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HEALTH & SAFETY POLICY



Health & Safety Policy

Document Control

Document title : Health & Safety Policy

Reference number : 055087

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Authorised by :	C P Marchant		

Issue : Approved

Date of first issue : 18 December 2003

Date of current issue : April 2014

Date of next review : March 2015

Issue	Date	Comments
Draft A	December 2003	For comments
Draft B	March 2004	For comments
Approved	April 2004	



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INTRODUCTION

This policy document has been prepared to define the way that E&B Group Ltd intends to manage health and safety and meet the requirements of Section 2(3) of the Health and Safety at Work Act 1974. This act requires an employer to prepare a statement of general policy with respect to health and safety at work and the organisation and arrangements set up to carry out that policy.

E&B Group Ltd's Health & Safety Management Document System is contained within this Policy Document and it's associated Instructions, Procedures, Assessments and guidance documents. The Document System formally communicates the instructions and procedures covering operation and work activities from the Company Directors to their supporting managers, supervisors and all other personnel employed or involved in the Company's activities. The Document System has been developed to meet statutory requirements for a Safety Management System to ensure the health and safety of all personnel associated with work activities of the Company including contractors, visitors and the general public.

The Policy and it's associated documents apply as defined to all personnel employed or contracted to the Company as appropriate to the work being undertaken. It is the duty of personnel so involved to apply the requirements of these documents to their work.

Pursuant to The Management of Health and Safety at Work Regulations 1999, E&B Group Ltd has a **separate "General Risk Assessment Manual for the Construction Industry"**, the contents of which are utilised for specific tasks and projects and a copy is included in Section 4.



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HEALTH AND SAFETY POLICY STATEMENT

This Health and Safety Policy Statement recognises E&B Group Ltd obligations under the Health and Safety at Work etc. Act 1974. This policy statement and the health and safety documentation detailing the means of implementing the policy are in respect of E&B Group Ltd and its operating businesses.

E&B Group Ltd has a moral and legal obligation to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and anyone who may be affected by the actions of the Company, its employees, or as a result of the E&B Group Ltd activities. E&B Group Ltd fully accepts their obligations and responsibilities, which will be achieved by :-

- Meeting its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- Providing and maintaining safe working environments that are without risks to health, safety and welfare. Limiting adverse effects on and adjacent to the area in which those activities are carried out.
- Ensuring all employees play an active part in the health and safety of the Company by consulting with them and providing them with adequate information, instruction, training and supervision for them to understand their role within the Company.
- Setting standards that comply with the relevant statutory requirements relating to health, safety and welfare with regard to the effect on employees, contractors, visitors and the public.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
- Ensuring that hazardous areas are kept secure from the public, employees or tenants, or contractors not required to enter them.
- Ensuring that when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, instruction, training and supervision are provided for safe methods of work.
- Ensuring that all plant and equipment is maintained in a safe condition and is subject to routine and statutory inspections and examinations.
- Ensuring that contractors undertaking work for the Company are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractors' legal responsibilities to comply with statutory requirements.

Employees are required to co-operate with the Company not only to ensure their personal safety, but also to ensure that they are not prosecuted for breach of legislation or have disciplinary action taken against them by the Company for breach of Company rules.

The Board of Director have appointed **Operations Director, Mr C P Marchant** as having particular responsibility for health, safety and welfare and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy with respect to E&B Group Ltd.

The Company will communicate the Health & Safety Policy to all employees, and it will be freely available to customers, shareholders and the general public. This policy will be reviewed annually and updated as required to conform to current legislation.

This Policy, supported by Instructions, Procedures and Organisational Arrangements, is to be applied to all activities carried out by the Company. To assist in this respect the Company have appointed a Safety Supervisor. **The Safety Supervisor is 4SeeRisk Management.**

Signed :

CLIVE P MARCHANT
OPERATIONS DIRECTOR

Date : **April 2014**



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ENVIRONMENTAL POLICY STATEMENT

E&B Group Ltd recognises the need to operate the business in a manner, which reflects good environmental management. The Company is aware of the environmental impacts of its operations and will balance its business aims with the need to protect the local and global environment.

Our Environmental Policy shall earn the confidence of employees, shareholders, customers and the general public by demonstrating our commitment to comply with all relevant environmental legislation and minimise pollution, resource use and waste, where feasible, through the continual improvement of performance in all areas of the Company.

The Company have demonstrated a commitment to identify all activities that have the potential to cause an environmental impact, as well as providing adequate resources to help minimise or prevent any negative impact.

In order to achieve this commitment, we will :-

- Identify all environmental impacts that the Company contributes to and establish environmental management procedures that can be incorporated into all business decisions, in a cost effective manner.
- Regularly measure and evaluate our environmental performance, and improve where necessary.
- Promote a culture of continual environmental improvements within the Company.
- Delegate the responsibility for environmental matters to the appropriate levels in the Company.
- Consistently increase the awareness and provide necessary training to all our employees and customers to ensure environmentally responsible concepts are integrated into their normal working practices.
- Demonstrate control of all our operations and ensure that all are performed with due consideration of the environment.
- Identify, prevent and mitigate against potential accidents that could result in an environmental impact, so that if an accident did occur the consequences would be minimised.
- Use products that have a negligible environmental impact, where appropriate options exist.
- Minimise the storage and use of all articles and substances, where appropriate.
- Reduce the consumption of resources (energy, materials, packaging) where feasible.
- Minimise waste through a commitment to reuse, recover or recycle, where feasible.

It is our duty to ensure that good environmental management is practised in all contracts and projects, that we are involved in, and we will seek to influence customers to demonstrate a positive environmental commitment.

The Company will communicate the Environmental Policy to all E&B Group Ltd employees and it will be freely available to customers, shareholders and the general public.

Signed :

CLIVE P MARCHANT
OPERATIONS DIRECTOR
E & B Group Ltd

Date : **APRIL 2014**



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SECTION 1 : ORGANISATION FOR HEALTH AND SAFETY

General Organisation

Arrangements for health, safety and welfare will be organised by E&B Group Ltd.

The Operations Director, Clive P Marchant has a responsibility for health and safety.

The Board of Director has appointed 4See Risk Management as Safety Supervisors, who are responsible for monitoring the Company's Health and Safety Policy and for dealing with related health, safety and welfare issues.

Constructive suggestions to improve health, safety and welfare in the Company are welcomed from any employee.

General Responsibilities

Directors and management are responsible for the implementation of the Company's Health and Safety policy and determining the Company's policies on health, safety and welfare matters, including revision of this Policy.

All employees are expected to set a personal example and take reasonable care for health, safety and welfare of themselves and of others who may be affected by their acts or omissions.

Employees who are responsible for supervision are expected to promote and encourage health and safety awareness in employees and trade-contractors under their control. These supervisors, supported by an appointed Safety Advisor, will monitor compliance with the requirements and provide advice on health, safety and welfare matters.

All employees should be aware of and have knowledge of the legislation, best practice and equipment relevant to their work activities.

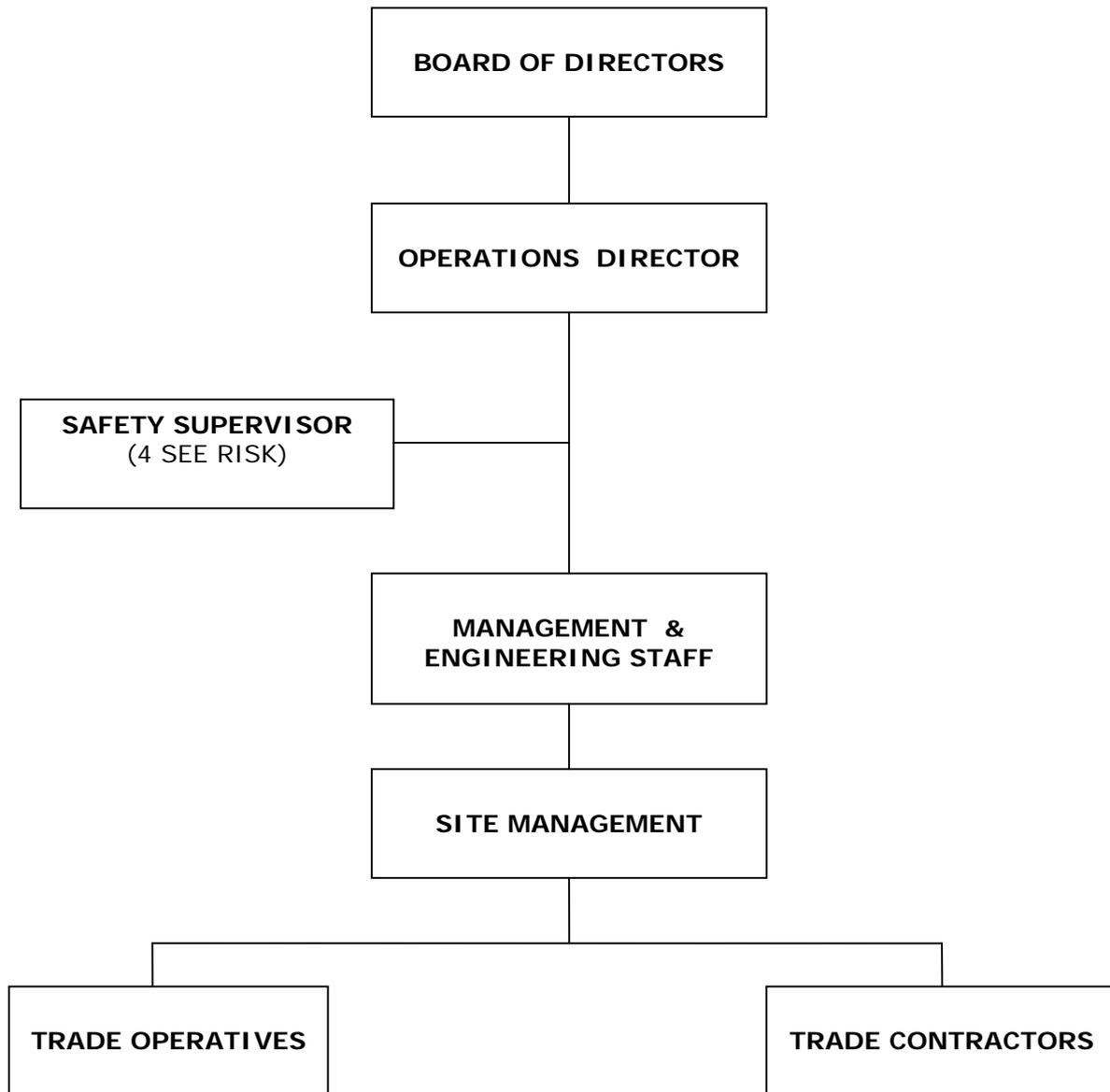
Consultation

Employees will be consulted in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 whenever there are changes in the Company's work procedures and arrangements for health, safety and welfare of the employees and consultation with the Health and Safety Executive (HSE). Consultation will be either directly with the employees or with a group of employees elected as their "representative of employee safety". Information will be provided initially to allow sufficient time for employee comments and feedback to be considered and any necessary changes made to the proposals.



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E & B Group Ltd Health and Safety Organisational Chart





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SECTION 2 : RESPONSIBILITIES FOR HEALTH AND SAFETY

The following responsibilities are the main duties of management and are in addition to the duties outlined in general responsibilities.

Responsibilities of the OPERATIONS DIRECTOR

- To have responsibility for health and safety policy within the Company.
- To ensure that sufficient resources are made available to meet health and safety needs within the Company, including appointment of a Safety Supervisor.
- To appoint competent persons to manage health and safety within the Company, which with respect to E&B Group Ltd is Mr C P Marchant, Operations Director.

Responsibilities of the Health & Safety Operations Director

- To manage and implement health and safety within the Company
- To act as a focal point within the Company regarding health and safety matters.
- To ensure that the health and safety policy is up to date with current legislation.
- To arrange external contracts for risk assessments including :-
 - Health and Safety
 - Fire
 - Water Hygiene
 - Asbestos
 - DDA
- To arrange specialist health and safety training courses, as required.
- To ensure contractors employed by the Company are vetted for Health & Safety prior to establishing a contract.
- To ensure that serious accidents occurring on Company property are investigated and controls implemented to prevent re-occurrence.

Responsibilities of Management (Project, Site, Maintenance) & Supervisory Staff

- To ensure the health, safety and welfare at work of employees, by providing and maintaining :-
 - Relevant risk assessments
 - Safe Systems of work
 - Safe plant or equipment
 - Safe methods of handling, transporting articles and substances
 - Supervision, training, instruction, information
 - Health and Safety records
 - Safe places of work and safe access/egress
 - Safe and healthy working environment
 - Adequate personal protective clothing and safety equipment
 - Welfare facilities
 - Medical surveillance (where the nature of the substances encountered requires it.)
- All employees are aware of and have knowledge of their health and safety responsibilities while undergoing their tasks and do not take unnecessary risk.



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- To ensure that other people, including trade-contractors, visitors and members of the public, do not have their health and safety placed at risk as a result of the Company's activities.
- If the Company has control of premises, to ensure that others who visit the premises to carry out work are provided with a safe place of work and safe access / egress to their work.

Responsibilities of Designers, Architects, Engineers & Surveyors

- To read and understand the Company's health & safety policy and comply with the prescribed arrangements.
- Be aware of and have knowledge of the various statutory requirements governing the Company's activities and their application.
- To ensure that the requirements of health and safety legislation, ie CDM, are complied with as they apply to the Company activities.
- Identify and assess any potential hazards and risk in order to, as far as reasonably practicable, minimise or remove them.
- To promote safe working methods by providing detailed information and instruction to all employees and sub-contractors.
- Provide adequate information, as required, to ensure the correct implementation of designs, in particular where design changes affect the risk environment on the site.
- Report any unsafe situation observed whilst on site, in particular non-compliance with the requirements of any Health and Safety Plan.
- Set a personal example, and carry out your own work in a safe manner, ie take precautions when working on or near public roads, and use personal protective equipment issued by the Company to protect health and safety.

Responsibilities of Office Management

- To ensure all employees have access to the health, safety and environmental policy.
- To ensure that Fire Marshals are nominated and trained.
- To ensure that first aiders are available and their names published.
- To maintain a Health & Safety notice board.
- To arrange for DSE assessments of all workstations.
- To arrange and maintain regular servicing and/or testing of office portable electrical appliances and fire fighting equipment.
- Maintain records, including employees' health and safety training, accident investigations, DSE assessments etc.

Responsibilities of Fire Marshals

- To ensure that the fire fighting equipment, signage and fire evacuation procedures are in place/displayed and not misused.
- To regularly inspect the means of escape and ensure no obstructions.
- On hearing the fire alarm:-
 - Supervise the evacuation of personnel from your area.
 - Check all rooms, stores, and toilets to ensure full evacuation.
- Ensure that assistance is arranged for disabled persons in your area.



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Responsibilities of First Aiders

- To provide first aid to employees, as trained
- To ensure that the first aid kits and accident book are maintained
- To report serious accidents to Management and assist with RIDDOR reporting and where required, assist in any accident investigation.

Responsibilities of All Employees

- To read and understand the Company's health and safety policy and comply with the prescribed arrangements.
- Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety and welfare.
- To use personal protective equipment issued by the Company to protect health and safety.
- To only use work equipment, as instructed and trained. No unauthorised use of equipment is permitted; neither is repair or modification permitted unless express authority is given. Damage to equipment should be notified to a Manager.
- To be aware of and understand the emergency procedures in the event of a fire or an accident.
- To report all accidents to a Manager, including those where no injury occurred.
- To comply with any reasonable instructions given by Managers or appointed persons, for example the fire warden(s).

Responsibilities of Trade-Contractors

- To ensure that they have the same duties, as outlined above, for their own employees, and others, who could be affected by their work activities.
- Be aware of and be expected to co-operate fully with E&B Group Ltd to avoid accidents and ill health on Company premises.
- To provide evidence of their Risk Assessments for activities they carry out, and where necessary, provide suitable written Method Statements.

Responsibilities of Duty Holders (Construction (Design & Management) Regulations 1994)

- All persons appointed to positions to meet the requirements of CDM Regulations, which place duties on the client, designer, planning supervisor, principal contractor and trade-contractor, will comply with those duties imposed upon them.
- Depending on the nature of the appointment, those duties will include: -
 - Provision of relevant information for initial assessments following feasibility study and the intention to build.
 - Carry out risk assessments of all relevant activities.
 - Competent selection of relevant external/internal personnel.
 - Formulation of construction Health and Safety Plan.
 - Continual monitoring of Health and Safety Plan.
 - Ensure implementation of the Health and Safety Plan by the project management team.
 - Making available information for the Health and Safety File.
 - Identifying the needs of continued and adequate training.
 - Ensuring that all health and safety requirements are met.
 - Notification of projects to Health and Safety Executive.
 - Advising on compliance, so that no breach of the Regulation occurs.



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- The exact scope of each person's duties will be determined by the nature of their appointment as laid down under the Construction (Design and Management) Regulations 1994.

Responsibilities of 4See Risk Management Services

- Advise E&B Group Ltd on the preparation, promulgation and review of a company Health & Safety Policy.
- To provide advice on the following:-
 - Legal requirements affecting health, safety and welfare.
 - Personal protective clothing and equipment
 - Working methods, equipment or materials, which could reduce risks.
 - Potential hazards on new sites, health and safety factors affecting the selection of plant and equipment, and sub-contractors.
 - Specialist services including substances hazardous to health, noise, asbestos removal, development of health and safety plans for site work.
- Carry out inspections of sites and workplaces as notified by E&B Group Ltd.
- Carry out investigations of serious accidents.
- Assist E&B Group Ltd in notifying and dealing with the Health and Safety Executive, with regard to new sites, dangerous occurrences etc.

Responsibilities of Company Car Driving

- Make regular inspections of your vehicle for obvious defects and ensure any defects noticed are rectified without delay.
- Drive in accordance with Road Traffic Legislation and the Highway Code at all times and be particularly careful when driving on sites to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes.
- Do not use a hand held mobile phone at any time whilst the vehicle is in motion. The use of hands free phones should be kept to a minimum and only until such time as the vehicle can be safely stopped.
- Ensure that your vehicle is parked in the designated parking area on sites and that the arrangements made under any Health and Safety Plan for the site in terms of access, speed limits and other control measures for vehicles are complied with
- Ensure before reversing that there are no obstructions or people behind the vehicle.
- Report all accidents or damage, however minor, to the Operations Director.
- Ensure any traffic violations you are involved in, which result in yourself being prosecuted, are reported to the Operations Director.
- Ensure your vehicle is serviced in accordance with the manufacturers requirements.
- Check lights, tyres, oil, water, windscreen wipers and washer reservoir etc at least every week.
- Do not drink alcohol or take medication, which could affect your driving ability, before driving a vehicle.

Responsibilities of Operatives / Tradesmen

- When going out to site report to the site management on arrival.
- Report to site supervision any defects in plant or equipment discovered whilst on site.



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- Use the correct tools and equipment for the job and report any defect noted in tools and equipment.
- Ensure that you do not carry out repairs or servicing on plant or machinery whilst operational unless absolutely necessary and ensure that any guards removed to carry out repairs are replaced.
- Ensure that you do not carry out repairs unless safety precautions have been taken.
- Ensure that all precautions are taken when using welding equipment to eliminate risks to your own health and safety, the health and safety of others and that the danger of fire is minimised.
- Ensure that you take all personal hygiene measures necessary to prevent industrial dermatitis.

Responsibilities of Storepersons

- Ensure that all electrical equipment and power tools sent to site from stores have been checked and are safe and in good condition and are not more than 110 volts.
- Ensure that all equipment, tools or materials sent to site from stores are suitable and safe when used for the purposes for which they were intended. If in doubt, ask for confirmation from technical staff of other competent persons.
- Ensure that full instructions for the safe use of any article or substance are sent with the article or substance or check that full instructions are available on site.
- Maintain a stock of protective clothing and safety equipment for issue to sites as and when required.
- Ensure that materials or equipment delivered to the yard is stacked or stored in a position and manner, which does not create a hazard.



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SECTION 3 : ARRANGEMENTS FOR HEALTH AND SAFETY

1. Introduction

- The general details of E&B Group Ltd's arrangements for the management of health and safety are provided within this section. In addition to and supporting these arrangements, detailed health and safety procedures for specific workplaces and activities are set out in the Procedures Manual.

2. Internal Communications

- All relevant safety information will be provided at all workplaces where employees are located. This will include :-
 - H&S Policy
 - HSE Law poster
 - Employer's Liability insurance certificate
 - Fire safety instructions
 - Names of Fire Wardens and First Aiders
 - Other safety instructions relevant to that workplace

3. Health and Safety Policy

- The health and safety policy will be reviewed annually to ensure that it is effective.
- The policy will be amended where required and all employees informed of any amendment.
- A copy of the health and safety policy will be available to all employees.
- Each workplace with site staff will hold a copy of the policy.
- The Health & Safety Policy statement will be displayed on a health and safety notice board.

4. Training

- Incompetent and poorly trained personnel, who undertake work activities, increase the likelihood of accidents and injury. Many accidents at work occur as a result of an individual's capability and training not meeting the requirements and skills of a specified task.
- Management and supervisory staff must ensure that all employees under their control have appropriate training and experience to undertake their allocated tasks.
- Where necessary, management and supervisory staff should identify and arrange training and instruction of employees.
- Health and Safety records of training provided will be maintained.

5. Risk Assessment

- Management and supervisory staff are required to carry out risk assessment of work activities, which pose a significant risk to health and safety, to ensure hazards are eliminated or reduced by implementing appropriate control measures and safe systems of work.
- Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action.
- The findings of risk assessments will be recorded and where necessary, will be used to develop method statements to ensure safe systems of work.



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- A copy of the risk assessment report will be available at the workplace, and the findings will be brought to the attention of all employees.
 - All risk assessments will be monitored and reviewed at regular intervals, normally annually, or when working practices or equipment change, to confirm that all risk assessments are adequately controlled and are in compliance with legislation.
6. **Environmental Control**
- E&B Group Ltd is committed to effectively managing all their activities environmental aspect through compliance with legislation and company policy.
 - Appropriate arrangements to protect the environment, will be put in place at all workplaces, including :-
 - Approved storage and use of raw materials and substances
 - Waste minimisation (promoting reuse, recover and recycling)
 - Identified waste disposal routes under Duty of Care
 - Monitoring and review of environmental performance
7. **Safe Place of Work**
- E&B Group Ltd will make adequate arrangements to ensure that all workplaces are maintained in a clean, orderly and safe condition.
 - A safe means of access and egress from all workplaces, including separate pedestrian and vehicle access, where practicable, will be provided and maintained.
 - All workplaces must have appropriate arrangements for the storage and use of hazardous substances, without risk to health.
 - A Safe System of Work will be instigated where a risk assessment identifies a hazard that cannot, so far as is reasonably practicable, be eliminated.
 - Where a task(s) require access to hazardous areas, (ie roof areas with unprotected edges) a Permit to Work system will be established and implemented.
 - Where a hazard cannot be eliminated, a hazard warning sign will be displayed.
8. **Plant / Machinery / Equipment**
- All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain plant, machinery and equipment.
 - E&B Group Ltd acknowledges that work can be hazardous and it is therefore the company's intention to reduce the risks as far as is possible.
 - All plant, machinery and equipment provided for use in the workplace will be subject to a system of inspection, service and maintenance, as recommended by the manufacturer or competent engineer.
 - Records of the inspections, service and maintenance, including statutory inspections will be maintained.
9. **Noise**
- Where practicable, noise levels will be maintained below the first action level of 85 decibels.
 - All employees, contractors and visitors will obey any instructions and warning notices with regard to wearing of hearing protection in designated areas.
 - Ensure plant and equipment is selected and maintained to minimise noise levels and employees have been instructed in their use.
 - Ensure suitable ear protection is supplied for the conditions of exposure.



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- Ensure adequate means of communication in noisy environments, especially if relevant alarm sounds may need to be heard.
- Workplace management and supervisors will ensure compliance with any noise levels and periods of permitted noise activities laid down by local authorities, in order to prevent noise pollution.

10.0 Hazardous Substances

- Prior to any operation commencing, information must be obtained on any material, substance, or process to be used or likely to be encountered, which could be a hazard to the health of personnel.
- Carry out risk assessments to identify substances hazardous to health. If necessary, produce a site/job specific risk assessment.
- Appropriate control measures must be identified and implemented to ensure the health and safety of personnel affected by their use.
- If possible, provide arrangements for an alternative, less hazardous material to be specified.
- Ensure compliance, in accordance with the Control of Substances Hazardous to Health Regulations 1999 (COSHH).

11.0 Electricity

- Ensure that electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations and are safe for use and free from defect.
- Only 110V equipment (or less) will be used on site.
- Maintain all electrical fixed installations in a safe condition by carrying out routine safety testing.
- Inspection and test portable and transportable equipment as frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage, ie how carefully it is handled).
- Records of inspection and testing will be maintained.
- Only authorised persons are permitted to repair or alter electrical equipment.

12.0 Fire Prevention & Evacuation Procedures

- A fire risk assessment will be completed at all workplaces.
- Appropriate measures will be implemented at all workplaces, including adequate :-
 - Means of fire detection
 - Raising the alarm in the event of a fire
 - Fire fighting equipment
 - Installation of emergency lighting
- Appropriate measures will be implemented for regular maintenance, servicing and testing of fire prevention equipment.
- Procedures will be produced at all workplaces detailing action to be taken in the event of a fire, including on discovering a fire, hearing a fire alarm, evacuation routes and assembly points.
- An appointed person will regularly inspect the designated evacuation routes for obstructions.
- Where disabled persons use the workplace, specific arrangements will be made to ensure they can escape in an emergency.



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- All employees will be informed, instructed and where necessary, trained in fire prevention and evacuation procedures (action to be taken, fire alarm, types and use of fire equipment.) These procedures will be practised regularly and records will be maintained.
- Fire Marshals will be appointed and trained in fire prevention and evacuation procedures.

13.0 Emergency Procedures

- Written emergency procedures for reasonably foreseeable incidents will be assessed at all workplaces.
- Where a potential emergency incident is identified, procedures will be developed. This could include procedures in the event of a bomb threat, explosions, chemical or fuel/oil spillages, serious accidents and external incidents.
- All employees will be informed, instructed and where necessary, trained in the emergency procedures. These procedures will be practised regularly and records will be maintained.
- Appointed persons will be identified to take control in the event of an emergency incident.

14.0 First Aid and Accident Reporting

- All employees, contractors and visitors must report all accidents resulting in injury to any person (not just employees), or damage to any property.
- Nominated "suitable person(s)" ie , trained First Aiders at all workplaces, to administer first aid treatment.
- Adequate first aid equipment will be provided at all workplaces, under the control of the First Aider, to include :-
 - First aid kits
 - Eyewash stations near chemicals or batteries
 - A suitable place or room for the administration of simple first aid procedures.
- All employees, contractors and visitors will be informed of the name of the First Aiders and their location.
- All employees, contractors and visitors must report all injuries and accidents in accordance with Company policy and ensure details are recorded in the Workplace Accident Book.
- Management or supervisory staff must report serious injuries, incidents or diseases occurring at, or as a result of activities at the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- The Enforcing Authority must be informed when :-
 - Any person dies as a result of or in connection with work.
 - Any person suffers a major injury or disease as a result of or in connection with work.
 - A person is incapacitated for work for more than 3 consecutive days due to an accident at work.
 - Any person not at work for more than 3 consecutive days due to an accident at work.
 - Any person not at work (Visitor, member of public, etc) who is injured as a result of an accident at a workplace and requires treatment at a hospital.
 - There is a dangerous occurrence at work. (Even when no one is injured)



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15. **Welfare Facilities**

- Suitable and sufficient welfare facilities will be available at all workplaces to all employees, contractors and visitors, including :-
 - Toilet facilities
 - Washing facilities
 - Accommodation for clothing
 - Facilities for rest and to eat meals
- All facilities will be maintained to a satisfactory standard, with regard to:-
 - Accessibility
 - Ventilation
 - Lighting
 - Cleanliness/hygiene
- The Welfare Facilities for a site will be detailed in the Health and Safety Plan.
- Before work commences on site, arrangements must be made for the use by operatives of convenient sanitary facilities throughout the duration of the works.
- Where welfare facilities are to be shared on site between different contractors, arrangements and procedures for the proper use and maintenance of those facilities must be developed and communicated to all parties and recorded in the site Health and Safety Plan.

16. **Manual Handling**

- E&B Group Ltd will, so far as reasonably practicable, ensure arrangements are made to reduce the risk to employees' health.
- Manual handling tasks by employees will, where practicable, be eliminated or reduced to a minimum.
- Where manual handling tasks are necessary, conduct a risk assessment and implement any required control measures. These may include :-
 - Provision of mechanical aids, (trolleys, etc)
 - Provision of sufficient persons to undertake lift.
 - Provision of proper handles, handholds
 - Provision of a carrying device.
 - Secure items, to prevent load shifting
 - Reduce the size of load to be lifted.
 - Provision of PPE (Personal Protective Equipment)
 - Provision of manual handling training
 - Provision of manual handling information (posters etc)
 - Posters giving guidance in lifting technique should be displayed.

17. **Personal Protective Equipment**

- Management and supervisory staff will ensure that suitable and adequate quantities of PPE are available at all workplaces and used appropriately.
- Where required, adequate PPE to approved standards will be provided, free of charge, to all personnel working or visiting Company sites.
- All management, supervisory staff, employees, contractors and visitors shall wear appropriate PPE whilst on Company sites, including safety helmets, high visibility jackets / waistcoats, safety footwear and other PPE as directed.



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18. Lone Working

- There is no general prohibition on a person working alone, although there are specific instances where legislation requires more than one person to be involved in the operations or activity.
- In certain cases, lone working is not permissible and the worker will be physically supervised, ie young person undergoing training.
- Risk assessments must be carried out for lone working and control measures put in place prior to work commencing. Lone workers should not be exposed to more risks than a group of employees working together.

19. Protection of the Public

- Arrangements shall be made to ensure, so far as is reasonably practicable, that no member of the public will be exposed to risks to their health and safety as a result of E&B Group Ltd activities.

20. Young Persons

- In accordance with the Management of Health and Safety at Work Regulations 1999, E&B Group Ltd shall ensure that where young persons (under 18 years of age) are employed, they must be protected from any risks that exist in the workplace, are supervised by a competent person, and are informed of any restrictions and necessary precautions to be taken within areas where they will work.
- Risk assessments will be reviewed for activities in which young persons may be employed before they commence work. This will ensure that appropriate assessment has been given with regard to a young persons' lack of awareness, inexperience and immaturity.
- Copies of the risk assessments and control measures taken, for young persons under 16 years of age, will be sent to their parents or guardians.

21. Alcohol & Drug Abuse

- Alcohol or drug abuse by employees and contractors (including supervisory and management staff) can adversely affect the health and safety of themselves or others in the workplace. Therefore, it is the policy of E&B Group Ltd that alcohol or drugs are prohibited in the workplace.
- Any persons known to be, or strongly suspected of being, affected by alcohol or drugs must be referred to the appropriate manager who will arrange for the person to be removed from the workplace immediately.

22. Stress

- At work, an employee who is severely stressed could become a danger to themselves, as well as to others in the workplace.
- E&B Group Ltd have a responsibility to control the health, safety and welfare of their employees and this includes looking at the impact of stress at work.
- Where the physical and behavioural conditions of a working environment are stressful (ie lack of communication, hazards inappropriately controlled) each employee is responsible to notify appropriate management or supervisory staff.
- Any persons known to be, or strongly suspected of being, affected by stress should be referred to the appropriate manager who will arrange for the person to be monitored.



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- It shall be E&B Group Ltd policy to regularly review each employee's work performance and workload. Employees should be given every chance to air their views and grievances at these reviews.

23. **Records and Archiving**

- Records will be maintained of all necessary health and safety documentation. This will include :-
 - Health and Safety Policy
 - Procedures documents
 - Risk assessments
 - COSHH assessments
 - Statutory documentation (inspection, reports etc.)
 - Inspection records
 - Accident book
 - Health and Safety plans
 - Other relevant health and safety documents

24. **Monitoring at the Workplace**

- Managers and supervisory staff must ensure that all workplaces and activities under their control meet the requirements set out in this policy.
- Appointed safety advisors will visit and carry out regular inspections of all workplaces, and provide guidance and advice on all aspects of health, safety and welfare to all employees. Reports will be presented to the Site Manager on completion of the inspection, and a copy of the inspection report will be sent to the Health and Safety Manager.
- All major accidents and, where feasible, recommendations for preventative and/or corrective action will be made.
- All accidents and near misses should be reported to the Site Manager / Supervisor at the workplace.
- Analysis of all records, accident information and trends, and overall safety performance will be the responsibility of Health and Safety Manager.
- Meetings to discuss health, safety and welfare issues will be held at regular intervals between management and the appointed safety advisors.

25. **Trade Contractors**

- Trade-contractors shall be subjected to a selection process to determine that they are competent and resourced to carry out their particular type of work.
- E&B Group Ltd will monitor a trade-contractors' health and safety performance, compliance with procedures and safe working practices throughout the duration of their contract.



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SECTION 4 : GENERAL RISK ASSESSMENT MANUAL FOR THE CONSTRUCTION INDUSTRY



SECTION 4

THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

GENERAL RISK ASSESSMENT MANUAL FOR THE CONSTRUCTION INDUSTRY



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CONTENTS

1. Introduction
2. The Management of Health & Safety At Work Regs 1999
3. Information, Instruction And Training
4. Multi-Contractor Sites
5. A Summary Of the Requirements Of the Management Of Health and Safety At Work Regulations 1999
6. Assessment Summary Sheets



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INTRODUCTION

This manual is part of the E&B Group Ltd, in conjunction with AIMS Group, General Risk Assessment Package for the Construction Industry. The package is intended to provide guidance to managers in the industry on their duties under the Management of Health and Safety at Work Regulations 1999 (MHSW 1999).

The variety of operations, activities, plant and equipment used and encountered in the construction industry is considerable and may vary significantly from company to company and site to site. This manual, therefore, is **not** intended to comply with the requirement for an employer to prepare suitable and sufficient assessments.

The manual does include model risk assessments for various activities, operations, plant and equipment etc, which are typical of those encountered by E&B Group Ltd staff visiting construction sites. "**Seven Steps to Safety**" (which forms part of the package) contains information on how managers can produce assessments specific to their sites and activities.



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2. THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

- 2.1 The Management of Health & Safety at Work Regulations 1999 (MHSW 1999,) which came into force on December 29 1999, require every employer to carry out a suitable and sufficient assessment of the risks to the health and safety of it's employees to which they are exposed at work, and of the risks to the health and safety of persons not in it's employment which arise out of, or in connection with, the conduct by him of his undertaking.

The prime aim of these assessments is to ensure that the employer meets all of his obligations under health and safety legislation. The concept of risk assessment is not entirely new, being enshrined in the "reasonable practicability" requirement of the Health and Safety at Work etc Act 1974, and much subordinate legislation. However, MHSW 1999 requires a rather more formal and structured approach to the process of risk assessment and, in particular, it requires the significant findings of assessments to be recorded. The regulations make no stipulation about the form in which assessment records should be kept but, if submitted, the format must be such as to render transparent the process by which the judgements of risk are arrived at. The formats used by E&B Group Ltd in this manual and in "**Seven Steps to Safety**" enable the transparency of the process, and hence the validity of the judgements, to be demonstrated.

- 2.2 The proper function of model assessments is to demonstrate the manner in which the risk assessment process operates and to indicate the kinds of matters, which need to be take into consideration when arriving at a statement about the risk. Model assessments are not assessments necessarily based on a particular site or operation; rather are they compilations of the experience of many similar sites and similar operations.

The prudent employer will use the model assessment as a paradigm to which he compares the conditions which he observes on his own site. If the observed conditions closely match the paradigm, then the model assessment may well be valid for the particular site. However, if the observed conditions do not closely match the paradigm, then the model assessment may not be taken as valid for that particular site and a specific assessment will need to be made using the guidance in "**Seven Steps to Safety**"

2.3 Responsibility for Assessments

The responsibility for carrying out assessments under the Regulations lies primarily on the employer whose work gives rise to the risk. However, it should be noted that the MHSW 1999 Regulations require co-operation and co-ordination between employers who share a workplace, in order to ensure that everyone who works at that place has information about the risks posed to their health and safety and the precautions required to be taken.



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2.4 Assessors

An assessor must be competent. While this does not imply that he must be a health and safety professional, he must understand the principles of risk assessment and prevention, understand relevant best practice, be aware of his own limitations and knowledge and be willing and able to call for assistance as and when required. He must, of course, have adequate knowledge of the MHSW 1999 (and other relevant Regulations), relevant Approved Codes of Practice and guidance which bears upon the assessment tasks which he is undertaking.

2.5 Assessments made under other Regulations

Whereas the primary obligation to conduct assessments arises from MHSW 1999, other sets of Regulations also require assessments to be made of risks relating to specific hazards. Principal among these other Regulations are : the Control of Substances Hazardous to Health Regulations 1999, The Manual Handling Operations Regulations 1992, and the Health and Safety (Display Screen Equipment) Regulations 1992.

Although the essential concept of risk assessment is brought to bear when making assessments under these other Codes of Regulations, the precise techniques used do vary depending upon whether what is being assessed is risks to health posed by hazardous substances or risks posed by manual handling. Although this manual does not deal with hazardous substance and manual handling assessments detailed (but simple and easy to follow) guidance is provided in “**Seven Steps to Safety**” which forms part of this risk assessment package.

2.6 Review of assessments

Assessments under all of the Regulations should be reviewed periodically and, in any event, where there is reason to suspect that they are no longer valid or where there has been a significant change to plant or equipment, or to the way in which a particular task is performed.

2.7 A Summary of the Requirements of MHSW 1999

2.7.1 Assessment records

It is important that managers and other personnel have a record of assessments carried out for specific activities. Members of senior management, safety officers, safety consultants and enforcement officers will also, from time to time, require evidence that suitable and sufficient assessments have been carried out and suitable control measures have been specified.

It is therefore recommended that, once an assessment has been carried out, the assessment Summary Sheets for all relevant activities be available at each location.



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Whilst assessments may not be transferred from one location to another, the data obtained at one location may be used to complete an assessment at another. Managers should, therefore, study carefully the assessments produced in this manual. If activities are carried out in exactly the same way and exactly the same precautions are taken, then it may be concluded that the risks are similar and the specified control measures similarly appropriate. They then may complete their own assessment summaries for those activities accordingly. If the activities are dissimilar or if the same precautions are not taken, then managers must produce separate assessments based upon the actual circumstances, which pertain to that particular site or occasion.

Once the assessment summaries are complete for each location, they may be referred to by the manager or other responsible persons. If there is any doubt about a particular activity or the appropriate precautions to apply, then the assessment Summary should be consulted. If the nature of the activity is very different from that stated on the assessment Summary, then the managers should re-assess the situation and produce an additional assessment to cover the new circumstances.

Copies of all model and specific assessments should be kept at the employers head office or offices so that the person appointed from the senior management to be responsible for the implementation of the MHSW 1999 can monitor the effect of this site assessment procedure.

Assistance in carrying out assessments may be obtained from AIMS where special circumstances apply.



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3. INFORMATION, INSTRUCTION AND TRAINING

Employers must ensure that all employees have the necessary information, instruction and training to carry out their work in safety. The AIMS General Assessment Package includes :-

- a) a one day training course to provide site managers with the necessary information, instruction and training to undertake general assessments and;
- b) a copy of “**Seven Steps to Safety**” which will enable them to undertake assessments under other Codes of Regulations.

The one day training course will enable managers to :-

- understand the distinction between hazard and risk
- identify commonly encountered hazards
- identify appropriate protective and preventive measures necessary to control any hazard
- makes a suitable and sufficient assessment of risk
- specify what control measures, including personal protective equipment, may be necessary to permit the work to be carried out with the minimum of risk.
- Determine what information and training is required for the personnel under their control or for others who may be affected by the work being carried on.

Further training is available from AIMS.

4. MULTI-CONTRACTOR SITES

Since many construction sites operate on a multi-contractor basis, it is important that the respective duties and responsibilities for health and safety action are defined. Following publications give guidance on the principles involved :-

Managing Construction for Health and Safety (CDM Regulations 1994)

Approved Code of Practice (ISBN0717607925)

The Guide to Managing Health and Safety in Construction (ISBN0717607550)

Designing for Health and Safety in Construction (SBN0717608077)



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5. A SUMMARY OF THE REQUIREMENTS OF THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

5.1 Employers Duties

- Conduct risk assessments and record significant findings in writing (where there are more than five employees). The self-employed are also subject to the obligation to make risk assessments.
- Set out in writing the health and safety arrangements covering planning, organisation, control, monitoring and review.
- Conduct appropriate health surveillance, in particular where there is an identifiable work related disease or an adverse health condition is likely to occur and valid techniques are available to detect it.
- Appoint one or more competent persons to assist the employer to discharge his obligations.
- Establish procedures for serious and imminent danger, including nominating competent persons to implement evacuation procedures and providing employees with information on the nature of hazards and the steps to be taken for self-protection.
- Provide comprehensible and relevant information about risks identified by assessments, protective and preventative measures, emergency procedures etc.
- In shared work places and employer must co-operate with others to enable them to comply with statutory obligations, co-ordinate the safety measures required and inform other employees of the risks he creates in the course of his undertaking.
- Provide adequate health and safety training to employees when first recruited when transferred or given a change of responsibility, and when new equipment or work practices are introduced.

5.2 Employees Duties

- Must use machinery equipment, substances, etc, provided by the employer in accordance with the instruction and training they have been given by their employer.
- Must inform their employer of any dangerous work situation or any matter that is considered to be a short-coming in the employer's health and safety protection arrangements.

5.3. Duty of Persons at whose premises workers from outside undertakings are working

- Must provide employees from the outside undertaking comprehensible information on the risks to those employees health and safety arising out of the conduct of the host's undertaking.
- Ensure that any person working in his undertaking who is not his employee is provided with appropriate and comprehensible information about risks to that person's health and safety.



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- Ensure that the employer of any employees from the outside undertaking who are working in the host undertaking is provided with sufficient information to enable him to identify the person responsible for evacuation procedures.

5.4 Monitoring

In all cases the employer should take steps to ensure that all the required control measures are implemented. A competent person (typically a manager or supervisor) should be required to conduct regulated audits or inspections of the site operations to ensure that the preventative and protective measures outlined are being adhered to and that any action recommended by the assessments has been taken.



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6.0 ASSESSMENT SUMMARY SHEETS



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- E&B RA1 Use of **ABRASIVE WHEELS**
- E&B RA2 **BRICKWORK / BLOCKWORK**
- E&B RA3 Use of **BUILDING MATERIALS**
- E&B RA4 Use of **CARTRIDGE OPERATED FIXING TOOLS**
- E&B RA5 Use of **COMBUSTIBLE MATERIALS**
- E&B RA6 Use of **CONFINED SPACES**
- E&B RA7 Use of **CRANES (MOBILE)**
- E&B RA8 Use of **CRANES (TOWER)**
- E&B RA9 **DEMOLITION**
- E&B RA10 Works on **ELECTRICAL INSTALLATIONS**
- E&B RA11 **EXCAVATION**
- E&B RA12 Use of **EXCAVATIONS**
- E&B RA13 Use of **FALSEWORK AND FORMWORK**
- E&B RA14 Materials Handling (**FORK LIFT TRUCKS**)
- E&B RA15 Use of **GIN WHEELS**
- E&B RA16 Use of **GLASS**
- E&B RA17 Use of **HANDTOOLS**
- E&B RA18 Use of **HIGHLY FLAMMABLE LIQUIDS**
- E&B RA19 Working Near or in **HIGHWAY**
- E&B RA20 Use of **LADDERS**
- E&B RA21 Use of **LASERS**
- E&B RA22 Use of **LEAD (METALLIC)**
- E&B RA23 Use of **LIFTING GEAR**
- E&B RA24 Use of **LIQUIDIFIED PETROLEUM GAS (LPG)**
- E&B RA25 Use of **MACHINERY**
- E&B RA26 Use of **MOBILE ACCESS EQUIPMENT ("CHERRY PICKERS" ETC)**
- E&B RA27 Working Around **OPENINGS**
- E&B RA28 Work Near **OVERHEAD ELECTRICAL LINES**
- E&B RA29 Use of **PORTABLE ELECTRICAL APPLIANCES**
- E&B RA30 **PRESENCE ON SITE OF STAFF**
- E&B RA31 Access by **PUBLIC**
- E&B RA32 Work on **ROOFS (FLAT ROOFS)**
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- E&B RA34 Use of **SCAFFOLDING (GENERAL ACCESS)**
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- E&B RA37 Use of **STEP LADDERS**
- E&B RA38 Use of **SUSPENDED CRADLES**
- E&B RA39 Presence of **UNDERGROUND SERVICES**
- E&B RA40 Use of **VEHICLES**



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ASSESSMENT SUMMARY – RA1		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY	2. HAZARD OR TOPIC	
Use of ABRASIVE WHEELS	Abrasive Wheels	
3. PERSONS AT RISK		
3.1 Users		
3.2 Other workers within the vicinity.		
3.3 Members of the public.		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
4.1 Moderate to severe injury may result if discs or wheels shatter in use.		
4.2 Moderate to severe injury may result in the event of a person coming into contact with a moving disc or wheel.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 The wheels are mounted correctly by a competent appointed person		
5.2 The wheels are regularly serviced and inspected		
5.3 Guards are fitted to abrasive wheels and kept in position.		
5.4 Eye protection is worn by operatives		
5.5 Protection against hazardous dusts is provided.		
5.6 Loose clothing is not worn by operatives eg ties, scarves etc.		
5.7 Ear protection is worn		
5.8 Wheels are used only by persons experienced in their work.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW)		
Given the preventative and protective measures taken in the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES)		
No further action is called for at present.		
8. ASSESSOR		
<i>Name : Richard Crawley</i>		



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ASSESSMENT SUMMARY – RA2		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY BRICKWORK / BLOCKWORK	2. HAZARD OR TOPIC Falls of materials	
3. PERSONS AT RISK 3.1 Operatives working below brick and block activities 3.2 Others in vicinity 3.3 Members of public including visitors.		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES Falls of materials onto persons resulting in severe injury or death.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES 5.1 All materials are stacked on firm, level areas. 5.2 Materials are not stacked above handrail height and brickguarding is in place. 5.3 Materials are stacked close to load bearing components e.g. Scaffold standards. 5.4 Protective equipment is worn by all personnel and visitors to include safety helmets, safety footwear to BS/EN standards. 5.5 Materials are not carried by hand up or down ladders.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW) Given the preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES) No further action is called for at present.		
8. ASSESSOR <i>Name : Richard Crawley</i>		



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ASSESSMENT SUMMARY – RA3		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY Use of BUILDING MATERIALS	2. HAZARD OR TOPIC Material storage	
3. PERSONS AT RISK 3.1 All operatives on site. 3.2 Members of public including visitors		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES 4.1 Falls of material resulting in serious injury or possible death. 4.2 Trips over materials resulting in lacerations or fracture to limbs 4.3 Manual handling of materials resulting in progressive strains and sprains.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES 5.1 Materials are not stacked too high e.g. No more than three pallets 5.2 Provision for firm level, adequate space area for the safe storage of materials is made. 5.3 Where applicable materials are stacked in racks 5.4 Personal protective equipment is worn by all operatives and visitors including safety helmets, footwear etc. 5.5 Provision is made for the securing of materials by ridged barriers such as HERAS fencing to dissuade ingress of unplanned visitors gaining access.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW) Given the preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES) No further action is called for at present.		
8. ASSESSOR <i>Name : Richard Crawley</i>		



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ASSESSMENT SUMMARY – RA4		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY Use of CARTRIDGE OPERATED FIXING TOOLS	2. HAZARD OR TOPIC Fixing tools	
3. PERSONS AT RISK		
3.1 Users of cartridge tools.		
3.2 Other operatives in vicinity		
3.3 Visitors including members of public		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
4.1 Misfire of cartridge causing serious injury to operative.		
4.2 Projectiles fired through materials to be fixed causing serious injury or possible death.		
4.3 Hearing impairment caused by peak action level noise from firing.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 A detailed method statement is produced stating how such tools are to be used.		
5.2 Only trained and competent persons use cartridge tools.		
5.3 Working areas are barriered off with correct signage or watchmen to the secured area.		
5.4 Suitable and sufficient personal protective equipment is used by operatives such as hearing protection, helmets and safety boots.		
5.5 A permit to work is used in certain circumstances		
5.6 Only low velocity indirect tools are used or permitted on site.		
5.7 Provision for adequate, safe and secure storage is given to tools and cartridges.		
5.8 Cartridges and tools are regularly inspected and records are kept for monitoring.		
5.9 Splinter guards are used where method statement identifies.		
5.10 Secure storage is provided for cartridges, access to the cartridges being restricted to competent, authorised persons.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW)		
Given the low preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES)		
No further action is called for at present.		
8. ASSESSOR		
Name : <i>Richard Crawley</i>		



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ASSESSMENT SUMMARY – RA5		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY Use of COMBUSTIBLE MATERIALS	2. HAZARD OR TOPIC Fire.	
3. PERSONS AT RISK		
3.1 Users of materials.		
3.2 Other persons in vicinity		
3.3 Members of public		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
Materials used may form a fuel in the event of ignition, causing fires resulting in burns, smoke inhalation or possible death.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 Naked flames and smoking are strictly forbidden near combustible materials.		
5.2 Signage is erected or displayed identifying combustible materials.		
5.3 Appropriate means of giving the alarm of fire are employed.		
5.4 Suitable fire fighting equipment is provided to tackle fires.		
5.5 A nominated fire co-ordinator and operative trained in the use of extinguishers are employed.		
5.6 Fire detection systems are in place where appropriate and are tested to required BS/EN standards.		
5.7 Fire escape routes are clearly displayed on site plan and on site that conform to BS/EN standards.		
5.8 Correct storage procedures are followed.		
5.9 Combustible materials are only used in well ventilated areas.		
5.10 Absorbent materials are employed to soak up spillages.		
5.11 Materials are only used for their intended purpose.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW)		
Given the preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES)		
No further action is called for at present.		
8. ASSESSOR		
<i>Name : Richard Crawley</i>		



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ASSESSMENT SUMMARY – RA6		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY	2. HAZARD OR TOPIC	
Work In CONFINED SPACES	2.1 Ingress of materials 2.2 Asphyxiation 2.3 Explosion/fire	
3. PERSONS AT RISK	Operatives in the confined space.	
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
4.1	Ingress of materials (vapours, water, gases) resulting in drowning or asphyxiation.	
4.2	Lack of oxygen resulting in asphyxiation.	
4.3	Oxygen enriched atmosphere.	
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1	All entries are controlled by a permit-to-work system.	
5.2	Only trained and competent persons enter confined spaces who are authorised.	
5.3	Petrol/diesel LPG powered equipment is not permitted into confined space.	
5.4	Gas detectors/monitors are kept in confined space for monitoring purposes.	
5.5	Provision is made for personal protective equipment including respiratory protective equipment, helmets, safety boots, harnesses and goggles.	
5.6	The topman is always available when operatives enter confined spaces.	
5.7	Ventilation of confined space is carried out prior to entry and regularly checked.	
5.8	Operatives are attached to lifelines and both hands are free for climbing out.	
5.9	Tools and equipment are lowered into space by the use of a line.	
5.10	Electrical equipment is not used without authority.	
5.11	Naked lights and flames are prohibited from confined spaces.	
5.12	When alarm sounds, operatives put on escape set and face mask and quickly leave the area.	
5.13	Emergency procedures are in place for the potential collapse on other operatives in space.	
5.14	Sewer work is carried out following set procedures.	
5.15	Barriers are erected around confined spaces and signage for identification is displayed.	
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW)	Given the preventative and protective measures taken the remaining risk is considered to be LOW	
7. FURTHER ACTION (WITH PRIORITIES)	No further action is called for at present.	
8. ASSESSOR	Name : <i>Richard Crawley</i>	



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ASSESSMENT SUMMARY – RA7		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY Use of CRANES (MOBILE)	2. HAZARD OR TOPIC 2.1 Collapse, overturning, or other failure. 2.2 Persons being struck by crane or load.	
3. PERSONS AT RISK 3.1 Users. 3.2 Other workers within the vicinity 3.3 Members of the public.		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES Serious, perhaps fatal, injury might result from the collapse, overturning or persons being struck by the machine.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES 5.1 The crane is correct for the work undertaken e.g. able to lift the load, and small enough to get on and off the site and to operate within it. 5.2 All crane test certificates are up to date. 5.3 An automatic safe load indicator is fitted and in good working order. 5.4 The driver is trained and experienced. 5.5 The crane is sited in a safe place ie driver has a good clear view, well away from excavations and overhead powerlines, and situated on a level stable ground. 5.6 The load is correctly slung. Packing is used as required. Loads are balanced. 5.7 A competent person slings the load. 5.8 A banksman or signaller is provided if the drivers view is restricted. 5.9 Adequate clearance is established so that people are not struck or trapped by the load etc, when traps are unavoidable they are fenced off. 5.10 The crane and lifting tackle are checked and maintained as recommended by the manufacturer. 5.11 Weekly inspections of the crane are undertaken and recorded. 5.12 All personnel working with or near the crane wear safety helmets. 5.13 The crane is left secured and safe at the end of the working period. 5.14 Loads are not left suspended while the crane is unattended.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW) Given the preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES) No further action is called for at present.		
8. ASSESSOR <i>Name : Richard Crawley</i>		



Health & Safety Policy

ASSESSMENT SUMMARY – RA8		SHEET No : 1 of 1	
		DATE : 10.03.14	
1. ACTIVITY Use of CRANES (TOWER)	2. HAZARD OR TOPIC 2.1 Collapse/Overturning 2.2 Struck by load		
3. PERSONS AT RISK 3.1 Crane Operator 3.2 Others in vicinity 3.3 Members of public including visitors			
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES 4.1 Collapse/overturning due to overloading resulting in severe injury or death. 4.2 Collapse due to structural failure of crane			
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES 5.1 Cranes are fitted with approved automatic safeload indicators. 5.2 Cranes are sited on firm level ground. 5.3 Examination and tests are carried out on cranes at prescribed intervals and all defects are recorded in register. 5.4 Only fully trained drivers with current certification of competence for operating cranes are employed. 5.5 Slings/signalmen are employed (where necessary). These are trained and competent to load and direct cranes. 5.6 Two way communication is used between signalmen and crane driver where necessary. 5.7 The erection and dismantling of cranes is carried out by trained and competent persons under supervision. 5.8 Adequate clearance is given to overhead electrical cables etc. 5.9 Personal protective equipment is worn by all operatives including high visibility vests, helmets and safety boots.			
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW) Given the preventative and protective measures taken the remaining risk is considered to be LOW.			
7. FURTHER ACTION (WITH PRIORITIES) No further action is called for at present.			
8. ASSESSOR <i>Name : Richard Crawley</i>			



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ASSESSMENT SUMMARY – RA9		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY DEMOLITION	2. HAZARD OR TOPIC Falling materials	
3. PERSONS AT RISK		
3.1 Operatives		
3.2 Other workers within the vicinity		
3.3 Members of the public		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
Serious, perhaps fatal, injury might result from falling structures or materials.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 A method statement is produced prior to works commencement.		
5.2 Only fully trained operatives undertake demolition work.		
5.3 Demolition work is supervised by a competent person.		
5.4 Long reach machines or cranes with a ball are used whenever possible.		
5.5 Cabs of machines are protected to safeguard drivers from falling materials.		
5.6 Temporary propping is used where required.		
5.7 Expert advice is considered when planning the work to be undertaken.		
5.8 Live services are located and dealt with safely.		
5.9 Materials and machines will only sit on floors etc. that can hold their weight safely.		
5.10 Hazardous materials are removed and disposed of safely.		
5.11 The demolition area is identified and a safe distance cordoned off.		
5.12 Fans, or other protection such as covered walkways are used where appropriate to control falling materials.		
5.13 Fire precautions are considered prior to work and are in place.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW)		
Given the preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES)		
No further action is called for at present.		
8. ASSESSOR		
<i>Name : Richard Crawley</i>		



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ASSESSMENT SUMMARY – RA10		SHEET No : 1 of 1	
		DATE : 10.03.14	
1. ACTIVITY Works On ELECTRICAL INSTALLATIONS	2. HAZARD OR TOPIC 2.1 Electric shock 2.2 Fire		
3. PERSONS AT RISK 3.1 Operatives working on equipment. 3.2 Others working in vicinity.			
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES 4.1 Contact with live terminals resulting in electric shock leading to severe injury or possible death. 4.2 Overloading of electricity installations resulting in explosion or fire.			
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES 5.1 A detailed method statement is produced identifying associated risks and hazards. 5.2 Only qualified persons work on electrical installations. 5.3 Power to installations is isolated and tested to ensure no residual current exists. 5.4 Permit-to-work system is used for work on installations. 5.5 Only identified key holders have access to installations. 5.6 Personal protective equipment is provided and worn (includes correct footwear, gloves and goggles)			
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW) Given the preventative and protective measures taken the remaining risk is considered to be LOW.			
7. FURTHER ACTION (WITH PRIORITIES) No further action is called for at present.			
8. ASSESSOR <i>Name : Richard Crawley</i>			



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ASSESSMENT SUMMARY – RA11		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY EXCAVATION	2. HAZARD OR TOPIC Collapse/falls of material	
3. PERSONS AT RISK 3.1 Persons in excavation. 3.2 Persons in vicinity of excavation.		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES 4.1 Collapse of excavated sides resulting in severe injury or death. 4.2 Falls of materials into excavations causing serious injury/lacerations. 4.3 Falls of persons into excavations resulting in moderate to severe injuries and possible death.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES 5.1 Ground conditions are assessed before excavating, sides are either battered or supported. 5.2 Excavated material, tools and plant is kept clear of excavation sides by barriers and adequate signage. 5.3 Barriers are erected as necessary to prevent persons falling into excavations. 5.4 Personal protective equipment is worn to include safety boots, helmet etc. 5.5 Personnel are trained to install excavation supports. 5.6 Lone working in excavations is not permitted. 5.7 Excavations are inspected at prescribed intervals and a record kept.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW) Given the preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES) No further action is called for at present.		
8. ASSESSOR <i>Name : Richard Crawley</i>		



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ASSESSMENT SUMMARY – RA12	
SHEET No : 1 of 2	
DATE : 10.03.14	
1. ACTIVITY	2. HAZARD OR TOPIC
Use of EXCAVATORS	Being struck / falling materials / excavators overturning
3. PERSONS AT RISK	
3.1 Users	
3.2 Other workers in the vicinity	
3.3 Members of the public	
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES	
4.1 Serious or fatal injury might result from being struck by moving machinery.	
4.2 Serious or fatal injury might result from falling under loads.	
4.3 Serious or fatal injury might result from striking underground services/overhead services.	
4.4 Minor to severe injury may result to unauthorised or untrained persons.	
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES	
5.1 All operatives are trained in the safe use and operation of excavators with current certificate of competence e.g. CITB/FCEC	
5.2 Excavators are maintained and free from defects. All statutory and thorough examination certificates are kept up to date and available for inspection.	
5.3 All operators carry out pre-start checks prior to using the excavator and report any defects to their immediate supervisor who will not use the equipment until repairs have been rectified.	
5.4 All overhead services are identified and safe guarded against e.g. goal posts, warning tape, signage as per GS6 prior to movement to site.	
5.5 All underground services are identified and located prior to issuing a permit to dig.	
5.6 All access/egress routes, work areas are planned to ensure they are suitable for the excavator being used e.g. clear of obstruction, stability of ground, ventilation etc.	
5.7 The excavator is not used for lifting operations, unless it has been designed and tested to do so.	
5.8 When the excavator is left unattended, all ancillaries are lowered to the ground, the engine immobilised and the machine left secure.	
5.9 When practical, the operator marks out digging arcs and no one is allowed to enter the arcs without being acknowledged by the operator.	
5.10 A machine is only approached in full view of the operator or banksman.	
5.11 The operator only operates the machine from the position it has been designed to be operated safely from.	
5.12 The operator faces the direction of travel; if not, a trained banksman will direct him.	
5.13 When loading dumpers they are positioned to enable excavator swing over the skip not the cab, the driver of the dumper retires to a safe position out of reach of the bucket.	



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5.14	When loading skips the material is discharged from the bucket as near to the skip bed as practical. If the materials include large rocks/boulders a cushion of earth will be loaded first.
5.15	The excavator is positioned back from excavation edges and is not allowed to undermine itself.
5.16	The excavator is not employed on slopes in the cross carriage position, nor is it on slopes exceeding manufacturers recommendations.
5.17	All operatives working in the vicinity of excavators wear safety helmets, footwear and hi-visibility vests, and if required ear and eye protection to the current BS/EN standards.
5.18	Only manufacturers recommended ancillary equipment is fitted to excavators and when carrying out changes of such equipment two operatives are used. Fingers are not used to line up pin holes.
5.19	When working near the general public work areas are cordoned off, signage posted, amber warning lights fitted. Works are carried out as quickly as safety precautions allow so as to limit disruption and (if required) comply with current NRSWA.
6.	ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW) Given the preventative and protective measures taken the remaining risk is considered to be LOW
7.	FURTHER ACTION (WITH PRIORITIES) No further action is called for at present.
8.	ASSESSOR <i>Name : Richard Crawley</i>



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ASSESSMENT SUMMARY – RA13	
SHEET No : 1 of 1	
DATE : 10.03.14	
1. ACTIVITY Use of FALSEWORK AND FORMWORK	2. HAZARD OR TOPIC
3. PERSONS AT RISK 3.1 Users 3.2 Other workers in the vicinity 3.3 Members of the public	
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES 4.1 Serious or perhaps fatal injury might result from formwork/ falsework being struck by moving plant/site vehicles. 4.2 Serious or perhaps fatal injury might result from collapse of the formwork/falsework, eg through overloading, poor design, or defective materials used in it's construction or untrained operatives constructing the formwork/falsework.	
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES 5.1 All operatives are trained in the erection/dismantling of formwork/falsework and are in possession of a current certificate of competence e.g CITB/FCEC/CSGS. 5.2 All operatives wear personal protective equipment, e.g. safety helmets, footwear, etc to the current BSIEN standards. 5.3 All formwork/falsework is planned and designed, and takes into account lateral loadings, wind loading, total weight of building or structures to be supported, etc. Planning takes into account the safety of other contractors and the public etc. 5.4 All bases for formwork/falsework are adequate in strength to sustain the weight calculated to be transmitted from the proposed design. Mechanical consolidation, where necessary is carried out. 5.5 All design drawings, sketches and calculations for the framework/falsework are available on site at all times to refer to, and help compile the method statements for erection and dismantling. 5.6 All works are carried out in accordance with a method statement which is communicated to the site operatives carrying out the works and anyone else affected by the works in the immediate area. Particular attention in detailing the sequence and methodology of works. 5.7 All operatives carry out pre-start checks on all materials and equipment to ensure that they are sound and serviceable prior to work commencement. Defects are reported to the immediate supervisor who suspends works until faults are rectified. 5.8 All defective materials and equipment are removed from site to prevent accidental use. 5.9 All framework/falsework projects have a competent "formwork / falsework co-	



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<p>5.10 5.11 5.12 5.13 5.14 5.15 5.16 5.17 5.18 5.19 5.20</p>	<p>ordinator" appointed who carries out checks prior to loadings being applied.</p> <p>All lifting operations are carried out by serviceable, maintained lifting appliances. Statutory testing and thorough examination certificates are up to date and available for inspection.</p> <p>All work areas are condoned off and warning signage is posted to prevent plant encroaching into the areas.</p> <p>Erection of falsework/formwork is not attempted until there are appropriate available materials.</p> <p>Adequate space is provided for the delivery, off-loading and storage of materials.</p> <p>All access/egress routes are free from obstacles and trip hazards.</p> <p>Where anchor points are required, the location is identified prior to work commencement and they are approved and tested.</p> <p>All scaffold tubes, fittings, props, jack and timers are inspected to ensure they are free from defects and well maintained prior to use.</p> <p>Adequate drainage is provided around the base to prevent the bases being eroded or washed away.</p> <p>Throughout the erection/dismantling of the formwork/falsework, checks are carried out on tolerances base packing, standards, tubular standards, props, base and head jacks, quick release heads, wedges, bearers, joists, lacing tubes, bracing, scaffold fittings, raking props, splices, connections, fittings, main load bearings, members access platforms, ladders and tidiness of work areas.</p> <p>All modifications to formwork/falsework during erection or design are fully considered agreed upon and in writing before being implemented.</p> <p>On completion of formwork/falsework it is checked and certified as being ready for use.</p>
<p>6.</p>	<p>ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW)</p> <p>Given the preventative and protective measures taken in the remaining risk is considered to be LOW.</p>
<p>7.</p>	<p>FURTHER ACTION (WITH PRIORITIES)</p> <p>No further action is called for at present.</p>
<p>8.</p>	<p>ASSESSOR</p> <p><i>Name : Richard Crawley</i></p>



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ASSESSMENT SUMMARY – RA14		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY Materials Handling (FORK LIFT TRUCKS)	2. HAZARD OR TOPIC Overturning / Falling loads	
3. PERSONS AT RISK		
3.1 Users.		
3.2 Other workers within the vicinity		
3.3 Members of the public		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
4.1 Serious, perhaps fatal, injury might result from trucks running into persons or equipment or incorrect lifting operations taking place.		
4.2 Serious, perhaps fatal, injury might result from the overturning of a forklift truck.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 Trucks are correct for the type of work to be done and for the ground conditions.		
5.2 Only trained and certified operators drive fork lift trucks.		
5.3 The truck is not overloaded in excess of the manufacturers loading table.		
5.4 The load is stable on the machine. Pallets are in good condition. Driving operations are carried out smoothly.		
5.5 Drivers and those involved with the use of fork lift trucks wear safety helmets.		
5.6 Personnel are clear of the load during lifting operations and travelling.		
5.7 Trucks are maintained and serviced in accordance with manufacturers instructions and examined at practised intervals.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW)		
Given the preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES)		
No further action is called for at present.		
8. ASSESSOR		
<i>Name : Richard Crawley</i>		



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ASSESSMENT SUMMARY – RA15		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY Use of GIN WHEELS	2. HAZARD OR TOPIC Falls of materials.	
3. PERSONS AT RISK 3.1 Users. 3.2 Other members within the vicinity 3.3 Members of the Public		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES 4.1 Risk of overloading and collapse resulting in persons being struck by falling materials. 4.2 Uncontrolled lowering operations might result in injury to skin and limbs. 4.3 Incorrect installation could result in failure of the wheel and injury due to crushing.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES 5.1 The gin wheel is installed by a competent scaffolder. 5.2 The wheel is only used by trained competent persons. 5.3 A thorough examination of the wheel is undertaken before use, by a competent person. 5.4 Banksmen are used, especially when working near the public. 5.5 Protective clothing is worn by operatives. 5.6 Scaffolders are CITB trained. 5.7 Records of examinations, tests and training are kept. 5.8 Gin wheel is fixed properly e.g. to supporting standards and braced back. 5.9 The gin wheel is correctly maintained e.g. lubricated etc. 5.10 Ropes comply with BS2052, are marked for identification and checked regularly. 5.11 Loading does not exceed 50Kg.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW) Given the preventative and protective measures taken the remaining risk is considered to be LOW .		
7. FURTHER ACTION (WITH PRIORITIES) No further action is called for at present.		
8. ASSESSOR <i>Name : Richard Crawley</i>		



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ASSESSMENT SUMMARY – RA16		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY Use of GLASS	2. HAZARD OR TOPIC Glass handling	
3. PERSONS AT RISK		
3.1 Users		
3.2 Others working within vicinity		
3.3 Members of the public		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
4.1 Minor to moderate injury might result from cuts, abrasions etc from incorrect handling.		
4.2 Serious, perhaps fatal, injury may result in the event of persons falling from		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 Correct glazing tools are used.		
5.2 Instruction is given to employees and supervisors in safe storage and working procedures.		
5.3 Suitable storage areas are available and glass is stored correctly.		
5.4 Transportation of glass is carried out safely.		
5.5 Protective equipment and clothing is worn e.g. gloves.		
5.6 Equipment for collection and disposing of glass is used e.g. brush, pan, bin etc.		
5.7 All scaffolds and ladders are checked by a competent person before use and regularly thereafter.		
5.8 Glazing work with large panels does not proceed in adverse weather conditions.		
5.9 First aid facilities exist on site.		
5.10 Suction pads are available and used when appropriate.		
5.11 Combined lifting techniques are implemented for lifting large sections of glass.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW)		
Given the preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES)		
No further action is called for at present.		
8. ASSESSOR		
<i>Name : Richard Crawley</i>		



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ASSESSMENT SUMMARY – RA17		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY Use of HANDTOOLS	2. HAZARD OR TOPIC Handtools	
3. PERSONS AT RISK 3.1 Operatives 3.2 Others working within the vicinity.		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES 4.1 Minor to moderate injury might result from cuts, abrasions, etc arising from incorrect or improper use or the use of poorly maintained tools. 4.2 Moderate to severe injury to the eyes might result in the event of fragments being thrown off.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES 5.1 The correct tools are used for the particular job in hand. 5.2 All tools are stored so as to avoid damage to them. 5.3 Tools are regularly inspected and maintained, eg chisel heads are regularly re-ground to remove "mushrooming". 5.4 All operatives are instructed in the correct use and maintenance of tools. 5.5 All operatives use the necessary protective equipment (including eye protection) to the relevant BS or EN standard.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW) Given the preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES) No further action is called for at present.		
8. ASSESSOR <i>Name : Richard Crawley</i>		



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ASSESSMENT SUMMARY – RA18		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY Use of HIGHLY FLAMMABLE LIQUIDS	2. HAZARD OR TOPIC Flammable materials	
3. PERSONS AT RISK 3.1 Operatives using flammable liquids. 3.2 Others in the vicinity.		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES 4.1 Accidental ignition of highly flammable materials resulting in explosions leading severe burns and associated injuries. 4.2 Accidental release of vapours might result in persons being overcome by toxic vapour and long term occupational ill-health.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES 5.1 A detailed method statement is produced identifying risks associated with material used. 5.2 A COSHH assessment is provided for the use of the material in question. 5.3 Non-flammable liquids are used where possible. 5.4 Adequate ventilation is provided when using highly flammable liquids. 5.5 Sources of ignition are identified and removed or made safe. 5.6 Concentrations are prevented from building up in enclosed areas. 5.7 Forced ventilation and flame proof apparatus is supplied where necessary. 5.8 Personal protective equipment is supplied to operatives, suitable for the flammable liquid being used. 5.9 Only competent persons use highly flammable materials. 5.10 Flammable liquids are secured and maintained in original containers. 5.11 Suitable fire fighting equipment is available. 5.12 Highly flammable liquids are kept in a safe place and where necessary in a suitable fire resistant store.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW) Given the preventative and protective measures		
7. FURTHER ACTION (WITH PRIORITIES) No further action is called for at present.		
8. ASSESSOR <i>Name : Richard Crawley</i>		



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ASSESSMENT SUMMARY – RA19		SHEET No : 1 of 2
		DATE : 10.03.14
1. ACTIVITY	2. HAZARD OR TOPIC	
Working Near or In HIGHWAY	Transport	
3. PERSONS AT RISK		
3.1 Operatives		
3.2 Users of highway		
3.3 Persons in vicinity		
3.4 Members of public		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
4.1 Being struck by moving vehicles.		
4.2 Plant turning over		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 All operatives are trained to work on highways and are in possession of a current certification of competence e.g. CSCS, FLEC, CITB, NRSWA.		
5.2 A detailed method statement is produced identifying associated risks and hazards.		
5.3 All operatives and visitors wear personal protective equipment eg hi-visibility vests, safety helmets, safety footwear to current BS/EN standards.		
5.4 Notification to relevant authorities is planned and "street worker licence" has been obtained prior to works commencing, together with consultation with authorities.		
5.5 Working areas are cordoned off in accordance to the provisions of the NRSWA including the requirements of Chapter 8 (traffic signals manual).		
5.6 Cordoned areas include the provision for safety zones for excavations and cranes.		
5.7 Suitable and sufficient signage is erected before works commence.		
5.8 Faults found in routine inspections of barriers, signage, lamps and signals are reported in the pre-start check to the immediate supervisor.		
5.9 Overhead services are identified and safeguarded, including goal posts, warning tape etc as per G(S)6, prior to movement.		
5.10 Underground services are identified and located and ground bearing capacity is able to withstand the weight of any plant employed in that area.		
5.11 Plant, equipment and personnel remain within the parameters of the safety zone and a traffic route is established and identified on site plan.		
5.12 Adequate provision is given to the delivery and secure storage of materials.		
5.13 Plant and machinery is maintained according to manufacturers guidance.		
5.14 Machinery is inspected and current thorough examinations certification are in date.		
5.15 Plant and machinery on or near site carries the correct Department of Transport certification.		
5.16 Pedestrians are given clear access and are protected from traffic and works by		



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5.17	a safety zone by adequate barriers. Amber marking lights are fitted to plant and moving machinery and will be switched on during work activities together with audible reversing devices.
6.	ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW) Given the preventative and protective measures taken the remaining risk is considered to be LOW.
7.	FURTHER ACTION (WITH PRIORITIES) No further action is called for at present.
8.	ASSESSOR <i>Name : Richard Crawley</i>



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ASSESSMENT SUMMARY – RA20		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY Use of LADDERS	2. HAZARD OR TOPIC Falls from heights	
3. PERSONS AT RISK 3.1 Users. 3.2 Others working within the vicinity. 3.3 Members of the public		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES 4.1 Serious, perhaps fatal, injury might result in the event of a persons falling from the ladder as a result of for e.g. overreaching or the slipping of an unsecured ladder or the failure of a poorly maintained ladder. 4.2 Minor to moderate injuries might result in the event of tools falling and striking persons below.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES 5.1 Ladders with damaged rungs or stiles are not used. 5.2 Ladders are in good condition and of adequate length and strength for the work in progress. 5.3 Ladders are placed on a level and firm base. 5.4 Ladders extend at least 1M above the landing place and are secured on both stiles. 5.5 Ladders are positioned at angles of approximately 75% (or 1 in 4) 5.6 Persons are not permitted to work on the top three rungs. 5.7 Ladders are inspected regularly and a written record kept. 5.8 Persons carrying light tools do so in a shoulder bag or holster attached to a belt so that both hands are free for climbing. 5.9 Heavy and bulky materials are not carried up or down ladders. A gin wheel or other lifting equipment is used instead. 5.10 Where ladders are used exceeding a vertical distance of 9M suitable landing areas are in place. 5.11 Ladders more than 3M long are secured from falling. 5.12 Where ladders cannot be fixed securely a second person foots the ladder while in use. 5.13 Home-made ladders/makeshift ladders are prohibited from use. 5.14 Painted ladders are not permitted.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW) Given the preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES) No further action is called for at present.		
8. ASSESSOR <i>Name : Richard Crawley</i>		



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ASSESSMENT SUMMARY – RA21		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY	2. HAZARD OR TOPIC	
Use of LASERS	Lasers.	
3. PERSONS AT RISK		
3.1 Users.		
3.2 Other workers in the vicinity.		
3.3 Members of the public.		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
Burns to skin and eye damage can result from deflected laser beam, or incorrect use.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 All operatives are trained in the installation, adjustment and operation of laser equipment.		
5.2 All users wear personal protective equipment to BS/EN standards.		
5.3 All lasers are maintained and free of defects and comply with current BS/EN standards.		
5.4 Class 1 or 2 lasers (clearly marked on the equipment), are the preferred laser system to be used on sites.		
5.5 Class 3A, 3B or Class 4 lasers are not to be used on site unless a safe system of work has been planned and all necessary precautions provided on site have been accepted by the appointed "Laser Safety Officer".		
5.6 The beam from a Class 2 laser will be terminated at the end of its useful path by absorbing or diffuse reflection.		
5.7 Optical instruments e.g binoculars are not used to look at the beam.		
5.8 All work areas are cordoned off. Warning signage is used to prevent unauthorised access.		
5.9 All obstacles are removed e.g. reflective surfaces from the internal path of the beam to prevent deflection.		
5.10 All laser works are planned to include beam protection below or above normal eye-level height.		
5.11 Operatives are instructed not to embark in "horseplay" when using lasers eg aiming at vehicles or people.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW)		
Given the preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES)		
No further action is called for at present.		
8. ASSESSOR		
<i>Name : Richard Crawley</i>		



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ASSESSMENT SUMMARY – RA22		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY Use of LEAD (METALLIC)	2. HAZARD OR TOPIC Lead.	
3. PERSONS AT RISK Users.		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES Serious injury may result from poisoning through inhalation or ingestion.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 A specific risk assessment is carried out by a competent person.		
5.2 All operatives are trained in the safe use of the lead and informed of it's harmful effects.		
5.3 All operatives cover forearms and wear gloves to current BS/EN standards.		
5.4 Lead sheets are cut to size on the ground by tin snips. Power tools will be restricted in use to prevent generating dust etc.		
5.5 Smoking and eating in the work place is not permitted.		
5.6 Welfare facilities are in place. High standards of personal hygiene exist.		
5.7 Medical surveillance is carried out and monitored if the contact with lead exceeds current guidelines.		
5.8 The storage of lead is controlled to prevent unprotected handling.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW) Given the preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES) No further action is called for at present.		
8. ASSESSOR <i>Name : Richard Crawley</i>		



Health & Safety Policy

ASSESSMENT SUMMARY – RA23		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY Use of LIFTING GEAR	2. HAZARD OR TOPIC Falls of materials	
3. PERSONS AT RISK		
3.1 Users		
3.2 Other workers in the vicinity		
3.3 Members of the public		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
Serious perhaps fatal injury may result from materials falling from lifting gear, e.g. arising from incorrect use, or through use of defective equipment.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 All operatives using lifting gear are trained, certificated, competent persons.		
5.2 All lifting gear is maintained. Statutory testing and thorough examinations carried out.		
5.3 Lifting gear is checked by a competent person prior to use. Any defects are reported immediately and the damaged equipment removed from site.		
5.4 Lifting gear is returned to the storage area after use, put away correctly, any defects are reported.		
5.5 Lifting gear is securely attached and the centre of gravity is considered as well as the weight of the load and attachment method.		
5.6 Lifting gear is not knotted or bolted together		
5.7 All lifting gear displays the safe working load.		
5.8 The weight of the load is known prior to the lift, to enable all lifting gear to be checked to identify that it can carry the load.		
5.9 Safety helmets, gloves and protective footwear are worn by operatives.		
5.10 No-one stands under or near the suspended load. Lifting areas are cordoned off to prevent unauthorised access and warning signage posted.		
5.11 Lifting gear is protected by packing on the edges of loads. Loads are not dragged.		
5.12 Hooks are fitted with a suitable device or designed to prevent displacement of the sling or load from the hook and fitted so the device operates correctly.		
5.13 All loads are securely fixed and covered where loose items are being lifted.		
5.14 All lifts are eased just clear of the ground to check the security of the lifting gear before the full lift is performed.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW)		
Given the preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES)		
No further action is called for at present.		
8. ASSESSOR		
Name : <i>Richard Crawley</i>		



Health & Safety Policy

ASSESSMENT SUMMARY – RA24		SHEET No : 1 of 2
		DATE : 10.03.14
1. ACTIVITY Use of LIQUEFIED PETROLEUM GAS (LPG)	2. HAZARD OR TOPIC	
3. PERSONS AT RISK		
3.1 Users		
3.2 Others in vicinity		
3.3 Members of public including visitors.		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
4.1 Explosions from leaking appliances resulting in severe burns or possible death.		
4.2 Asphyxiation from using poorly maintained appliances leading to death.		
4.3 Fire resulting in severe burns or death and property damage.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 All appliances are maintained, serviced and inspected by a competent person.		
5.2 Inspection carried out on appliances or installations are recorded.		
5.3 Appliances are switched off at source of supply and control valve when not in use.		
5.4 Storage of LPG is 6M from accommodation and within a secure type of compound.		
5.5 Quantities of LPG are minimal and empty cylinders are removed from site.		
5.6 Storage of LPG is well vented, protected from direct sunlight and warning signage displayed.		
5.7 The storage of LPG appliances is only at ground level away from drainage, basement and excavations.		
5.8 Where LPG appliances are used, provision for high and low level ventilation is made.		
5.9 Sources of ignition are kept away from LPG cylinders and flammable materials.		
5.10 All feed pipes and connections comply with relevant standards and are free from defects.		
5.11 Appropriate means of fighting fire are provided where LPG is stored and used.		
5.12 Pipes carrying LPG do not come into contact with sharp edges and are protected on corners.		
5.13 LPG cylinders are transported, secured in an open top vehicle displaying relevant signage and the driver is trained in the safe handling and transportation of LPG cylinders.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW)		
Given the preventative and protective measures taken the remaining risk is considered to be LOW.		



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7. FURTHER ACTION (WITH PRIORITIES)

No further action is called for at present.

8. ASSESSOR

Name : Richard Crawley



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ASSESSMENT SUMMARY – RA25		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY	2. HAZARD OR TOPIC	
Use of MACHINERY	Moving Machinery	
3. PERSONS AT RISK		
3.1 Operators		
3.2 Others in the vicinity		
3.3 Members of the public.		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
4.1 Contact with moving rotating parts and entanglement might result in cuts and abrasions, amputations and major injury.		
4.2 Ejected material from machinery might result in moderate to severe injury.		
4.3 Defective electrical circuits resulting in electrical shock, burns and possible fatality.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 Safe systems of work are established prior to the use of machinery.		
5.2 Stop switches are clearly visible and obvious to operators and others in the event of emergency.		
5.3 All moving parts of machinery are guarded to BS.EN standard.		
5.4 Unattended machines are switched off.		
5.5 Provision for adequate working space is provided around machinery.		
5.6 Electrical systems are checked by competent electricians at regular intervals.		
5.7 Electrical supplies are disconnected whilst not in use.		
5.8 Only trained and authorised persons use machinery.		
5.9 Operatives are forbidden to consume alcohol during their shift.		
5.10 Induction training is provided prior to the use of machinery.		
5.11 Machinery receives regular inspections from a competent person.		
5.12 Access is denied to members of the public, as well as suitable signs being displayed in prominent places.		
5.13 Personal protective equipment is provided and used when necessary and operatives are instructed to dress appropriately eg no jewellery to be worn, no loose garments.		
5.14 The working area is kept free from debris and slippery materials.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW)		
Given the preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES)		
No further action is called for at present.		
8. ASSESSOR		
Name : <i>Richard Crawley</i>		



Health & Safety Policy

ASSESSMENT SUMMARY – RA26		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY Use of MOBILE ACCESS EQUIPMENT (“CHERRY PICKERS”)	2. HAZARD OR TOPIC Falls from heights.	
3. PERSONS AT RISK		
3.1 Operatives		
3.2 Others working below operations.		
3.3 Members of the public (to include visitors).		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
4.1 Cherry pickers overturning from overloading or making contact with other site traffic or highway traffic and operatives falling, resulting in major injuries or fatalities.		
4.2 Transferring persons or materials from platform and subsequent falls whilst raised, resulting in major injuries or possible fatality to persons working below.		
4.3 Operatives over-reaching leading to falls, resulting in major injury or possible fatality.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 A detailed method statement is produced prior to works commencing.		
5.2 There is a levelling device on the chassis to ensure vertically when in use.		
5.3 Barriers and toe boards are in position on a platform with barriers locked when in use.		
5.4 Operator controls are at platform level, with emergency over-ride controls at ground level.		
5.5 Operations are from firm, level ground, with wheels chocked or out-riggers secured.		
5.6 Operating area is coned off, with adequate warning to other traffic.		
5.7 Safe working load is clearly visible on the platform and adhered to.		
5.8 Transfer of persons is prohibited whilst the platform is raised.		
5.9 Allowances are made for adverse weather conditions eg. Winds etc		
5.10 Operators are trained in the safe use of mobile platforms.		
5.11 Personal protective equipment is provided, to include head protection and high visibility vests.		
5.12 Records are kept of training, certification, maintenance and inspections by competent persons.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW)		
Given the preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES)		
No further action is called for at present.		
8. ASSESSOR		
Name : <i>Richard Crawley</i>		



Health & Safety Policy

ASSESSMENT SUMMARY – RA27		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY Work Around OPENINGS	2. HAZARD OR TOPIC Falls from height	
3. PERSONS AT RISK		
3.1 Workers in vicinity		
3.2 Workers below openings		
3.3 Visitors/members of the public		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
Falls of persons and materials through openings, under and in excess of 2M resulting in cuts and bruises, major injuries and possible fatalities.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 All openings are clearly identified on site plans.		
5.2 When practicable, openings are covered with suitable materials, fixed in place or appropriately labelled.		
5.3 Wherever possible, openings have in place edge protection and handrails.		
5.4 Persons below openings are made aware of their existence, with adequate signage displayed.		
5.5 Inductions are carried out to all persons on site to include hazardous areas.		
5.6 Visitors are accompanied at all times on site and they are fully inducted on site rules.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW)		
Given the preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES)		
No further action is called for at present.		
8. ASSESSOR		
<i>Name : Richard Crawley</i>		



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ASSESSMENT SUMMARY – RA28		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY Work Near OVERHEAD ELECTRICAL LINES	2. HAZARD OR TOPIC Electricity	
3. PERSONS AT RISK		
3.1 Operatives		
3.2 Others working within the vicinity		
3.3 Members of the public		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
Serious, perhaps fatal, injury may be caused in the event of conductive plant or materials coming into contact with (or closely approaching) live overhead electrical lines.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 Where plant, vehicles etc are working adjacent to, under, or in the vicinity of such overhead lines, suitable barriers are erected to maintain a safe distances from the lines.		
5.2 Such barriers are erected in accordance with HSE Guidance Note GS6.		
5.3 Where work has to take place beneath overhead lines (for example the erection of scaffolding) contact is made with the relevant electricity supplier before any such work starts and the suppliers requirements observed.		
5.4 Scaffolders and other workers who may be engaged in work involving long, conductive objects near to overhead lines are trained and instructed in the hazards and precautions to be adopted.		
5.5 Suitable warning notices are displayed about the site and, in particular, at points where lines may be approached.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW)		
Given the preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES)		
No further action is called for at present.		
8. ASSESSOR		
<i>Name : Richard Crawley</i>		



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ASSESSMENT SUMMARY – RA29		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY Use of PORTABLE ELECTRICAL APPLIANCES	2. HAZARD OR TOPIC Electricity	
3. PERSONS AT RISK		
3.1 Users of electrical appliances		
3.2 Other person in vicinity		
3.3 Members of public including visitors.		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
4.1 Damaged or poorly maintained electrical equipment resulting in electric shock, burns and possible death.		
4.2 Leads and fittings that are not maintained resulting in burns, electric shock and possible death.		
4.3 Trailing cables causing trip hazards resulting in moderate to severe injuries.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 All equipment is tested, inspected at regularly intervals and a register is kept of all appliances and test dates.		
5.2 Prior to use, electrical equipment including leads is checked for visible damage and removed if found to be defective.		
5.3 Only 110v power tools are used on site and colour coding is in place.		
5.4 Cables are suspended where possible and protected from trapping.		
5.5 Electrical equipment complies to relevant CENELEC standards.		
5.6 Equipment that is damaged is repaired before use and tested.		
5.7 Electrical equipment is not lifted by it's cable, and operatives are instructed not so to do.		
5.8 Only trained and competent persons may use electrical appliances.		
5.9 Supplies to electrical appliances are checked and RCD protection is used.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW)		
Given the protective and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES)		
No further action is called for at present.		
8. ASSESSOR		
<i>Name : Richard Crawley</i>		



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ASSESSMENT SUMMARY – RA30		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY PRESENCE ON SITE OF STAFF	2. HAZARD OR TOPIC Violence to staff.	
3. PERSONS AT RISK		
3.1 Site Operatives		
3.2 Sales staff		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
Violence to staff (including threats and abuse) may result in minor to severe physical injury, including contusion, lacerations etc. There may also be serious psychological trauma as the consequence of actual or implied physical harm.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 Suitable assessments are conducted so that sites or areas where violence to staff is more than usually likely are identified.		
5.2 All staff are given appropriate induction and other training on appropriate issues including personal security.		
5.3 Trained security staff are employed as and when appropriate.		
5.4 All site managers and sales staff are given training in dealing with confrontational situations.		
5.5 Female sales staff accompanying customers to show houses or flats are required to inform a colleague of their intended destination and estimated time of return.		
5.6 Female staff are provided with personal alarms as is deemed appropriate.		
5.7 All staff are trained and instructed on the behaviour to be adopted in the case of robbery accompanied by violence or the threat of violence.		
5.8 Site managers and sales staff have ready access to telephones (whether fixed or mobile) so that they may summon assistance.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW)		
Given the preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES)		
No further action is called for at present.		
8. ASSESSOR		
<i>Name : Richard Crawley</i>		



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ASSESSMENT SUMMARY – RA31		SHEET No : 1 of 2
		DATE : 10.03.14
1. ACTIVITY Access By PUBLIC	2. HAZARD OR TOPIC Public protection	
3. PERSONS AT RISK Members of the public.		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
4.1	Serious, perhaps fatal injury may result in the event of persons falling/tripping into excavations, manholes; of falls from unauthorised access to scaffolding; contact with falling materials; unauthorised use of site plant and equipment; contact with site traffic; collapse of poorly stored building materials; contact with live sources of energy.	
4.2	Ill-health resulting from poor storage and disposal of substances hazardous to health.	
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1	Barriers are installed which are suitable for the location, to segregate site work from public access.	
5.2	Back-fill will occur as soon as possible, covering of excavations at night if possible.	
5.3	Spoil from excavations does not impede access of pavements.	
5.4	All obstructions are clearly signed.	
5.5	Temporary flooring materials are used where necessary.	
5.6	All trailing cables are fixed or covered when crossing pedestrian areas.	
5.7	Waste materials are removed and stored in a suitable place.	
5.8	Spillages are cleared up immediately.	
5.9	Bases of scaffolding are enclosed to prevent climbing.	
5.10	Ladders are removed and secured in the site compound, out of hours.	
5.11	Where appropriate mobile elevated platforms are used in place of scaffolding.	
5.12	Debris chutes are provided with covers to stop children using them.	
5.13	All plant is immobilised out of working hours.	
5.14	Keys and starting handles are removed when machinery is not in use and stored in a secure area.	
5.15	Less hazardous substances are considered when necessary.	
5.16	Local exhaust ventilation is used where necessary.	
5.17	Anyone not directly involved with the work is excluded from the vicinity.	
5.18	The amount of hazardous/flammable materials is limited on the site at any one time.	
5.19	Building materials are stored within the site perimeter on ground level and not more than two pallets in height.	
5.20	Sand piles are not permitted to have vertical sides.	
5.21	A reduced voltage supply is considered on site and only 110v is used for portable electric tools.	
5.22	Lighting is placed out of reach.	



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5.23	Gas cylinders are stored in secured cages and fitted with correct operating valves.
5.24	Bowers are locked off with suitable equipment.
5.25	Fires are not permitted near storage areas.
5.26	Suppression equipment is used on percussion equipment.
5.27	Noise barriers are used where necessary.
5.28	The use of low dust materials is considered where necessary.
6.	ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW) Given the preventative and protective measures taken the remaining risk is considered to be LOW.
7.	FURTHER ACTION (WITH PRIORITIES) No further action is called for at present.
8.	ASSESSOR <i>Name : Richard Crawley</i>



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ASSESSMENT SUMMARY – RA32		SHEET No : 1 of 2
		DATE : 10.03.14
1. ACTIVITY Work on ROOFS (FLAT ROOFS)	2. HAZARD OR TOPIC Falls from heights.	
3. PERSONS AT RISK		
3.1 Operatives		
3.2 Others working in the vicinity		
3.3 Members of the public		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
4.1 Serious, perhaps fatal, injury may result in the event of persons falling from or through roof.		
4.2 Uncontrolled hot works might result in fires and damage to property.		
4.3 Overloading to the roof may result in collapse of the roof and associated falls.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 A detailed method statement is produced prior to works commencing.		
5.2 Double edge protection and toe boards are provided at all edges and, where there is a risk to public, or other third parties, brick guards are fitted.		
5.3 Covers are in place with signage on roof lights and openings.		
5.4 Safe access to the roof is achieved.		
5.5 Suitable means of raising and lowering materials is implemented.		
5.6 Only maximum permitted loadings take place.		
5.7 Scaffolding and loaders are inspected by competent persons before use and as required by statutory requirements.		
5.8 First aid facilities are available on site.		
5.9 Protective clothing is worn by operatives.		
5.10 Fire fighting measures and emergency procedures are in place.		
5.11 The works area is segregated by suitable fencing.		
5.12 Works are not permitted during high or gusty winds.		
5.13 Methods to prevent persons falling from the leading edge are in place.		
5.14 Fragile roofs are clearly identified with signs posted.		
5.15 Harnesses are worn when guardrails cannot be erected.		
5.16 Roof nets are in place as and when appropriate.		
5.17 All operatives engaged in roof work are trained and instructed in the hazards and precautions.		
5.18 Crawling boards and purpose built roof ladders are used on fragile roofs.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW)		
Given the preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES)		
No further action is called for at present.		
8. ASSESSOR		
Name : <i>Richard Crawley</i>		



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ASSESSMENT SUMMARY – RA33		SHEET No : 1 of 2
		DATE : 10.03.14
1. ACTIVITY Work on ROOFS (PITCHED ROOFS)	2. HAZARD OR TOPIC Working at heights.	
3. PERSONS AT RISK		
3.1 Operatives		
3.2 Others working in the vicinity		
3.3 Members of the public.		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
4.1 Falls from height may result in moderate to severe injury with the possibility of fatality.		
4.2 Contact with electrical cables might result in electrocution.		
4.3 Falling materials might result in striking persons below resulting in moderate to severe injuries.		
4.4 Roof overloading might result in possible collapse and associated crushing injuries.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 Operatives are fully trained and instructed before undertaking such work.		
5.2 Weather conditions are taken into consideration eg gusting winds.		
5.3 Safety clothing and equipment is worn eg helmets.		
5.4 Edge protection and sufficient barriers are used		
5.5 Appropriate method statements are provided.		
5.6 Materials or waste are not thrown from the roof.		
5.7 Roof access is prevented to unauthorised persons during and after working hours.		
5.8 Overloading of the roof area is prevented.		
5.9 Warning notices such as "Fragile Roofs Hole Below" are displayed.		
5.10 Suitable measures are taken to protect persons coming into contact with overhead cables.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW)		
Given the preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES)		
No further action is called for at present.		
8. ASSESSOR		
<i>Name : Richard Crawley</i>		



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ASSESSMENT SUMMARY – RA34		SHEET No : 1 of 2
		DATE : 10.03.14
1. ACTIVITY Use of SCAFFOLDING (GENERAL ACCESS)	2. HAZARD OR TOPIC Falls from Heights	
3. PERSONS AT RISK		
3.1 Operatives		
3.2 Others working within the vicinity.		
3.3 Members of the public		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
4.1 Serious perhaps fatal injury may result in the event of persons or materials falling from the scaffold.		
4.2 Injury resulting due to scaffold collapse, overloading or incorrect erection and use.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 Scaffolding is designed, altered and dismantled by competent persons directed by a competent person.		
5.2 Scaffolds are based on a solid, firm foundation and not on soft ground, manhole lids or other unsecured footing where collapse of the scaffold could occur.		
5.3 Guardrails and toe-boards are fitted to all areas where falls of operatives or materials may result in injury.		
5.4 Ladders used for access are in good condition and free from defect.		
5.5 Scaffolding being erected or altered, etc have signs erected prohibiting the scaffolds use.		
5.6 All materials and components are in good condition and regularly inspected.		
5.7 Platforms are fully boarded and wide enough for the work to be done and access considerations.		
5.8 The scaffold is braced and tied into a permanent structure or otherwise stabilised so to prevent excessive movement/collapse.		
5.9 Inspections and records are undertaken before the scaffold is taken into use for the first time, after substantial addition alteration or dismantling, after adverse weather conditions and not exceeding seven days.		
5.10 Unusual scaffolding is designed so to ensure its adequacy in excessive loads.		
5.11 Scaffold boards are properly supported and not overhanging excessively.		
5.12 The British Standard BS5973 is implemented for scaffold erection practices.		
5.13 Sway bracing/Façade bracing will be provided to all scaffold where necessary.		
5.14 Correct coupler selection is used for load bearing and non-load bearing situations.		
5.15 Platform boards are adequately supported so as to eliminate trips/falls.		
5.16 Access onto scaffolding is prevented during out of working hours to prevent access by children / public.		
5.17 Loading towers are considered special structures and design drawings are available.		



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5.18	Users of scaffolds are trained so to ensure that the platforms are not interfered with.
5.19	Brick guards or other suitable barriers are used when necessary so to prevent falling materials.
5.20	Debris fans/hoardings etc are provided to protect the general public when necessary.
6.	ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW) Given the preventative and protective measures taken the remaining risk is considered to be LOW.
7.	FURTHER ACTION (WITH PRIORITIES) No further action is called for at present.
8.	ASSESSOR <i>Name : Richard Crawley</i>



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ASSESSMENT SUMMARY – RA35		SHEET No : 1 of 2
		DATE : 10.03.14
1. ACTIVITY Use of SCAFFOLDING (TOWER SCAFFOLDS)	2. HAZARD OR TOPIC Falls from heights.	
3. PERSONS AT RISK		
3.1 Operatives		
3.2 Others working within the vicinity.		
3.3 Members of the public		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
4.1 Serious, perhaps fatal injury may result in the event of persons falling from the tower, because of overloading or incorrect erection or poor ground conditions.		
4.2 Minor to serious injuries may result from falling materials striking persons below.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 All tower scaffolds are erected by trained operatives.		
5.2 All towers are checked by a competent person.		
5.3 Ground conditions are level and firm and when necessary metal base plates and timber sole boards are used.		
5.4 Ladder access is from the inside of the tower.		
5.5 Protective equipment is worn including helmets and protective footwear.		
5.6 Tower scaffolds are loaded in accordance with the manufacturers instructions.		
5.7 Edge protection is used (i.e. guard rails or other suitable and toe boards) at platforms from which a person could fall 2M or more and below 2M where injury is foreseeable.		
5.8 Guard rails and toe boards on intermediate platforms are also provided.		
5.9 The tower is rigidly tied to the structure it is serving if necessary.		
5.10 Ties are in place as required when the scaffold is erected. These ties are checked regularly.		
5.11 Intermediate platforms have guard rails (or other suitable barriers) in place.		
5.12 Castor wheels are locked off to secure the tower.		
5.13 The manufacturers instructions are followed for the erection, use and dismantling of the tower.		
5.14 Towers are erected vertically and the outriggers/eggs rested on firm level ground.		
5.15 Ladders/step ladders are not used on tower scaffolds.		
5.16 Ties are in place when towers are sheeted, likely to be exposed to high winds, used for carrying out grit blasting, shot blasting, if heavy materials are lifted from the ground up the outside of the tower or if the height to base ratio is exceeded.		



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6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW) Given the preventative and protective measures taken the remaining risk is considered to be LOW
7. FURTHER ACTION (WITH PRIORITIES) No further action is called for at present.
8. ASSESSOR <i>Name : Richard Crawley</i>



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ASSESSMENT SUMMARY – RA36		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY Use of SCAFFOLDING (TRESTLE SCAFFOLDS)	2. HAZARD OR TOPIC Falls from heights	
3. PERSONS AT RISK		
3.1 Users		
3.2 Other workers within the vicinity		
3.3 Members of the public		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
Incorrect erection and use of trestle scaffolds may result in collapse and falls of operatives resulting in moderate to severe injury.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 Trestle scaffolds are erected strictly in accordance with the manufacturer's recommendations.		
5.2 Trestle scaffolds are fully boarded out and platform boards supported adequately.		
5.3 Scaffold stands are not overloaded by building materials.		
5.4 Ground conditions are level and firm so trestles can be used safely.		
5.5 Edge protection is implemented if a foreseeable risk of falls resulting in injury is apparent.		
5.6 Safe access to the platform of the trestles is in place.		
5.7 Only competent persons erect/alter trestle scaffolds.		
5.8 Trestle scaffolds are maintained in good order and are inspected on a regular basis.		
5.9 Trestle scaffolds will not be used at excessive heights.		
5.10 Trestle scaffolds will not be used where other methods of providing working platforms are considered to be reasonably practicable.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW)		
Given the preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES)		
No further action is called for at present.		
8. ASSESSOR		
<i>Name : Richard Crawley</i>		



Health & Safety Policy

ASSESSMENT SUMMARY – RA37		SHEET No : 1 of 1
		DATE : 10.03.14
1. ACTIVITY Use of STEP LADDERS	2. HAZARD OR TOPIC Falls from heights	
3. PERSONS AT RISK		
3.1 Operatives		
3.2 Others working within the vicinity		
3.3 Members of the public		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
Moderate to serious injury may result to persons falling off step ladders or landing on persons below.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 Adequate length step ladders are used to prevent standing on the top three rungs.		
5.2 Standing directly onto the top rung is prohibited unless the ladder is designed to do so.		
5.3 Step ladders are used in accordance with manufacturers recommendations.		
5.4 All step ladders are in good condition.		
5.5 Step ladder feet will be placed on level and firm footage.		
5.6 Side loading of step ladders is not undertaken.		
5.7 Step ladders are regularly inspected by competent persons.		
5.8 Step ladders are not overloaded and are used for lightweight duty only.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW)		
Given the preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES)		
No further action is called for at present.		
8. ASSESSOR		
<i>Name : Richard Crawley</i>		



Health & Safety Policy

ASSESSMENT SUMMARY – RA38		SHEET No : 1 of 2
		DATE : 10.03.14
1. ACTIVITY Use of SUSPENDED CRADLES	2. HAZARD OR TOPIC Falls from height	
3. PERSONS AT RISK		
3.1 Users		
3.2 Others working in vicinity		
3.3 Members of the public including visitors.		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
4.1 Falling out of the cradle resulting in major injury and possibly death.		
4.2 Objects falling off cradle causing injuries to other site operatives, members of the public and visitors leading to moderate or severe injury.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 A detailed method statement is produced identifying risks associated with cradle use.		
5.2 Equipment is selected, installed and tested by a competent person to ensure that it is suitable for the intended purpose.		
5.3 Advise on the use of cradles is sought from a structural engineer. Work is prohibited during adverse weather conditions.		
5.4 The area beneath the cradle is barriered off and appropriate signage is displayed.		
5.5 Tools and equipment used on cradles are secured when not in use.		
5.6 Suitable and sufficient personal protective equipment is worn at all times.		
5.7 Only trained persons in the use of cradles use cradles.		
5.8 Cradles are subject to a regime of regular inspection and examination, the results being recorded.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW)		
Given the preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES)		
No further action is called for at present.		
8. ASSESSOR		
<i>Name : Richard Crawley</i>		



Health & Safety Policy

ASSESSMENT SUMMARY – RA39		SHEET No : 1 of 2	
		DATE : 10.03.14	
1. ACTIVITY Presence of UNDERGROUND SERVICES	2. HAZARD OR TOPIC 2.1 Electricity 2.2 Gas		
3. PERSONS AT RISK 3.1 Operatives 3.2 Others working within the vicinity 3.3 Members of the public.			
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES Moderate to severe injury or fatalities may result in the event of underground services being struck.			
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES 5.1 A safe system of work is implemented. 5.2 Cable and service plans have been obtained. 5.3 Safe digging practices are in place. 5.4 A competent person is on site and is trained in the reading of service plans. 5.5 All operatives have been trained in safe digging practices and emergency procedures. 5.6 Locators are used to trace the lines of pipes and cables or to confirm that no pipes or cables exist. 5.7 Emergency plans are in place to deal with accidental damage to cables and pipelines. Should contact be made the service owner is notified. 5.8 Hand dug trial holes are undertaken when necessary to confirm the location of the pipes and cables. 5.9 All cables and pipes are treated as 'live' unless it is confirmed otherwise. 5.10 Excavators do not operate within 0.5M of gas pipes. 5.11 Exposed services are supported so as to eliminate damage. 5.12 Fine material is used to backfill around the pipes and cables so to prevent damage especially when base compacted. 5.13 A careful watch is undertaken by operatives for evidence of pipes and cables during digging and repeat checks with locators are followed. 5.14 Work is stopped if unidentified services are found. Checks will be undertaken to confirm works are safe to proceed. 5.15 Spades and shovels are used rather than picks and forks.			
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW) Given the preventative and protective measures taken the remaining risk is considered to be LOW.			
7. FURTHER ACTION (WITH PRIORITIES) No further action is called for at present.			
8. ASSESSOR <i>Name : Richard Crawley</i>			



Health & Safety Policy

ASSESSMENT SUMMARY – RA40		SHEET No : 1 of 2
		DATE : 10.03.14
1. ACTIVITY Use of VEHICLES	2. HAZARD OR TOPIC Transport	
3. PERSONS AT RISK		
3.1 Operatives (Drivers)		
3.2 Others working within the vicinity		
3.3 Members of the public.		
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES		
4.1 Vehicles in collision with people /objects or structures causing possible injuries or death.		
4.2 Vehicles overturning, resulting in crushing injuries or death.		
4.3 Unattended vehicles running out of control, resulting in severe injuries or death.		
5. EXISTING PREVENTATIVE AND PROTECTIVE MEASURES		
5.1 Site access/egress traffic routes are in place to manage site traffic in addition to provision for turning.		
5.2 Clear traffic routes are established identifying sharp bends, blind corners, narrow gaps, overhead cables, steep gradients and excavations.		
5.3 Operatives have good visibility and where appropriate banks men are used.		
5.4 Pedestrians and vehicular traffic are kept segregated and adequate signage is displayed.		
5.5 Where necessary one way system is used.		
5.6 Audible warning devices are fitted to vehicles when reversing.		
5.7 High risk areas are identified and trained banksmen are used wearing high visibility clothing.		
5.8 All operatives are fully trained and competent to operate vehicles.		
5.9 Provision for adequate lighting levels is made for poorly lit areas.		
5.10 Temporary roads are adequately prepared for the use of site traffic.		
5.11 Stop blocks are in place where vehicles tip materials into excavations or load spoil.		
5.12 Vehicles are maintained in accordance with manufacturers guidelines.		
5.13 Loads are not exceeded and are secured at the times of moving.		
5.14 Persons are instructed not to ride on any vehicles unless there is correct seating.		
5.15 Vehicles are driven in accordance with site conditions.		
5.16 Unattended vehicles are secured when not operating.		
6. ASSESSMENT OF REMAINING RISK (HIGH/MEDIUM/LOW)		
Given the preventative and protective measures taken the remaining risk is considered to be LOW.		
7. FURTHER ACTION (WITH PRIORITIES)		
No further action is called for at present.		
8. ASSESSOR		
Name : <i>Richard Crawley</i>		