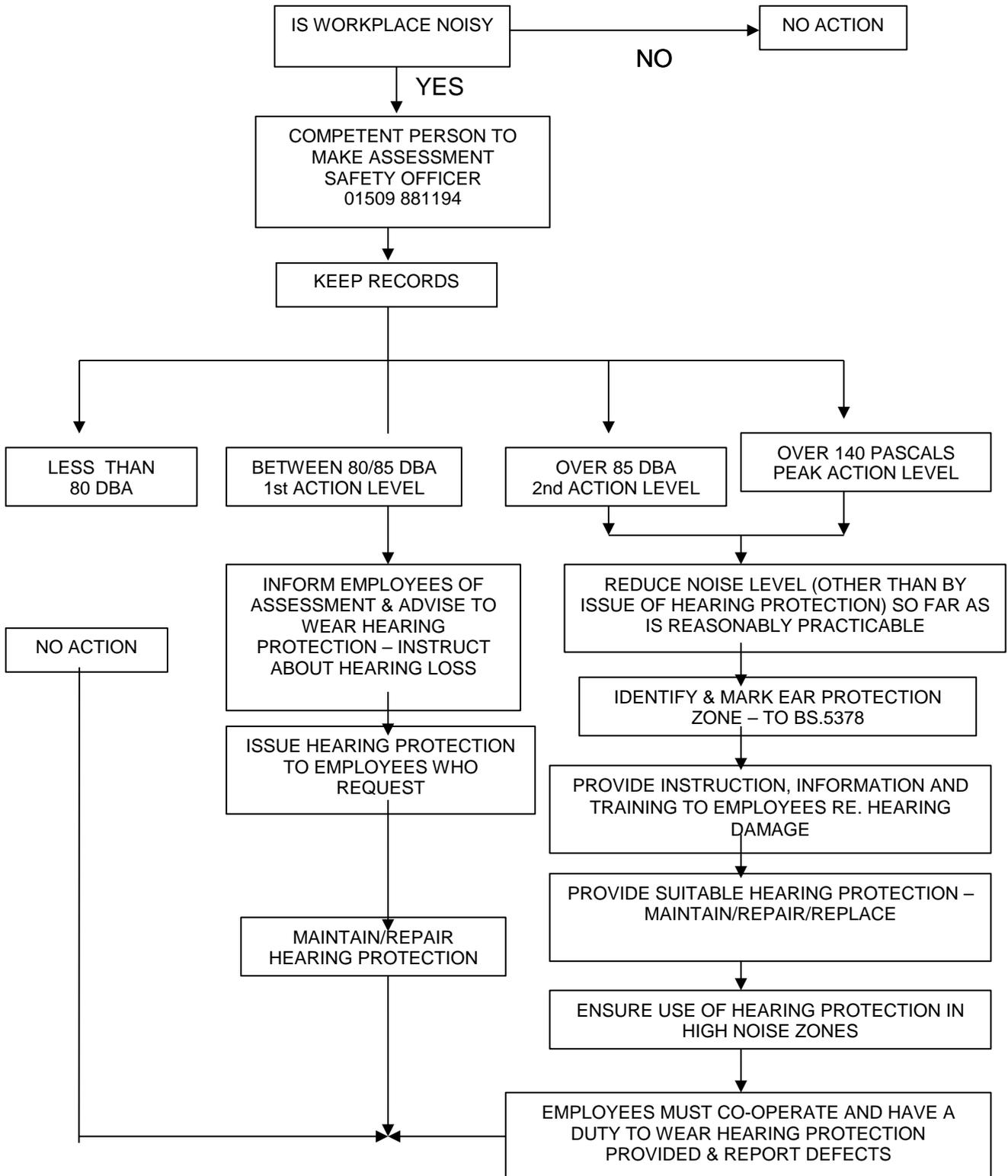
1. The safe condition of equipment should be ensured by regular inspection and corrective action.
2. Protective devices should be tested at intervals as laid out below. Fuses and other protective devices are not to be rendered inoperative or have their operating values changed without authorisation.
3. Items of portable electrical equipment found to be unsafe for use are to be segregated and identified as such until they are made serviceable.
4. All equipment should be stored in a cool, dry place in a tidy manner.
5. Each item of equipment should have an individual number, which uniquely identifies it.
6. Any limitations on the performance or restricted use of the appliance should be noted.
7. When an item of equipment is used, a visual check of the appliance, cable and plug for signs of damage should be made. Any appliances, which appear to be defective, should not be used until a thorough check has been made.
8. Once in every three months, a more thorough check of appliances should be made which includes: -
 - a) The cable should be carefully checked along its entire length.
 - b) The plug should be checked for signs of damage, the plug cable clamp is in the correct position and a fuse or other protective mechanism of the correct value is in place. Protective equipment, such as fuses, should not be rendered inoperative or have their value changed without authorisation.
 - c) Clean the motor by blowing through a jet of clean, dry air. Take off the switch cover and remove metallic particles, sawdust etc.
 - d) The current carrying capacity of the earth wire should be checked. Double insulated items of equipment may not have an earth wire.
 - e) The insulation resistance should be checked and the value recorded. This is usually carried out by a flash test of up to 4 kV, depending on the capacity of the appliance.
 - f) Thoroughly examine all parts for wear and lubricate with the recommended grease. Do not over lubricate as grease expands when heated and may damage the appliance.



- g) Examine the carbon brushes and replace if there is excessive sparking. Change brushes in pairs. Do not allow brushes to wear below eight millimetres in length, as the spring loading will be too weak to keep them on the commutator correctly.

Equipment used in very dirty areas may need attention more frequently. A record should be kept of the date of each check and any work that was carried out on each appliance.

CONTROL OF THE NOISE AT WORK REGULATIONS 2005 - ACTION PLAN





CONTROL OF VIBRATION

Hand-Arm Vibration Syndrome (HAVS)

- HAVS affects the nerves, blood vessels, muscles and joints of the hand, wrist and arm.
- It can become severely disabling if ignored.
- It includes vibration white finger, which can cause severe pain in the affected fingers.

The early signs and symptoms are:

- Tingling and numbness in fingers (which can cause sleep disturbance).
- Not being able to feel things with your fingers.
- Loss of strength in your hands (you may be less able to pick up or hold heavy objects).
- In the cold and wet, the tips of your fingers may go white then red and painful on recovery (vibration white finger).

If you continue to use high vibration tools these symptoms will probably get worse, for example.

- The numbness in your hands could become permanent and you won't be able to feel things at all.
- You will have difficulty picking up small objects such as screws and nails.
- The vibration white finger could happen more frequently and affect more of your fingers.

You are at risk if you regularly use hand-held or hand guided power tools and machines such as:

- Concrete breakers, concrete pokers.
- Sanders, grinders, disc cutters.
- Hammer drills.
- Chipping hammers.
- Chainsaws, brush cutters, hedge trimmers, powered mowers.
- Scabblers or needle guns.

You are also at risk if you hold workpieces which vibrate while being processed by powered machinery such as pedestal grinders.



CONTROL OF VIBRATION continued

How to reduce the risk?

It is the employer's responsibility to protect against HAVS, but you should help by asking if the job can be done without using vibrating tools and machines. If this cannot happen:

- Ask to use suitable low-vibration tools.
- Always use the right tool for each job (to do the job more quickly and expose you to less hand-arm vibration)
- Check tools before using them to make sure they have been properly maintained and repaired to avoid increased vibration caused by faults or general wear and tear.
- Make sure that cutting tools are kept sharp so that they remain efficient.
- Reduce the amount of time you use a tool in one go (trigger time) by doing other jobs in between or rotating the work with other operatives.
- Avoid gripping or forcing a tool or workpiece more than you have to.
- Store tools so that they do not have very cold handles when next used.
- Encourage good blood circulation by:
 - keeping warm and dry (when necessary wear gloves, a hat, waterproofs and use heating pads if available);
 - giving up or cutting down on smoking because smoking reduces blood flow; and
 - massaging and exercising your fingers during work breaks.

What else can you do?

- Learn to recognise the early signs and symptoms of HAVS.
- Report any symptoms promptly to your supervisor.
- Use the control measures that the Company has put into place.



FIRE PREVENTION ON SITE

Where possible, combustible materials should be stored outside the main buildings with suitable fire breaks between to prevent fire spreading from one building to another.

Highly flammable gases, liquids or materials must be kept in a separate store, properly marked and protected.

Waste products or rubbish should be prevented from accumulating in spaces below raised huts and grass or undergrowth should be kept as short as possible.

Space heaters must be fixed to a non-combustible base and fitted with a similar surround, it should also conform to the relevant British Standards.

Portable cooking arrangements should be sited at bench level well clear of combustible walls or other materials, wherever possible electrical power should be connected which will allow the use of a microwave oven and eliminate the use of gas cooking facilities.

Means of extinguishing a fire should be provided and should be maintained in first class condition by regular testing and inspection.

All site personnel should be instructed in the use of emergency fire fighting equipment and of procedures to be taken should a fire occur.

The agreed procedure for dealing with a fire on site should be displayed.

A "Permit to Work" system should be employed where any 'hot work' is carried out.



THE MANAGEMENT OF C.O.S.H.H.

IN THE OFFICE

Estimators, Quantity Surveyors and all who have sight of pre-contract documents, should be aware of The Control of Substances Hazardous to Health Regulations and should make reference to the use of substances and materials covered by the regulations in all documents.

They should check in their register of hazardous materials to see if the material or substance is listed. If it is listed with a 'High Risk' classification they should advise the Client, Planning Supervisor, Architect etc. and ask if they can suggest a safer alternative. If a safer alternative cannot be found, the risks associated with the material or substance and the recommended protective measures should be included in all documents including all Health and Safety plans. Any reference to any material or substance, which gives them concern and is not in the register, should be referred to the Client, Principal Designer, Architect, Supplier and Safety Officer.

ON THE SITE

Managers, Agents or Foremen should be issued with a copy of the HSE Guidance note on the Control of Substances Hazardous to Health Regulations and the register of hazardous materials.

Reference in contract documents to any material or substance, which could be hazardous, should be noted and the availability of any protective measures recommended in the register checked.

Any hazardous material or substance arriving on site prior to their use should be placed in a suitable and secure store as should any protective clothing or equipment associated with its use. Classification of the risk should be indicated on the containers.

IN THE WORKSHOP

A check should be made of all materials and substances within the workshop, which could be considered hazardous. Items noted should be checked with your register of hazardous materials and the degree of risk and the necessary protection noted. Those not required should be disposed of in an approved manner and the remainder placed in a secure and suitable store. The protective clothing or equipment prescribed be obtained and also placed in a secure store.

Prior to issue of any of the materials/substances and or protective clothing or equipment, the user must be made fully aware of the details of the assessment in your register and an assurance given that he/she fully understands the steps that must be taken to ensure his/her own health and safety and that of anyone else who may be affected.



THE MANAGEMENT OF C.O.S.H.H. continued

Any materials or substances giving cause for concern and not listed in the register should be referred to your manager or safety officer.

Situations where it is considered the processes that are being carried out are creating risks to health should be referred to your Manager who, in consultation with your Safety Officer will arrange a measured evaluation either by a personal sampler, or in- situ monitoring.

PROTECTIVE CLOTHING AND EQUIPMENT

Prior to issue of any of the materials/substances and/or protective clothing or equipment, the user must be made fully aware of the details contained in the assessment in the register and an assurance given that he/she fully understands the steps he/she must take to ensure the health and safety of themselves and others who may be affected. A means of recording that this has been carried out must be available. All the clothing and equipment issued must be checked to see that it is good condition and working correctly and details of the inspection entered in the record book.

UNSCHEDULED MATERIALS

Any materials or substances arriving on site which give cause for concern and are not referred to in the contract documents or listed in your register should be referred to your Contracts Manager or Safety Officer. Any process, which you consider a health or safety risk, should also be referred to your Contracts Manager who after consulting your Safety Officer will arrange for a measured evaluation to be carried out if necessary.

Materials or substances discovered moving onto a site, which appears, suspicious or in any way hazardous, should not be moved. The Client/Occupier should be asked to provide their assessment of any risk and the protective measures needed to ensure health and safety. If no assessment is available then formal identification by sampling will be necessary and can be arranged through your Contracts Manager.

Sub-Contractors, bringing materials/substances onto site not specified in the contract documents, i.e. working materials, should be asked to supply copies of their assessments of those materials/substances for inclusion in your own register.



C.O.S.H.H. ASSESSMENT

Assessment of a substance considered a risk to health, as required by the Control of Substances Hazardous to Health Regulations 2002, which it is intended to use on

See site specific accompanying documents

KNOWN TRADE NAME.....

COMPOSITION.....
.....

STORAGE REQUIREMENTS.....

HANDLING PRECAUTIONS.....
.....

HAZARDS.....
.....

PROTECTIVE MEASURES.....
.....

**IMMEDIATE TREATMENT
IN EMERGENCY**.....

SECONDARY ACTION.....

SUPPLIER CONTACT.....

Accepted standards of personal hygiene must be observed and all material/substance waste and empty containers disposed of in an approved manner or returned to the depot.

Issued to..... (Name) Issued by..... (Name)..... (Position)



GUIDANCE NOTES

PERSONAL PROTECTIVE EQUIPMENT

The Personal Protective Equipment at Work Regulations 1992 requires the provision of suitable protective equipment where a risk to health and safety cannot be controlled by other means.

Hard hats

Under the requirements of the Head Protection Regulations 1989 hard hats must be worn where there exists a risk of head injury from any cause other than from falling and where the employer makes it a rule.

Masks and Respirators

Under the Control of Asbestos Regulations 2012 and the Control of Substances Hazardous to Health Regulations 2002 masks and respirators of various types must be worn in specified conditions, which will be identified as required.

Ear Defenders and Plugs

The Control of Noise at Work Regulations 2005 specifies action levels at which protection of hearing becomes mandatory. On contracts where it is anticipated that the noise level may be excessive, tests will be carried out by the Safety Adviser and if action levels exceed 85 decibels ear protection will be provided for your use and notices displayed. If the noise level is in excess of 90 decibels ear protection will be issued and you must wear it while exposed to that degree of noise. Every attempt will be made to reduce the noise at source but if this fails you must protect your hearing.

Eye Protection

The Protection of Eyes Regulations 1974 requires you to wear goggles or shields if there is a risk to your eyesight. Obvious operations when this will apply include grinding, disc cutting, chemical brick cleaning, when using a cartridge operated tool, etc. or whenever an operation keeps making you blink. Remember you are on your last pair of eyes so protect them!

Foot Protection

Some 30,000 foot injuries occur every year, many of which could have been prevented if suitable protective footwear fitted with steel toecaps had been worn.

Where these are available they should be worn and the wearing of soft toed trainers, etc. vigorously discouraged.

Personal Protective Equipment is regarded as a last resort in the prevention of injuries and to be effective must be used properly and looked after.



CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

All construction type work that will continue for 30 days or more or at least 500 person days will be notified to the Health and Safety Executive.

At tender stage, the Company will assess any significant and foreseeable hazards and evaluate the risks that may be created, suitable and sufficient control measures will be introduced to eliminate or reduce the risks to a level so far as is reasonably practicable, this will be reflected in the tender price.

Once appointed, the Company will take forward the pre-construction information and to develop and implement the construction phase health and safety plan for the project, this plan will become the main document together with method statements and risk assessments for managing health, safety and welfare of the project.

Procedures for monitoring and reviewing activities of the project will be organised by the Company and will be set out in the health and safety plan.

Edge Design Washrooms are aware of their role under CDM 2015, whether this is Principal Designer, Principal Contractor or as a sub contractor working under the Principal Contractor. We also ensure that where we are Principal Designer we make the Client aware of their duties.

APPOINTMENT OF SUB-CONTRACTORS

The majority of sub-contractors used, are well known to the Company and have been used on previous occasions and have proven track records. Any sub-contractor who does not show total commitment and compliance with Health and Safety Legislation and procedures, will not be employed in the future.

Any new sub-contractor we employ, will satisfy us with information on their knowledge and experience of the type of work involved. They will prove adequacy and competence of labour, plant and materials the training of their staff and funding arrangements by completing the vetting procedure set out on pages 33 and 34 of this policy



WORKING AT HEIGHTS

All work undertaken at height will be carried out in compliance with the Work at Height Regulations 2005.

All scaffolds and mobile scaffold towers, will be erected by competent people who have received the necessary training and will conform to the relevant Regulations, European Standards and Manufacturers' instructions.

Every person on site that is to use any access equipment shall ensure that it is safe for its intended use. If there is any doubt as to the safety or suitability of any access equipment, it must be brought to the attention of management immediately and not used.

Scaffold inspections by a competent person must be carried out before a scaffold is first put to use, every 7 days, after inclement weather and following circumstances that are likely to affect the stability of the scaffold i.e. struck by a vehicle or plant, undermining etc. The person carrying out the inspection will record all details of it.

The results of the inspections will be kept for at least 3 months.

During roof work, edge protection consisting of guardrails and toe boards must be used.

The access ladder(s) to the roof must be secured and crawling boards must be used on sloping or fragile roofs. All openings including any skylights must be securely covered and marked or surrounded by a physical barrier.

Secure coverings or guardrails and toe boards must protect all floor openings or edges where a person is liable to fall.

Where it is not possible or practicable to install scaffold or guard-rails purpose provided fall-arrest equipment may be utilised by trained and competent operatives i.e. crash decking, safety netting, air and bean bags and finally safety harnesses.

The same rules apply as to scaffolding and guard-rails, all must be installed by properly trained people, statutory inspections made before being put to use, after any major alterations and at weekly intervals.



WOODWORKING MACHINES

Approximately 3, 000 accidents are reported to the Health and Safety Executive each year involving woodworking machines.

Accidents on three types of machine account for almost 70% of the accidents: -

Circular Saws 35%

Planing Machines 20%

Vertical Spindle Moulders 14%

Most of the accidents involve manual injury from contact with revolving cutters, with amputation of fingers a common result.

Training, supervision, good maintenance of guards, cutters and dust extraction systems will ensure the safe and efficient operation of these dangerous machines and reduce accidents to an absolute minimum.

LIQUIFIED PETROLEUM GAS (L.P.G.)

Properties

L.P.G. is colourless and its weight as a liquid is approximately half that of water. L.P.G. vapour is heavier than air.

Hazards

Because L.P.G. is heavier than air, the vapour will tend to fall to low level and flow along the ground finding the lowest places such as drains, cellars, basements and other low lying areas. In poorly ventilated areas the vapour will lie for some time.

If L.P.G. is mixed with air in proportions between 2% and 10% a flammable vapour is formed. Outside of this range the mixture is either too weak or too rich to ignite.

If a vapour/air mixture within the flammable range is present in a confined space, an explosion will result from the ignition.

Leak detection

Leaks of L.P.G. can normally be detected by smell before the concentration of vapour/air mixture reaches the lower flammable limit. Leaks from cylinders may be apparent by the formation of frost around the leaking area.



Application of a soapy solution to the area will confirm the presence of a leak by the formation of bubbles.

UNDER NO CIRCUMSTANCES SHOULD A LIGHTED MATCH OR A NAKED FLAME BE USED TO TRACE A SUSPECTED LEAK.

Storage

L.P.G. cylinders shall only be stored in a lockable purpose made compound open to atmosphere, all cylinders shall be stored in the vertical position. Empty cylinders shall be stored in an area set aside for them in the compound, these are just as explosive as full cylinders, it is therefore essential for all cylinder valves to be turned off at all times when not in use.

Smoking and naked flames are strictly prohibited in the storage area.

Emergency Action

If an emergency arises, the first consideration should be to avoid endangering human life.

The procedure should be as follows: -

Gas leakage without fire

Identify and isolate the leaking cylinder(s) and if possible stop the leakage.

If it is possible to stop the leak, remove the cylinder(s) to an area clear of buildings and people, and as far away as possible from any drains or source of ignition.

Leaking cylinders should be moved in such a way that the leak is uppermost. Summon the Fire Brigade and Police.

Gas leakage with fire

Apply the contents of a dry powder fire extinguisher onto the flames. Continue to cool the cylinder and others nearby with water. The Local Fire Authority recommends these measures. Summon the Fire Brigade and the Police.



The Road Traffic (Carriage of Dangerous Substances in Packages) Etc. Regulations 2009 .

INFORMATION SHEET FOR DRIVERS OF VEHICLES CARRYING LIQUIFIED PETROLEUM GAS (BUTANE/PROPANE) ETC.

Commercial Butane and Propane is a highly flammable liquid supplied under pressure in cylinders. It readily reverts to a gas when released to atmosphere through a leak or when the cylinder valve is opened when just 1 litre of the liquid will convert to 250 litres of gas. This is sufficient to cause a major explosion in a confined space.

The gas is heavier than air and will therefore collect at low level and travel long distances down inclines, along drains, etc. when it can 'flash back' from a source of ignition.

Cylinders, whether they are full or empty, must be stored upright in an outside store free of other materials with 'No Smoking' etc. signs displayed.

During transport of cylinders, whether they are full or empty, they should be secured in an upright position, where there is adequate, low level ventilation and a suitable fire extinguisher, which you know how to use.

Leaks usually occur around the valve assembly and can be detected by smell, by sound of escaping gas or by frosting around the leak. They can be confirmed by applying soapy water to the area.

Should a minor fire occur on the vehicle and not involving the cylinders it can be extinguished by the correct use of the fire extinguisher carried on the vehicle, after which the company office must be informed. If there is any risk of the fire involving the cylinders, park the vehicle in an isolated area if possible, enlist the help of others to clear the area and call the fire service using the 999 system. **THIS IS A SERIOUS EMERGENCY.**

In the case of leakage without fire, stop the vehicle, extinguish all obvious sources of ignition and try to stop the leak by checking that all valves are fully closed and ensuring that the vehicle is fully ventilated. If unsuccessful, enlist the help of others to keep onlookers away and notify the fire service and company office.

While awaiting the arrival of the fire service, cover any drain openings etc. and place your fire extinguisher upwind and display warning cones and signs if available. Do not leave the incident area until you have handed over to a fire officer.

RISK ASSESSMENTS (See accompanying file)



PERMITS TO WORK

Permits to work consist of a logical sequence of operations which when carried out correctly will ensure none of those involved come to any harm and ensure maximum freedom of danger, in a variety of particularly hazardous situations. Such situations will include when working in any confined space with an inadequate supply of breathable air such as ducting, tanks, underground rooms, roof spaces, deep trenches, sewers, etc.

They can also be utilised for particularly hazardous operations such as when using highly toxic or flammable materials, operations involving heat or excessive cold or in any situation where mistakes can be disastrous.

Normally all such situations will be identified well in advance of the work commencing and a suitable Permit to Work will have been devised and the necessary procedures and equipment made available.

Under no circumstances should work commence in any situation where it is suspected particularly hazardous conditions apply or materials are to be used. Ask if a Permit to Work condition applies and ask for guidance from your Supervisor or Safety Officer.



**SUB-CONTRACTORS VETTING FORM
 THE CONSTRUCTION (DESIGN AND MANAGEMENT REGULATIONS)**

To be completed at the pre-contract meeting

Name of Company _____

Address _____

Trade/Occupation _____

Telephone Number _____

Fax Number _____

Is your Company or are you adequately covered for insurance purposes?

Public Liability	Yes/No
Employee Liability	Yes/No

1. Have you been acquainted with the overall plan for this project? Yes/No

Have you requested any further information, which has been provided? Yes/No

2. Does your Company have a health and safety policy? Yes/No

Has this been brought to the attention of all your employees? Yes/No

Is the person ultimately responsible for health and safety named in the policy? Yes/No

3. Have risk assessments and method statements been provided for your work? Yes/No

Have you brought the contents to the attention of your employees? Yes/No

Have you specified and provided for use, personal protection, appliances or equipment? Yes/No

4. Is your on-site supervision familiar with all relevant statutory requirements? Yes/No

5. Have your supervisors and operatives received appropriate training and instruction? Yes/No

6. Will any trainees or under 18 years old operatives be on site? Yes/No



6. Will a trained first aider be available on site? Yes/No
- Does your Company employ a Health and Safety Advisor? Yes/No
7. Have all appropriate test/inspection certificates and registers been supplied for all machines and appliances? Yes/No
8. Have you had any RIDDOR reportable accidents or incidents in the last 3 years? Yes/No

**ALL DOCUMENTS, HEALTH AND SAFETY POLICY, METHOD STATEMENTS
RISK ASSESSMENTS, QUALIFICATIONS, LICENSES, TRAINING CERTIFICATION ETC. TO
BE PRESENTED TO MEETING**

Signed _____ Position _____ Date _____
(For Principal Contractor)

Signed _____ Position _____ Date _____
(For Sub-Contractor)

Note: All negative (no) answers must be addressed before work commences.



RELEVANT LEGISLATION

1. The Health and Safety at Work Act 1974
2. The Management of Health and Safety at Work Regulations 1999
3. The Construction (Design and Management) Regulations 2015
4. The Personal Protective Equipment Regulations 1992
5. The Manual Handling Operations Regulations 1992 Amended 2002
6. The Provision and Use of Work Equipment Regulations 1998 (PUWER)
7. The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
8. The Construction (Head Protection) Regulations 1989
9. The Control of Asbestos at Work Regulations 2012
10. The Electricity at Work Regulations 1989
11. The Control of Substances Hazardous to Health Regulations 2002
12. The Noise at Work Regulations 2006
13. The First Aid at Work Regulations 1981
14. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
15. The Confined Spaces Regulations 1997
16. The Work at Height Regulations 2005
17. The Control of Vibration at Work Regulations 2005



GENERAL GUIDANCE 1

Access Ladders

Ladders should only be used for access purposes and work of a short duration, where work from a ladder is to take longer than 10 minutes alternative access equipment should be sought.

All our ladders are in good condition and are inspected regularly to ensure they are free of obvious faults, such as cracked or broken rungs and stiles. Users must make sure that the ladder they intend using is in good, sound condition and is adequate for the job. Makeshift repairs must never be carried out.

Ladders must be used at a comfortable angle, usually at 1:4, the ladder should extend at least 1 metre above the landing place and must always be secured by tying or clipped to prevent it from slipping. Where this is not possible other means of preventing slip must be provided which can be by fixing the base or having a second person to foot the ladder.

Only very lightweight materials should be carried up a ladder using a shoulder bag or similar, this will leave the hands free to grasp the rungs. Larger items must never be carried, means of raising them in a container, should be provided.

The increasing use of metal alloy ladders presents an increasing risk of contact with overhead power cables. Before using this type of ladder you must ensure no such hazards are in the vicinity and if in doubt seek advice from the local power supplier.



GENERAL GUIDANCE 2

Demolition

Demolition of existing structures can vary from the dismantling of individual walls to the wholesale felling of a complex of property. Large-scale demolition will always be contracted out to specialists working to a pre-arranged plan and is not covered in this Assessment. There will however be many occasions when relatively small-scale demolition will be undertaken and when great care and consideration is necessary.

All demolition work requires careful planning and preparation to ensure that all risks to health and safety have been identified and are known to all and that effective steps have been taken to deal with them. A safe method of work must be agreed and made known to all involved, which covers the sequence of all operations, method of waste disposal and means of protection for all involved, including members of the public.

Where practicable the site should be segregated by the erection of solid fencing or other means taken to keep away unauthorised persons.

All services must be isolated, or identified and clearly marked to avoid damage and injury.

Where it is known, or suspected that flammable or toxic substances are involved, these must be assessed and any residue removed, made safe, or an agreed handling procedure approved.

The full range of Personal Protective Equipment may be required, but Head, Hand, Foot and Eye protection is essential.



GENERAL GUIDANCE 3

Excavations

All excavations over 1 metre deep should be regarded as dangerous. The danger will increase in deeper excavations or as the nature of the ground changes making the sides unstable, or as work undermines existing structures which can cause them to collapse.

Prior to commencing any works the area is scanned for existing services by the use of a CAT Scan. If necessary trial holes are to be dug to establish the exact location of the services present. All excavation work must be carefully planned before digging commences and the necessary support system agreed and the support materials and/or equipment made available.

This can take the form of simply battering back the sides to a safe angle making collapse impossible, or timber supports placed down the sides and held apart by simple struts or trench props.

As the depth increases the complexity of the support system will probably require a more sophisticated method involving horizontal walling boards, hydraulic systems or frames, and drag boxes.

All work must be planned and supervised by a competent person who understands what is involved and whose judgment can be relied upon. The area must be inspected at the start of each shift and the results of the inspection recorded weekly.

Care must be taken when stacking spoil, or materials along the side of the excavation so that they cannot roll in onto those working below and suitable barriers must be in position to prevent anyone falling into the excavation.

Stop blocks should be in place to prevent any machine approaching too close to the edge causing a collapse of the edges and the machine falling in.

Safe access and egress must be provided for both normal use and for use in case of emergency such as the ingress of water or gas.



GENERAL GUIDANCE 4

Mobile Elevated Work Platforms (M.E.W.P.s)

There are four main types of MEWP's which may be Truck mounted; self-propelled or trailer units. They are: -

Scissor Lifts;

Masts;

Telescopic Boom; or

Articulated Boom, or a combination of telescopic and articulated.

They are designed to provide a safe temporary workplace where more traditional means of access are not suitable.

They must only be used by competent persons who have received sufficient instruction and are fully aware of the uses and limitations. It is particularly important to understand the safe working load, which must be clearly marked on the equipment and must not be exceeded by carrying of personnel, tools or materials.

Some MEWP's are designed to operate with the working platform elevated or the boom extended. Many are not and must never travel in the raised position.

Stabilisers or outriggers must be deployed, if fitted, onto firm, level ground. Avoid trenches, cellars, drains, etc. which may collapse under the weight, and check for them before setting up or moving to a new position.

Always give a warning before moving and always check for overhead cables or other obstructions, or trailing cables, which might snag.

The operator must ensure the height and reach of the boom equipment is not exceeded and that the working site/area is within the capacity of the equipment.

Extending the reach from the platform by steps, ladders, boxes or standing on the handrail is prohibited

MEWP's must not be used when wind speeds exceed 30 mph. or that which may be stipulated by the manufacturer, and areas of public access must be fenced or coned off.



GENERAL GUIDANCE 5

Underground Cables

Underground electrical cables pose one of the major threats to workers on building sites during digging operations on site or in roadways. When struck they invariably cause very severe burns and may prove fatal and cause wholesale disruption to all services in the area.

The general location and routes of most cables is known to the electricity supplier who maintains plans and drawings and are always willing to help in locating cables which may be disturbed by site operations.

There are cable locating devices which, in conjunction with the drawings, will give the likely route of cables in the vicinity which can then be indicated with wooden (not metal) pegs or lime, enabling hand digging of trial holes until the exact line of the cable is known

When digging trial holes always use a spade or shovel, never a pick and fork whose sharp points can easily penetrate the insulation around the cable.

Always be aware that there may be more than one cable following the same route and that not all cables will have a protective cover or indicator tape.

Always assume any cable is 'live' and treat them with the greatest care and always wear protective clothing when searching or digging to give some protection should contact take place when an explosion and a flash usually results.

Always consult before attempting to find underground cables or other services when a safe procedure can be agreed and injuries avoided.



GENERAL GUIDANCE 6

Confined Spaces

You will not often be required to work in a 'confined space' where ventilation is poor and dangerous gas or vapour may accumulate. The dangers inherent in such operations are well understood and the necessary steps to avoid injury or accidents are available and must be used if the work is to be completed safely.

The term 'confined space' has wide application and covers fairly obvious situations such as work in a closed tank, sewer, well or large duct. To the much less obvious where gas may accumulate slowly due to restricted ventilation or processes involved or the actions of others not directly involved in the work.

It is therefore essential that careful consideration be given to all factors and an agreed procedure drawn up which everyone involved understands and accepts. This procedure must be put into writing and known as the Permit to Work.

The Permit is an essential document and should describe exactly the work that is to be done, the precautions to be taken and the procedure, which must be followed to the letter and authorised by the person in charge. It will incorporate the preliminary steps to be taken to ensure all risks are known and understood, the method and sequence of work, the isolation and withdrawal of the area from service, the means of entry, the personal protection required, means of ventilation, training, tests and certification and the handing over procedure when the work is completed.

All those involved in 'confined space' work must be physically fit and must have the necessary training to understand the dangers and use the equipment, which may be provided in the operation.

GENERAL GUIDANCE 7

Manual Handling

Of all the injuries that occur in the construction industry, muscular strains involving the spine account for one fifth. Many result from accumulative stress rather than being attributable to one single incident.

All construction work manual handling loads to some extent and, while mechanical means should be used wherever reasonably practicable, there will always be a risk if incorrect techniques are used.

The kinetic method of lifting loads reduces the risk considerably and is advocated by the company. By using the very strong muscles and bones in the legs and thighs instead of the flimsy muscles in the back, the strain placed on vulnerable areas is negligible.

The essential features of the kinetic method include keeping the back straight and bending the knees instead of stooping when commencing the lift; keeping the head erect; a good grip with the whole of the hand; keeping the elbows in and the feet slightly apart, these are illustrated below.



The Manual Handling Operations Regulations 1992 Amended 2002, contains a requirement to avoid manual handling wherever practicable and utilise mechanical means.

This can take the form of a conveyor system; inclined hoist; forklift; etc. and can create different risks, which must be assessed, and instruction and training arranged to ensure competence of the operators.



GENERAL GUIDANCE 8

Scaffolding

In all its forms it is the generally accepted means of providing access to places of work, above ground level and of long duration.

Scaffolds can vary from simple bricklayers 'hop-up' to complex drop cantilevers erected by advanced scaffolding technicians.

Whatever the type or the complexity the general safety principles remain the same. It must be a stable construction, erected on a firm, level base, allow for safe access and avoidance of falls of men or materials, and be effectively secured to the building.

A firm, level base is normally provided by installing a timber sole board and a metal base plate beneath each standard after making the ground reasonably level and solid.

Stability is achieved by incorporating horizontal ledgers and diagonal bracing held together by load bearing clips.

Safe access is normally provided by ladders, which must be secured by lashing or clips, erected at a comfortable climbing angle and project well above the landing place.

Persons are prevented from falling off by fitting hand rails and toeboards to all lifts which are to be used; by close boarding with scaffold boards adequately supported on transoms or putlog tubes, with no excessive overhang beyond the last support which causes a 'see-saw' effect.

Materials are prevented from falling by careful stacking and the use of secured wire brick guards, which are essential in pedestrianised areas.

The complete installation must be effectively secured to the building by the fitting of some form of tie. These can be through a window or other opening; a box tie around a column; an anchor tie drilled into the wall; a reveal tie within a window opening or by erecting rakers, adequately braced at about 45 degrees angle.

Scaffolds must only be erected by those who appreciate what is required and have sufficient knowledge and experience to ensure its safety. All scaffolds must be inspected before use and then every week and the results kept in a statutory register. This is to ensure that no unauthorised alterations have been made or components removed which could make the scaffold unsafe.

All components used in scaffolding must be in good condition and free from serious defects. Therefore any badly cracked or split boards, clips with damaged threads, tubes with burred ends or splits and ladders with cracked or missing rungs, should be put to one side and then disposed of, or repaired where possible.



GENERAL GUIDANCE 9

Provision and Use of Work Equipment Regulations 1998 (PUWER) (2002 Amended)

All work equipment, machinery and tools will conform and will be operated and used in compliance with regulations.

All operators and users will be properly trained, competent and authorised to use such work equipment, they will be issued with information and instructions appertaining to specific risks with the work equipment.

All equipment will be maintained to a high standard and will be subjected to an inspection regime.

All equipment will be CE approved and conform with all European Community requirements and will be subject to the current Control of Noise and Vibration at Work Regulations.

Warning signs will be displayed on work equipment highlighting any specific risk such as the wearing of eye and hearing protection.



GENERAL GUIDANCE 10

Abrasive Wheels

All abrasive wheels i.e. angle grinders, bench grinders, stihl saws etc. will be use in compliance with the Provision and Use of Work Equipment Regulations 1998 (PUWER) (Amended 2002) and the Personal Protective Equipment Regulations 1992.

To comply with these Regulations it will be necessary to ensure: -

- a) The selection of the equipment to be used is correct for the purpose that it is intended.
- b) Guard/rests are in position whilst the equipment is being used.
- c) The correct wheel is being used for the job in hand e.g. type, size, speed.
- d) Suitable eye protection is provided and worn by operatives using the equipment and anyone who needs to be in close proximity.
- e) The equipment is inspected before and during use for any defects and where defects are found the equipment is not used until rectified.
- f) Equipment is not operated by persons under 18 years of age.
- g) Wheels are only to be mounted and replaced by persons properly trained and competent to do so.



GENERAL GUIDANCE 11

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) (Amended 2002)

All lifting operations will be undertaken in compliance with the above regulations.

All lifting equipment must be thoroughly examined every 12 months by a competent person. Copies of all certification must be provided to the site of the works.

Weekly inspections of all equipment must take place and this must be recorded.

Crane drivers, slingers and banksmen must be trained and competent to CITB standards and in possession of the required certification.

Lifting operations must be supervised by a competent person.

Lifting operations shall not take place over public highways, footpaths or public areas unless 'exclusion zones' are in operation and enforced.

A detailed method statement will be required.

Safe working load capacities will be adhered to at all times

Any defective equipment will be taken out of use immediately.



GENERAL GUIDANCE 12

Overhead Power Lines

Any work that is to be carried out in the vicinity of power lines including plant operation must be identified. If possible isolate the power.

Barriers and sold goalposts and signage to be erected if power cannot be turned off.

Operations involving movement of long metal objects such as ladders and scaffold poles in the vicinity of overhead power lines subject to specific authorisation.

Mechanical plant to be fitted with height restrictors where necessary.

Movements of all plant are to be controlled and prohibited as necessary.

Barriers and warning signs to be inspected at regular intervals to ensure that they are still in place and intact.

NO WORK to be carried out within 'goalpost' area without authorisation (permit-to-work)



GENERAL GUIDANCE 13

Asbestos

Method statements and risk assessments will be provided for the removal of low risk asbestos containing materials (ACM's)

All higher risk ACM's will be removed by licenced contractors under the remit of detailed method statements and risk assessments.

Although less common than it was, the varying forms of ACM's still pose a threat to health when exposure to dust takes place. If there is any suspicion that ACM's is present, in any form, on any contract, work must stop and the Supervisor informed immediately and a safe means of removal and disposal agreed, this must be documented in an agreed method statement and risk assessment before work proceeds. On no account should unauthorised access be allowed to the vicinity without proper protective equipment even if it is for obtaining samples of the suspect material.

IF THERE IS ANY DOUBT ABOUT ANY MATERIAL STOP WORK AND ASK FOR GUIDANCE.

GENERAL GUIDANCE 14

Working with Lead

Lead poisoning can result from ingestion, inhalation and by absorption through the skin. If lead is significant in the workplace, the spread of contamination will be prevented or restricted so far, as is reasonably practicable.

Employees exposed to lead regularly, will undergo regular health surveillance.

If lead is airborne i.e. fumes employees will be provided with suitable respiratory protective equipment (RPE) approved by the HSE.

For any type of work with lead the body should be protected by PPE so far as is reasonably practicable i.e. overalls, gloves head protection etc. To reduce the risk of ingestion, a high standard of personal hygiene is required.

Disposal of lead should be by means of plastic bags marked appropriately. Any lead dust or fillings should be vacuumed. Lead should only be disposed of at a licensed tip.



GENERAL GUIDANCE 15

Site Accommodation and Welfare Facilities

These will be provided in compliance with the Construction Design Management Regulations 2015 and will always be provided to a high standard and every effort must be made to maintain them in a clean and hygienic condition. Any defects or deterioration should be reported to your Supervisor immediately. On site, shared facilities must be treated with the greatest respect and not abused in any way.

GENERAL GUIDANCE 16

Company Transport

Many accidents occur when travelling to and from site. If you are a passenger, act in a responsible manner by not distracting the driver's attention. See that materials are stored securely to prevent them being thrown forward in any collision and that seating arrangements are conducive to safety. Any defects with or in the vehicle must be reported immediately.

GENERAL GUIDANCE 17

Working Near Water

Working over, on or near water presents a number of problems, in particular the ever present risk of people falling into water, fences and barriers should be erected to protect both people engaged on site and members of the public. Where this is not possible to install fall protection equipment must be utilised. Where prolonged work near water is expected the use of personnel that can swim, Buoyancy aids and equipment, together with the adoption of 'exclusion zones' should be considered.



GENERAL GUIDANCE 18

Children and Members of the Public

It is a Company rule that no children are brought onto any of our work sites.

All site will be protected against unauthorised persons particularly children so far as is reasonably practicable with the erection of fencing or hoarding with lockable gates.

Mandatory and warning signs will be displayed advising of the hazards and danger.

'Exclusion Zones' must be considered where work is taking place in public places.

Special care will be taken during refurbishing projects where premises may still be occupied, the safety of children and members of the public is paramount at all times.

Safety whilst working overhead from scaffolds etc. will be achieved by exclusion zones, barriers and fences, debris netting and chutes, fans and possibly working when public places are less active.

The guidance given in these notes is of a general nature and the Company has available additional documents covering specific matters of concern in the industry, which are available if and when required. If you require any further guidance or information, contact your Supervisor, Manager or Health and Safety Advisor.



EDGE DESIGN WASHROOMS LTD.

ENVIRONMENTAL POLICY STATEMENT

Edge Design Washrooms Ltd., in the management of its business, is committed to minimising the impact of its operations on the natural environment and local communities.

Specifically, Edge Design Washrooms Ltd., will:

- ü Develop an environment management system to ensure the effective control and management of the impacts of its operations on the natural environment.
- ü Aim for continuous improvement in environmental performance by setting targets, measuring performance and reporting against targets.
- ü Planning work to minimise environmental effects through detailed assessment and design.
- ü Investigate and deal promptly with complaints from local communities and regulatory authorities.
- ü Require all employees and contractors to work with due consideration for the environment.
- ü Provide awareness training as required.

Waste Management

- ü Disposal of waste through licensed carriers
- ü Recycle waste wherever practicable

Signed.....