

# **NORTHAMPTONSHIRE ELECTRICAL CONTRACTING LIMITED**

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## **COMPANY POLICY FOR HEALTH, SAFETY AND WELFARE AT WORK**

**MARCH 2005**

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## 1.1 INTRODUCTION

The prevention of accidents and ill health is one of the most important functions of all our staff because:

- We do not want any employee or other person to suffer as a result of our work.
- We intend to comply with all health and safety legislation.
- We recognise that accidents, unsafe and unhealthy working conditions can be a considerable drain on the financial resources of the Company and demonstrate a lack of efficient management.

This document has therefore been prepared to define the way that this company intends to manage health and safety and to meet the requirements of section 2 (3) of the Health and Safety at Work Act 1974 which requires an Employer to prepare a statement of general policy with respect to the health and safety of employees and the organisation and arrangements set up to carry out the policy.

It has been drawn up taking into account the general duties of the Health and Safety at Work etc. Act 1974, which are simply summarised as follows: (Note that this is not a legal interpretation of the Act).

The Employer must ensure, so far as is reasonably practicable, the health, safety, and welfare at work of his employees by providing:

- ❖ A safe system of work
- ❖ Safe plant and equipment
- ❖ Safe means of handling, transporting, etc. articles and substances
- ❖ Adequate training, instruction, information and supervision
- ❖ A safe place of work and safe access to and egress from the place of work
- ❖ A safe and healthy environment
- ❖ Adequate welfare facilities
- ❖ Arrangements for joint consultation where Safety Representatives have been appointed

- ❖ The Employer must also ensure that the way his work is carried out does not, so far as is reasonably practicable, affect the health and safety of persons other than his employees e.g. other contractors, visitors, public.

If the Employer controls a site or premises where other persons are required to work he must ensure, so far as is reasonably practicable, that the site or premises, or anything on the site or premises does not present a risk to their health and safety.

Persons who manufacture, supply etc. articles and substances for use at work, or erect or install any plant or equipment, have duties to ensure the health and safety of those who will use etc. the article or substance etc.

Employees must look after their own health and safety and ensure that they do not endanger others. They must also co-operate with the Employer to assist in meeting the statutory requirements.

No person must recklessly or wilfully interfere with anything provided for health and safety.

Failure to comply with these duties or to breach any of the specific regulations for health and safety can lead to prohibition or improvement notices which will interfere with the progress of work and/or to prosecution of the Company, individual Managing Director, Managers, Supervisors or Operatives with fines of up to £20,000 for each offence on summary conviction or unlimited fines on indictment with up to 2 years imprisonment for certain offences.

## 1.2 MONITORING AND REVIEW OF COMPANY POLICY FOR HEALTH, SAFETY, AND WELFARE

All employees will be expected to bring to the notice of their immediate Supervisor any areas where the Company Policy on Health, Safety, and Welfare appears to be inadequate. The suggestions will be passed to the Managing Director responsible for safety for consideration.

The Managing Director will visit sites/premises at regular intervals and will rectify any hazards, defects, or breaches of Regulations observed during the visit.

This policy and arrangements will be reviewed on at least an annual basis, provision will be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

## 2.1 STATEMENT OF COMPANY POLICY FOR HEALTH, SAFETY AND WELFARE

### **Northamptonshire Electrical Contracting Limited**

It is the Company's intention that work will be carried out in accordance with the relevant Statutory Provisions and all reasonably practicable measures shall be taken to avoid risk to its employees or others who may be affected by its activities. The Company will strive for continual improvement in all areas of Health, Safety & Welfare.

**The Company will, so far as reasonably practicable, ensure that: -**

- a) Plant is maintained and is in good order.
- b) Safe systems of work are established.
- c) Adequate and suitable information, instruction and training are given together with supervision in order to carry out its work.
- d) Satisfactory arrangements are made for the transport and use of any articles or substances.
- e) Any premises or places of work are safe, including any access to and egress from them.
- f) All legislation and codes of practice are understood and communicated to all staff and employees.

Management and supervisory staff have the responsibility for implementing this Policy throughout the Company and must ensure that Health & Safety considerations are always given priority in planning and day-to-day supervision of work.

All Employees and Sub-contractors are expected to co-operate with the Company in carrying out this Policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

The operation of this Policy will be monitored by the management and staff of the Company.

The Statement of Company Policy will be displayed prominently at all sites and workplaces.

The organisation and arrangements for implementing the Policy will also be available at each site and workplace for reference by any employees as required.

The Policy will be reviewed and updated where necessary on a regular basis and in any case every year.

Signed



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Managing Director

Date

March 2005

## 2.2. COMPANY ENVIRONMENTAL POLICY STATEMENT

### **Northamptonshire Electrical Contracting Limited**

It is the policy of Northamptonshire Electrical Contracting Limited to provide goods and services within an environmentally sound framework.

Our policy is to: -

- Ensure that our staff and contractors act in accordance with this policy.
- Continually strive to improve our environmental performance.
- Maintain systems to detect deviations from our policy, management systems and to respond with the appropriate corrective actions.
- Ensure we maintain management systems to detect and prevent pollution in co-operation with the appropriate public authorities.
- Assess, monitor, and where possible reduce the impact of our activities on the local and general environment.
- Reduce the environmental effects of material sourcing by evaluating the materials we use.
- Reduce waste and the consumption of resources (materials, fuel, and energy) and ensure all unavoidable waste is, where possible, reused, recycled or disposed of responsibly.
- Foster a sense of responsibility for the environment amongst our staff.
- Comply with relevant legislation and regulations.

Signed

  
\_\_\_\_\_  
Managing Director

Date

March 2005

## 2.3 COMPANY SMOKING POLICY STATEMENT

### **Northamptonshire Electrical Contracting Limited**

The Health and Safety at Work etc Act 1974 requires employers to ensure, so far as is reasonably practical the health, safety and welfare of all of their employees and to those persons who are not in the Company's employ but who may be affected by its activities.

The aim of the Company's Smoking Policy is to prevent passive smoking at work; therefore reducing the risk to its workforce and others not in its employ and producing a better, cleaner corporate image and healthier workplace.

The Company identifies the rights of all employees but has introduced a ban on smoking in many areas for two reasons:

To ensure non-smokers who do not wish to breathe tobacco smoke, do not have to, whilst in the Company's employment;

To reduce the risk of fire and explosion within the workplace from poorly discarded cigarette ends, matches and other smoking materials.

It is the duty of all employees to accept their personal responsibility in the implementation of this policy. At the same time the Company acknowledges that specific responsibilities fall upon the management to ensure that this policy is fulfilled.

It is the Company's policy to consult with their employees or representatives on the contents of the smoking policy. Any employee therefore, who believes that he/she has been unfairly treated in any sense associated with this policy is entitled to raise the matter through the appropriate grievance procedure.

The company will provide designated smoking areas for those who wish to smoke, which can be used during allocated break periods.

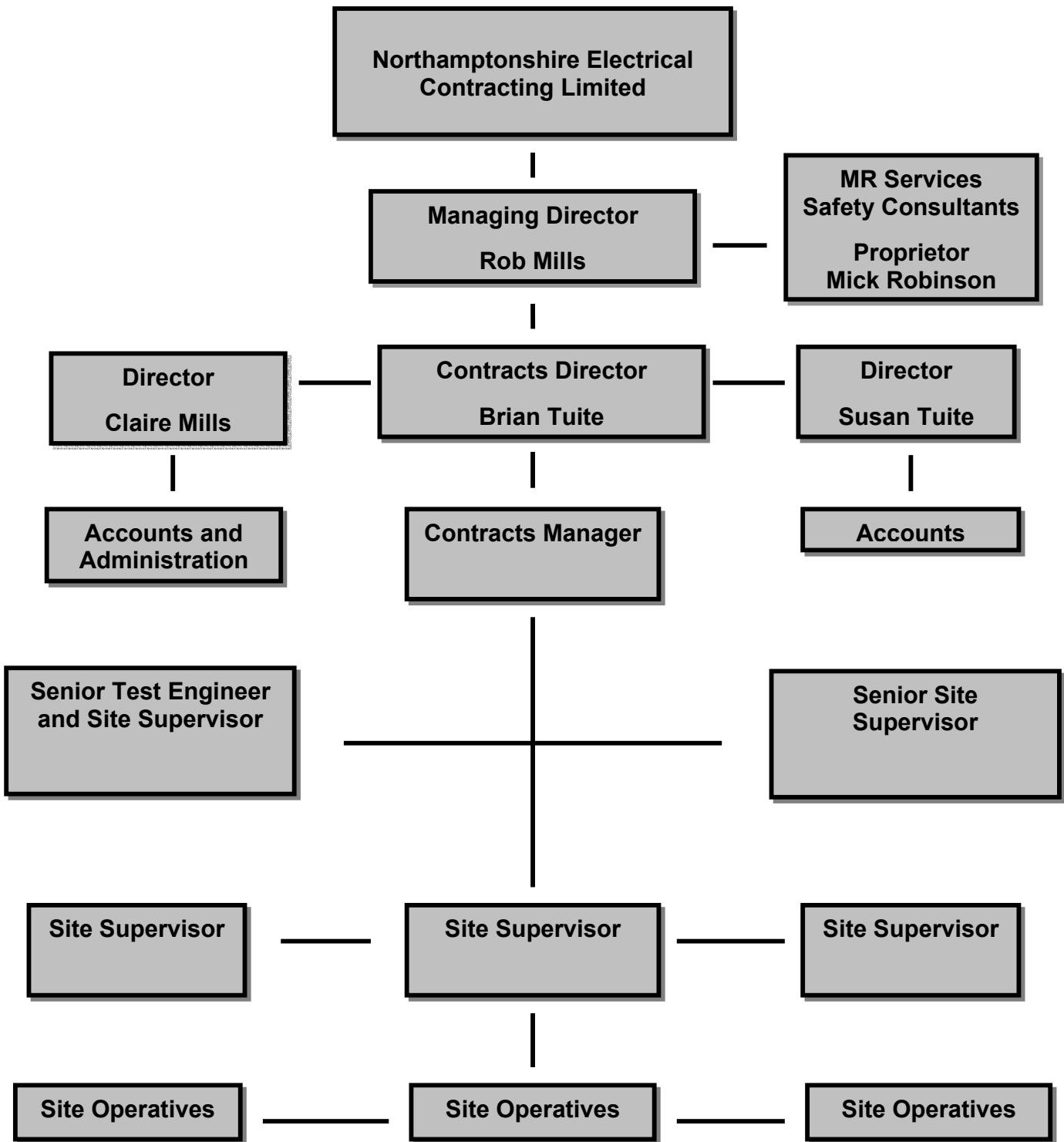
Signed:

  
\_\_\_\_\_  
Managing Director

Date:

March 2005

### 3.1 HEALTH AND SAFETY ORGANISATIONAL CHART



## 3.2 MANAGING DIRECTOR

The Managing Director is responsible for:-

Initiating and, from time to time, review the Company's Safety Policy, and ensure that is promoted to all employees.

Insist that all members of staff discharge satisfactorily the safety responsibilities allocated to them.

Ensuring that the Company Safety Policy is applied on all contracts.

In particular, they will:

1. Be familiar with the requirements of the Health and Safety at Work Act, the Construction Regulations and other relevant legislation and insist that these are observed.
2. Ensure that where practical the least hazardous materials available for a contract are selected, and as necessary discuss these matters with clients and their design teams.
3. Ensure that relevant health and safety matters are taken into account when submitting tenders and that appropriate health and safety arrangements are made with clients, building occupiers and main contractors.

They will include:

- a) site rules are observed
- b) emergency procedures
- c) welfare and first aid facilities
- d) storage facilities
- e) provision of safe access

Arrange for expert advice on health and safety matters to be provided. This is achieved through the appointment of MR Services as the Company's Health and Safety Consultants.

Ensure that suitable training is arranged so that management, supervision, and operatives are able to carry out their health and safety duties respectively.

Ensure adequate consultation between management and employees on health and safety matters.

Ensure that funds and facilities are provided to meet the requirements of the Policy.

Ensure that subcontract tenders include adequate provision for safe and healthy working and that health and safety responsibilities are clearly defined in subcontract documents.

Ensure that suitable arrangements are made for the effective organisation and control of all contracts.

Ensure the provision of all relevant health and safety information

Monitor compliance with the policy and make recommendations for any necessary revision.

Liaise with clients, building occupiers and main contractors to ensure the safe conduct of work and the co-ordination of the Company's work with that of other contractors.

Formulate site rules and emergency procedures where the Company is the only contractor and working in unoccupied premises.

Ensure that information on the safe use of plant, equipment, and materials is obtained from suppliers and provided at site level.

Ensure the maintenance of safe and healthy working conditions.

Ensure suitable first aid arrangements.

Ensure the proper recording and reporting of accidents.

Ensure that suitable arrangements are made for the maintenance, servicing, and repair of company vehicles.

Ensuring the safe storage of plant and equipment in the yard/stores; that items are checked on return from site and any necessary servicing and repairs are carried out; that any necessary warning signs are posted.

Ensure that valid assessments are available for the use and handling of any hazardous materials, and safe handling, storage and disposal of all material in the yard/stores.

Set a personal example.

## 3.3 CONTRACTS MANAGERS

The Contracts Managers are responsible to the Managing Director for ensuring the implementation of the Company Safety Policy on their contracts.

In particular, they will:

Be familiar with the requirements of the Health and Safety at Work Act, the Construction Regulations and other relevant legislation and insist that these are observed.

Monitor compliance with the Policy and make recommendations for any necessary revision.

Ensure that necessary expert advice is sought from a professional consultancy service and that their recommendations are followed.

Identify training needs and arrange suitable training for employees.

Ensure the effective planning of all contracts to take account of known and foreseen health and safety hazards. Determine at the planning stage such matters as:

- Requirements for the siting of storage areas, plant, and equipment.
- The most appropriate order and method of working, preparing written procedures where necessary.
- The provision of lighting and power supplies.
- Hazards which might arise, e.g. from overhead or underground services, or from dangerous materials or processes.
- The provision of welfare facilities.
- Necessary protection for the public.
- Necessary fire precautions.

Where work falls within the requirements of the Construction (Design and Management) Regulations 1994 ensure compliance with these Regulations, particularly when the Company is the Principal Contractor.

Prepare site rules covering such matters as emergency procedures, permit-to-work systems and the wearing of safety helmets.

Ensure that adequate supervision is provided on all contracts.

Ensure liaison with clients and building occupiers over necessary health and safety arrangements.

Ensure that safe and healthy methods of work are specified, agreed, and followed

Ensure that safe use of materials, plant, and equipment is provided at site level and copies of relevant test and examination certificates are held.

Ensure that all relevant health and safety information is received and available on site, including COSHH assessments for the materials to be used and/or likely to be encountered. Make suitable arrangements to ensure the safe storage of such materials in accordance with the relevant assessments.

Authorise persons to operate plant, tools, and equipment, they will appoint persons to mount abrasive wheels.

Ensure the provision of all necessary items of protective clothing and safety equipment.

Ensure that suitable arrangements are made for the control and co-ordination of the work of subcontractors.

Ensure that accidents and dangerous occurrences are reported and properly investigated and that appropriate action is taken to prevent a reoccurrence. Managing Director shall be kept informed.

Ensure that the Policy is properly discussed and understood by employees

Set a personal example.

## 3.4 BUYING (GENERAL)

Both the Managing Director and Contract Managers are responsible for buying. They, in particular, will:

Ensure that subcontract tenders include adequate allowance for safe working and, where appropriate, will check that prospective subcontractors have satisfactory safety policies and have submitted relevant COSHH and Risk Assessments.

Obtain information from suppliers on the safe use of plant and equipment; also copies of current test and examination certificates when plant is bought or hired. They will ensure that such information is passed to the relevant Site Manager.

Obtain information from suppliers on the safe use of materials; use this information to assist in the selection of the least hazardous material suitable for each application.

Ensure the availability of a valid COSHH Assessment for any material which is hazardous to health and ensure that such assessments are passed to the relevant Site Manager.

Maintain a stock of appropriate protective clothing, safety equipment, and safety documentation.

## 3.5 ESTIMATING (GENERAL)

Both the Managing Director and Contract Managers are responsible for estimating. They, in particular, will:

Ensure that relevant health and safety matters and items which are clearly essential to safety and health are taken into account when submitting tenders; such matter will include:

- Plant or equipment necessary to ensure safe access, safe working, or ease of handling.
- Site fencing or other public protection measures.
- Specialised equipment required for identified hazards.
- Training requirements.
- Storage requirements.
- Welfare facilities.

Set a personal example.

## 3.6 SITE SUPERVISORS

Site Supervisors are responsible to their Contracts Manager for organising and supervising work so that it is carried out safely and the Company Safety Policy is implemented.

In particular they will:

Be familiar with the requirements of the Health and Safety at Work Act, the Construction Regulations and other relevant legislation and insist they are observed.

Give clear instructions on how to achieve safe working and ensure that agreed procedures and rules are followed. Also giving clear instructions on and supervising the work for which they are responsible so that it is carried out safely and without risk to health.

Co-ordinate the work of subcontractors

Implement health and safety arrangements made with clients or building occupiers. They will ensure that occupier's safety rules are known and followed.

Maintain a tidy site.

Ensure that all plant, tools, and equipment are safe to use and operate and used by trained, competent, and authorised persons. Report defects in plant and equipment, and any safety or health risks.

Restrain Operatives from taking unnecessary risks.

Reporting any employee who does not co-operate in implementing the Company Safety Policy.

Ensure that assessments are available for the safe handling, storage, use, and disposal of all materials used and any hazardous substances which are likely to be encountered on site.

Ensure that the controls and procedures detailed on the assessments and the guidance on container labels and in other written material are followed.

Ensure the safe working practices detailed in COSHH assessments are followed by Operatives.

Ensure that welfare facilities are maintained.

Ensure the provision of adequate first aid facilities. They will ensure that employees and subcontractors are informed of arrangements and that such facilities are maintained.

Ensure that appropriate clothing and safety equipment is worn or used

Instruct new starters on safety and health precautions, the Company Safety Policy and site rules.

Co-operate with visiting Safety Advisors or HSE Inspectors and act on their recommendations.

Investigate the circumstances of all accidents and take appropriate action to prevent a reoccurrence. They will ensure that all accidents are recorded in the accident book and immediately inform the Contracts Manager of the details of any serious incident. They will also inform the Contracts Manager if an employee or self-employed person is absent from work for more than three days as a result of an accident.

Ensure that employees and subcontractors are aware of action to be taken in the event of a fire or other emergency, and ensure that subcontractors are aware of the substances hazardous to health on site, and of any precautions which they are required to take to protect their health.

Set a personal example

## 3.7 OPERATIVES

Operatives are responsible to their Site Supervisor for:-

Co-operating in the implementation of the Company Safety Policy.

Following site rules, instructions, laid down working methods, instructions in the site COSHH assessments, or other procedures designed to ensure safe and healthy working.

Using the appropriate clothing and safety equipment, as instructed.

Not operating tools, plant, or equipment unless authorised to do so.

Reporting hazards, or defects in plant or equipment.

Developing a personal concern for the safety of themselves and others.

Keeping their work area tidy.

Maintaining the standard of welfare facilities that are provided.

Suggesting ways of eliminating hazards.

Reporting any injuries incurred at work.

## 3.8 OFFICE STAFF

Office staff are responsible to the Managing Director for:

1. Knowing the Company Safety Policy and co-operating in its implementation.
2. Following instructions, laid down working methods or other procedures designed to ensure safe and healthy working, paying particular attention to the fire precautions and emergency procedures.
3. Report hazards and defects in equipment.
4. Keep the office tidy and free from hazards and fire risks.
5. Seek advice on any health and safety problem.
6. Suggest ways of reducing or eliminating any hazard.
7. Report any injuries that occur at work.

## 4.1 INFORMATION, TRAINING & CONSULTATION

### **Health and Safety Information**

Information normally applicable to the Company's operations will be found in this section of the policy. The Managing Director will ensure that employees are informed of relevant further guidance and that, where appropriate, it is incorporated into the Policy

Copies of the Policy are held by the Managing Director.

### **Training**

The Managing Director will, as necessary, arrange suitable training to ensure that employees at all levels are:

- Aware of their safety and health responsibilities.
- Competent to carry out their safety and health duties as supervisors, and operatives.
- Competent to operate any specialist tools, plant, or equipment. Training needs will be identified by the Managing Director. They will arrange suitable induction training to ensure that new starters are familiar with the Policy and with the hazards and precautions associated with their work.

### **Consultation**

Employees and self-employed persons working under the Company's control will be informed of the location of the Statement of Company Policy for Health, Safety, and Welfare, details of their individual responsibilities and other parts relevant to their work. The Policy will be explained by the Managing Director and full discussion is encouraged.

Initiatives from employees on health and safety matters are encouraged and these should be made through normal management channels. The Managing Director are readily available, if necessary, for consultation on any safety or health matter.

## 4.2 GENERAL SITE SAFETY

The following rules are to be observed, where applicable, on all sites:

### **Safe Access**

All routes, e.g. roads, gangways, passageways, staircases and working platforms, must be kept free from obstruction and, where necessary lit. Work areas must be kept tidy and materials stored safely. Nails protruding from timber must be hammered down or removed

### **Ladders**

Ladders must be in good condition, based on firm level ground, properly angled (1 unit out for each 4 units height), properly tied (where possible near the top) and must extend 1.05M (3'6" or 4 rungs) above the stepping off point, unless there is an alternative suitable hand hold. If the ladder cannot be secured, it must be footed. Only light work of short duration is to be carried out from ladders.

### **Scaffolds**

Scaffolds will be erected by a reputable scaffolding contractor and are not to be altered or interfered with by employees or other contractors. Exceptionally, proprietary scaffold towers and bandstand scaffolds may be erected by the Company under the supervision of a competent person.

All working platforms must be fully boarded out and, if more than 2M (6'6") in height, must have double guard-rails and toe boards; they must not be overloaded. Brick guards must be fitted, where necessary, to prevent materials from falling. All scaffolding must be inspected by the Site Agent or other Supervisor after erection and before any employee is allowed to work from it. Scaffolds must also be inspected weekly by the Site Agent or other Main Contractor's representative and the results recorded in the Site Safety File.

### **Plant and Tools**

Plant and tools must be checked before use and maintained in good repair. All moving parts must be securely guarded. They must be operated only by trained and authorised persons.

### **Cartridge Operated Tools**

Only authorised and trained persons are to operate these tools, which are to be kept in a secure place when not in use. Operatives are always to wear eye protection and dependant upon a noise assessment, hearing protection.

### **Electricity**

An 110V temporary electricity supply will normally be provided and 110V tools and equipment must always be used where practicable. All electrical equipment will be PAT tested and have in-date certification. All cables and connections must be checked before each time they are used to ensure they are sound. Waterproof fittings must be used for any external work. Leads must not be allowed to trail and cause a tripping hazard

### **Fire Precautions**

Sufficient and suitable fire extinguishers (e.g. dry powder or CO<sup>2</sup>) must be readily available when any process involving a fire risk is being carried out. Other appropriate precautions, such as the removal of flammable materials and not smoking, must also be taken.

Sufficient dry powder or water extinguishers must be provided in site offices, mess-rooms, and stores

### **Abrasive Wheels**

Serious injuries can arise in the use of abrasive wheels. It is essential that the wheel or disc, e.g. on an angle grinder, is properly guarded and that such tools are only operated by trained and authorised persons. Eye protection (to BS EN 166) must always be worn.

Abrasive wheels or discs are to be mounted only by persons who have been appointed in writing by Managing Director, who will require documentary evidence of the person's training and will keep registers of such appointed persons.

Training in the mounting of abrasive wheels will be arranged as necessary

## **Asbestos**

### **What is Asbestos?**

Asbestos is a term for the fibrous forms of several naturally occurring minerals.

There are three main types of asbestos:

- Crocidolite (“blue asbestos”)
- Amosite (“brown asbestos”)
- Chrysotile (“white asbestos”)

**All are dangerous**, but blue and brown are known to be more dangerous than white.

***The different types cannot usually be identified by their colour alone.***

### **How does it enter your body?**

Asbestos fibres enter your body when you breathe. The body can get rid of the larger fibres, but microscopic fibres can pass into the lungs where they can cause disease. They can stay there for many years.

It is because fibres can remain in the lungs for so long that small, but repeated exposures on different jobs over the years can lead to the development of an asbestos related disease.

***This is why it is important to prevent or control exposure on every single job.***

The body naturally gets rid of any asbestos fibres taken in with food and water.

Asbestos fibres cannot be absorbed through the skin.

## **Where is asbestos found in buildings?**

The use of blue and brown asbestos has been banned since 1985, but many thousands of tonnes were used in buildings in the past.

Much of this asbestos is still there and you cannot easily identify it from its appearance.

The use of white asbestos was banned in November 1999, therefore any building constructed with new materials after 2000 will not contain asbestos.

## **The most common uses of asbestos were:**

- Sprayed asbestos and asbestos loose packing - generally used as fire breaks in ceiling voids;
- Moulded or preformed sprayed coatings and lagging - generally used in thermal insulation of pipes and boilers;
- Sprayed asbestos mixed with hydrated asbestos cement - generally used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work;
- Insulating boards used for fire protection, thermal insulation, wall partitions and ducts;
- Some ceiling tiles;
- Asbestos cement products, which can be compressed into flat or corrugated sheets; corrugated sheets are largely used as roofing and wall cladding; other asbestos cement products include gutters, rainwater pipes and water tanks;
- Some reinforced plastics, mastics and sealant;
- Millboard, paper, and paper products used for the insulation of electrical equipment. Asbestos paper has been used as a fireproof facing on wood fibreboard;
- Certain textured coatings, decorative plasters and paints;
- Asbestos ropes and cloth

## What do you do next?

**Step 1: Look for asbestos**

**Step 2: Decide if there is a problem**

**Step 3: Decide what action to take**

**Step 4: Record your findings and take action**

**Step 5: Check what you have done and review your assessment**

**Step 1: Look for asbestos**

Ask if the building has been surveyed for asbestos. If due to the age of the building and the type of work you are to carry out you suspect that asbestos is present and may be disturbed by your work **GET IT SURVEYED BEFORE YOU START WORK.**

If the building has been surveyed obtain a copy of it but do not rely on it as your only protection against asbestos – other asbestos may be present that was not found during the survey.

**It is important that workers are aware that it is possible that asbestos could be uncovered during the works. If you suspect that any material contains asbestos, even in an area that has previously been declared ‘asbestos-free’ you should STOP WORK until the material has been tested.**

**Step 2: Decide if there is a problem**

You will know whether asbestos is present. What you now need to do is decide whether anyone is likely to be exposed to asbestos fibres and how much, as a result of the work.

### **Step 3: Decide what action to take**

Using the information collected during steps 1 and 2, you can take one of three decisions:

- The work must be carried out by a specialist contractor licensed by the HSE
- The work can be carried out without a licence but someone with more expertise, appropriate equipment etc than yourself is needed
- The work can be carried out without a licence and you have adequate training and equipment to do it safely

If you consider that you can carry out the work yourself you should

- Plan the work so that the asbestos is not disturbed
- Develop a safe system of work – method statement.

### **Step 4 Record your findings and take action**

Everyone involved in the work must be aware of the safe system of work and why the action is being taken. They must be properly equipped for, and trained in, the procedures laid down in the safe system of work.

### **Step 5 Check what you have done and review your assessment**

Good management is an ongoing process. Where the type of work changes you will need to repeat steps 1 to 4 to decide whether the risks have changed and if you will need to modify your plan of work.

You will also need to check that the systems you have put into place are being used correctly and are effective

## **REMEMBER**

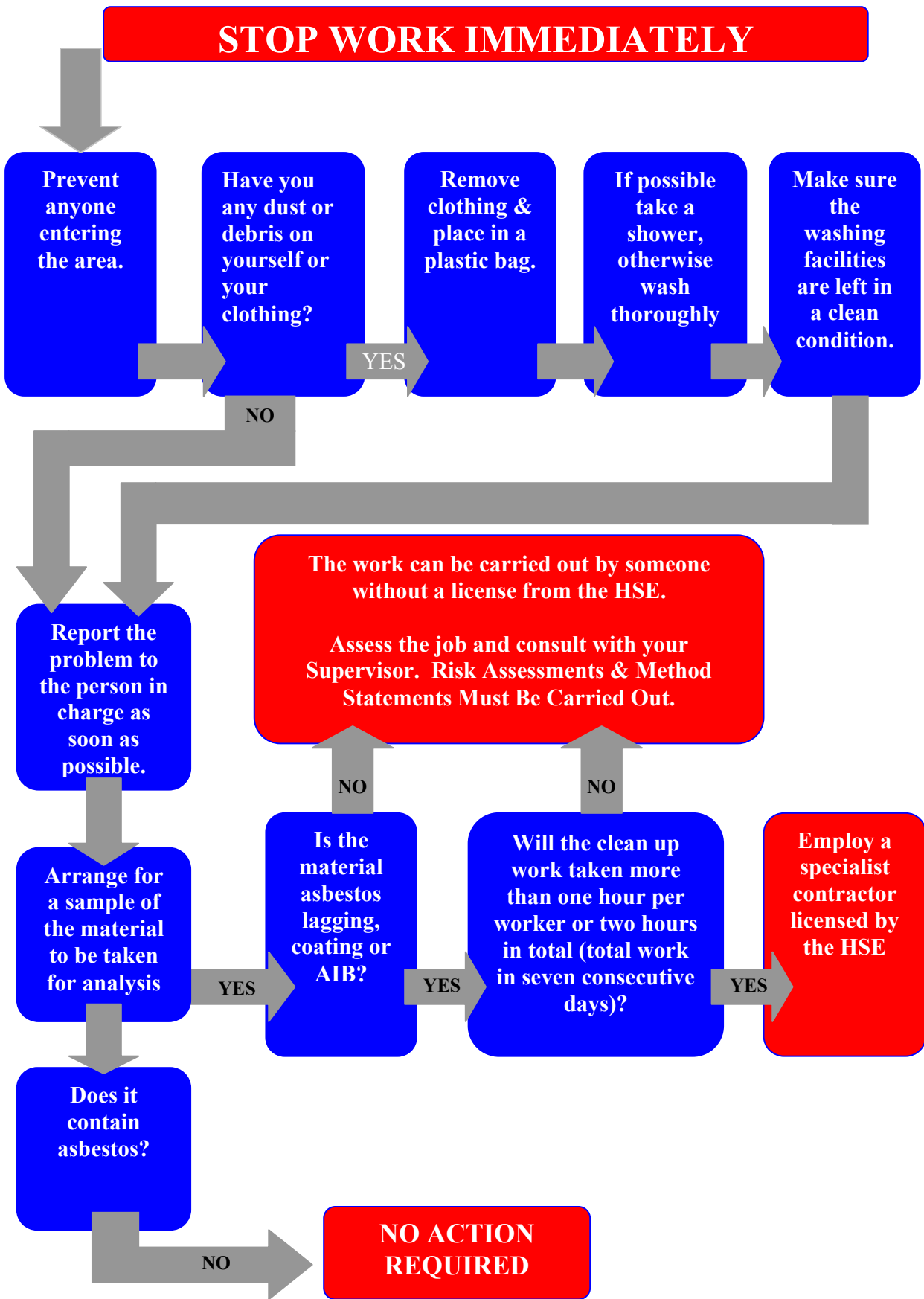
**GOOD MANAGEMENT WILL ANTICIPATE PROBLEMS RATHER THAN DEAL WITH THEM AFTER THEY HAVE OCCURRED. WORK WITH ANY TYPE OF ASBESTOS IS POTENTIALLY DANGEROUS.**

**IF YOU HAVE ANY DOUBTS ABOUT HOW TO CARRY OUT THE WORK SAFELY IT IS RECOMMENDED THAT YOU CONSIDER EMPLOYING A SPECIALIST CONTRACTOR LICENSED BY THE HSE.**

## **CONCLUSIONS**

- Any asbestos materials on site should have been identified before work starts.
- The person in charge of the job must find out if there is any asbestos on the site or assume that anything that looks like asbestos is asbestos.
- If you are in doubt about whether the material you are working with contains asbestos, **STOP WORK**, and find out.
- If you come across any hidden or dusty materials, which you suspect may contain asbestos, **STOP WORK**, evacuate and close area, inform all on site and any third parties of hazardous area and get advice.
- Do not return to area until substance has been clearly identified.
- Identification of asbestos materials is not easy and you can only be sure if a specialist asbestos laboratory has tested it.
- Work with asbestos insulation, asbestos coatings and asbestos insulating board must normally be carried out by a licensed contractor.

The flowchart on the next page summarises the action you should take when you find what you suspect is material containing asbestos.



## 4.3 ALCOHOL AND DRUG ABUSE

Alcohol or drug abuse by employees and contractors (including supervisory and management staff) can adversely affect the safety and health of themselves or others on our sites therefore it is the policy of this Company that any person known to be, or strongly suspected of being, affected by alcohol or drugs must be referred to the appropriate manager who must arrange for the person to be removed from site.

It must be noted that symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions e.g. heat exhaustion, hypothermia, diabetes, etc., also the person may be affected by legitimate medication prescribed by a doctor.

These conditions, while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that may be considered therefore, if there is any doubt as to the person's condition or cause of their condition medical advice should be sought immediately

## 4.4 RISK ASSESSMENTS AND METHOD STATEMENTS

The Management of Health and Safety at Work Regulations 1999 place duties on employers and the self-employed to take certain actions as summarised below:-

1. Assess the risks to the health and safety of employees and any others who could be affected by work activities. This also includes contractors and temporary staff engaged for specific work. Relevant procedures must be specified to eliminate and minimise the risk.
2. Where the risk is considered to be significant, then this must be recorded in writing and, where relevant, identify those groups of employees being especially at risk.
3. Risk Assessments should be reviewed and altered if they are no longer valid or circumstances have changed significantly.
4. Provide health surveillance where there is an identifiable disease or adverse health conditions related to the work concerned, provided that it is able to be detected and there is a reasonable likelihood it may occur under working conditions.
5. Appoint one or more nominated competent persons to assist in complying with requirements. The Company have appointed Health and Safety Consultants MR Services to fulfil this role.
6. Establish emergency procedures to be followed in the event of serious and imminent danger, and nominate sufficient competent persons to implement evacuation procedures.
7. Provide relevant information to employees on the identified risks, the control measures to be taken, emergency procedures, names of competent persons, and risks where work areas should be shared with other employees.
8. Co-operate fully with other employees where work areas are shared, by exchanging information on the protective measures and risks associated with each others activities, and subsequently pass such information to employees in those areas.

9. Provide relevant training to employees in respect of:
- (i) Duties and tasks allocated to them.
  - (ii) Induction on first being employed.
  - (iii) When transferred to new work or given increased responsibility.
  - (iv) When changes in work equipment or methods are introduced.

The training must be repeated periodically and take account of changes, and also take place during work hours.

Employees also have duties as follows:-

1. Use anything provided by the employer in accordance with the instructions and training given. This includes machinery, equipment, dangerous substances, and means of transport.
2. Inform the employer (or nominated person) of any dangerous work situation or any matter that is considered to be a shortcoming in his employer's health and safety protection arrangements.

Definitions:-

**Hazard** - this is the potential for harm

**Risk** - this is the likelihood that actual harm will occur

Assessment of risk will take into account the severity of the hazard, the number of people likely to be exposed and the possible consequences.

### General Procedure:-

1. Identify the hazards and activities.
2. Assess the risks i.e. what is the nature and extent of the risk.
3. Are existing control measures or precautions adequate.
4. Is there full compliance with the law?
5. Are any further precautions required?
6. Record the findings, and arrangements to be implemented if necessary.

### Assessments under Other Regulations:-

Assessments carried out under other Regulations, such as, Noise, COSHH, Manual Handling, Display Screen Equipment, Asbestos, Personal Protective Equipment, Control of Lead need not be repeated under the requirements of the Management of Health and Safety at Work Regulations

The Company will carry out risk assessments for any work activity that requires them. A sample Method Statement and Risk Assessments are included at Appendix A.

If this cannot be carried out by someone within the Company then they will seek the services of the Company Health and Safety Consultants MR Services.

The Company will then put into practice the Health and Safety measures required to control the risks.

The Company employees will comply with any written assessment carried out by the Company or by the Main Contractor.

Risk Assessments will form part of the Method Statement prepared for the work to be carried out.

Method Statements will be submitted to the Main Contractor for approval prior to work commencing.

All operatives engaged in the work will be made aware of the contents of the Method Statement prior to commencing work.

Any changes required due to variation of the work will be recorded as an addendum to the Method Statement and again all operatives involved will be informed of the changes in working procedures.

## 4.5 REPORTING OF INJURIES, DISEASES & DANGEROUS OCCURRENCES

Details of all injuries incurred at work are entered in the relevant Company Accident Book, i.e. the site accident book for contracts, or the head office accident book for all other contracts. Where the Company acts as a subcontractor, entries should also be made in the main contractor's accident book.

Employees will inform the Contracts Manager/Managing Managing Director immediately in the event of any serious accident or incident, also when an employee or self employed person working under the Company's control is absent for more than three days as a result of an accident.

The Contract Manager/Managing Managing Director will take the following reporting action in accordance with the Reporting of Injuries, Diseases & Dangerous Occurrences Regulation 1995:-

a) Death, specified major injuries or conditions & dangerous occurrences

The area office of the Health & Safety Executive will be informed immediately by telephone and a written report on Form F.2508 will be forwarded within ten days (major injuries or conditions & dangerous occurrences are defined in the Regulations).

b) Over-three day injuries

Where a person is incapacitated for work for more than three consecutive days (excluding the day of accident, but including weekends and other holidays which would not have been working days), a written report on Form F.2508 will be sent to the area office of the Health & Safety Executive within ten days of the accident.

c) Diseases

In the event of a written diagnosis being received from a doctor that an employee is suffering from a work-related disease the Managing Director will assess whether the disease is reportable under the regulations. Diseases are reportable to the Health & Safety Executive, on Form F. 2508A only if it is scheduled in the regulations and if the person suffering is currently employed on work in which that disease is a known risk. Details of scheduled diseases and associated work activities are contained in the Regulations.

Copies of all reports are to be forward to the Managing Director for record purposes.

d) Incident Contact Centre

It is now possible to report accidents and occurrences to the Incident Contact Centre in the following ways:

- By telephone           0845 300 9923
- By fax                    0845 300 9924
- By e-mail                [riddor@natbrit.com](mailto:riddor@natbrit.com) or,  
[www.riddor.gov.uk](http://www.riddor.gov.uk)

Alternatively employers can send reports by post to:

Incident Contact Centre  
Health and Safety Executive  
Caerphilly Business Park  
Caerphilly  
CF83 3GG

## 4.6 USE OF HAZARDOUS SUBSTANCES

### **Substances Hazardous to Health Regulations (COSHH) 2002**

Any material used, and/or any material which may be encountered during work, which has the potential for harming health shall be subject to the arrangement detailed below.

### **Substances Hazardous to Health**

Any material, whether purchased or otherwise encountered, which has the potential for harming health is included. Dusts, fumes, vapours, gases micro-organisms such as legionella (legionnaire's disease) and leptospirosis (Weil's disease). Whatever the route of entry to the body - eyes, skin cuts and abrasions breathed in or swallowed.

### **Suppliers**

The Managing Director shall ensure that the suppliers of materials to the company provide full information on the hazards to use and the appropriate precautions to be taken.

### **Assessments of Purchased Materials**

If the material has the potential for harming health, it is classified as hazardous. The elimination of the use of material or its substitution by a safer product shall be investigated by the Managing Director. If use of the material is confirmed, it shall be subject to an assessment.

If a specific assessment is not available, it shall be assigned to generic group (such as solvent-based adhesives etc.) and the generic assessment used until a specific assessment is available. The generic assessments are provided by COSHH Helpline.

The specific assessment shall detail the precautions to be taken in the use of materials concerned, specified assessments are provided by the COSHH Helpline.

### **Tender Preparation**

COSHH assessments shall be taken into account by the Managing Director when preparing tenders, to ensure that due allowance is made of control measures including safe work practices, ventilation, and protective clothing.

### **Pre-Contract**

Clients and Design teams shall be requested to review materials and techniques, where specifications conflict with best current practice concerning hazardous substances. Should there be any evidence of residual hazardous substances on site, as contaminants in the ground or in existing buildings, further information shall be sought.

### **Contract**

Relevant assessment for purchased materials shall be made available, through the Managing Director, to sites. For sites with hazardous substances present or suspected, site-specific procedure shall be drawn up. See sample COSHH Assessment in Appendix A

The Managing Director shall ensure that precautions outlined in the relevant assessment are implemented.

### **Equipment**

Any equipment provided and used in order to prevent or control exposures to hazardous substances shall be maintained and tested periodically, and as required.

Operatives are required to make appropriate use of such equipment, and report any defects without delay.

### **Sub-Contractors**

The Managing Director shall ensure that all sub-contractors provide valid assessment for substances hazardous to health which are to be used. The implications shall be discussed, as necessary, at a pre-contract meeting.

### **Main Contractors**

The Main Contractors shall be requested to provide assessments of materials to be used by others on site and to provide information regarding residual hazards.

## **Operatives**

Operatives shall be provided with information as to the hazards of materials to be used or encountered. They shall be instructed in safe working methods to protect their health and that of others who may be affected. They shall be trained to be able to follow the instructions.

Operatives shall comply with the instructions issued. Following safe working procedures, and the use of equipment including personal protective equipment, is a legal duty, as is co-operation with monitoring exercises.

## **Health Surveillance**

Health surveillance may be undertaken for specified operatives. The staff concerned shall be co-operative with any such requirement.

## **Record Keeping**

Records shall be kept of:-

- Assessment issued for specific contracts
- Information, instructions and training provided;
- Operatives trained;
- Equipment maintenance and testing (minimum 5 years);
- Monitoring data (minimum 30 years)
- Health surveillance data (minimum 30 years)

## 4.7 CONTROL OF NOISE AT WORK

### **Noise at Work Regulations 1989 - Control of Pollution Act 1974**

Any work liable to expose any employee to noise in excess of 85dB (A) over a working day shall be subject to the arrangement detailed below. Any work on site liable to cause a noise nuisance to neighbouring occupiers shall also be subject to these arrangements.

### **Suppliers**

The Managing Director shall ensure that supplies of plant and equipment to the Company include information on the noise emissions likely during normal use.

### **Tender Preparation**

Likely noise emissions shall be taken into account by the Managing Director when preparing tenders, to ensure that due allowance is made for control measures including timetabling of work and the provision of acoustic barriers and ear defenders.

### **Pre-Contract**

Where quieter means of carrying out operations are identifiable, client design teams shall be invited to consider modifying the original specification.

Where noisy activities are intrinsic to a contract, consideration shall be given to liaise with neighbours prior to work commencing. As appropriate, notification to the Local Authority shall also be considered.

### **Contract**

For noise exposures liable to exceed 85dB (A) over a working day, assessments shall be made. Such assessments may be specific to a particular site, but more commonly will be related to the work and may be reused on each site.

The Managing Director shall ensure that precautions suggested following the relevant assessment are implemented.

## **Equipment**

Plant and equipment shall be maintained such that noise emissions are kept to a minimum.

Operatives are required to make appropriate use of such equipment, and report any defects without delay.

## **Sub-Contractors**

The Managing Director shall ensure that all sub-contractors advise the Company of processes liable to generate high noise levels. The implications shall be discussed, as necessary, at a pre-contract meeting.

## **Operatives**

Operatives shall be provided with information as to the noise hazard represented by work exposing them to levels in excess of 85 dB (A) over a working day. They shall be instructed in safe working methods to protect their hearing, including the use of hearing defenders. They shall be trained to be able to follow the instructions.

Operatives shall comply with the instructions issued. Following safe working procedures and the use of equipment including personal protective equipment, is a legal duty, as is co-operation with noise assessments.

## **Record Keeping**

Records shall be kept of:-

- Noise exposure assessment made;
- Information, instructions and training provided;
- Operatives trained.

## 4.8 PROTECTIVE CLOTHING AND SAFETY EQUIPMENT

### **Safety Helmets**

Rules to ensure that safety helmets are worn wherever there is a risk of head injury will be drawn up for each site. Employees and subcontractors are to wear safety helmets in accordance with these rules. Sufficient helmets will be provided to each site. Where the company is acting as a sub contractor, main contractors' rules for the wearing of helmets are to be strictly observed

### **Eye Protection**

Suitable eye protection will be provided and must be worn when carrying out any of a wide range of processes. Examples of these processes are: using abrasive wheels or discs, striking masonry nails, using cartridge tools, gas, or electric welding.

Eye protection must be to BS EN 166.

### **Ear Protection**

If a noise assessment requires ear defenders to be worn (second action level or higher) they will be provided and must be worn when operating in an "ear protection zone". For levels of noise assessed at below the second action level ear protection will be provided if requested.

### **Gloves**

Industrial gloves will be provided and must be worn when handling abrasive materials or chemicals which could damage the skin.

### **Respiratory Protection**

Dust is a health hazard and masks will be provided and must be worn when conditioned dictate. Suitable equipment will be provided in such cases.

### **Safety Harnesses**

Where there is any risk of falling more than 2m (6'6"), and it is not possible to erect a working platform, safety harnesses will be provided and must be worn. Safety harnesses should conform to the appropriate BS EN standard and, depending on the circumstances may be used in conjunction with a fall arrest device, which will also conform to the appropriate BS EN standard.

Employees will be instructed on the use of safety harnesses which must be carefully inspected before each use

### **Protective Clothing**

Suitable items of protective clothing will be provided for employees as necessary

### **Footwear**

Employees are strongly advised to wear safety shoes or boots as the wearing of unprotected shoes, such as trainers, can lead to serious injury. The wearing of safety footwear providing protection to the toes is normally compulsory on construction sites.

### **General**

Employees have a duty to look after items of equipment which are provided for their protection. All items of safety equipment must be stored carefully and must be inspected before use. Faulty equipment must not be used, but reported to your supervisor.

## 4.9 FIRST AID

All employees must have ready access to First Aid equipment

When the Company is acting as a subcontractor, or when work is carried out in occupied premises, arrangements will normally be made with the main contractor or building occupier to share First Aid facilities. Site Agents and Supervisors will inform employees of these arrangements, which must be recorded in writing.

When shared facilities are not arranged, except for work of very short duration, involving only one or two employees, sites will be provided with a First Aid Kit, in the charge of a person appointed by the Managing Director.

## 4.10 MANUAL HANDLING AND LIFTING

### HAZARDS

The main injuries associated with manual handling and lifting are:-

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- Tenosynovitis, heat conditions.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.

Where possible the use of heavy materials should be excluded in the design stage (blocks etc.) but where this has not been done the Managing Director should liaise with Client/ Designer/ Planning Supervisor for the possibility of alternative materials to be used.

The Managing Director will ensure that relevant assessments of manual operations are carried out. Materials etc. will be handled as far as possible by machine. Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued to site on the handling of these loads. Materials should be purchased in sizes which reduce the risks of injury when handling (25kg bags as opposed to 50kg).

All staff will be given training in the correct methods of handling and lifting loads as part of the normal site safety training.

### TRAINING

All operatives and supervisory staff involved in manual handling operations will be trained in the relevant procedures.

Training will be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

## **MONITORING**

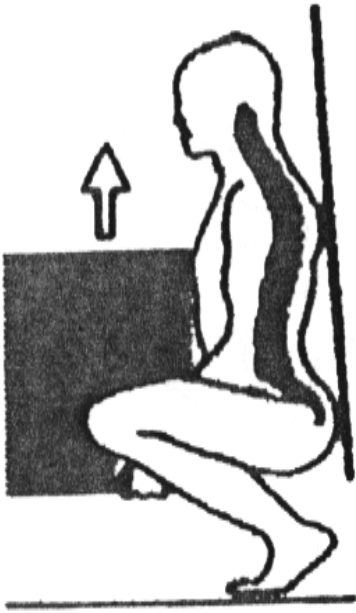
The Managing Director will:-

- Instruct any operative in the correct handling and lifting of loads as required.
- Ensure that a supply of suitable gloves is available for issue as required for the handling of materials which could cause injuries to the hands.
- The Company will enforce the wearing of safety footwear and supervisory staff will caution any employee or sub-contractor wearing unsuitable footwear.
- Ensure that no operative, particularly a young person, is required to lift without assistance a load which is likely to cause injury.

## **CONTROL MEASURES**

1. Wherever possible use mechanical means to lift and transport items.
2. Where use of mechanical means is impracticable, then sufficient persons must be available to lift the relevant load and take into account the size, shape, and weight of that load.
3. Ensure that items are lifted correctly with the back straight and using the legs to raise yourself if the load is low. Use a good grip with the feet apart to hip width and one foot slightly in front of the other.
4. Avoid twisting, stooping or reaching to lift or deposit the load.
5. Ensure that access areas are clean and that the lighting is adequate.
6. Wear gloves and safety footwear.
7. Protect sharp edges.
8. Avoid long lifts and if necessary change grip when the load is at waist height.
9. Keep the load close to your body.
10. Arrange storage so that the heaviest loads are in the most convenient position i.e. from knee to shoulder range.
11. For long distances arrange supports to allow the load to be placed for brief breaks.
12. During repetitive work, ensure sufficient time for resting.
13. If more than one person is involved then a suitable person must be nominated to control the job.
14. If possible, break the load down into smaller items.
15. If possible, provide proper handles, handholds or use carrying devices, to avoid the possibility of trapped fingers etc.
16. Secure items which are loose to prevent the load shifting when being carried.

- 17. Avoid carrying up and down steps.
- 18. Use correct lifting techniques as follows:



**Knees Bent**  
**Back Straight**



**Lift with legs**



**Back Straight**  
**Firm grip of load**

## 4.11 VIBRATION

Hand-arm vibration syndrome (HAVS) with blanching of fingertips, tingling and numbness is associated with exposure to vibration.

The condition typically starts with mild intermittent symptoms not affecting life activities to a condition that is constant, progressive and severely restricts activities of daily living.

HAVS was first recognized around 1900 as pneumatic tools came into use, especially in quarries and mines. In the last thirty years HAVS has been a problem primarily with chain sawyers, and workers using pneumatic tools for grinding, polishing, sanding, and riveting.

For a long time it has been recognized that there is usually a direct relationship between the total numbers of hours spent using a vibration tool and the chance of developing HAVS.

With more sophisticated measurement techniques it is now possible to demonstrate that there is a direct relationship with increasing acceleration (energy) of the vibration and the development of HAVS. Certain frequencies of vibration are also more harmful.

White finger is caused by an impaired blood supply to the fingers. At a skin temperature of 15°C or less the skin of the hand turns white and a loss of feeling is noticed.

If exposure to vibration in cold conditions continues, circulation to the skin of the hands becomes permanently restricted, the skin turns hard, and the loss of feeling becomes permanent.

Early symptoms are usually set off by the cold and consist of:

- Finger tips rapidly becoming pale and having no feeling.
- Severe pain and numbness in fingers.
- Pins & needles.
- Loss of grip strength
- Prolonged pain in the wrists.

## **CONTROL MEASURES**

1. Operatives must keep their hands warm by wearing gloves when using hand held tools.
2. During breaks after using hand held tools operatives should massage their hands to increase circulation.
3. All operatives must be instructed to have a break every 15 mins when using hand held breakers.
4. Hand held tools with anti-vibration devices to be used where possible.

## 4.12 ELECTRICAL SERVICES INSTALLATION

The general site safety precautions must be observed. Additionally the following is relevant to electrical installations.

### Legislation

All work must conform to the Electricity at Work Regulations 1989 and the Electrical (Safety) Regulations 1994. A copy of the “Electric Shock” placard must be displayed.

### Permanent Installations

All services will be installed, tested, and commissioned in accordance with the IEE Regulations for Electrical Installation.

Precautions must be taken to prevent unauthorised use of an installation during testing. The operation must be closely supervised and, where necessary, access by other trades must be restricted.

After commissioning, full information and instruction will be provided to the user.

### Temporary Supplies

A detailed assessment of site requirements must be carried out to determine the size and locations of electrical loads. A 11 volt single phase supply will generally be required on all sites , but 240 volt will usually be required for offices, stores etc, and 415 volt three phase will be required for heavy plant. All services will be installed, tested, and commissioned in accordance with the IEE Regulations for Electrical Installation.

## Test Equipment

Guidance on the use of test equipment is contained within the HSE Guidance Note GS 38, a copy of which is held at Head Office.

## First Aid

The basic rules for dealing with an electrical accident must be known and understood by all employees.

- a) In the case of normal distribution voltage e.g. up to 440 volts three phase, if at all possible, switch the power supply off. If this is not possible, release the victim from contact with the conductor by the use of dry clothing, gloves, wood, rubber or plastic sheet, dry rubber boots etc. in the case of higher voltage, use of the above materials could be dangerous; therefore the supply must be isolated.
- b) Begin artificial respiration and continue as necessary until medical assistance arrives.
- c) Call for first aid assistance or for someone to summon a doctor or ambulance.

## 4.13 EMERGENCY PROCEDURES

### Head Office

All staff are to make themselves familiar with the following action to be taken in the event of a fire:

### On Discovering a Fire

Any person discovering a fire, however small, is to;

1. Immediately operate the nearest fire alarm point.
2. Attempt to extinguish the fire with the available appliances, but ONLY IF THIS DOES NOT INVOLVE PERSONAL DANGER.
3. Report to Reception.

### On Hearing the Alarm

1. The Receptionist will call the Fire Service by dialling 999, stating the emergency to be "FIRE" and giving the full address of the location of the fire.
2. All staff and any visitors are to leave the premises immediately and assemble in the public car park to be mustered by the Managing Director or senior member of staff present. Evacuation must proceed in an orderly fashion:
  - ✓ DO check that fire doors are closed on leaving.
  - X DO NOT stop to collect personal belongings
  - X DO NOT re-enter the building until told it is safe to do so.
  - X DO NOT leave the assembly point – wait for head count and further instructions.
3. The Receptionist will advise the Managing Director of the persons who were in the premises.

4. The Managing Director will check that all staff and visitors are accounted for and will direct the Fire Service on their arrival.

Where the Company is acting as a subcontractor, or where work is carried out in occupied premises, the emergency procedure for the main contractor or building occupier will be followed.

Where the Company is the main or only contractor and work is being carried out in un-occupied premises, the Managing Director and Contract Managers will ensure that adequate fire precautions are taken, that emergency procedures are established, and that employees and subcontractors are familiar with such.

## 4.14 OFFICE SAFETY

All office staff has a duty to assist in the reduction of risks of accidents and fire. The following rules and precautions are to be observed:

1. Keep desks tidy and ensure that waste paper is disposed of regularly.
2. Use safe methods of lifting any article or get assistance if required.
3. Never leave filing cabinet drawers open or open more than one at a time.
4. Ensure that cables and connections on all electrical equipment are sound, that the equipment is earthed, and that fuses of the correct rating are used in the plugs.
5. Ensure that passageways, stairs and exits are kept clear at all times.
6. Any highly flammable liquids are top stored in fire resisting cupboards.
7. All staff must be familiar with the fire procedures and how to use the fire extinguishers which are provided.

A First Aid kit is kept at head office in charge of a person appointed by the Managing Director.

**SAMPLE METHOD STATEMENT**  
**AND RISK/COSHH ASSESSMENT**

**NORTHAMPTONSHIRE ELECTRICAL  
CONTRACTING LIMITED**

**81a, CHARLES STREET  
KETTERING  
NN16 9RL**

**SAFETY METHOD STATEMENT**

**PROJECT:**

**PRINCIPAL CONTRACTOR:**

**Initial Issue Date:  
Revision Date:**

## **SAFETY METHOD STATEMENT FOR (Insert name of Principal Contractor and Site)**

This safety method statement is a part of a safe system of work as required by The Health and Safety at Work Act 1974 (section 2.2) and The Management of Health and Safety at Work Regulations 1999 (Regulation 3). All parts of this safety method statement will enter the Health and Safety File at the end of the project; this is to ensure that any hazards or work methods can be identified in any future maintenance, refurbishment, or demolition that the Client may decide to carry out.

### **SAFETY STANDARDS**

Safety standards by the Principal Contractor, and Northamptonshire Electrical Contracting Limited will be as required by the relevant statutory legislation and the contents of the Company Health and Safety Policy together with any special arrangements contained within the site specific Construction Phase Health and Safety Plan.

### **DESCRIPTION OF WORKS**

(Insert details of works to be carried out)

All works will be carried out by Northamptonshire Electrical Contracting Limited own employees.

### **COMMENCEMENT OF WORKS**

Work is due to commence on the (insert date) and conclude by the (insert date)

### **SEQUENCE OF WORKS**

Programme and sequence as agreed with Principal Contractor (Or insert sequence if known)

### **ARRANGEMENTS FOR DEMARCATION**

(Insert details of any demarcation/restrictions required in working area)

## **RISKS & CONTROLS (Including third parties)**

See Risk Assessments in relation to (insert operation being carried out) are attached to this document.

## **PLANT & EQUIPMENT**

(Insert details of any Plant that is to be used for the work, including cranes, cartridge operated tools, scaffold towers etc.)

Electrical hand tools will be used for this work. All electrical equipment will be PAT tested and the relevant “ticket” provided to the Principal Contractor.

This equipment will be examined by the operator on a daily basis to ensure that it remains safe to use. Any equipment found to be unsafe during the inspection will be “stood down” until such time that any faults are rectified.

All operatives will have been trained in the use of the relevant equipment and will provide, where appropriate, copies of such training records to the Site Manager for his records.

## **TRAINING**

All plant and machinery operators will have the competency to operate that plant where applicable. Proof of training will be provided and available within the site office.

A site safety induction will be attended by all operatives prior to commencement of work.

## **SITE FACILITIES AND RESPONSIBILITIES**

Welfare and first aid facilities together with safe access to and from the workplace will be provided by the Principal Contractor

## **FIRST AID**

The first-aider on site is the Site Agent. First aiders can be easily identified by stickers on hard hats.

First aid facilities are located within the site office.

## **EMERGENCY ARRANGEMENTS**

As per the emergency procedures detailed within the site safety induction.

## **PERSONAL PROTECTIVE EQUIPMENT**

Hard hats, Hi visibility vests/ jackets and Safety footwear must be worn on site at all times.

Any other PPE required for certain work activities, e.g. goggles and gloves, will be provided and used as necessary.

## **SUPERVISION**

The works will be supervised by

Rob Mills – Managing Director (visiting)	Contact Phone Number 07980871753
???????? - On Site Supervisor	Contact Phone Number ??????????
Mick Robinson – Safety Consultant (visiting)	Contact Phone Number 07900 273410

## **HOUSE KEEPING**

All waste will be controlled in such a way that it poses no risk to health and safety. All excess materials will be removed to the site skip.

## **SITE RULES**

All site rules denoted at the safety induction will be adhered to.

It may be necessary to amend this method statement during the course of the works. Any amendments will be introduced after consultation with the Site Manager and notified to the operatives carrying out the works.

## **SAFETY PROCEDURES**

All operatives will receive, when first arriving on site, the site specific safety induction as required by the Principal Contractor.

All operatives will provide for inspection/copies of the required training certification for the use of any designated plant/equipment.

All accidents will be reported to the Site Manager.

Any operative who considers that an operation cannot be carried out without un-due risk to either him or others on site will report his concerns to the Site Manager, for any necessary measures to be implemented prior to work continuing.

All operatives will be made aware of the content of this Method Statement and associated Risk Assessments prior to commencing any specific operation. An “Acknowledgement of Method Statement and Assessments” form is attached for completion.

Any divergence from this Method Statement will be authorised by the Site Manager and will be recorded prior to any works commencing. Additionally the operatives affected by the alteration will be informed accordingly of it.

Signed: .....

Dated: .....

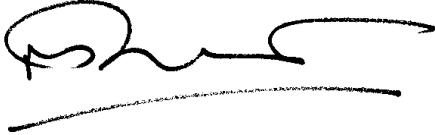
## **SAMPLE RISK ASSESSMENT**

RISK ASSESSMENT – ELECTRICAL INSTALLATION

<b>Project:</b>	<b>Contractor:</b> Northamptonshire Electrical Contracting Ltd	<b>Client:</b>	
<b>Document Reference Number:</b> EI/01	<b>Assessed by:</b> M. Robinson	<b>Date:</b>	
<b>Task/operation and location (including any tools/equipment in use):</b> Carrying out all types of electrical installation			
<b>Hazards:</b>		<b>Risk rating:</b>	
		Without controls:	With controls:
1.	Manual Handling	Medium	Low
2.	Contact with machinery	Medium	Low
3.	Eye Injury	Medium	Low
4.	Process Hazards (dust/fumes/splashing/extreme of temperature)	Medium	Low
5.	Falls from height – Fall of materials	High	Low
6.	Portable hand tools	High	Low
7.	Fire.	Medium	Low
8.	Noise	High	Low
9.	Vibration white finger	High	Low
10.	Nails	Medium	Low
11.	Electrocution/electric shock/burns	High	Low
12.	Slips, Trips and Falls	Medium	Low
13.	Ergonomics	Medium	Low
<b>Harm:</b> Death or serious injury Burns Musculoskeletal Disorders Minor cuts			
<b>Persons in danger:</b> Employees, other workers, Client's personnel, Visitors			

**Controls:**

1. Training in safe manual handling techniques. Provide clear access routes to work areas. Provide mechanical handling and positioning. Provide sack trucks or assistance for moving materials.
2. Mechanical means of isolation, barriers guards.
3. Provide eye wash stations close to work areas.
4. Programme work for close down or provide physical barriers, face masks and other PPE as described in COSHH assessment. Prohibit eating, smoking or drinking in the work area.
5. Scaffolding, crash decks or nets, ladders or steps. Youngman boards with handrails. Establish exclusion zones. User inspection of equipment and fragile surfaces.
6. Portable appliance testing and use of safety extra low voltage as appropriate. Careful siting of leads, preference given to battery operated tools.
7. Site fire plan and training. Specific safe system of work where oil filled equipment or hazardous atmosphere present.
8. Job rotation for noisy operations and provision of suitable hearing protection. Carry out work in a separate area to other workers.
9. Provide system for monitoring health of operatives. Use modern well maintained equipment, keep hands warm, and avoid smoking.
10. Remove protruding nails. Wear appropriate safety footwear.
11. Electricians qualified in particular type of work and adequately supervised. Design of the installation by qualified electrical engineer and accurate knowledge of the purpose of the installation and external factors, supply characteristics and suppliers requirements. Provision of drawings, existing system schedules and manufacturers instructions. Provide good lighting. Use of Permits to Work. Working live only under a specific method statement. Tools to be insulated. Calibrated test equipment to be used. Use of buried cable detection equipment (CAT). Adequate first aid provision. Inspection of load carrying capacity of existing supports. Facilities for locking off and isolation. Signs and barriers to prevent unauthorised access. Liaison with other workers and test and inspection at appropriate stages of the work including providing information and explanations to customer
12. Provision of waste skips and rubbish chutes with responsibility for daily cleaning. Use battery operated tools to reduce trailing leads. Provide adequate lighting. Wear suitable safety footwear.
13. Careful design of task and selection of PPE. Provision of suitable tooling e.g. side angle drills.

<p><b>Personal protective equipment:</b>                  Safety Helmets.                  Safety Footwear.                  Goggles.                  Gloves.</p>	
<p><b>Additional assessments:</b> None</p>	
<p><b>Method statement required?</b> Yes</p>	
<p><b>Is the task adequately controlled?</b> Yes</p>	
<p><b>Specific legislation:</b>                  Construction (Health, Safety &amp; Welfare) Regs 1996                  Personal Protective Equipment at Work Regs 1992                  Manual Handling Operations Regulations 1992                  Electricity at Work Regulations 1989                  Electrical Equipment(Safety) Regulations 1994                  Provision and use of Work Equipment regulations 1998</p>	
<p><b>HSE and other guidance:</b>                  HS(G) 141 - Electrical Safety on Construction Sites                  HS(G) 107 – Maintaining portable and transportable electrical equipment                  HS(G) 60 – Work related upper limb disorders                  HS(G) 85 – Electricity at work – safe working practices</p>	
<p><b>Information, instruction and training:</b>                  Manual Handling                  Installation must be by electricians qualified to an appropriate level or under adequate supervision.</p>	
<p><b>Emergency procedures:</b>                  As required by Principal Contractor in relation to site wide procedures.</p>	
<p><b>Monitoring procedures:</b>                  Supervisor to monitor the wearing of appropriate protective equipment, and use of equipment by authorised users only.                  Copies of test certificates required.</p>	
<p><b>Other items:</b></p>	
<p><b>Signature:</b> </p>	<p><b>Date for review:</b></p>

**ACKNOWLEDGEMENT OF  
METHOD STATEMENT  
AND ASSESSMENTS**

**(INSERT NAME OF PROJECT)**

**NORTHAMPTONSHIRE ELECTRICAL  
CONTRACTING LIMITED**

**ACKNOWLEDGEMENT OF METHOD STATEMENT  
AND ASSESSMENTS**

The below named persons acknowledge that they have read and understood the Method Statement and associated Risk Assessments, dated ??????? in relation to the works being carried out at ????????

<b><u>NAME (Print)</u></b>	<b><u>SIGNATURE</u></b>	<b><u>DATE</u></b>
and		