



Swift Crafted Ltd

Site Waste Management Policy

Swift Crafted Limited
Building - Carpentry - Joinery
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1. Introduction

- 1.1. Swift Crafted Ltd are aware of their responsibilities to ensure that waste resulting from the work that they do is correctly managed with an aim to reduce waste earmarked for landfill sites and to properly handle and dispose of hazardous waste and where feasible to recycle waste.

Swift Crafted Ltd aim to not only meet all their statutory obligations but to exceed them and demonstrate good environmental policies and practices.

This stated policy will be continually developed to cover all aspects of our work and to formally state the waste management procedures for the materials we work with.

2. Objectives

- 2.1. Eliminate
Although not always possible Swift Crafted Ltd will in the first instance try and eliminate waste in the first place such as being careful not to over order raw materials.
- 2.2. Reduce
Consideration will be given as to how the waste that is produced can be reduced such as trying to reduce the amount of packaging used for deliveries, reducing off-cuts and rejects and communicating with the construction team, suppliers and client electronically.
- 2.3. Re-use
We will make every effort to reuse waste items.
- 2.4. Re-cycle
For items that can be recycled we will be proactive in working with recycling programs and take steps to segregate waste for recycling.
- 2.5. Disposal
As a last resort we will dispose of waste but will do so in a responsible manner and we will ensure that we always comply to any legal requirements associated to the waste we produce.

ORGANISATION

3. Responsibility

- 3.1. Responsibility for health and safety on premises, sites and elsewhere is delegated to the persons in charge of the work. They are responsible for the safe conduct of work in their areas, and this responsibility cannot be delegated to others.
- 3.2. Mr S T Hearle is the Director responsible for health and safety matters generally.
- 3.3. Construction Managers or Site Foreman are considered responsible for the safe conduct of work on their sites or in their work areas. This responsibility cannot be delegated to others.
- 3.4. Where difficulties arise in the maintenance of safe working conditions, or practices, reference must be made to the designated Project Manager, who then has responsibility for ensuring that sufficient authority is given to enable safe conditions and practices to be maintained.
- 3.5. Specific responsibilities of all employees are set out in Appendix 1 attached to this Policy Statement.

4. Health and Safety Advice

- 4.1. In accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, Swift Crafted Ltd will nominate a project Safety Adviser who will be appointed as the competent person for the purpose of assisting us to undertake necessary measures to ensure compliance with statutory provisions. The contact details of the nominated project Safety Adviser will be recorded in the site's Health & Safety file.
- 4.2. In order to obtain specialist advice on all health safety matters the Company retains the services of professional Health and Safety Consultants whose details will be registered in the sites Health & Safety file.
- 4.3. It is the responsibility of the Safety Adviser to ensure that all users of products and articles supplied or hired for use at work shall be made aware of any relevant information and instructions which may be provided by a manufacturer/supplier in order to comply with their obligations under Section 6 of the Health and Safety at Work etc. Act 1974.
- 4.4. The Safety Adviser advises management at all levels. This does not relieve management of any of their responsibilities.
- 4.5. Any employee who is in doubt about safe working practices and procedures should contact his immediate superior. The Safety Adviser is always available to advise all employees.

5. Consultation

- 5.1. The Company will consult with all employees on matters that could have an effect on their health and safety in compliance with the Health and Safety (Consultation with Employees) Regulations 1996.
- 5.2. Suggestions or comments on ways in which our health and safety performance can be improved will always be considered. They should be made to the Mr Hearle or the Safety Adviser.

6. Safety Policy Review

- 6.1. The Health and Safety at Work etc. Act 1974 requires us to monitor the effectiveness of this Policy in terms of the use made of it by both management and work force. Review of our safety performance and the functioning of the Policy is the task of Mr Hearle and the Safety Adviser. Annually, they will review the contents of the Policy Statement and indicate ways in which our safety performance can be improved.
- 6.2. Health, safety and welfare may also be considered at site meetings. Mr Hearle, the Safety Advisor or the appropriate the designated Project Manager will attend these meetings which may be with client or contractor's representatives.
- 6.3. The Safety Adviser will monitor health and safety standards on the sites to ensure compliance with this policy, current legislation and guidance. The frequency of site monitoring will depend on the size of the contract and the foreseen hazards.

7. Training

- 7.1. It is the responsibility of the Safety Adviser to review the health and safety training needs of employees at all levels at regular intervals. Safety training will be given to all employees as necessary.
- 7.2. The Safety Adviser will review any hazards and the specific safety rules applicable to the work to be done with any new apprentice, and any other new employee. In the case of sites, the designated Project Manager or Site Foreman will do this, before putting the person to work. An induction hand-out will be issued to each employee.
- 7.3. Those transferring from job to job, or site to site, will be given any necessary information by supervisory staff. The introduction of new technology or working methods will also be occasions when further training will be provided.
- 7.4. The Safety Adviser will ensure, when necessary, that the site Foreman in charge of work involving young persons is aware of the any additional assessments, training and supervision required under the Management of Health and Safety at Work Regulations 1999.

8. Accident Reporting

- 8.1. The details of all accidents, however trivial they appear to be, must always be entered immediately into the site or office Accident Book. (Form B.I.510)
- 8.2. The supervisor in charge of the work must complete an Accident Form for all accidents which may occur.
- 8.3. Any reportable accident or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, (RIDDOR) must be reported immediately, by telephone, to the Safety Adviser using the contact details contained in the Site Health & Safety File. Definitions of reportable accidents and dangerous occurrences will be held in the site Health and Safety file.
- 8.4. The Safety Adviser will take the necessary reporting action as required by RIDDOR. He will make direct telephone and written notifications to the appropriate enforcing authority. Copies of all notifications made on our behalf will be kept for record purposes.
- 8.5. Documentation for accidents, dangerous occurrences and notifiable occupational diseases and conditions will be held by the Safety Adviser.
- 8.6. Investigations of serious accidents and dangerous occurrences will be carried out by the Safety Adviser.

9. First-Aid Facilities

- 9.1. To comply with the Health and Safety (First-Aid) Regulations 1981, the designated Project Manager responsible for the contract will supply adequate first-aid equipment to the site. Alternatively, arrangements may be made by for facilities to be shared with the client or main contractor. The Safety Adviser, or in his absence a Director, is designated as the 'appointed person' for the office facilities for the purposes of these Regulations.

He is also responsible for ensuring that suitable first-aid equipment is supplied to the vehicles and the office premises. The function of the 'appointed person' is to take charge of the equipment and facilities, to replace missing or defective items and to summon assistance if required to do so. On sites, the person in charge of the work is also designated as the 'appointed person', where a Company first-aid box is provided as above.

- 9.2. The names of those persons trained and certified in first-aid will be displayed within the office and on each site.

10. Company Safety Rules

- 10.1. Statutory requirements are viewed as being the minimum acceptable standards, rather than the ideal maximum. In addition to statutory requirements, all employees regardless of the nature of their specific duties must strictly adhere to the following safe operating practices and procedures. Wilful disregard by any employee of any safety rule may be considered sufficient cause for immediate dismissal. Some of these rules are statutory requirements and are included as reminders.

- 10.2. Personal protective equipment shall be worn without exception wherever necessary, as identified by risk assessments carried out by the Safety Adviser or the designated Project Manager in liaison with the Site Foreman in charge of the work. The Site Foreman in charge of the site where this rule applies will give instructions to operatives.
- 10.3. Safety helmets will be worn in accordance with the Construction (Head Protection) Regulations 1989. Safety Helmets must be worn on sites or in work areas that are designated as "hard hat" sites or areas, or wherever there are risks of head injury. It is the Company policy that all operational sites are designated "Hard Hat Areas" unless stated otherwise.
- 10.4. Safety boots or shoes must be worn at all times when there is a risk of injury to the foot. No person may wear plimsolls, trainers or other soft-soled footwear.
- 10.5. All employees must be aware of the location of fire extinguishers and of their method of operation. When working on sites under the control of other employers all employees must ensure they are aware of the location of fire extinguishers and of their method of operation.
- 10.6. All access equipment including ladders must be kept in good repair. Mobile towers must only be erected by those trained to do so, and in accordance with the maker's or supplier's instructions, which are circulated with other relevant safety documents.
- 10.7. All injuries, no matter how slight, must be reported immediately.
- 10.8. Untidy areas and methods of working create unacceptable risks and must be avoided at all times.
- 10.9. Anyone known to be under the influence of alcohol and/or drugs shall not be allowed to work whilst in that condition. Persons found to be displaying symptoms of alcohol or drug abuse will be subject to disciplinary action.
- 10.10. No-one shall knowingly be permitted or required to work while his or her ability or alertness is so impaired by fatigue, illness, temperature or other cause that might expose the individual or others to injury.
- 10.11. Horseplay, scuffling, and other acts which tend to endanger the safety or wellbeing of employees are prohibited.
- 10.12. Portable tools and other work equipment such as plant and test equipment must be kept and maintained in good condition for the tasks for which they will be used. Worn or broken tools must be replaced immediately, and it is the personal responsibility of each employee to ensure that this is done. The Company maintains records of the electrical testing of all portable electrical appliances.

10.13. Abrasive wheels and cutting discs may only be changed by persons who have been trained and appointed in writing by their employer.

10.14. Smoking is permitted only in designated areas on sites.

10.15. Safety rules and advice covering specific work areas and/or systems of work will be attached as Appendices to this policy statement when formulated, as necessary. The following Appendices are attached:

- Appendix 1 Responsibilities
- Appendix 2 Office Safety Rules

11. Work Equipment

- 11.1. The Company will ensure that all tools and equipment provided for use at work will comply with the requirements of the Provision and Use of Work Equipment Regulations 1998.
- 11.2. It is the responsibility of the Safety Adviser to ensure all work equipment purchased for use by our employees is suitable for the purpose for which it is to be used. In the case of sites, the relevant the designated Project Manager or Site Foreman is responsible for ensuring that all work equipment hired or purchased for use by our employees is suitable for the purpose for which it is to be used. These persons will also ensure that any necessary statutory documentation is available with the equipment.
- 11.3. Where tools or equipment are issued to employees for their personal use, those employees are responsible for ensuring that the item is kept in good working order and that any defects are reported. The Safety Adviser is responsible for ensuring that all work equipment is properly maintained and that records of servicing, inspection, calibration and statutory tests/examinations are kept. Examples of records required are:
- Ladders and access equipment maintenance
 - Portable electrical appliance testing
 - Calibration of test equipment
 - Statutory examination/test of lifting equipment.

12. General arrangements for special hazards

- 12.1. There are a number of special hazards that have potentially serious consequences, which have been identified as 'high risk' in our risk assessments (see Section 13). These include:
- Work with asbestos-containing products
 - Work with COSHH substances
 - Confined space entry
 - Working at heights
 - Work on access scaffolding including mobile towers
 - Work in excavations
 - Lifting Operations
 - Demolition
- 12.2. These activities will require a specific risk assessment to be made prior to the commencement of work. The Safety Adviser or the designated Project Manager responsible for the work has responsibility for making these specific risk assessments. Further information on standard precautions is given in Section 13 below.

- 12.3. All those involved in the work will be made aware of the control measures for the identified risks and any procedures to be followed.
 - 12.4. Work that interfaces with client activities may be governed by our own permit to work system or by that of the client.
13. Risk assessments and controls
- 13.1. Risk assessments are required to be carried out by the Company where there is a significant risk to employees or others who could be affected by our operations. Relevant precautionary and preventative measures found during assessments are to be passed on to those at risk. This is a requirement of the Management of Health and Safety at Work Regulations 1999, and other Regulations that cover specific hazardous operations such as working with asbestos and hazardous substances.
 - 13.2. The Company will carry out an ongoing assessment of the risks associated with all work activities, as required by these Regulations. Risk assessments will be made site-specific as required, by the appropriate Construction Manager (see 13.8 below). Generic Risk Assessment Forms will be used for this purpose. The Safety Adviser is responsible for risk assessments of office work, including those for display screen equipment.
 - 13.3. Where appropriate, clients and others likely to be affected by the work will be provided with a copy of the assessment and/or its significant findings, together with details of the method of work to be followed if appropriate.
 - 13.4. Generic risk assessments will be reviewed at annual intervals or whenever it is suspected that they may no longer be valid. This is the responsibility of the Safety Adviser in liaison with the designated Project Managers.
 - 13.5. Records of any health surveillance, medicals and other individual health records which may be required will be kept securely in our personnel files, and will be kept for 40 years after the date of the last entry as required by law.
 - 13.6. Training will be given to operatives as necessary in order to make them aware of the findings of the assessments and the required control measures, which may include the selection, use and maintenance of personal protective clothing and equipment.
 - 13.7. All work will be negotiated for, or tendered for, taking risk assessments into account.
 - 13.8. A generic written assessment will be available for each task with significant risks normally carried out during our work. This will be varied as required by the Safety Adviser, the designated Project Manager, taking into account local risk factors where these are appropriate under the actual working conditions.
 - 13.9. In general, the priority will be for an alternative, less hazardous procedure to be specified as the control measure to be preferred.
 - 13.10. Any necessary plant, equipment, monitoring, hygiene and welfare facilities, medical examinations health surveillance and protective clothing and equipment specified in the risk assessment must be present at the relevant location before the task is carried out.

- 13.11. Manual handling operations. All manual handling operations having a risk of injury which our employees carry out will be identified and recorded by the Foreman in charge of the work. Where these cannot be avoided, mechanised or automated, specific assessments will be made and procedures developed to minimise the risks involved in each case. Appropriate selection of staff as to capability will then take place, followed by necessary training and the giving of appropriate information and instruction. All employees are encouraged to discuss potential manual handling problems not so identified with the person in charge of the work, together with any work involving repetitive motion.
- 13.12. Control of substances hazardous to health (COSHH). Information on materials used in our work will be obtained from the manufacturer or supplier, or from the client, as appropriate. Monitoring of the working atmosphere may be required and will be indicated on the relevant COSHH assessment. The COSHH assessments will be made available for work with applicable substances by the safety Adviser, who will review them annually at the time of the Policy review, or whenever it is suspected that they may no longer be valid. The assessments will then be made site-specific by the designated Project Manager or the Foreman in charge of the work as required.
- 13.13. Any necessary work with new materials or substances rated as hazardous must not commence until the necessary information has been obtained, or the material has been analysed, and an assessment made of the risks involved in the operation. Where appropriate, clients and others likely to be affected by the work will be provided with a copy of the assessment and/or its significant findings, together with details of the method of work to be followed.
- 13.14. The following general precautions apply to the use, handling and transport of all substances. Specific precautions are detailed in the written assessments for specific materials and other substances likely to be encountered in the work environment.
- a. Contact of chemical products with the eyes, skin and mucous membranes should be avoided wherever possible. Protective clothing and equipment supplied is intended to prevent this. Good personal hygiene practices must be observed. The inhalation of chemical products and dust should be avoided. Adequate ventilation or respiratory protective equipment will be provided if appropriate.
 - b. Materials should not be used in areas where food is being eaten.
 - c. Facilities for washing and cleaning the skin must be made available, together with necessary and suitable cleansers and barrier creams.
 - d. Chemical products and materials are to be stored in ventilated areas away from temperature and environmental extremes.
 - e. Spillages must be cleaned up immediately, and waste and used containers disposed of properly.

- f. Read the assessment sheet, container labels and detailed health and safety information before using any chemical products.

13.15. Asbestos.

The Manager responsible for the completion of tenders must ensure that **specific enquiries are made of the Client as to the presence of asbestos at the pre-tender stage of the contract**. To comply with the Control of Asbestos at Work Regulations 1987, as amended, when asbestos is suspected or known to be in any material to be handled by our employees, **no work must be undertaken until a sample has been analysed, an assessment carried out and appropriate control measures put in hand**.

- 13.16. Noise at work is subject to the Noise at Work Regulations 1989. Noise assessments will be made as required by the Regulations when the noise action levels are likely to be reached, and details and instructions for safeguarding hearing will be given to employees as appropriate by the Foreman in charge of the work.
- 13.17. Buried Services, including cables, should be anticipated on every site, and the person in charge of the work must obtain service plans where available and make specific enquiries when they are unavailable. The position of buried services must be clearly marked on site and treated as 'live'. Power tools and machinery must not be used knowingly within 0.5 metres radius of a buried cable, and hand-digging with spades only is permitted. If in doubt, the advice of the local Electricity Company or relevant undertaking must be sought.
- 13.18. Confined spaces. Any space, which is substantially enclosed, where there is a risk from hazardous substances or dangerous conditions (e.g. lack of oxygen) is not to be entered until a risk assessment has been carried out. A safe system of work is to be drawn up and brought to the attention of every person likely to enter. The safe system must include details of necessary atmospheric monitoring and the provision of emergency evacuation apparatus. HSE Approved Code of Practice - "L101 Safe work in confined spaces" is to be used to assist in risk assessment and evolving safe systems of work.
- 13.19. Scaffolding, is only to be erected, altered, or dismantled by competent persons. Scaffolding erected for more than seven days and with working platform(s) exceeding 2m in height must be inspected by a competent person and the results recorded. This may be done by the main contractor but a specific check must be made by the person in charge of the work to ensure that inspections are made as required. The Construction Manager or Foreman in charge of the work must inspect all scaffolds before first use to ensure that they are suitable for the work to be carried out. This Section applies to mobile towers as well as fixed scaffolding.
- 13.20. Working at Heights, Any work at heights must be specifically identified by the Project Manager responsible for the work. A risk assessment is to be carried out prior to any work being carried out when there is a risk of persons falling more than 2.0 metres. The use of crawling ladders and boards is always required on fragile material. The advice of the safety Adviser should be obtained before work starts if there is any doubt about the precautions required in particular circumstances. When the provision of access scaffolding or edge protection is not practicable fall arrest equipment must be provided. Further guidance may be found in HSE Publication, HSG33, "Health and Safety in Roof Work.
- 13.21. Excavations. Project Managers must carry out a risk assessment is carried out prior to work starting. This is to ensure that adequate precautions are taken against:
- The collapse of the sides
 - Materials falling onto people working in the excavation
 - Persons or vehicles falling into the excavation
 - Undermining nearby structures
 - Underground services

Further guidance may be found in HSE Publication, HSG185, "Health and Safety in Excavations".

13.22. Lifting Operations. The designated Project Manager responsible for the work must ensure that lifting operations are properly planned and carried out by trained and competent personnel. If there is any doubt advice should be sought from the Safety Adviser.

13.23. Demolition Work. The designated Project Manager will identify any structural demolition work at the planning stage of any project. The designated Project Manager must ensure that no demolition work may take place unless a suitable risk assessment has been carried out. The assessment will include a method statement detailing all aspects of the work.

13.24. Fire Precautions. The Safety Adviser is responsible for fire precautions and assessments in the Company office. He will ensure that all reasonable steps have been taken to comply with Fire Precautions (Workplace) Regulations 1997; these will include:

- a written emergency evacuation procedure is available and practised at least annually;
- there is an adequate means of escape in the event of a fire;
- ensuring that escape routes are kept clear;
- sufficient fire fighting appliances are available and properly maintained;
- an adequate means of warning in the case of a fire is available;
- fire alarms are tested weekly;
- fire alarm, detection systems and emergency lighting are properly maintained.

14. Environmental impact

14.1. The Company recognises that its activities may have environmental implications, and therefore pursues a policy designed to minimise environmental damage. The Company's operations will be managed and organised so as to reduce so far as is reasonably practicable environmental damage caused by noise, dust and damage to groundwater and drainage systems. In pursuance of this policy, environmental considerations will be taken into account in tendering.

15. Emergency procedures

15.1. Fire and other foreseen emergency procedures will be covered as part of the induction training given to all new employees on joining the Company and to all employees before starting work on each site.

15.2. Where employees are employed on maintenance or short duration works they are to ensure that they are aware of the all emergency and evacuation procedures in force in the premises that they are working. They must also be aware of the location of any fire-fighting and other emergency equipment available.

15.3. It is the responsibility of the designated Project Manager for the work to liaise with the Client or Principal Contractor with regard to the action to be taken in the event of an

emergency. He will also ensure that the necessary information and equipment is made available to our employees.

16. AIDS/HIV

- 16.1. Since the risks of infection through normal workplace contact are negligible, our policy is not to discriminate against anyone with, or at risk of acquiring HIV.
- 16.2. Individuals who know they are infected with HIV are not obliged to tell anyone in the organisation of their condition, but if they choose to make their condition known to management their privacy and confidentiality will be respected.
- 16.3. Our policy is to treat persons with AIDS/HIV no differently from anyone else suffering from any other life-threatening non-contagious illness.

17. Information for employees and others

- 17.1. Other contractors and clients will be given a copy of this Policy Statement on request.
- 17.2. Employees will be asked to read this Policy Statement on joining, as part of their induction training. Their attention will also be drawn to the generic risk assessment system and specifically to those hazardous operations applicable to their work.
- 17.3. Employees will be advised by the Safety Adviser or The designated Project Manager responsible for the project of any risks drawn to our attention by other employers sharing a particular workplace.

18. CDM compliance and Design safety

- 18.1. It will be our practice to co-operate fully with the Planning Supervisor and Principal Contractor when appropriate, and with other designers involved in projects to make the maximum contribution to design and general site safety.
- 18.2. The Director responsible for the contract will take all reasonable steps to ensure the health and safety competence of all employees and subcontractors carrying out work for the Company.
- 18.3. Those preparing designs on our behalf will alert clients to the duties they may have under the Construction (Design and Management) Regulations 1994, and follow the designer's duties as defined within the Approved Code of Practice to the Regulations.
- 18.4. The guiding principles for all designs prepared by us will be to design to avoid risks to health and safety so far as is reasonably practicable, to reduce risks at source where avoidance is not possible, and to include relevant information with the design. Only external persons competent to produce designs will be permitted to do so.
- 18.5. Mr Hearle has the final responsibility for design safety matters.

APPENDIX 1

RESPONSIBILITIES

This Appendix to the Safety Policy details the responsibilities for safety at all levels of management and operatives. In all cases where responsibility is felt to be unclear, the advice of Mr Hearle should be obtained.

- a) Mr S T Hearle (Director, with final responsibility for health and safety) will:
 - a. initiate, administer and interpret the effective implementation of the Health and Safety Policy;
 - b. have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other legislation relevant to our activities, and a general knowledge of the Electricity at Work Regulations 1989, the Construction Regulations, the Workplace (Health, Safety and Welfare) Regulations 1992 and relevant special Regulations and Codes of Practice;
 - c. arrange for funds and facilities to meet the requirements of the Policy;
 - d. be aware of changes in legislation which affect our activities;
 - e. promote the safe conduct of work generally, and review our safety policy and performance, arrangements and generic risk assessments annually;
 - f. reprimand any employee failing to exercise their safety responsibilities;
 - g. receive and consider suggestions made by employees concerning their health and safety at their workplace, and for improving our health and safety performance generally;
 - h. set a personal example, including the wearing or use of protective clothing equipment as appropriate on site visits.

- b) The Estimator will:
 - a. have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Management of Health and Safety at Work Regulations 1992, the Construction Regulations and any other Regulations and Codes of Practice relevant to the Company's operations;
 - b. ensure that tenders are adequate to cover sound methods of working and the provision of the required welfare facilities.

- c) The Safety Adviser will:
 - a. have a thorough understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation to the Company's operations, and a detailed knowledge of the Management of Health and Safety at Work Regulations 1992, the Construction Regulations, the Construction (Design and Management) Regulations 1994, and relevant special Regulations and Codes of Practice;
 - b. be aware of changes in legislation which affect the Company;
 - c. promote the safe conduct of work generally, and review the performance of the Company in relation to its health and safety objectives;
 - d. co-ordinate health and safety information and disseminate such information in his position as appointed competent person under the Management of Health and Safety at Work Regulations 1999;

- e. review our health and safety training needs at regular intervals, in liaison with Mr Hearle;
 - f. review with new employees and apprentices hazards and specific rules relating to the work to be done;
 - g. ensure that users of articles and substances supplied or hired to us are made aware of any necessary instructions or information provided by the manufacturer or supplier which assists with the taking of necessary measures for their own or others' health or safety;
 - h. make and issue specific risk assessments where necessary, and modify generic risk assessments applicable to the work. He will also devise safe systems of work where necessary, particularly for work where specific risk assessments have been made;
 - i. make and issue assessments of any COSHH substances found or created during our work, and for the giving of necessary instructions, training or equipment to employees which the assessment finds to be necessary;
 - j. in liaison with Mr Hearle review the Company safety policy and all generic risk assessments including COSHH assessments at annual intervals, or following receipt of information indicating that a review may be needed after a shorter period;
 - k. visit sites at regular intervals to ensure that the regulations and safe practices are being carried out, and provide regular reports for the client where required, and for our Directors;
 - l. investigate serious accidents and dangerous occurrences;
 - m. be responsible for making direct telephone and written notifications of serious injuries, dangerous occurrences and notifiable diseases to the enforcing authority, and take charge of office held health and safety documentation;
 - n. ensure that office fire-fighting equipment is serviced regularly;
 - o. ensure that adequate supplies of first-aid equipment are issued to the Office and vehicles, and that they are kept correctly stocked;
 - p. carry out risk assessments for office work, including display screen workstations and manual handling tasks, and be responsible for health and safety generally within the office and stores;
 - q. act as the appointed person in charge of the office first-aid facilities;
 - r. respond to suggestions or comments on ways in which the Company's health and safety performance can be improved;
 - s. set a personal example, including the wearing or use of protective clothing equipment as appropriate on site visits;
- d) The Designated Project Manager will:
- a. have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation to our activities, and a general knowledge the Construction Regulations, the Workplace (Health, Safety and Welfare) Regulations 1992 and relevant special Regulations and Codes of Practice;
 - b. be aware of changes in legislation which affect our activities;
 - c. promote the safe conduct of work generally, and review our safety policy and performance, arrangements and generic risk assessments annually;
 - d. ensure that the necessary health and safety documentation (e.g. Health and Safety Plan for CDM projects, Company Health and Safety Policy, risk assessments and method statements, as appropriate) are correctly issued to site management;
 - e. ensure that site meetings are attended where health and safety matters are discussed, and organise sites so that work is carried out to the required standard of health and safety with minimum risk to persons, equipment and materials. In addition, they will issue work method statements in written form where necessary or

- required, and be available to give advice on precautions needed to control any site risks not previously identified;
- f. determine at the project planning stage:
 - a) the most appropriate order and method of working;
 - b) the provision of welfare and sanitation facilities;
 - c) hazards which might arise, and complete risk assessments as required;
 - d) allocation of responsibilities;
 - e) necessary fire precautions;
 - f) adequate first-aid facilities.
 - g. take all reasonable steps to ensure the competence in health and safety of any persons or contractors to whom work is subcontracted, as required by the Construction (Design and Management) Regulations 1994;
 - h. advise employees on site of any risks drawn to the Company's attention by other employers;
 - i. sharing a particular workplace, and distribute information contained in the site's health and safety plan where this is applicable under the Construction (Design and Management) Regulations 1994;
 - j. carry out site-specific risk assessments for general risks, and for special work activities identified in Section 12.1 of the Policy. They will identify and determine precautions and control measures necessary in particular circumstances, especially in respect of the identification of the need to wear personal protective equipment, and manual handling tasks;
 - k. set a personal example, including the wearing or use of protective clothing equipment as appropriate on site visits.
- e) Construction Managers, and Site Foreman will:
- a. know the requirements of the Construction Regulations and other relevant legislation;
 - b. carry out manual handling risk assessments, and determine precautions and control measures so as to minimise risks to employees from manual handling activities carrying a risk of personal injury, so far as is reasonably practicable;
 - c. take responsibility for the design function within the Company as it relates to health and safety issues and compliance with the Construction (Design and Management) Regulations 1994;
 - d. ensure that hazards from material storage and stacking, positioning of plant and installation of electricity supply are eliminated;
 - e. plan and maintain tidy work areas;
 - f. ensure that working methods established do not require or allow persons to take unnecessary risks;
 - g. make sure that suitable personal protective equipment and clothing is available where appropriate, as required by risk assessments, and that it is used. They will give instructions on its proper use, maintenance and storage as required by the Personal Protective Equipment at Work Regulations 1992;
 - h. ensure that only competent and, where necessary certificated, persons are employed;
 - i. ensure that all machinery and plant, including power and hand tools and test instruments, is checked, that it is in good and safe condition, and that any defects are reported to the plant hire company or owner;
 - j. ensure that appropriate fire-fighting appliances are maintained on site as necessary;
 - k. ensure that adequate first-aid facilities are established and are available during working hours;
 - l. accompany HSE Inspectors on site visits;

- m. review with new or transferred employees hazards and specific rules relating to the work to be done, in addition to their job induction training;
 - n. ensure that scaffolding is inspected as required at weekly intervals, and that all scaffolding used by our employees is inspected before first use;
 - o. set a personal example, including the wearing or use of protective clothing or equipment as appropriate.
- f) Employees will:
- a. use the correct tools and equipment for the job, including safety equipment and protective clothing as necessary;
 - b. keep tools in good condition;
 - c. report to the person in charge of the work any defects in plant or equipment of which they become aware;
 - d. develop a personal concern for safety for themselves and for others, particularly newcomers and young people;
 - e. avoid improvising which entails unnecessary risks;
 - f. warn new employees of known hazards;
 - g. refrain from horseplay and the abuse of welfare facilities;
 - h. report incidents which have led or may lead to injury;
 - i. suggest ways of eliminating hazards;
 - j. co-operate in the investigation of any accidents;
 - k. set a personal example.

APPENDIX 2

OFFICE SAFETY RULES

This Appendix to the Safety Policy, which is a supplement to the Safety Rules, set out in Section 10 of the main Safety Policy document, sets out the safety rules which must be observed by all employees working in our offices. These have been derived from our risk assessment.

1. Furniture and equipment must be arranged so as to avoid injury from sharp corners.
2. Upper drawers of filing cabinets must not be overloaded, causing them to become top heavy.
3. Only one drawer of a filing cabinet must be open at a time, so as to avoid a tipping hazard.
4. Wall storage racks must be securely anchored to prevent their movement or tipping, and must not be overloaded.
5. Access to high upper storage shelves must only be gained by using the steps or safe access provided.
6. Cables from electric fires, telephones and leads to office electrical equipment are not be laid across the floors so as to cause a tripping hazard.
7. Floor coverings must be held down securely and kept flat and free from wear in places where a person could trip.
8. At the end of each working day or shift, non-essential electrical appliances are to be switched off and their wall socket plugs removed by each individual.
9. Any electrical faults must be reported to the Safety Adviser.
10. Paper guillotines are not be operated with their guards removed.
11. Any simple adjustments to electrical equipment must be made with the power switched off.
12. Electrical heaters or fires may only be used if properly guarded in accordance with British Standards.
13. Only properly trained and authorised personnel are permitted to operate specialised machinery and equipment.
14. Good housekeeping must be maintained by keeping floors and working areas tidy, ensuring that fire exits and passageways are not blocked, and taking care when using extension cables so that they do not cause an obstruction.
15. Fire exits must be kept clear at all times.
16. Fire extinguishers are to be kept readily accessible and where possible are to be positioned on wall brackets. All employees must be aware of these locations, of the methods of operation of fire extinguishers, and of the fire drill procedure for evacuation. The Safety Adviser is responsible for ensuring all fire-fighting equipment is regularly serviced.
17. Persons handling chemicals must be made aware of the hazards associated with the handling, storage and use of such chemicals, together with the precautions to be observed and the first-aid measures to be adopted