

# HEALTH & SAFETY POLICY

Hurst Project Management Ltd

**HURST**  
Project Management

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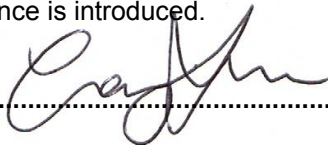
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## SECTION 1 POLICY STATEMENT

- 1) It is the Company's policy that its operations shall be conducted in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of its employees and of any other person who may be affected by its operations. This policy will be actively pursued by the Directors and Managers.
- 2) The Company requires that a high standard of safety, health and welfare shall be achieved and consistently maintained both on site and at the Company's offices.
- 3) It is imperative that every employee familiarises him or herself with the content of this policy. Its effectiveness can only come from the combined efforts of us all. We expect every employee to give their full commitment and cooperation to the implementation of this policy.
- 4) The Company acknowledges the fact that safety and operational efficiency are complementary and that the use of safe working practices and accident prevention techniques are a most important responsibility of management.
- 5) The requirements of the Health and Safety at Work etc Act 1974, and the Management of Health and Safety at Work Regulations 1999 and all legislation relevant thereto shall be regarded as the minimum standard of health, safety and welfare to be achieved.
- 6) This company will allocate sufficient resources to enable the Policy to function effectively. An annual review shall be conducted to determine the resources required to implement this policy. Planning and organising is an ongoing activity within the business. Our procedures are continually reviewed in order to ensure continuous improvements to our procedures and performance. The reviews shall identify the human and financial resources required to implement our policy.
- 7) Protective clothing and equipment shall be made available to employees, and shall be used by all employees when the nature of the work being carried out requires the use of such protective gear in the interests of health and safety. PPE shall only be used as a workplace precaution and as the last resort.
- 8) All employees shall be encouraged to submit suggestions and ideas for improving the general standards of health, safety and welfare.
- 9) Employees have a duty under Section (7) of the Health and Safety at Work etc Act 1974 to take reasonable care for their own safety and the safety of any other person who may be affected by their acts or omissions and also to co-operate with the Company in its arrangements to perform or comply with statutory safety obligations which include adherence to the Company's Safety Policy.
- 10) All employees, regardless of status, found to be deliberately and consistently negligent in their performance of the Company's Policy on Health, Safety and Welfare may be subject to instant dismissal.
- 11) This Policy will be reviewed annually or revised and updated when new legislation or guidance is introduced.

Signed .....



**Craig Hurst**  
**Managing Director**

**Date: 10 August 2018**

# HEALTH & SAFETY POLICY

## REVIEWS

Reviews of the Health and Safety Policy shall be carried out annually by the Managing Director and the Safety Advisor.

Review Date	Reviewed by
August 2012	CH
August 2013	CH
August 2014	CH
August 2015	CH
August 2016	CH
August 2017	CH
August 2018	CH

## **SECTION 2 INDIVIDUAL RESPONSIBILITIES**

### **2.1 Managing Director**

- a. Shall require a positive approach to Safety at all management levels
- b. To ensure that staff receive adequate Health and Safety education and training commencing with induction training.
- c. Maintain the Company's Safety Policy on a progressive basis, ensuring that the methods of accident prevention and internal procedures are kept up to date.
- d. Maintain close contact with our health and safety advisors.
- e. Know the requirements of the Health and Safety at Work etc Act 1974, and all other relevant statutory requirements; this will be achieved via briefings, and newsletters from our safety advisors.
- f. Set a personal example during monitoring inspections by following safe working practices and recognising and praising positive behaviours.

### **2.2 Duties of Senior Managers**

Shall implement this Policy by:-

- a. Making full provision for safe methods of working and adequate welfare facilities at the tender stage on all contracts.
- b. Ensuring the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the CDM Regulations 2015 are followed and the necessary health and safety plans, risk assessments and method statements are produced and brought to the attention of the relevant people.
- c. Ensuring staff at all levels receive appropriate training.
- d. Monitoring health and safety performance through site meetings, reacting to safety adviser reports, and responding to actual site conditions observed when on routine site inspections.
- e. Holding regular meetings with employees and other site operatives to receive comments and suggestions on ways in which health and safety performance can be improved.
- f. Liaising with the Health and Safety Advisor and taking charge of problems which cannot be adequately controlled/concluded at site level, especially with regards to control of sub-contractors.
- g. Setting a good personal example and having adequate knowledge of health and safety legislation relating to our work.

### **2.3 Duties of Site Managers (and other persons in control of the site)**

The duties are to:

- a. Understand the Hurst Project Management Ltd Health and Safety Policy and ensure it is brought to the attention of all employees, particularly new starters, through induction talks if necessary.
- b. Have adequate knowledge of, and observe the requirements of the construction regulations and other legislation and codes of practice; ensuring that all statutory registers and records are maintained and that persons under your control are adequately trained to enable them to carry out their duties.
- c. Ensure that the necessary risk assessments have been carried out and recorded and that detailed method statements adopting “best working practice” approach is used for high risk activities.
- d. Ensure that adequate arrangements are made with regards to fire precautions, first aid equipment trained first aiders or appointed persons, and the procedures, to be followed in an emergency are all in place.
- e. In planning the site layout and work, make adequate provision for welfare facilities. Organise the site so that work carried out to the correct standard with minimum risk to operatives and other persons, equipment, materials, and members of the public, both during and outside site hours. Encourage employees to be pro-active in developing a positive approach to health and safety performance.
- f. Carry out (or arrange for others to carry out) site induction talks for new arrivals onto site.
- g. Ensure any accident or incident is reported in accordance with Hurst Project Management Ltd Policy.
- h. Set a good personal example at all times.

### **2.4 Duties of Site Foreman, and Staff Visiting Site**

The duties are to:

- a. Be familiar with the Hurst Project Management Ltd health and safety policy and the legislation as it relates to their work.
- b. Ensure that precise instructions are given to operatives, detailing what precautions/ actions must be taken to minimise risk.
- c. Ensure that new employees, apprentices, young persons or occasional site workers are aware of the dangers and what precautions they must take.
- d. Report any defects in plant, equipment, scaffolding, excavations etc. to the Site Manager/Site Foreman, together with details of any dangerous practices observed on the site.
- e. Set a good personal example and ensure small plant, tools and equipment are being used correctly.

## **5. Duties of the Health and Safety Advisor**

To encourage a pro-active approach to health and safety matters and a positive attitude to risk management functions.

- a. To keep themselves up to date with current legislation and best working methods and to disseminate this information throughout the company. At all times they must be prepared to assist management in what ever way they can with regards to health and safety.
- b. With regards to sites, they should carry out regular inspections and report on their findings. In addition they should assist the Project Manager and Site Manager/Site Foreman by advising on working methods and training requirements. They should be available, when requested, to attend planning meetings.
- c. To assist the Managing Director, the Safety Advisor shall produce a bi-annual report commenting on the performance of the previous period and assist in setting objectives for the next period.
- d. If in their opinion they are confronted with a risk of imminent danger to life, then they should take whatever action they consider necessary and report the occurrence and action taken to the Project Manager, and if need be, the Managing Director.

## **2.6 Duties of Office Management**

Your duties are to

- a. Understand the Hurst Project Management Ltd health and safety policy and ensure it is brought to the attention of all employees, particularly new employees and temporary employees, through induction talks.
- b. Have adequate knowledge of the Health and Safety at Work etc. Act 1974 and those persons under your control are adequately trained to enable them to carry out their duties.
- c. Ensure that adequate arrangements are made with regards to fire precautions, first aid equipment, trained first aiders or appointed persons, and the procedures, to be followed in an emergency are all in place.
- d. Ensure that adequate arrangements are made for employees using Display Screen Equipment (DSE) with regards to workstation, rest periods, etc.
- e. Ensure that adequate arrangements are made for the provision for welfare facilities.
- f. Carry out (or arrange for others to carry out) induction talks for new employees or temporary employees.
- g. Ensure any accident/incident is reported in accordance with Hurst Project Management Ltd Safety Management System.
- h. Set a good personal example at all times.

## **2.7 Duties of all Site Staff and Operatives**

The Health and Safety at Work etc. Act 1974 requires all employees and self employed persons to take reasonable care of themselves and others who may be affected by his/her acts or omissions, and to co-operate with the Hurst Project Management Ltd by observing the Companies procedures and so enabling the company to comply with its statutory duties.

In particular, you can assist by:

- a. Taking a pro-active role in assessing the Hurst Project Management Ltd health and safety performance and suggesting ways (via your manager) in which improvements can be made.
- b. Using the appropriate protective equipment (i.e. head protection, eye protection, hearing protection, safety footwear, high visibility waistcoat or jacket etc.) if required for the job.
- c. Keeping personal tools and equipment in good condition.
- d. Reporting all defects in plant, equipment, together with any unsafe acts to your immediate supervisor.
- e. Not operating any plant or carrying out any task for which you have not been trained or are unfamiliar.
- f. It is important that you feel capable of doing the task in which you are involved. If you have any doubt you should inform your immediate supervisor.

**DO NOT TAKE CHANCES.**

**THINK WHAT IF, NOT IF ONLY**



## **SECTION 3**

### **3 ARRANGEMENTS**

#### **3.1 TRAINING AND EDUCATION**

Safety education and training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every employee in the organisation is trained to perform their job effectively and safely. It is the opinion of the management that if a job is not done safely then it is not done effectively.

All employees will be trained in safe working practices and procedures upon commencement of employment and prior to being allocated any new role. Training will include information, instruction and advice on the Company procedures and the use and maintenance of personal protective equipment and emergency contingency plans.

Safety training will be provided by experienced training instructors from commercial training providers, e.g. SRM, CITB, Construction Health and Safety Group, etc. The training may be on site or at a commercial training centre. Our commitment to this subject is demonstrated by attendance by Senior Management on the IOSH Managing Safely in Construction and Allied Industries course followed by appropriate refresher training.

Training records are maintained at Head Office within each individual employee's personal record.

##### **3.1.1 Employees**

The Managing Director will carry out an annual review of health and safety training and education needs for all levels of staff. In carrying out the review the Managing Director will pay particular attention to persons whose role has changed, possibly due to a change in their scope of work, or possibly due to legislation. Employees taking onboard additional responsibility may need additional training.

The education and training needs will be agreed by the directors and budgets allocated. The Managing Director and Health and Safety Advisor will monitor that the training schedule is completed.

##### **3.1.2 Plant Operatives**

All plant operatives will be trained and certificated in accordance with the CPCS training scheme. Additional training will be carried out as required for items such as abrasive wheels, cartridge tools, and other plant and equipment as required. For operatives using mobile tower scaffolds and mobile elevating work platforms they will receive PASMA and IPAF training. Records will be maintained at Head Office.

Sub contractors required to use plant and equipment on site must provide evidence of operator training and procedures for regular testing and inspection of site plant.

##### **3.1.3 Site Induction Training**

The Site Manager/Site Foreman (or his delegated representative) will carry out induction training for all new arrivals to site informing them of the significant risks identified in the health and safety plan together with the site emergency and first aid procedures. He will also cover:-

- a. The significant risks and precautions to be taken
- b. The PPE requirements
- c. Where/how to obtain additional PPE as required
- d. Details of site emergency procedures
- e. Details of site welfare arrangements

- f. Details of any method statements relevant to the actual work the person is involved in
- g. The site rules in general

Confirmation of the site induction will be recorded in the induction register.

### **3.2 MONITORING OF SAFETY PERFORMANCE**

The Managing Director, Contracts Managers, Site Managers and the Health and Safety Advisors have specific responsibility to monitor the implementation of the Hurst Project Management Ltd health and safety policy and to review the company's performance. To assist in this role, there will be a formal report produced bi-annually and the report will cover:

- a. Review of any significant accidents or incidents and identify if a procedural change is required.
- b. Review of any comments from the Health and Safety Executive (HSE), clients or other parties.
- c. Review of last period's safety objectives and determine if they have been achieved.
- d. Review any new legislation, guidance notes, or HSE initiatives.
- e. Review the Safety Management System, working procedures and training requirements, as appropriate.
- f. Set safety objectives for next period.

In addition, the Health and Safety Advisor will carry out routine site inspections to monitor working practices and be available to advise all employees on health and safety issues. As part of the site inspection the Health and Safety Advisor will audit of the Hurst Project Management Ltd procedures and will make comment on the findings on the site inspection report.

### **3.3 SAFETY INSPECTION REPORTS**

#### **3.3.1 Procedure During and Following a Health and Safety Advisor Inspection**

The Health and Safety Advisor will make routine inspections of the site to monitor working practices and report on his findings. He will also advise the Site Manager/Site Foreman and operatives of any health and safety issues as they arise. As part of the site inspection consideration shall be given to works that are to take place in the coming 4 weeks and to highlight to the Site Manager and Contracts Manager any information or actions relating to those works.

On completion of the visit, he will produce a written report of his findings. These will be discussed with the Site Manager/Site Foreman who will sign, acknowledging receipt of the report.

The Health and Safety Advisor shall note in the action column on the report what is required with a date by when the action should be completed. As the Site Manager/Site Foreman actions the items raised, he should indicate this in the action column with his initials and the date action was taken. The Health and Safety Adviser will follow up the site inspection report by telephoning the Site Manager/Site Foreman the week after the visit as well as reviewing the report on the next visit to identify any outstanding actions.

The Health and Safety Advisor will also send the Managing Director a copy of the report for his information so that they can monitor the Site Manager/Site Foreman's actions.

If on a subsequent visit the Safety Adviser is of the opinion that adequate action has not been, and will not be taken, he must inform the Managing Director.

If the Safety Adviser is of the opinion that an operation constitutes a risk of serious injury to any person then he will take whatever action he feels necessary. If the Site Manager/Site Foreman disagrees with this action the activity is to cease and the Managing Director is to be informed immediately. The Managing Director will then resolve the issue.

### **3.4 CONSULTATION WITH EMPLOYEES AND SUB-CONTRACTORS**

#### **3.4.1 Consultation**

Hurst Project Management Ltd has a pro-active approach to health and safety and recognises the benefits of employees having a significant input into the Hurst Project Management Ltd health and safety procedures. They also play a vital role in providing feedback on actual performance, and identifying hazards that may have previously been missed. Hurst Project Management Ltd will consult employees in good time on health and safety matters, and in particular:

- When introducing measures which may affect health and safety
- The appointment of competent persons
- The provision of health and safety training
- The health and safety consequences of new technologies

On site all employees (and sub-contractors) will receive a site induction. On major sites this will be undertaken by the Site Manager, on small projects, by the Site Foreman.

The induction will cover:-

- ◆ Site rules and PPE
- ◆ Welfare facilities
- ◆ First aid arrangements and emergency procedures
- ◆ The significant risks identified in the safety plan
- ◆ Relevant method statements
- ◆ Details of the arrangements for consultation

Throughout the project, all employees and contractors will be encouraged to continually liaise with the Site Manager/Site Foreman to assist in the identification of any health and safety hazards that has not previously been identified.

#### **3.4.2 Consultation with New Employees**

The following procedures will be carried out for new employees:

- Explain to the new employee what he/she will be required to do and whom he/she is responsible to.
- Explain where Hurst Project Management Ltd 's Health and Safety Policy is kept and explain its purpose and ensure the employee is aware of his/her responsibility.
- Ascertain if the employee has any disability or illness, which would affect their duties.
- Advise the employee of any hazards applicable to their works and duties and make them aware of the relevant risk assessments.
- Ascertain any training needs.
- Issue the employee with protective clothing as required.
- Inform the employee of the location of first aid equipment on site and advise him/her of the first aider.
- Any sub contractor wishing to bring an employee under the age of 18 on to site must first discuss this with Hurst Project Management Ltd and produce a Young Person's Risk Assessment detailing how they will be kept healthy and safe on site, the limitations placed on their activities and how they will be adequately supervised.

#### **3.4.3 Consultation with Sub-Contractors**

Under the Construction (Design and Management) Regulations 2015, sub-contractors have to be competent and in addition Hurst Project Management Ltd has to provide details of the significant risks that they will encounter on site. This will be achieved via the project health and safety plan.

When sub contractors are submitting their proposals to Hurst Project Management Ltd they will be asked to provide information about any significant risk their work will produce. These will be subject to an acceptable method statement and, if required an amendment or addition to the project safety plan.

In this way there is an exchange of information before the sub contractor begins work. This flow of information and joint consultation must continue throughout the project. On large multi contractor projects this may require a formal safety meeting with minutes etc. If on a particular project there are only one or two sub contractors working under the Hurst Project Management Ltd control there is generally no need for a formal safety meeting but the Site Manager/Site Foreman should still discuss health and safety matters with the sub contractors and given them an opportunity to comment on the way the site is being run.

### **3.5 REPORTING OF ACCIDENTS AND DANGEROUS OCCURENCES**

There are a number of reasons why it is essential that all accidents/incidents are recorded and where applicable reported. These include:-

- a. Hurst Project Management Ltd requirement to assist in monitoring health and safety performance.
- b. Legal requirements to report certain injuries and dangerous occurrences to the Health and Safety Executive (RIDDOR 2013).
- c. Insurance company requirements to notify them and keep details for potential claims.
- d. Department of Social Security requirements to keep details of all accidents in the workplace accident book.

Therefore all accidents and incidents should be recorded in the Hurst Project Management Ltd accident book, no matter how trivial the incident, and for accidents that result in lost time or damage the Hurst Project Management Ltd incident report forms should be completed. Each Site Manager/Site Foreman is responsible for ensuring that any accident involving Hurst Project Management Ltd staff is entered into the accident book and to inform the Managing Director of any such accident.

The following sub sections give detailed guidance on what action should be taken depending on both the nature of the incident and the person who has been injured. Additional guidance can also be obtained from the Safety Management System.

#### **3.5.1 Violence to Staff**

If a person is injured due to an act of violence sustained whilst at work, and as a result of the injuries the person is unable to work as normal then the incident should be classed as a work accident and actions taken according to the degree of injuries and absence from work.

#### **3.5.2 All Accidents and Incidents**

All accidents/incidents which occur on premises under the control of Hurst Project Management Ltd should be entered in the accident book, no matter how trivial and irrespective of whether the injured person is an employee, self-employed, sub-contractor or authorised visitor.

#### **3.5.3 Incidents involving Members of the Public Visitors and Unauthorised Visitors**

If any member of the public or unauthorised person is involved in an incident or is injured, details must be entered in the accident book and the Hurst Project Management Ltd incident notification form completed. Site Manager/Site Foremen should also notify the Hurst Project Management Ltd Managing Director as soon as possible. In doing so you should discuss whether a full investigation is required by the Health and Safety Advisor and action accordingly.

If the incident is such that the injured person has to be taken to hospital (by whatever means) the incident must be reported to the Health and Safety Executive by the quickest means (i.e. telephone) and confirmed within 10 days on form F2508.

### **3.5.4 Incidents Reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

The Hurst Project Management Ltd Safety Management System includes detailed guidance on what constitutes a reportable incident under RIDDOR together with a procedure for notification both internally and to the enforcing authorities.

In the event of a serious incident the procedure describes what must be done to ensure that a thorough accident investigation is implemented.

### **3.5.5 Accident/Incident Investigation**

All accidents/incidents shall be investigated by the senior managers supported by the safety adviser with the following objectives:

- To determine the root causes to prevent any recurrence.
- Provide adequate information for reporting under RIDDOR.
- To assist the enforcing authorities in their investigation.
- To provide information to the company's insurers in respect of any compensation claim.

The level of investigation will be determined by the seriousness of the incident but as a minimum shall consider the following:

- The root causes
- Who was involved, including any witnesses
- When did the incident occur
- Why did it occur
- What measures must be taken to prevent a recurrence and if these were already in place why were they not followed

## **3.6 FIRST AID AND WELFARE REQUIREMENTS**

### **3.6.1 First Aid Box – Site Operations**

A standard first aid box of a size appropriate for the numbers on site will be provided at the start of each project. If the site is of a special nature, additional items will be provided as required.

It is Hurst Project Management Ltd policy to have a trained first aider on all sites. In general, this will be the Site Manager/Site Foreman. Notices will be posted indicating the location of the first aid box and the names of the trained first aiders.

### **3.6.2 Welfare Facilities**

The following will be provided as minimum facilities on all sites, where welfare is provided by the client agreement on their use should be obtained.

- ◆ A canteen room with facilities for warming food and boiling water for drinks. Seating with backs will be provided.
- ◆ Facilities for storing and drying clothing and PPE.
- ◆ A toilet unit with facilities for washing. NB on sites with contaminated ground, a shower unit may be required if so this will be detailed in the site health and safety plan.

### **3.6.3 Drinking Water**

An adequate supply of fresh drinking water must be provided. If normal mains running water is not available then a supply of water should be provided via containers which are clearly marked "DRINKING WATER".

### **3.7 FIRE PRECAUTIONS AND EMERGENCY PROCEDURES**

#### **3.7.1 Site Operations**

All potential fire hazards will be identified in the initial fire risk assessment and steps will be taken to remove the hazards from site or to minimise the risks. Hurst Project Management Ltd will develop a site fire safety plan that will detail how the risk of fire will be managed for each project. This plan will be reviewed and updated as the project develops. Fire detection and fire fighting equipment shall be made available as early in the project as is reasonably practicable and shall be suitable and sufficient for the nature and complexity of the project.

If sub contractors have to carry out work which increases the risk of fire, then fire extinguishers may be required local to the work area.

The sub contractor doing the work should ensure all loose flammable materials is moved away from the area and have their own suitable fire extinguisher close-by and available for immediate use should the need arise.

#### **3.7.2 Emergency Procedures**

As Principal Contractor Hurst Project Management Ltd will produce emergency procedures for the project and these will be detailed in the Construction Phase Plan. All employees and contractors will be advised of these procedures via the site induction. If Hurst Project Management Ltd is working as a contractor on a site under the control of a Principal Contractor, then Hurst Project Management Ltd, and their sub contractors, will follow the emergency procedures laid down by the Principal Contractor for that project.

#### **3.7.3 Offices**

The Managing Director will ensure that the appropriate number of fire extinguishers together with a fire alarm system is provided. Notices will be posted stating the evacuation procedures together with names of the fire wardens for the various sections of the buildings. Appropriate fire drills and alarm tests will be carried out and the results recorded.

#### **3.7.4 Site Accommodation**

The site accommodation will be provided with adequate fire extinguishers. These will be positioned inside the accommodation and should only be used in an emergency. Where site accommodation is within the building or within 6m of a building then fire detection equipment shall be installed.

#### **3.7.5 Maintenance of Fire Equipment**

The Managing Director will ensure appropriate maintenance contracts are in place for the maintenance, testing and inspection for the various fire systems and fire extinguishers. They will also ensure fire/evacuation drills are carried out and any necessary records updated.

### **3.8 RISK ASSESSMENTS**

Hurst Project Management Ltd shall carry out site specific Risk Assessments, for all activities carried out the Company's employees. All personnel including employees, sub contractors and members of the public will be considered in the risk assessment procedure. While considering the hazards (something with a potential to cause harm) and the risk (likelihood of the accident happening and severity of injury or harm). The procedure to be used is based on a scale of Low, Medium, High considering likelihood and severity to calculate the risk factor.

Where high risks cannot be mitigated sufficiently by workplace precautions, a safety method statement, detailing in sequence, the safe system of work to be followed, will be produced.

Sub contractors are required to provide their risk assessments and method statements to Hurst Project Management Ltd for review and comment. These documents shall be used to monitor sub contractor performance on site.

### **3.8.1 Health Surveillance**

Hurst Project Management Ltd will always seek to eliminate or reduce the risks to health from noise, hazardous substances and vibration and will give consideration to health surveillance as a method of risk control when necessary.

## **3.9 DISPLAY SCREEN EQUIPMENT**

Written assessments to check compliance with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002), will be carried out by a competent person and thereafter repeated every two years for each user. The assessment shall be based on a pro forma completed by the user, and HSE guidance. The regulations apply to any equipment where the user is someone who uses it as a significant part of his/her normal work. The company has adopted the recommendation that a user is someone who uses the equipment for more than two hours per day continuously.

Every employee who is or becomes a user of display equipment has to be notified of the right to have an eye sight assessment. If the result of the assessment is that glasses or contact lenses are required, specifically for work with Display Screen Equipment, then the company has a responsibility for the cost.

## **3.10 ELECTRICITY**

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The company acknowledges that work on electrical equipment can be hazardous and it is therefore the company's intention to reduce the risk as far as is possible.

The implementation of this policy requires the total co-operation of all members' of management and staff, as well as any contractors employed to carry out work involving electrical systems and/or equipment.

Where a problem arises related to electricity at work employees must inform their Manager immediately and the Company will then take the necessary measures to investigate and remedy the situation.

Hurst Project Management Ltd will:

- a) Ensure that electrical installations and equipment are installed in accordance with the IET (Institute of Engineering and Technology) Wiring Regulations (BS7671)
- b) Ensure that portable equipment is inspected and tested as frequently as required to maintain it in a safe condition (the frequency will depend on the environment in which the equipment is used and the conditions of usage, i.e. how carefully it is handled)
- c) Forbid live working on any Hurst Project Management Ltd project recognising that electrical testing/commissioning has to be dealt with separately.
- d) Forbid all work by the Company's staff on electrical equipment, unless they are competent to do so.

Temporary wiring must be safe as a permanent installation and must be installed and tested by a competent person before being put into service and then be re tested every three months.

## **3.11 WORK AT HEIGHT**

Work at height shall be planned and follow the hierarchy of control i.e. avoiding work at height where possible but if it is necessary to work at height then the arrangement shall give collective protection rather than individual protection.

The use of stepladders and ladders will only be permitted as a last resort for work at heights, all other options shall be considered first and a site specific risk assessment will be required to justify the use of step ladders. Before use they shall first be subject to a visual inspection and at intervals of not more than seven days.

Mobile towers will be erected to the manufacturer specifications by formally trained operatives and component parts shall be inspected every 7 days.

Where Mobile Elevated Working Platforms (MEWPS) are utilised on site, only trained, certificated employees will be allowed to operate the machine. The use of harnesses will be subject to a site specific risk assessment.

Inspection records shall be maintained on site.

### **3.12 WORK EQUIPMENT**

All Hurst Project Management Ltd plant will be inspected weekly by the Site Manager/Site Foreman (or his delegated responsible person) and the results entered into the Site Plant Inspection Register. The Site Manager/Site Foreman will be responsible for ensuring all plant is maintained and repaired where necessary. Hired equipment will be subject to the same controls, as Company owned. At no time will plant or equipment be borrowed or loaned out.

Sub contractors will be monitored by the Contracts Manager and Site Manager to ensure that they inspect and maintain their plant in a safe condition.

Evidence of appropriate operator training and plant inspection records shall be made available by the sub contractor to Hurst Project Management Ltd .

#### **3.12.1 Control of Vibration**

The use of equipment likely to cause Hand Arm Vibration Syndrome (HAVS) will be assessed and monitored to ensure employees health is not put in danger. This will involve assessing the vibration risk from the various tools and portable equipment used in our operations and providing relevant information. Only low vibration, efficient and suitable equipment will be purchased when replacing existing equipment.

The assessment process will identify exposure levels and the precautions to be taken to eliminate the risk or reduce exposure to as low a level as is reasonably practicable.

#### **3.12.2 Abrasive Wheels**

Only personnel trained in the mounting of abrasive wheel shall mount the wheels. Those appointed to change abrasive wheels are listed in a register, which is kept at Head Office.

### **3.13 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

A standard issue of suitable PPE will be provided to all employees where the need is identified through risk assessment. Any reduction in the standard of PPE required on site must be supported by a risk assessment completed by the Site Manager and reviewed on a weekly basis.

Additional items of personal protective equipment will be provided for those employees who may have to work in inclement weather and hazardous situations where the risk cannot be reduced by other means.

All employees must use and wear the personal protective equipment that has been provided in order to fulfil their legal responsibilities and they are required to take reasonable care of it. Facilities for the storage of PPE will be made available within cabins provided at our sites/



projects. If PPE becomes damaged, worn out or lost this should be reported to the Site Manager/Site Foreman so that replacement PPE can be provided.

### **3.14 SUBSTANCES HAZARDOUS TO HEALTH**

It is the Company's policy to purchase, whenever possible, the least hazardous substance that is suitable for the intended work and to challenge those who specify the substances to be used to offer the least hazardous alternatives.

At site every effort will be made to ensure that hazardous substances are securely stored and used in minimum quantities by both employees and contractors under the control of Total Construction Ltd.

The use of PPE as a precaution will be the last resort with other methods to reduce exposure e.g. additional ventilation being put in place first. Work will be coordinated so as to reduce possible exposure to the minimum number of persons for the shortest possible time.

COSHH assessments will be produced for all substances used by the Company and copies will be available wherever the substances are to be used. The assessments will be based on manufacturer's and supplier's data sheets and the Company's knowledge of the work process. Where necessary further specialist guidance will be sought. The exposure of employees to hazardous substances will be minimised and controlled in all cases. Adequate information and training will be given to all employees who use such substances.

The Site Manager/Site Foreman will be responsible for the dissemination of the contents of the assessments to the users of each. Under no circumstances will hazardous substances be used if an assessment is not available.

Sub contractors shall provide relevant site specific COSHH assessments to us and ensure that their own staff are aware of, and implement, all the precautions included in the assessment.

### **3.15 DEMOLITION**

Demolition will only be undertaken by suitably trained and competent personnel and prior to work commencing the Site Manager will ensure that:

- a) That all services to the demolition area are identified and disconnected and that written confirmation of their safe isolation is obtained from the appropriate company.
- b) Prior to work commences information must be obtained by the Site Manager about the possible presence of asbestos. This information should be in the form of a Demolition and Refurbishment survey report produced by a competent person following an intrusive survey. Enquiries shall be made to the Client regarding the possible presence of any other hazardous substance e.g. lead.
- c) Consideration must be given to the stability of the structure to be demolished and where necessary advice taken from a structural engineer to decide on the safest method of demolition.
- d) Suitable barriers and signs must be used to demarcate demolition areas and to keep out unauthorised persons.

### **3.16 TEMPORARY WORKS**

Where temporary works are required we shall ensure that adequate arrangements are put in place relative to the nature and complexity of the temporary works. We will ensure that temporary works are designed by a competent person and that temporary works are inspected.

### **3.17 EXCAVATIONS**

Prior to any excavation work being undertaken information will be gathered about the possible presence of buried services. Where services are identified these will be marked in a way that will remain clearly visible whilst excavating is ongoing. In addition, a CAT scan is to be carried out and the scanner maintained on site for regular checking as the works proceed.

If excavations are required near buried services this will be done in accordance with HSE Guidance document HSG47 – Avoiding Danger from Underground Services.

Information will also be obtained regarding the ground conditions to check for instability, contamination, water courses etc.

Adequate means of access and egress will be afforded to all excavations and this will be checked each week as part of the statutory inspection of the excavation.

### **3.18 CONFINED SPACES**

Consideration will be given to alternative methods of working prior to putting staff and subcontractors to work in confined spaces.

Work in confined spaces will only be undertaken by suitably trained and competent persons. A safe system of work must be developed and agreed before the work commences and this will include procedures for dealing with emergency evacuation from the confined space.

### **3.19 STEEL ERECTION**

Steel erection will be undertaken by specialist sub contractors working to an agreed safe system of work that will include details of the sequence of erection to ensure stability, access for work at height, manual handling etc.

Where temporary supports are required these will be designed by a suitable qualified and competent person.

### **3.20 LIFTING OPERATIONS**

Lifting operations using a crane will be planned and undertaken under a contract lift arrangement.

Where lifting equipment is to be used evidence of testing and inspection will be obtained by the site manager/site foreman before the equipment is put into use.

The lifting equipment selected must be appropriate for the planned lifting operation and used in conjunction with suitable slings, chains, etc.

Only personnel who are trained and authorised will act as banksman/slingers for lifting operations.

### **3.21 SITE TRAFFIC MANAGEMENT**

When establishing a new site consideration will be given to the arrangements for deliveries of materials and collection of skips etc with the intention of reducing risk associated with vehicle movements particularly reversing vehicles.

Where assistance is to be provided by us in vehicle movements the operative(s) shall wear high visibility clothing that must be clean. A risk assessment shall be completed for each site where deliveries/collections are to be made from the road and there is a risk from moving vehicles.

### **3.22 WASTE DISPOSAL**

Steps will be taken to minimise the amount of waste generated both at site and in the office as Hurst Project Management Ltd recognise the impact that waste has on the environment.

At Head Office paper and cardboard will be recycled whenever possible.

On site waste will be minimised through careful handling and storage, ordering only sufficient quantities of materials that are required for the work, segregating waste if possible and disposal to a licensed tip.

Where waste is disposed of waste transfer notes will be obtained and kept for 2 years. If hazardous waste is sent for disposal then a consignment note will be obtained and kept for a minimum of 3 years.

For larger projects a Site Waste Management Plan is produced to detail how waste will be minimised and how waste that is created is to be dealt with.

### **3.23 ASBESTOS**

All site work will be suitably assessed for the risk of asbestos. Copies of clients/customers asbestos survey reports will be requested and details made available to site operatives. Hurst Project Management Ltd will NOT allow employees or unlicensed sub contractors to repair, remove or disturb asbestos or asbestos products.

If a material is uncovered that is thought to contain asbestos work shall cease in the area immediately and it shall be closed off to prevent unauthorised access. The area shall only be re-entered when the material has been analysed by a competent person and the appropriate action taken.

All operatives will undertake as part of our normal education and training programme asbestos awareness training and be made fully aware of the dangers of asbestos, types of asbestos and where asbestos can be expected to be found in buildings. Refresher training is provided on an annual basis to remind all employees of the dangers of asbestos.

### **3.24 NOISE**

Damage to a persons hearing can occur when that person is constantly subjected to noisy environments. All Hurst Project Management Ltd operations will be suitably assessed for the risk of noise and suitable ear defenders provided.

- Where noise levels exceed 80db, then ear defenders will be made available.
- Where noise levels exceed 85db, then ear defenders will be made available and be worn.

Consideration will be given to other building occupiers on the effects of noise and suitable information provided when working on customer's premises. Suitable ear defenders will be worn in mandatory areas.

### **3.25 WORK IN OCCUPIED PREMISES**

Work in occupied premises will be carried out in accordance with the appropriate statutory provisions, taking into account the safety of the occupants, who may not be aware of the hazards from the work being undertaken, in particular;

- Noise
- Use of portable electrical equipment
- Health hazards
- Alterations to fire exit routes
- Use of access equipment
- General housekeeping

Channels of communication will be set up with building occupiers and where practicable access to working areas prevented.

### **3.26 MANUAL HANDLING**

Manual handling operations will be avoided, so far, as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible including:

- Reducing weights
- Reducing the frequency of manual handling operations
- Use of additional employees
- Provision of suitable mechanical lifting aids
- Selection of persons for manual handling taking account of training, age, physique etc.

Where applicable the supervisors will carry out a manual handling assessment of the activity and communicate the findings to the operatives involved.

Sub contractors required to carry out manual handling must provide details to us on how the associated risk will be reduced.

### **3.27 CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015**

Hurst Project Management Ltd will act as Principal Contractor under the Construction (Design and Management) Regulations 2015 and will:

- Ensure that sub contractors that they appoint are; competent through health and safety assessment;
- Ensure that any designer appointed for specialist package is aware of and satisfactorily carries out their duties as designers under the CDM Regulations;
- Upon receipt of the Pre Construction Information from the Client Hurst Project Management shall prepare a Construction Phase Plan for acceptance by the Client;
- Ensure that adequate welfare facilities are provided to site at commencement of the works;
- Ensure that those on site are adequately trained for the roles they are to carry out;
- Plan, manage, monitor and coordinate the works throughout the construction phase;
- Provide information to and request information from sub contractors to enable the Construction Phase Plan to develop throughout the course of the project;
- Consult with sub contractors on matters of health and safety through feedback on risk assessments/method statements, site inductions and on site meetings where required;
- Take reasonable measures to prevent unauthorised access to site using site hoardings, dedicated access points and signing in/out procedures;
- Monitor site health and safety – by Directors, Contracts Managers, Site Managers and Safety Advisers;
- Provide information to the Client and Principal Designer for the Health and Safety File;
- Display the Form F10, project notification form, at site.(Where applicable)

### **3.28 NON ENGLISH SPEAKING WORKERS**

When employing sub-contractors that do not speak English we will arrange, where reasonably practicable, for a supervisor to be provided by the sub contractor who fluently speaks/ understands English and the applicable foreign language to ensure the understanding of health and safety related information