



HEALTH AND SAFETY POLICY

FOR

SKYLINE CONSTRUCTION SOUTHERN LTD

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APPROVED BY: *D. Selway*

Name; Darren Selway

Position; Director

AMENDMENT RECORD

Issue No	Summary of Change	Date	Author	Initialled
01	New policy issued	September 2021	Tracey Bell (TK Professional H&S Services)	TB
02	H&S Retainer Company details removed	November 2022	Tracey Bell (TK Professional H&S Services)	TB
03	Policy Updated	February 2024	Tracey Bell (TK Professional H&S Services)	TB
04	Policy Reviewed	January 2025	Tracey Bell (TK Professional H&S Services)	TB
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Skyline Construction Southern Ltd

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SECTION 1 - INTRODUCTION

Section 2 (3) of The Health and Safety at Work etc. Act 1974 states:-

“It shall be the duty of every employer to prepare and, as often as may be *appropriate* revise, a written statement of his general policy with respect to the health & safety at work of his operatives and the organisation and arrangements, for the time being in force, for carrying out that policy, and bring that statement to the notice of all his operatives.”

This policy is a statement of intent by Skyline Construction Southern Ltd to comply with, or exceed, current statutory requirements, and to provide a safe place of work for its operatives.

Overall responsibility for implementing this policy lies with management at the highest level; however, all operatives must accept a degree of responsibility for ensuring a safe working environment.

SECTION 2 – HEALTH AND SAFETY POLICY STATEMENT

Skyline Construction Southern Ltd

Skyline Construction Southern Ltd (Also called The Company) will take all reasonably practical precautions to ensure the health and safety at work of its operatives whether at the Company premises or when carrying out its business elsewhere and also recognise that a duty of care extends to other persons whilst they are on Company premises.

The Company through its operatives also accepts responsibility for the health and safety of others affected by its actions.

To achieve these aims the company will:-

- Provide a safe working environment in the operation and maintenance of all plant, equipment, and facilities.
- Establish Safe Systems of Work (SSOW).
- Ensure that all persons are competent to perform the duties expected of them.
- Provide information, instruction, training, and supervision where appropriate.
- Co-operate with their clients, operatives and others with an interest in health and safety.
- Safe arrangements for the use, handling, storage, and transportation of articles and substances.
- To provide a safe place of work including access to it and egress from it.
- Ensure that there are adequate finances available so that safety is not compromised, resources will be made available to ensure adequate training and personal protective equipment is provided.

The Company expects operatives to conform to this policy and with The Health and Safety at Work etc. Act 1974 and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.

This policy and the way it has operated will be reviewed annually to reflect any changes in the nature and size of the business or new or amended legislation.

The Director has ultimate authority and responsibility in relation to all health and safety topics affecting The Company.

Signed; *D. Selway*

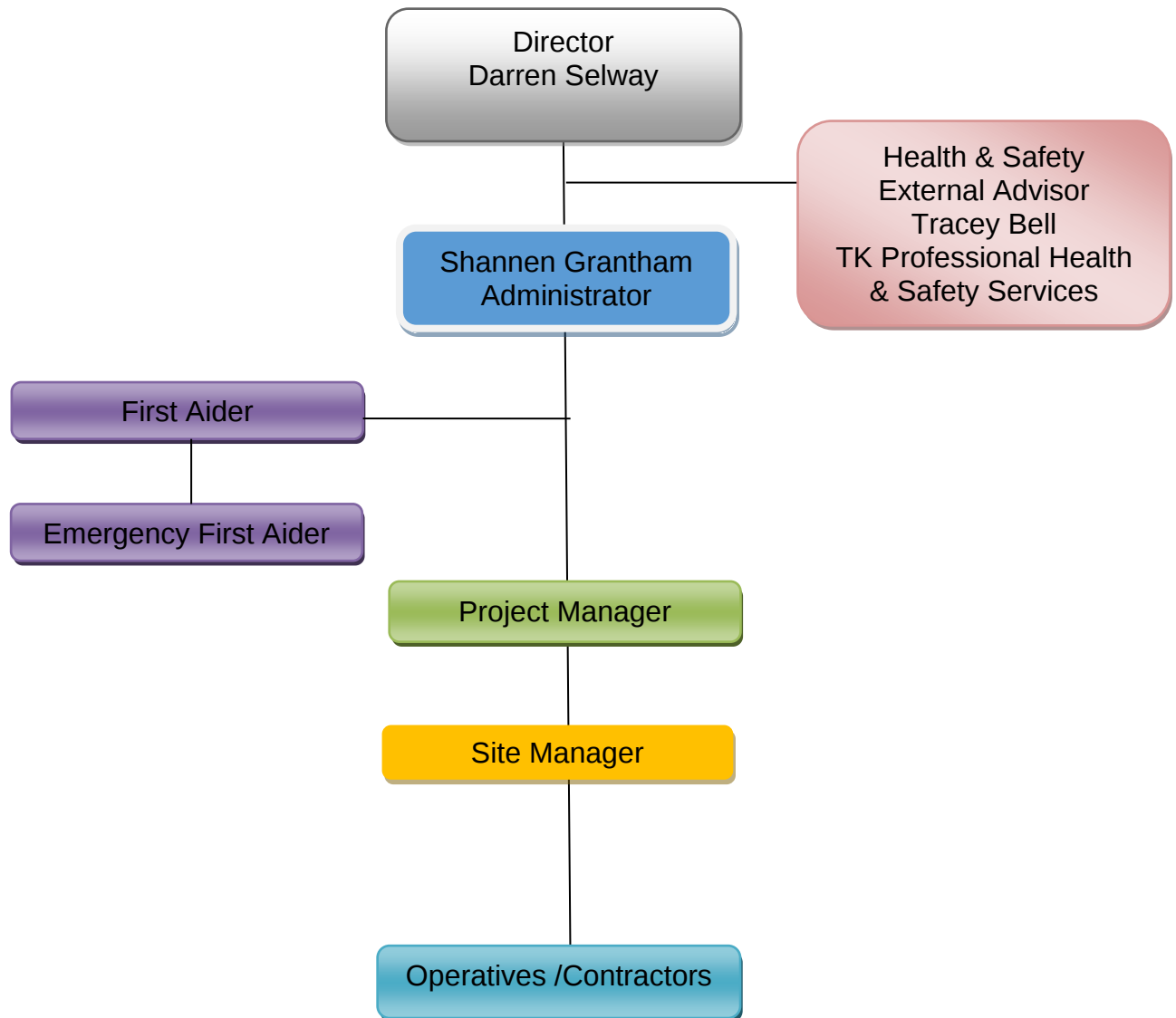
Name: Darren Selway

Position: Director - *Responsible for Safety*

Date: 22nd January 2025

SECTION 3 – ORGANISATION AND STRUCTURE

COMPANY HEALTH AND SAFETY ORGANISATION CHART



SECTION 4 – RESPONSIBILITIES

4.1 - Director

The Director have overall responsibility for health and safety within the company and will ensure that there is an effective safety policy and organisational structure and will periodically appraise the policy and will ensure that any necessary changes or improvements are made.

They will ensure that adequate resources are provided and where necessary appoint competent person(s) to assist him fulfil his duties. They are responsible for providing an advisory service to assist all operatives in the discharge of their duties relating to health, safety, accident prevention and compliance with statutory provisions.

4.2 - Health and Safety Advisor

Responsible to the Managing Director for:

Providing competent information and advice on the company safety policy, arrangements and any other health or safety matter as requested.

The External Advisor is: - Tracey Bell - Health & Safety Advisor
TK Professional health & Safety Services
Tel: 07931 937322
E-mail: tkprofessional@hotmail.co.uk

4.3 – Project Manager

All Managers are responsible to the company Director for;

1. Implementation of the Company Health and Safety Policy, insofar as it affects their operation.
2. Ensuring through their management and staff that all safety standards are known, understood, and implemented.
3. Ensuring that all operatives receive adequate training in current safety standards and practices.
4. Identifying all actual or potential hazards and initiate the introduction of appropriate safety measures.
5. Ensuring that all plant, equipment, processes, and systems of work are designed and modified, so far as is reasonably practicable, to eliminate all safety hazards and risks to health. Where this is not practicable, they will initiate the provision of written warnings, printed signs, admonitory notices, and specific written job instructions.
6. Ensuring so far as is reasonably practicable, adequate arrangements with regard to safety and absence of risks to health in connection with the use, handling, storage, and transport of articles and substances.
7. Ensuring so far as is reasonably practicable as regards any place of work under their control, that it is maintained in a condition that is safe and without risks to health, and that the provision and maintenance of means of access to and egress from it are safe and without risks to health.
8. Ensuring that where necessary, suitable protective clothing is provided with suitable training on the use, storage, disposal, replacement and measures in place to ensure that PPE is worn as required.

9. Procure Personal Protective Equipment that complies with the relevant statutory requirements and British Standards.
10. Ensuring that each operative is capable and competent to perform the work for which he is engaged and has received and understood the necessary information and instruction.
11. Ensuring compliance with all safety rules. Any violations must be dealt with and recorded in accordance with the Company Disciplinary Procedure.
12. Ensuring that all contractors, service engineers and other visiting operatives know and accept the Company policy and safety rules that apply to their work and adhere to them.
13. Reviewing accident reports and taking action to prevent reoccurrences.
14. Ensuring that the all persons under their control discharge their responsibilities under this policy

4.4 – Site Manager

All Site managers will report to their manager and;

1. Ensure that the Company Health and Safety Policy is implemented, insofar as it affects their operations.
2. Ensure through their management that all safety standards are known, understood, and implemented.
3. Ensure that all operatives receive adequate training specific to their role, including induction training.
4. Identify all potential hazards and initiate the introduction of appropriate safety measures.
5. Ensure so far, as is reasonably practicable, that all plant, equipment, processes and systems of work are safe and without risks.
6. Ensure so far, as is reasonably practicable, adequate arrangements with regard to safety in connection with the use, handling, storage, and transport of articles and hazardous substances.
7. Ensure, as far as is reasonably practicable, that any place of work under their control is maintained in a condition that is safe and without risks to health and that the means of access and egress to and from the Site are safe and without risks to health.
8. Ensuring that where necessary, suitable protective clothing is provided with suitable training on the use, storage, disposal, replacement and measures in place to ensure that PPE is worn as required
9. Ensure that each operative is capable and competent to perform the work for which he is engaged and has received and understood the necessary information and instruction.
10. Ensure compliance with all safety rules and that any violations are dealt with and recorded in accordance with the Company Disciplinary Procedure.
11. Ensure that all contractors, service engineers know and accept the Company policy and safety rules that apply to their work and adhere to them.
12. Shall ensure that all accident and incidents are recorded and brought to the attention of the relevant persons.
13. Shall ensure that the all persons under their control discharge their responsibilities under this policy

4.5 – Operatives

Each operative is expected to comply with company policy and regulations on health and safety and to recognise their responsibility in law for their own safety and that of colleagues and the general public. Operatives must also comply with the following:

1. Take reasonable care of themselves and any other persons who may be affected in the undertaking of the operatives work.
2. Co-operate with their employer on all matters regarding health and safety.

3. Not intentionally or recklessly interfere or misuse anything provided in the interest of health and safety.
4. Shall not possess or consume alcohol, drugs, intoxicants or other illegal substances during the working day or to be under the influence of such substances, legal or otherwise, such that safety at work is jeopardised.
5. Follow all health and safety instructions, information and training provided in the interest of health and safety.
6. Wear Personal Protective Equipment prescribed as the situation demands or when instructed.
7. Only personnel that are suitably trained and authorised to use equipment or vehicles may do so, provided it is in a safe and proper working condition, instructions are followed and that all guards and safety features are operating.
8. Immediately report all equipment defects to the responsible line manager.
9. Do not carry out repairs/modifications to equipment unless competent and authorised to do so.
10. Keep all work and storage areas, gangways and staff facilities clean and tidy and free of obstruction to ensure that they remain passable at all times.
11. Whenever possible, ensure that all equipment and power supplies are left in a safe condition when unattended or when work ceases.
12. Report any accidents and near misses immediately and recorded in the Accident Book. Treatment must be sought immediately and not postponed.
13. Whether working at the company's premises or elsewhere must comply with all safety systems implemented by the Company or its clients. In adhering to the measures in place individuals must not put themselves or others at risk.
14. Ensure equipment is left safe and take such measures to prevent unauthorised use.
15. Report any perceived health and safety risks and make any suggestions to improve health and safety.

4.6 - Contractors and Sub-contract Labour

All sub-contractors and sub-contract labour will be expected to comply with the health and safety requirements of Skyline Construction Southern Ltd and in particular:

1. Follow company rules and regulations.
2. Comply with Skyline Construction Southern Ltd's Health and Safety Policy.
3. Take reasonable care of themselves and any other persons who may be affected by their work.
4. Co-operate with Skyline Construction Southern Ltd on all matters regarding health and safety.
5. Not intentionally or recklessly interfere or misuse anything provided in the interest of health and safety.
6. Shall not possess or consume alcohol, drugs, intoxicants or other illegal substances during the working day or to be under the influence of such substances, legal or otherwise, such that safety at work is jeopardised.
7. Not to partake in horseplay, fighting or malicious damage.
8. Follow all instructions and information provide in the interest of health and safety.
9. Wear protective clothing and equipment prescribed as the situation demands or when instructed.
10. Only personnel that are suitably trained and authorised to use equipment or vehicles may do so, provided it is in a safe and proper working condition, instructions are followed and that all guards and safety features are operating.

11. Immediately report all equipment defects and not to carry out repairs to equipment unless qualified and authorised to do so.
12. Keep all work, storage areas, gangways and staff facilities clean and tidy and free of obstruction.
13. Ensure that all power supplies are left in a safe condition when unattended or when work ceases.
14. Report any accidents immediately and recorded in the Accident Book on Site. Treatment must be sought immediately. The contractor/sub-contractor injured on Site may be required to follow their own systems regarding reporting and the undertaking of an investigation.
15. Whether working at any premises, operatives must comply with all safety policies, procedures, rules, or precautions laid down by that Company or its clients and must not put themselves or others at risk.
16. Ensure equipment is left safe and take such measures to prevent unauthorised use.
17. Report any perceived health and safety risks and make any suggestions to improve health and safety.

4.7 First Aider

The responsibilities of the Fire Aider are: -

1. In the event of the fire alarm being raised, fire wardens should ensure that all persons have evacuated the Site where safe to do so.
2. To ensure the emergency services are called and address of company and nature of fire is conveyed to them.
3. To make a visual sweep of the occupied area by physically checking all area's including offices, meeting rooms, toilets computer rooms, storerooms, kitchens, canteens, workshops, stores and any other locations where a person could be to confirm all occupied areas are clear.
4. In the event that they discover any person, they must instruct them to leave the Site immediately no matter what their rank or position, assist them if required without exposing themselves or others to harm. If they refuse or cannot leave due to a disability do not endanger yourself but report the situation to the Fire Brigade at the assembly point.
5. Before opening any door without vision panels, feel to see if it is warm, if it is, do not open it but report it to the Fire Officer/Fire Brigade. Do not do anything that will endanger you or any other person, if you are not sure, get out, and report it as above.
6. To make periodic checks of fire doors, fire exits and routes, fire extinguishers to ensure all are clear and working satisfactory.
7. Names of First Aiders/Fire Wardens will be displayed in a prominent position on Site and in the office

The responsibilities of the First Aider are to: -

- Darren Selway - Director

8. Ensure First Aid facilities are provided maintained and made available to staff and visitors.
9. Provide assistance to all those who require First Aid treatment.
10. Call the emergency services should further assistance be required.
11. Ensure statutory notices are displayed.
12. Ensure all accidents are recorded in the company accident book and issued to the person responsible for the completed first aid forms.
13. Ensure that dangerous occurrences, cases of ill health, near misses are reported to the Director responsible for health and safety.

SECTION 5 – GENERAL ARRANGEMENTS

5.1 Communication

5.1.1 Consultation with Operatives and Sub-Contractors

The Company recognises its duties and responsibilities under the Management of Health & Safety at Work Regulations 1999, to consult with its operatives on matters regarding health, safety and welfare.

Skyline Construction Southern Ltd sees communication between all operatives as an essential part of effective Safety, Health & Environmental management and will endeavour to communicate to operatives their commitment to safety and to ensure that operatives are familiar with the contents on the Company's Health & Safety Policy. Communication with operatives will be in the form of meetings with representatives, in emails, via health & safety meetings, toolbox talks, by example and by way of the Policy Statement.

The Company aim to work with their Health & Safety Consultant and other employers to ensure that all information and documentation is shared regarding Health & Safety standards and is communicated to all relevant operatives, in order to ensure safe working practices and conditions.

The company will communicate and consult on the following issues;

- The Content of the Health & Safety Policy
- Any rules specific to a Site or job
- Changes in legislation or working best practice
- The planning of Health & Safety Training

5.1.2 Staff Meetings

The company carries out brief Health & Safety meetings to discuss any issues, subjects or events that need to be discussed for jobs that are current. Meetings will be carried out on Site. The meeting is attended by the Director, Site Manager, and External Health & Safety Advisor as they are required to attend

Operatives are encouraged to offer their views, criticisms and comments for consideration to contribute to good health and safety practices within the company.

5.1.3 Complaints Procedure

Should an operatives consider that they have a valid complaint or any issue while working for Skyline Construction Southern Ltd, they should speak directly to the Site manager. In circumstances where this action may not be appropriate, or they consider that the situation has not been rectified adequately, then they will need to speak to Darren Selway - Director, whereby a meeting will be arranged to offer appropriate action.

5.2 Provision of Information

5.2.1 Delivery of Information

Information will be provided to operatives in the most appropriate format including; Training, Statutory and any other useful posters, staff notice boards, emails, company Health & Safety Policy and meeting minutes

5.2.2 Information Display

It is a legal requirement that certain information is permanently displayed for the benefit and use of operatives. This also applies to both the Works and the construction Sites although at the latter

some information and procedures may be the Clients. Where notice boards are not available an alternative must be instituted and kept available.

- Health and Safety Law Poster or leaflet entitled 'What You Should Know' and completed
- Employers Liability Insurance Certificate
- Fire / emergency procedure / action notice / Fire Wardens
- Emergency procedure notice
- Location of Accident book
- Location of First aid box and First Aiders

5.2.3 Record Keeping

Records should be kept of assessments relating to working at height, which include the following;

1. Details of routine inspections (including dates, defects discovered, and action taken) of items required for working at height, such as;
 - Ladders, walkways, crawling boards
 - Scaffolding, trestles
 - Mobile Platforms – Scaff Towers
 - Barriers
 - Hard Hats
 - Harnesses
2. Details of competent persons responsible for inspection of particular equipment
3. The results of assessments of the risk to which person may be exposed whilst working at height, plus any review or revision made to working procedures arising from these assessments
4. Details of information and training provided to persons required to undertake work at height

5.2.4 Policy Review

The policy and arrangement will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way it has been implemented will be reviewed each year. In additions to this, when there is the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes, the policy will be updated accordingly.

5.3 Training, Auditing & Monitoring

5.3.1 Site Induction Training

The standard Site induction will be adapted to suit the particular works and constraints of this project and will be delivered, by the Site Manager or his assistant, to ALL operatives intending to work on the Site.

This induction will explain or ensure:

- Who the Site management are
- Scope of the project
- Allowed access routes to the works
- What and where the welfare facilities are
- That ALL operatives are aware of their own risk assessments and method statements applicable to this project
- Emergency arrangements are explained and understood including; fire precautions, the need to report all accidents, incidents and near misses
- Site Rules
- Specific Hazards or Risks on Site

- Environmental considerations including Site Waste Management Plan requirements i.e. segregation of waste if possible

5.3.2 Toolbox Talks

Short presentations are delivered to operatives on Site after the induction training has taken place. They are briefed by the Site manager or designated personnel with regards to job specific subjects;

The subjects covered are set out specific to the job in hand, but following is a list of all the items that can be covered;

- Asbestos
- COSHH – Control of Substances Hazard to Health
- COVID-19 – Coronavirus Site Procedures
- Electrics
- Fire Precautions
- First Aid Requirements
- Hand Arm Vibration
- Housekeeping
- Ladders
- Manual Handling
- Mobile Elevated Working Platforms
- Scaffolding
- Working at Height

5.3.3 Job Specific Training

For operatives, training requirements will be identified on initial employment with Skyline Construction Southern Ltd and will be reviewed after the completion of the individuals first 3 months of employment.

For operatives, training will be discussed for individual/specific tasks that they will be required to do.

The company will provide such additional specialised courses for staff training as appropriate and necessary for the requirements of their duties.

Records will be maintained of training provided to operatives with refresher training dates detailed on the Company Training matrix.

5.3.4 Capabilities

When allocating work to operatives, Skyline Construction Southern Ltd will ensure that the demands of the job, do not exceed the operatives, ability to carry out the work without risk to themselves or others. The Company will take into account their capabilities and level of training, knowledge and experience. If additional training is required, it will be provided

5.3.5 Refresher Training

Refresher training will be required at appropriate intervals.

The training will be decided on the following;

- Identifying training needs (ie what)
- Decide upon a training strategy
- Set training priorities (ie when)
- Choose training methods and resources (ie how and who)

5.3.6 Monitoring Regimes on Site

The Site will be monitored for Health, Safety and Welfare performance by the following:

- The Site Manager is responsible for carrying out regular safety inspections (at least weekly) which is recorded on a checklist.
- The Contracts Manager is responsible for assessing the performance of the contract at each visit.
- The Health and Safety Manager will carry out regular, unannounced visits to Site to inspect the works being carried out and to assess the overall H & S performance of the project and review the effectiveness of the controls in place.

5.3.7 Site Management

Skyline Construction Southern Ltd, is required under CDM Regulations to manage and control all matters of health and safety on Site. They will dismiss from Site any operative not meeting health and safety standards. The Company will make operatives aware that non-compliance with any health and safety legislation or Site rule will result in them being removed from Site.

At all times a signing-in book will be located at a muster station chosen by the Site manager for all operatives, staff and visitors to sign in and out of the Site.

5.3.8 Site Safety Audits

Site Safety Audits will be carried out from time to time by external parties who may visit the Site to assess the Health & Safety performance. The information will be recorded and set out in a report.

Skyline Construction Southern Ltd will undertake both active and reactive monitoring to see how effectively the Health and Safety Management System is working and measure the company against its long-term goals and objectives.

- Active monitoring will involve looking at the premises, plant, and substances, along with people, works procedures, and systems.
- Reactive monitoring will be carried out through the investigation of accidents and incidents to discover why controls have failed.

5.4 New Operatives

5.4.1 Operatives

The Company will ensure that the following procedures are carried out for new personnel;

- Explain to new operatives what he/she will be required to do and to whom they are responsible to
- Show new operatives, where the Company Health & Safety Policy is kept, explain its purpose and ensure that they are aware of their responsibilities
- Show new operatives, the location of the First Aid Box and explain the procedure in the event of an accident, including the necessity to record all accidents however trivial it may appear at the time.
- Establish if there are any training or instruction required and ensure that the new operatives Manager or other relevant personnel organises the necessary training

5.4.2 Contractor Selection Assessment

The Company will consider the following details to evaluate the suitability of a contractor;

1. Safety Policy Document
2. Understanding of general Site rules and communication to all operatives

3. Reliability of application of permits to work and isolation procedures
4. Quality of information supplied on hazards, risks and control
5. Standard of working method statements
6. Competence and attitude of operatives
7. Induction and training of temporary workers and sub-contractors
8. Effectiveness and contractor's supervisory arrangements
9. Past health and safety performance
10. Provide references on request.

They will be expected to;

- Conform to all health and safety regulations as laid down by Acts of Parliament e.g. The Health and Safety at Work etc. Act 1974.
- Establish appropriate safety, health and work procedure inspections for the job being performed.
- Properly instruct all operatives in the execution of their job responsibilities.

5.4.3 Non English Speaking Contractors

Health and Safety of non-English speaking operatives on Sites;

Design Stages

- Non-English-speaking operatives will be considered at design stage, so appropriate arrangements can be put into place regarding safety briefings and instructions that need to be effectively communicated before a job commences.
- A meeting/Site visit will need to be held to discuss the risks on Site, so these can be included in the risk assessment. Any additional training requirements before the job commences can be assessed and arranged accordingly.

Guidance Information

- Information in various languages and formats will be provided, as well as, clear diagrams & pictograms.
- There will be maximum use of internationally recognised pictorial warning signs within the workplace and on Site

Critical & Emergency Information

- They will be given all the relevant information written down and diagram instructions should they need critical or emergency information whilst on Site.

Supervision

- A non-speaking operative will always have supervision whilst on Site and at training times. No operatives will work alone or unsupervised
- If possible, they will work in small groups with other non-English speaking operatives under one supervisor – this will help with inductions, briefings and routine instructions. This person will be the groups 'interpreter'.
- Arrangements need to be made in advance, should the 'group interpreter' not be available at any time.
- They will be shown how, where and who they need to raise Health & Safety concerns and receive information on emergency procedures and arrangements.
- Non-speaking operatives will be encouraged to introduce themselves with their 'interpreter' to speak to Site management before work commences.

Training

- A greater degree of training and allowing additional training time, will need to be considered
- Visual training/instruction will also be given to each non-speaking contractor

- Practical tests may be undertaken to ensure the contractors comprehension
- Pocket books will be provided with all critical and emergency information in, of who to contact if they have any problems on Site
- The contractors will be included in all induction, toolbox and emergency procedure talks so that they have an understanding before work commences, and any literacy problems can be dealt with
- Using external translator services where the provision of written information is considered essential. NOTE; The CITB provide an interpreter or ‘helper’ to assist candidates from any background who may have problems with the reading element of the health and safety test
- English language courses for longer-term workers will be considered

5.4.4 Young Persons

The employer shall ensure that young persons (under eighteen years of age) employed by them are protected at work. They should be protected from risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not fully matured.

Except where it is necessary for their training and where they are supervised by a competent person and where the risk will be reduced to the lowest level reasonably practicable, young people are prohibited from doing work which:

- Is beyond their physical capacity;
- Could expose them to toxic carcinogenic, mutagenic, teratogenic agents, or anything which can chronically affect human health;
- Could expose them to harmful radiation;
- Involves accident risks which cannot be recognised by young persons; and which involves
- Risks to health due to extreme heat or cold, noise or vibration.

Where the persons are under the minimum school leaving age, the employer must provide information on risks and control measures to parents/guardians before work starts.

Wherever young people, especially those below the minimum school leaving age, are exposed to hazards at work, these must be controlled, and adequate supervision must be provided at all times by competent people.

Before young people start work they must receive effective health and safety induction training, including information on;

- The company’s policy;
- Their personal responsibilities;
- Common hazards in the workplace;
- Information on how to protect themselves;
- Who to go to for advice; and
- What to do if things seem unsafe.
- Emergency procedures

Generic risk assessments must be carried out before employing young persons. Things taken into consideration must include;

- The fitting-out & layout of the workplace and the particular Site where they will work;
- The nature of any physical, biological, and chemical agents they will be exposed to, for how long and to what extent;

- What types of work equipment will be used and how it will be handled;
- How the work processes involved are organised;
- The need to assess and provide health and safety training; and
- Risks from the particular agents, processes, and work.

These risk assessments will be reviewed if the nature of the work changes or there is reason to believe that it is no longer valid.

5.5 Accident Ill Health

5.5.1 - First Aid

The company will maintain adequate first aid facilities as and will include qualified first aid personnel and or emergency first aider and/or appointed persons. A suitably stocked first aid kit will be kept readily available in the main office and/or Site office. The identity and location of qualified first aiders will be brought to the attention of all operatives.

Any Injuries, Accident or Dangerous Occurrences must be reported immediately to a First Aider, company, safety advisor if applicable, or Manager so that a thorough investigation can take place with a view to preventing their recurrence.

Any injury must be treated at once by a trained first-aider. If none is available, an appointed person will take charge of the situation and ensure that suitable treatment is speedily arranged for the injured parties. Whenever first-aid treatment is given on Site, full details must be entered into the Accident Book on Site. Following completion of the accident book the completed form should be handed to the responsible person and the records kept in a lockable file in compliance of the Data Protection Act 1998.

5.5.2 First Aid Boxes

First Aid boxes should contain only those items which a first aider has been trained to use

Sufficient quantities of each item should always be available in every first aid box or container;

- One guidance card
- 20 x individually wrapped sterile adhesive dressing (assorted)
- 2 x sterile eye pads, with attachment.
- 6 x individually wrapped triangular bandages.
- 6 x safety pins.
- 6 x medium sized, individually wrapped sterile unmedicated wound dressings (approximately 20cms x 8cms).
- 2x large sterile individually wrapped unmedicated wound dressings (approximately 13cms x 9cms).
- 3 x extra large sterile individually wrapped unmedicated wound dressings (approximately 28cms x 17.5cms).

Where mains tap water is not readily available for eye irrigation, sterile water, or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 900ml should be provided. Eye baths/eye cups/refillable containers should not be used for eye irrigation.

5.5.3 - Accident Reporting

Skyline Construction Southern Ltd recognises that there are differences in the first aid provision it can reasonably provide for the office and for Site-based staff dependent on the works and size of

the Site/project. The Company will ensure that an assessment of the first aid requirements on Site are assessed on a Site by Site basis and provide the appropriate first aid facilities.

5.5.4 - Accident Reporting Procedure

The following notes reflect the current legal requirements prescribed by Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR) and the Health & Safety (First Aid) Regulations 1981.

These notes give a brief summary only of the legislative requirements and more information must be sought if there are any doubts.

Note also that in addition, Schedule 3 of RIDDOR lists 42 diseases or medical conditions, which are notifiable.

The company recognises that the reporting and investigation of all accidents and incidents is crucial both in measuring performance and in providing information that may assist in preventing recurrence. With this in mind, all accidents, and incidents which result in personal injury or other losses, or have had the potential to do so, must be reported and be recorded on the company accident/incident report forms.

Accidents must also be reported to the company Health and Safety Advisor, Manager or nominated person, who will ensure that the Director or nominated deputy is made aware of the circumstances and consequences of any accidents or incidents.

The Director or nominated deputy, assisted by external safety advisors if appropriate, will then ensure that accidents are reported to third parties as appropriate, and that adequate investigation is carried out to determine the root cause of any accident/incident and the measures needed to prevent recurrence.

5.5.5 – Reporting RIDDOR

Recording of Accidents Resulting in Seven Days Incapacity from Work.

Details of any accident at work which results in incapacity from work of must be recorded in the Accident Book and a record kept for a minimum of three years.

A record must be made of all reportable injuries or of the dangerous occurrence. The record must contain in each case the following information

- a) The date and time of the accident causing the injury or of the dangerous occurrence.
- b) The following particulars about the person affected:
Full Name, Occupation and Nature of Injury
- c) Place where the accident or dangerous occurrence happened.
- d) A brief description of the circumstances
- e) Details of witnesses.

Note: All records must be securely stored in accordance with the Data Protection Act.

The deadline by which the over seven-day injury must be reported has increased to fifteen days from the day of the accident.

Notifiable Accidents & Dangerous Occurrences:

Serious body injury or conditions or defined dangerous occurrences need to be notified directly to the Health & Safety Executive. This must happen immediately using the on-line system at www.riddor.gov.uk or www.hse.gov.uk

The following injuries or conditions must be notified and a record of the details made and kept by the Employer for three years.

Deaths:

All deaths arising out or in connection with work

Reportable Major Injuries;

- Fractures other than to fingers, thumbs, and toes
- Amputation
- Dislocations of the shoulder, hip, knee, or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electric burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury: leading to hypothermia, heat-induced illness, or unconsciousness; or requiring resuscitation; or admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
- Death of any person as a result of an accident, whether or not they are at work. The death of an operative if this occurs sometime after a reportable injury which led to that operatives death, but not more than one year afterwards
- Someone who is not at work suffers an injury as a result of an accident and is taken to hospital for treatment in respect of that injury.

Reportable dangerous occurrences:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting machinery
- Plant or equipment coming into contact with overhead power lines
- Electrical short circuit or overload causing fire or explosion
- Accidental release of a biological agent likely to cause severe human illness
- Collapse or partial collapse of a scaffold over 5 metres high, or erected near water where there could be a risk of drowning after a fall
- Unintended collapse of: any building or structure under construction, alteration, or demolition where over 5 tonnes of materials falls; a wall or floor in a place of work; any false-work
- Explosion or fire causing suspension of normal work for over 24 hours
- Accidental release of any substance which may damage health.

Reportable Diseases include:

- Certain poisonings
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung disease including occupational asthma, pneumoconiosis, asbestosis, mesothelioma
- Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionella's, and tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, and hand-arm vibration.

Please contact your health and safety advisor for a full list of reportable disease

5.5.6 – Accident Investigation

Accident/incident investigation will be investigated by Daren Selway - Director with the following objectives;

- To determine the cause with a view to preventing a reoccurrence
- To gather information for use in any criminal or civil proceedings
- To confirm or refute a claim for industrial injury benefit
- To prepare notification to be made to the Health & Safety Executive

The degree of investigation will be dependent on the seriousness of the accident. The aim of the investigation will be to answer the following questions;

- WHAT caused the accident?
- WHO was involved
- WAS there any witnesses?
- WHEN did it occur?
- WHY did it occur?
- HOW could it have been prevented?
- HOW can a reoccurrence be prevented?

5.6 Construction (Design and Management) Regulations 2015 (CDM Regulations)

CDM Procedures

Skyline Construction Southern Ltd understands that our operatives working on construction projects have duties under the "Construction (Design and Management) Regulations 2015" (CDM 2015).

Under these regulations, all duty holders have duties to eliminate or reduce the consequence of hazards and mitigate risk. In addition, there are duties contained in the "Health and Safety at Work etc Act 1974" and various other health and safety legislation.

Through regular training and indeed refreshers training our operatives understands that they have responsibility for their acts and omissions. Managers will take a lead role in ensuring the Company's compliance with the CDM Regulations and that no such work should be permitted to commence until managers are satisfied that all the requirements of CDM are being met.

Health and safety is designed into all our projects through a full understanding of the CDM Regulations and by applying all relevant regulations and legislations associated to a project.

We use various techniques to ensure that our operatives are fully aware of the importance of; - the co-ordination of design work, planning and other preparations for demolition, construction and maintenance throughout the life of a structure are applied, where there is a relevance to health and safety. Our operatives strive to assist with identifying and collecting pre-construction information and advising the client if surveys need to be commissioned to fulfil gaps, during the planning stages.

We strive to promptly provide competent services and information to those involved with the design of the structure, and to every contractor, especially Principal Contractors, who may be appointed by our clients, the information that is relevant, and to ensure the smooth flow of information between clients, designers and contractors.

We are mindful that changes in design and scope of works can have a significant effect, on Site and later during the life cycle of the building. We have procedures in place to ensure that such changes are incorporated, planned, and executed correctly.

Duty Holders under CDM 2015

Those with legal duties are commonly known as 'duty holders'. Duty holders are defined as below, but Skyline Construction Southern Ltd understand that job titles overlap with the CDM 2015 duty holders and will apply the correct procedure when this is the case.

The following are the defined duty holders under CDM 2015, with examples of job description that overlap with the defined duty holder:

Clients/Principal Designers

A 'client' is anyone having construction or building work carried out as part of their business. In deciding who the Client is, the following are functions normally carried out by the client and must be taken into account:

Decide what is to be constructed, when where and by whom
Commission the design and construction work (The Employer)
Initiates the work
At the head of the procurement chain
Engage the contractors.

Under CDM Regulations 2015, the client will also act as the Principal Designer and replace the CDMc's obligations. The client can employ 'Principal Designers/Planning Supervisors' to act on their behalf and carry out their duty holder's obligations.

Designers

The term 'designer' has a broad meaning and relates to the function performed, rather than the profession or job title. Designers are those who, as part of their work, prepare design drawings, specifications, bills of quantities and the specification of articles and substances.

Skyline Construction Southern Ltd understand that "Designers" can include Project Managers, Quantity surveyors, Architects, Engineers and Contract administrators.

Principal contractors

Under CDM Regulations 2015, A 'principal contractor' must be appointed for projects which;

- last more than 30 days
- involve 500-person days or; employs more than 20 persons or more on Site at any one time

The principal contractor's role is to plan, manage and co-ordinate health and safety while construction work is being undertaken. The principal contractor is usually the main or managing contractor for the work.

Contractors

A 'contractor' is a business who is involved in construction, alteration, maintenance, or demolition work. This could involve building, civil engineering, mechanical, electrical, demolition and maintenance companies, partnerships and the self-employed.

Skyline Construction Southern Ltd, understand the duties placed on Contractors and ensure they discharge their duties in accordance with the regulations.

5.7 Fire and Emergency

Skyline Construction Southern Ltd is aware of its duties to provide a safe place of work on Site and in the office for its operatives and other visitors and will ensure that;

- a. All fire-exits and fire escape routes are kept clear and suitably maintained
- b. There are an adequate number of suitably maintained fire extinguishers available.
- c. There are trained members of staff to deal with a fire or emergency and ensure safe evacuation is in place to cover all operating hours.
- d. Suitable fire precautions in place to ensure sources of ignition and fuel are kept apart and sources of fuel are kept to a minimum.

5.7.1 Emergency procedures & escape arrangements – Office

- In the event of a fire, warn others by raising the alarm by shouting the word fire repeatedly and leave the building by the nearest exit.
- Dial 999 ask for the Fire Brigade and advise them of the location of the fire
- DO NOT STOP for any personal belongings or other property.
- Without taking any personal risk, tackle the fire using the suitable equipment
- Head to the allocated assembly point
- DO NOT re-enter the building until officially advised by a senior person and that the situation is safe and under control
- The following information must be given when reporting a fire:
 - Your Name
 - Address of the public house
 - Type of fire, ie: Building/Waste Container/Fuel or Vehicle fire

5.7.2 Emergency Procedures & Escape Arrangements – On Site

The Site Manager will display a Site Layout and Fire Safety Plan on the central information board.

- The Site Manager is to ensure that:
- Adequate means of escape and access for emergency vehicles is allowed for during all stages of construction.
- Fire emergency exit routes to be established, adequately signed, and kept free of obstructions.
- Emergency procedures follow a logical sequence if more than one incident needs to be tackled at a time.
- Full co-operation is established with other contractors, so that all personnel are aware of the risks, safety zones, access routes etc.
- All work areas are adequately protected against fire hazards by the provision of appropriate fire extinguishers, and compliance with current fire regulations.
- It is the responsibility of any individual who detects a fire to immediately evacuate the building and notify the **emergency services** via telephone.

5.7.3 Fire Extinguishers

Skyline Construction Southern Ltd have an inspection arrangement to ensure that all portable extinguishers are inspected and maintained on an annual basis.

5.7.4 Emergency Evacuation Preventions

The company will arrange for a Fire Risk Assessment to be carried out by a suitably qualified person or company, this will be kept up to date and reviewed on an annual basis.

5.8 The Management of Health & Safety at Work

5.8.1 Risk Assessment

Skyline Construction Southern Ltd will carry out Site specific risk assessments for works project. All the Sites are assessed prior to works commencing.

Site specific risk assessments and method statements are also requested for each contractor prior to the commencement of the project, to enable them to carry out specific works or if Skyline Construction Southern Ltd are carrying out works for another Company then documents will be prepared and forwarded prior to commencement of our works.

5.8.2 Procedure to conducting Risk Assessments (Site)

- Initial Site visit and pre-contracts meetings are attended to assess the Site and discuss the nature of the work to be carried out
- Sub-contractors and suppliers are also at the meeting
- Whilst on Site, we discuss with the client any previous accidents or issues that have arisen previously when work is carried out on their Sites.
- We identify any obvious hazards and use your time on Site to work out order of works
- For each hazard you need to be clear about who might be harmed. There is no need to list everyone by name, but rather identify what groups of people (e.g. 'staff working on the premises) might be at risk
- In each case, we identify how they might be harmed, ie what type of injury or ill health might occur. For example, 'construction workers may suffer back injury from repeated lifting of building materials.
- Further consideration that need to be made for the following groups;
 - Staff
 - Customers
 - Visitors
 - Public
 - Contractors
- We decide who might be harmed and how
- If the property is multi-occupancy, we need to think about how your work affects others present, as well as how their work affects your staff.
- Once the hazards have been identified, appropriate control measures need to be implemented. The law requires you to do everything 'reasonably practicable' to protect people from harm.
- Initially we look at the current work situation to see what we are already doing; consider what controls you have in place and how the work is organised. Then compare this with best practice to see if there is more you should be doing to bring yourself up to standard. This will mean that additional control measures are required.
- When looking at the situation you need to keep the following in mind:
 - Am I complying with legislation and Approved codes of practice?
 - Are all accepted industry standards in place?
 - Is everything that is reasonably practicable being done to reduce the risk to the lowest Level possible?
 - Can the hazard be eliminated altogether? If not, how can we control the risks so that harm is unlikely?

- When controlling risks, we apply the principles below, if possible, in the following order:
 - Try a less risky option (e.g. switch to using a less hazardous chemical);
 - Prevent access to the hazard (e.g. by guarding);
 - Organise work to reduce exposure to the hazard (e.g. put barriers between contractors and customers);
 - Issue personal protective equipment (e.g. clothing, footwear, goggles etc); and
 - Provide welfare facilities (e.g. first aid and washing facilities for removal of contamination).
- If the work practices or the working environment changes, or if there is generally any significant change, the risk assessment will need to be reviewed, and possibly modified.
- All risk assessments carried out must be suitable and sufficient. You need to be able to show that:
 - A proper check was made;
 - You asked who might be affected;
 - You dealt with all the significant hazards, considering the number of people who could be involved;
 - The precautions are reasonable, and the remaining risk is as low as possible;
 - You involved your staff or their representatives in the process.
 - Your risk assessments should be considered a live document and as such be reviewed on a regular basis to determine if the process, personnel, or environment has altered since the time of the last assessment.
- Risk assessments will be revised (and a revision date documented) after;
 - A change of working practice
 - The delivery of new equipment
 - Any adverse event, accident, equipment failure etc.
- **Our Overview:**
 - Identify hazards
 - Identify who might be harmed
 - Identify the risks and if existing control measures are adequate
 - Identify if further controls are necessary
 - Inform, implement and monitor
 - Document your findings

5.8.3 Safe Working Methods (Site)

Only operatives that have received Induction Training will be allowed to start work on Site.

Before starting work the Site Manager will ensure that satisfactory information about the Site have been collected and approved, these will include; Asbestos Survey, ground contamination reports, location of services, etc.

All electrical services and equipment are to be isolated and locked off.

If asbestos containing materials (ACM's) are discovered or other suspect materials encountered, the work must STOP IMMEDIATELY, the area evacuated, the doors sealed, the air ducts shut down (if applicable) and the situation reported to Company management.

No work activity will be undertaken until suitable risk assessments and method statements have been carried out and issued to relevant Site personnel.

Risk assessment and method statements will be reviewed if there are changes to working methods, or if the Risk Assessment and Method Statements are no longer valid.

Any changes to the proposed risk assessment and method statement must be in accordance with the company procedures and agreed with the management.

The appropriate PPE for the task must be worn when required by the particular activity and it must be suitable for the risks, in sound condition and fit the wearer correctly after adjustment. The Personal Protective Equipment must be stored correctly and kept and/or maintained in a clean and be fit for use.

Specialist equipment must only be used by suitably, trained, competent, and authorised personnel.

5.8.4 Health Surveillance

Where appropriate for the protection of operatives' health, the company will ensure that such operatives are under suitable medical surveillance.

Health surveillance is considered appropriate in the following circumstances (list not exhaustive) where operatives are at risk from:-

- noise due to plant and machinery;
- vibration from operating plant and machinery
- dermatitis from contact with hazardous chemicals or substances
- asthma or other lung problems from breathing in certain dusts such as asbestos or fumes etc
- Musculoskeletal disorder, RSI, WRULD, from manual handling or poorly set up workstations etc.
- Lead

Operative health records will be kept for at least 40 years from the last date of entry, and should be offered to the enforcing authority if the employer ceases trading. On reasonable notice being given, the employer shall allow any of their operatives access to the health record which relates to him/her.

5.8.5 Work Related Stress

Stress in the workplace is a growing problem and it is the policy of this company to take reasonable measures to prevent work related stress using a combination of management and task related provisions, these will include;

- a) **Management Related:** Good relationship between staff and management, achievable objectives, effective two-way communications, operatives involvement, good management support and adequate pre-planning.
- b) **Task Related:** Well defined tasks, clear responsibilities, and proper use of skills, good control of hazards and risks and support from senior management.

Any operatives displaying signs of stress will be sympathetically dealt with to discover the cause(s) of stress and every effort will be made to reduce stress levels.

Any operatives who feel that they may be suffering from stress should report this to their line manager or to the HR department.

5.8.6 Visitors and Third Parties

The Company has a responsibility not to expose any person to undue harm, this includes operatives, visitors, suppliers, delivery drivers, representatives and other contractors, even trespassers have to be protected from danger.

There is a particularly strong liability to the company should children who may be 'attracted' to a building Site after working hours be injured. Every reasonable precaution must be taken to keep trespassers out of Sites and also to avoid hazards to them if they do gain entry, e.g. foot of ladders should be 'planked' to hinder climbing, machinery and plant should be left isolated and in a safe condition.

When visitors are invited on company premises, they will be inducted by a nominated person and made aware of any special hazards, sign in and wear protective clothing and equipment as appropriate. Visitors will either be escorted at all times when on company premises or must stay in designated areas and follow the company health and safety rules.

5.9 The Workplace (Health, Safety & Welfare)

5.9.1 Inspections

A safe and healthy work environment will only be achieved if hazards are looked for and eliminated. Skyline Construction Southern Ltd will carry out their own internal inspections and discuss the findings in a management meeting. This meeting will be held annually.

5.9.2 Welfare Facilities

Skyline Construction Southern Ltd will ensure that suitable and sufficient welfare facilities are available to all its operatives and visitors. The company will ensure that there are the following on every Site;

- Adequate toilets
- Washing facilities
- Drinking Water
- Changing Facilities
- Rest Area
- Canteen
- Kettle
- Microwave
- Fridge
- First Aid Provision

These facilities are kept clean and maintained.

5.9.3 Housekeeping

To reduce the chances of a fire starting, waste bins are emptied daily and large volumes of combustible materials, such as wastepaper are not allowed to accumulate.

Operatives are required to;

- a. Keep your working area tidy and clean up any spillages immediately.
- b. Ensure materials and equipment returned to their proper place after use.
- c. Ensure that all fire exit doors and routes are kept clear.
- d. Wear suitable footwear; do not run when carrying things.
- e. Keep trailing cables to a minimum.
- f. Keep walking areas clear to prevent slips, trips and falls.
- g. Report defective equipment immediately.

5.9.4 Sun Protection

The Company have an obligation to advise all operatives, whose work takes them outdoors, to the risks of exposing themselves to the sun.

The Company advises the following;

- Ensure that you keep your top on. Clothing forms a barrier to the sun's harmful rays – especially tightly woven fabrics
- Wear a hat with a brim or a flap that covers the ears and the back of the neck – these are the areas that get sunburnt easily
- Stay in the shade wherever possible, especially during your breaks
- Use a high factor sunscreen of at least SPF15 on any exposed skin. Apply as directed on the product
- Drink plenty of water to avoid dehydration

SECTION 6 – DETAILED ARRANGEMENTS

Access and Egress

The company is committed to providing a safe place of work and a safe means of access and egress within all parts of the workplace. Safe access and egress includes movement in and out of the workplace, and safe access within the workplace.

- Access to and egress from the workplace
- Routes through working areas
- Accessibility of storage areas
- Access to and egress from an individual's workplace
- Emergency exit routes
- Use of access equipment, such as ladders and lifts
- Limitation of access to hazardous areas
- Temporary arrangements for access
- External pathways and roadways around the workplace
- Common parts of the building, eg reception, staircases

Arrangements for ensuring the health and safety of workers;

- Articles or substances do not impede safe access and egress at the workplace and that objects which may restrict safe movement within the workplace are removed immediately.
- Any access restrictions are adhered to so that suitable and safe arrangements for work in confined spaces and other areas of high risk are guaranteed
- Formalised systems of work are designed and implemented in all areas of significant risk, enlisting professional assistance where required
- Operatives are encouraged to report any situation where safe access and egress is restricted or obstructed and arrange for the appropriate remedial action to be taken immediately

The following points will assist in ensuring that safe access and egress is achieved.

- Do not store objects on the floor or in walkways; return articles or equipment to their designated storage point when they are no longer required.
- Ensure that articles are not stored precariously on top of cabinets or on shelves. These could fall onto a passer-by.
- Carry out regular inspections of walkways to ensure that they are free from obstructions
- Dispose of obsolete and waste items immediately
- Regularly check the suitability of lighting
- Ensure that flooring is suitable for the purpose and is maintained in safe condition
- Regularly check that there is sufficient space to move freely
- Closely monitor the working activities of operatives on the site, to ensure that they do not hinder safe access/egress of personnel
- Ensure that access equipment eg ladders and kick stools, is suitable for the purpose and maintained in safe condition. For more detail see the section entitled “**Working at Height**” within these details arrangements
- Comply with safe working arrangements in areas of high risk or security

Alcohol and Drugs

Attending work whilst under the influence of alcohol or drugs is strictly forbidden.

Persons known or strongly suspected to be under the influence of alcohol or drugs will be temporarily suspended from work pending further investigation and, depending on the outcome of the investigation, may be subject to the company disciplinary procedure

Prescribed drugs may also have an adverse affect on performance and safety whilst at work and operatives prescribed medication by their doctors are advised to consult them about any detrimental side-effects and are required to notify their Manager if medication is likely to affect their performance at work

Asbestos

Skyline Construction Southern Ltd are aware of the requirements of the Health & Safety at Work etc Act 1974 and the Control of Asbestos Regulations 2012. Alterations and refurbishment work often carry with it a risk of exposure to asbestos particularly when the building being worked on was constructed during periods when Asbestos was used in construction.

The Company will ensure that there is an Asbestos management plan for the building which they occupy which will be carried out by the Duty Holder. If the duty holder is Skyline Construction Southern Ltd, they will ensure that the asbestos plan is kept up to date and reviewed in accordance with the risk assessment. Details of any known asbestos will be kept in the plan and monitored on a regular basis for damage and deterioration.

Despite careful planning and even following the controlled removal of asbestos it may still be discovered. If during the works Asbestos is suspected, the activity should be stopped, all person cleared from the working area, the area sealed off and advisory signage put in place and a further survey of the area undertaken. No construction or demolition work will commence unless a demolition/refurbishment survey has been undertaken and all ACM's removed.

Skyline Construction Southern Ltd will then need to determine the level of management required by contacting an external Asbestos Removal Contractor to assess the asbestos. The works required will fall under the following categories.

Notifiable Non-Licensed Work

All non-licensed work will be carried out with the appropriate controls in place. For notifiable non-licensed work (NNLW), the procedure will be to:

- notify work with asbestos to the relevant enforcing authority, which be the Health & Safety Executive
- ensure medical examinations are carried out
- Maintain registers of work (health records).

Non-Licensed Work (NLW)

Non-Licensed Work or Notifiable Non-Licensed work shall be determined in each case and will depend on the type of work carried out, the type of material being worked on and its condition. The identification of the type of asbestos-containing material (ACM) to be worked on and an assessment of its condition are important parts of the risk assessment, which is completed before work starts.

If the work is exempt from the need for a licence, then Skyline Construction Southern Ltd /External Asbestos Contractor, will determine if it is notifiable non-licensed work or non-licensed work by considering the following factors:

The type of work being carried out

- **Maintenance**, e.g. drilling holes to attach fittings or pass cables through, painting, cleaning etc. Maintenance includes some removal where it is incidental to the main task, e.g. removing an asbestos ceiling tile to allow inspection; or
- **Removal**, e.g. as part of a refurbishment or redesign project; or
- **Encapsulation**, e.g. work to enclose or seal asbestos materials in good condition; or
- **Air monitoring and control, and the collection and analysis of samples.**

The asbestos type:

- **Friable** - the more friable a material is, the more likely it will release asbestos fibres when worked on and the greater the risk of exposure.
- **How firmly is the asbestos bonded in a matrix** (For removal work only) – Asbestos containing materials (ACMs) where the asbestos is coated, covered, or contained within another material, such as cement, paint or plastic are considered to be firmly bonded in a matrix, ACMs of this type in good condition can usually be treated as non-licensed work but where they are significantly damaged, and so more likely to release fibres, they will need to be treated as Licensed Work.

The material's condition:

- **Has the material been damaged or is it in poor condition?** – removal of ACMs in poor condition e.g. due to flood or fire damage, will normally need to be treated as Notifiable Non-Licensed work; and
- **Will the materials' matrix be destroyed when worked on?** – e.g. deteriorating textured decorative coatings e.g. 'Artex' with gel or steam to remove it, will normally need to be treated as Notifiable Non-Licensed work.

Examples of Notifiable Non-Licensed Work include:

- minor, short duration, maintenance work involving asbestos insulation board (AIB), e.g. repairing minor damage to a small section of pipe insulation where the exterior coating has been broken or damaged.
- minor removal work involving AIB, when short duration and as part of a refurbishment project, e.g. removing AIB panels fixed with screws following water damage.
- entry into the roof space above an AIB tiled ceiling when no decontamination or cleaning has taken place.
- removal work involving textured decorative coatings where the method of removal requires deterioration of the material, e.g. where the material is treated by steam, hydrating gel etc. and scraped off the underlying surface, or where it is very badly flood-damaged;
- removal of asbestos paper and cardboard products if not firmly bonded in a matrix.
- removal of asbestos cement (AC) which is substantially degraded e.g. badly fire-damaged or de-laminated material, or where substantial breakage is unavoidable to achieve removal.

Notifiable Non-Licensed work will **not** normally include the following, which will continue to be categorised as **non-licensed work** (which is not notifiable).

- short, non-continuous maintenance work involving AIB which is in good condition, cleaning light fittings attached to AIB, removing a door with AIB fire-proofing, or lifting ceiling tiles for inspection where there is no full-body entry into the roof space;
- short, non-continuous maintenance work on asbestos cement (AC), e.g. work on weathered AC roof tiles.
- removal of AC, which is kept virtually intact.
- short, non-continuous maintenance work on textured decorative coatings, e.g. drilling holes, inserting screws or painting.
- small-scale maintenance work with textured decorative coatings when this can be achieved without deterioration of the material, e.g. by careful cutting around backing sheets to achieve removal intact.
- removal, for example, of gaskets or asbestos rope cords from heating appliances, which can be left in situ for disposal or can be lifted out virtually intact, without substantial breakage.
- short, non-continuous maintenance work on clutch discs, brakes, friction products, etc., unless significant damage is required e.g. by power tools.
- removal of floor tiles or bitumen felt, when done with the appropriate controls, e.g. inline
- work to enclose or seal asbestos materials that are in good condition (and that do not require a licence).
- air monitoring and control, and the collection and analysis of samples.

Notification

Skyline Construction Southern Ltd will instruct their nominated external Asbestos Contractor to notify the Health & Safety Executive of any Notifiable Non-Licensed Work with asbestos:

- Notification is completed 'online' through the Health & Safety Executive WebSite; www.hse.co.uk
- Notice is required before the work starts - there is no minimum notice period.
- Skyline Construction Southern Ltd /External Asbestos Contractor do not need to wait for permission from the Health & Safety Executive as the database will provide a PDF copy of your notification.
- If the project involves multiple Notifiable Non-Licensed Work jobs, the ARP can notify once for the whole project.

Medical Surveillance

Medical examinations will be carried out for any workers carrying out Notifiable Non-Licensed work. Examinations will then need to be repeated at least every 3 years, as long as the worker continues to do Notifiable Non-Licensed work.

The examinations must include an examination of the chest and a lung function test and they need to be carried out by a licensed medical practitioner, e.g. a GP.

Those workers already under surveillance via a licensed contractor and in possession of a valid certificate do not need to have the Notifiable Non-Licensed Work medical.

Medical examinations should be carried out in work time at the employers' expense, and the fee will be agreed with Darren Selway - Director prior to the examination is carried out.

The doctor must issue a certificate to confirm the examination has taken place and on what date. The certificates need to be kept for 4 years.

Record Keeping

Skyline Construction Southern Ltd will keep a register (health record) of Notifiable Non-Licensed Work with asbestos for each operative exposed to asbestos:

In the register the information will include.

- health record will be kept for each operative undertaking Notifiable Non-licensed work
- Nature and duration of work with asbestos
- Estimated exposure for each individual worker
- Dates of the worker's medical examinations

More detailed medical records will be kept by the doctor that carried out the medical examination.

- Registers of work (health records) (this must be kept for 40 years)

If Skyline Construction Southern Ltd were to cease trading, then the information will be offered to the Health & Safety Executive.

Note: The need to record exposure does not mean that every non-licensed task that is carried out must have air sampling. There will often be published exposure figures or knowledge within the industry about exposures found at similar lower risk work done in the past. If a task is unusual sampling may be required.

All operatives will be trained and be made aware of the risks posed by asbestos and action to take should any suspicious material be found. Any area containing the suspect material shall be sealed off until the material has been tested. Work may only recommence if no asbestos is found or if asbestos materials are safely removed by licensed contractors or encapsulated. Then a **“Site clearance certificate for reoccupation”** will need to be issued by an analyst independent of the removal's contractor.

The present difficulties with asbestos are the location and recognition of the material especially during maintenance and refurbishment.

Parts uses include.

Boilers, plant & pipework
Fire protection to steel
Thermal and acoustic insulation of building
Fire protection to doors
Cladding on walls and ceilings
Partitioning
Ceiling tiles
Corrugated roof sheets
Flat sheets for cladding and partitions
Roof and land drainage goods

Any works with asbestos will comply with The Control of Asbestos Regulations 2012, include Record Keeping, Medical Surveillance, and Notification of Notifiable Non-Licensed Asbestos Removal to the Health & Safety Executive.

Operatives of Skyline Construction Southern Ltd or sub-contractors shall be warned to be on the constant look out for any asbestos material throughout their projects. Prior to starting any works, the asbestos register should be referred to and communicated to all parties involved.

Banksmen and Slingers

Only authorised personnel are allowed to, give signals to a crane driver, or sling any loads on Site. All chains strops and slings should be checked before use and the appropriate lifting gear should be used for each particular load.

A full risk assessment of the work should be carried out and a safe system of working employed.

Slings and Lifting

Lifting incorrectly causes many accidents. These may be avoided if you adhere to the following guidelines:

- Do not attempt to manhandle materials or items of plant which are obviously too heavy.
- Never use slings or other lifting gear if the safe working load (SWL) of the gear cannot be established.
- Never make up a sling or alter any lifting gear without proper instruction.
- Before using lifting gear, check the weight distribution of the weight to be lifted. Make sure the gear is correct and suitable for the job.
- Use wood or other packing between sling and load where there is any risk of slings slipping along the load or the sling being damaged from any sharp edges.
- See that the load is properly secured and adjusted.
- Keep hands clear of the sling and do not stand under the suspended load.
- Examine lifting tackle regularly and report any damage or defect immediately.

Cement

- PPE – The PPE equipment that needs to be worn are Arm Gauntlets, Goggles, Gloves, Paper suits/Overalls
- Skin Burns – Wet cement causes skin burns. If the cement becomes trapped against the skin, for example by kneeling or the cement falls into a boot or glove, a serious burn or ulcer can develop.
- Eye Contact – Cement causes serious chemical burns to eyes and can result in the loss of sight.
- Dermatitis - The fine particles of cement, often mixed with sand or other aggregates can abrade the skin and cause irritation resulting in dermatitis
 - Allergic dermatitis – this is a sensitisation to the hexavalent chromium (chromate) present in the cement.
 - Irritant dermatitis – physical properties of cement irritate the skin mechanically.
- Inhalation of Dust – Exposure to dust should be eliminated where possible. The appropriate ventilation masks need to work whilst working with this product
- Manual Handling – Manual Handling of heavy loads should be avoided. When lifting does take place, it needs to be a 2 man lift

- Fresh water needs to be available near to the working area, in case of spillage, or skin or eye contact
- Work needs to be carried out in ventilated areas, preferably outdoors, so as to reduce the amount of fumes that will be present whilst carrying out the work

Confined Spaces

A confined space is an enclosed location where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen, crushing, etc). Some confined spaces are fairly easy to identify, e.g. enclosures with limited openings.

No Skyline Construction Southern Ltd operatives or other persons engaged by us will be allowed to enter a confined space until the company has carried out a suitable and sufficient assessment of the risks for all work activities for the purpose of deciding what precautionary measures are necessary for safety.

Before entry into a confined space is permitted a 'Permit to Work' must be issued and followed. Suitable and sufficient safety measures must have been implemented and no person must enter a confined space alone under any circumstances.

Electrical Hazards

All wiring whether temporary Site supplies or permanent installations, must be installed in accordance with the Institute of Electrical Engineers Regulations for Electrical Installations (current edition).

All completed electrical installations must be inspected, tested before being made available for use.

All electrical installations must be properly maintained, regular and routine maintenance is essential. The condition of portable tools should be checked on a rota call system on a regular basis.

Written records of maintenance and test results should be kept throughout the life of an electrical system.

The installation, operation, maintenance and testing of electrical systems must only be carried out by persons who are fully competent for that particular class of work.

No work must be carried out on any live cable, or so near as to cause danger, unless it is impracticable to make the cable dead and all necessary precautions have been taken to ensure safety to all persons who may be present.

When carrying out work in public places all reasonable precautions should be taken to ensure that the public are not exposed to hazards from electricity.

Before using any machine with moving parts ensure that those parts are adequately guarded unless already rendered safe by position or construction. Guards must not be removed when machines are in use.

Do not use a portable electric tool or appliance unless it has a proper plug fitted to the supply cable. All tools must be 110 volts for external use and 240v for internal use

Fork Lift Truck

All drivers, operators and banksmen of Fork Lift Trucks must be trained and authorised to use the equipment. No person under the age of 18 is permitted to drive, operate or control a Fork Lift Truck whilst on Site. Passengers must also not be carried at any time

A daily checklist is required to be completed by the intended user prior to starting any works. If any of the plan equipment is found to be defective it is to be removed from use immediately and clearly marked- 'Not be used – until repaired'.

Hand Tools, Power and Battery Operated

Only tools which are in good condition and designed for the task are to be used for specific operations. Hand tools will be maintained in accordance with manufacturer or supplier recommendations. Before each use hand tools will be inspected by the user for damage and details recorded and any defective tools will be removed from use and clearly identified as 'Not to be used'. Defective tools will be reported to a supervisor or manager or placed in the designated quarantine area.

Damaged or defective tools will either be repaired or replaced as soon as practically possible. Tools will be sharpened or replaced where necessary.

Sharp tools will not be carried in such a way as to allow any possible injury to the person carrying the tools or to others.

- Use the right size spanner for the nut. Where adjustable spanners are used take extra care as these slip more easily
- Files must be fitted with handles to prevent hand injuries and files must not be used as punches or for levering as they break easily
- Chisels and punches with mushroomed heads must be ground down to prevent splinter of metal flying off
- Keep hammer heads tightly wedged on their shafts.
- Replace split or damaged wooden handles, do not wire or tape up
- Keep edges of cutting tools sharp
- Do not use battery packs where there are signs of leakage
- Keep hands behind the cutting edge when working.
- Do not use screwdrivers on items held in the hand
- Do not use screwdrivers as chisels – handles fracture
- Keep tools in racks or boxes when not in use
- Protect sharp edges of tools that are to be stored or covered – Stanley Knives kept in pockets uncovered cause many hand injuries
- Scrap tools when they become worn or damaged beyond repair
- Always use the correct tool for the job. Do not improvise i.e. by using tubes to extend spanners, as the extra leverage may open the jaws and allow it to slip
- Ensure that all tools are regularly checked and maintained. Please ensure that all maintenance checks are logged

Hazardous Substances (COSHH Regulations)

In accordance with the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH), the company will ensure that operatives exposure to hazardous substances is prevented or adequately controlled.

Suitable assessments will be made of the risks to health arising from any substances encountered during company activities and the results of these assessments will be brought to the attention of the workforce by way of a toolbox talk or included in the Site inductions.

Hoists and Lifting

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), aim to reduce the risks to people's health and safety from lifting equipment provided for use at work. The regulations require that lifting equipment provided for use at work is;

- Strong and stable enough for the particular use and marked to indicate safe working loads
- Positioned and installed to minimise any risks
- Used safely, ie the work is planned, organised and performed by competent people
- Subject to ongoing thorough examination and, where appropriate, inspected by competent people

Hoists and lifts provide a means of safe access and egress for persons and materials to be moved from one level to another in a workplace. To ensure the continued safe use of such equipment, without risk to the health and safety of operatives and others, the following steps should be taken;

- Specify and install suitable equipment for the task and conditions to be encountered within the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Arrange for a competent person to carry out proper maintenance, inspections and examinations at 6-monthly or other specified intervals
- Provide all operatives, or others who use the equipment, with adequate information, instruction and training
- Liaise with operatives when carrying out risk assessments of the use of lifts and hoists or related working conditions

Inadequately maintained equipment, use of equipment for unauthorised purposes, and untrained operatives can create unsafe situations resulting in injury and/or damage to persons and property or equipment. These simple precautions should be followed;

- Do not exceed the safe working load of a lift or hoist, or use it in a way or for a purpose for which it is not intended
- Never attempt to repair or undertake work on a lift or hoist for which you are not trained or authorised
- Observe the same system of work when carrying out regular checks, maintenance, inspection and examinations
- Report any defects to a responsible person immediately

Ladders

Stepladders will only be used as a working platform for work short of duration and in areas where the working space is restricted and/or where the use of a scaffold or MEWP is not a practical option or introduces a higher overall risk

Stepladders must be tall enough for the work in hand- the top platform must not be lower than mid thigh height when the operative is working

Ensure that operative does not have problems affecting their ability to work at height

Operative must inspect the stepladder structure prior to use to ensure it is sound and stable

Hinges must be secure and with little or no play

Rope (where applicable) must be sound, of equal length and securely attached

Ladders must be Sited on firm, clear and level surfaces

Ladders must be fully opened when used, eg Ropes taught

Ladders must be positioned so that the operative climbs facing his work

Ladders must be restrained to prevent toppling if side loading is necessary/possible

Ladders are designed to be used fully open. They must not be used in a folded position leaning against a wall

Operative MUST keep three limbs in contact with the ladder during use

Lone Working

Skyline Construction Southern Ltd will avoid the need for its operatives to undertake lone working whenever possible, when this is unavoidable the company will assess risks to lone workers and take steps to avoid or control risk where necessary. Operatives have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in meeting their legal obligations.

Manual Handling

As far as is reasonable, the company will avoid the need for its operatives to undertake hazardous manual handling which pose a risk to their health. The company will provide suitable mechanical aids which must be used whenever possible in preference to manual handling.

Operatives identified as undertaking manual handling will be provided with suitable training on safe handling techniques.

Manual Handling Assessments will be carried out as each site project predicts and the results of the assessment will be included in the site specific risk assessments.

Mobile Scaffold Towers

Any trained personnel are allowed to erect and sign/complete the 'Scaff Tag' inspection form which will be fixed to the tower.

An inspection of the components of the tower should be visually checked prior to the erection of the tower;

- All the relevant components of the tower should show no damage or signs of rust
- Ensure that toe boards and guard rails are provided at suitable heights
- Ensure that the platforms are fully boarded and wide enough for work and access
- Ensure that there is a safe ladder or other means of access to the platform. If a ladder is used, then it needs to be tied off to provide a safe handhold.
- Ensure that it is regularly inspected and formal detailed inspections are made at the start of every working shift period
- Check that the ground is firm, level and free from potholes
- Never use a tower with incompatible components
- Erect barriers at ground level to prevent people from walking into the tower or work area

The following should be adhered to when using a Mobile Scaffold Tower;

- Check the weather and ground conditions as these may adversely affect the stability of the tower and its suitability for the task
- Never use a tower as a support for ladders, trestles or other access equipment
- When moving a tower, reduce the height to a maximum of 4m, and check that there are no power lines or other obstructions overhead
- When moving the tower pull or push using manual effort from the base only – never use powered vehicles
- Never move the tower while people or materials are on the tower
- When the tower is used in public places, extra precautions are required

- Minimise the storage of materials and equipment on the working platform
- Remove or board over access ladders to prevent unauthorised access if it is to remain in position unattended

Mobile Elevated Working Platforms

- Only operate a machine if you have been trained, have a **valid** certificate, and have been nominated to do so in the installation schedule or by a job leader
- Always inspect the machine before using
- Always wear a harness and hardhat and make sure anyone in the cage with you does the same.
- Make sure tools are tied off to the cage, to prevent injury below if they are dropped
- Never operate a machine or undertake a task if you are unsure of safety
- Make sure you have a grounds man to avoid danger or collisions
- When working in an area where the public are around – always ensure the area below you is cordoned off
- If the job is for more than one night YOU MUST leave the machine on charge between nights otherwise you will not be able to work the next night. Any problems with regard to this must be reported to the office before you leave Site. If you are unable to leave the machine on charge, you need to let the office know so that they can contact the centre.
- Make sure the machine is parked either in its original location, or where directed by security or the Job Leader
- Under no circumstances must the speed restrictor be tampered with, if you have a problem with a machine please let the office know immediately – obtain any serial numbers so that the machine can be identified.
- Report any accidents to your manager immediately, who will report the incident to the office.
- Ensure that you leave the keys for the machine, wherever you found/collected them or where instructed.
- Under no circumstances MUST any machine be driven over manhole covers or covered sockets on the floors inside shopping centres or outside on the surrounding Sites.
- Do not drive a MEWP across grassed areas unless the surface has been suitably boarded, and permission has been granted.

Noise and Vibrations at Work

The company is aware that operatives operating or working near plant, vehicles and machinery may be exposed to noise and vibration.

The company will arrange for the appropriate assessment to be carried out to establish the noise and vibration levels involved in company activities and establish precautions to be taken.

The company will endeavour to reduce noise and vibration levels to the lowest levels reasonably practicable and when required provide the appropriate protection or control measures as necessary.

All operatives are expected to fully co-operate with the use of hearing protection or other control measures and with any health surveillance provided by the company.

Personal Protective Equipment (PPE)

Protective clothing and equipment will be issued as required following suitable assessment and adequate supplies will be maintained.

Operatives are required to wear protective clothing and use protective equipment when the nature of the work demands it.

Managers will ensure that operatives are suitably trained and advised of the relevant requirements for safety clothing and equipment and of the specific safety requirements that apply to their operations.

The use of protective clothing and equipment is not a voluntary matter and managers have a duty to ensure that it is used or worn by all those entering their area or undertaking tasks where Personal Protective Equipment is required.

Safety clothing and equipment shall meet the statutory requirements and British Standards which are appropriate. Those procuring the Personal Protective Equipment are to ensure this. This standard can be achieved from the implementation of a Procurement policy

Personal Protective Equipment issued must be of a reasonable fit and is to be kept clean, properly adjusted and in good repair. Operatives have a duty to ensure that lost or damaged clothing or equipment is reported promptly so that it can be replaced.

Portable Electrical Equipment

PAT Testing is carried out to prevent danger from portable electrical equipment in work places where the risk is low, ie equipment that has a lead (cable) and plug which is normally moved around or can easily be moved from place to place, e.g kettles, heaters, fans, desk lamps.

Office Equipment that can also be moved, such as, photocopiers, fax machines and desktop computers.

PAT testing will be carried out on electrical equipment which is used on Site on an annual basis and records will be kept accordingly.

Scaffolding

We will be providing high level scaffolding for assistance in the associated service routing access following installation of the vents on the roof area.

Full height scaffolding will be erected within the first two weeks of the project. JGM Scaffolding will be employed to erect, handover and inspect the scaffold all in accordance with the Work at Height Regulations 2005;

- The scaffolding should be checked at the beginning of each working period.
- Only competent trained personnel can check the scaffolding and complete a Scaffold Inspection Form which will be held in the Site file.
- All the relevant components of the tower should show no damage or signs of fatigue.
- Ensure that toe boards and guard rails are provided at suitable heights. Appropriate outriggers should be used.
- Check all the necessary guardrails are fitted
- The weather and ground conditions will be checked as they may adversely affect the stability of the tower and also, its suitability for the task

- Ensure that the platforms are fully boarded and wide enough for the intended work. It should be regularly inspected, and formal detailed inspections are made at the start of every working shift period.
- Do not overload platforms with materials and keep platforms clear of debris
- Ensure that the operative does not have problems affecting their ability to work at height.

A handover certificate prior to the scaffolding being used. A scaff-tag will be displayed on the scaffolding and regular 7 day inspections will be carried out and documented on the Scaff-Tag and held on Site.

We can confirm that the scaffold inspection findings will be recorded within the Site managers H&S file as completion of the scaff tag is only a supplementary record.

Slips and Trips

Employers are required to ensure the health and safety of all operatives and anyone who may be affected by their work. This includes taking steps to control slip and trip risks.

To help avoid the risks, operatives need to be trained to be aware of and carry out general housekeeping to ensure that slips and trips are kept to a minimum. Maintenance work will be carried out promptly. This will include inspection, testing, adjustment and cleaning at suitable intervals;

Lighting – ensure that damaged or faulty lighting is replaced or repaired. Lights will also need to be cleaned or bulbs changed if the level of lighting becomes too low for safe work

Floors – need to be checked for loose finishes, holes and cracks.

Obstructions – Objects left lying around can easily go unnoticed and cause a trip. Try to keep work areas tidy and free of obstructions. If obstructions cannot be moved then people need to be warned using barriers and signs.

Footwear – Ensure that operatives are wearing suitable footwear for the particular work they are carrying out. Footwear should have slip-resistant soles. If the company does require specialist footwear for particular work or the requirement of 'Site rules', then the company will contribute an amount towards the purchase of new footwear.

The following hazards can be reduced when working practices and processes are being carried out properly;

Spillage of wet and dry substances;

- Clean up spills immediately
- If a liquid is greasy, make sure a suitable cleaning agent is used.
- Allow the floor time to dry

Trailing Cables;

- Position equipment to avoid cables crossing pedestrian routes
- Use cable covers to securely fix to surfaces
- Restrict access to prevent contact

Rubbish;

- Keep areas clear
- Remove rubbish – do not allow it to build up

Poor Lighting;

- Improve lighting levels and placement of fittings
- Ensure even lighting is used over floor areas

Slippery Surfaces;

- Assess the cause and treat accordingly

- They may need to be treated chemically, ensure that the appropriate cleaning method is used

Changes of Level;

- Try to avoid – if it cannot be avoided, then improve the lighting, add high visible tread nosings (white/reflective) and put up signs to draw operatives attention to the area

Slopes;

- Improve visibility
- Provide handrails
- Use floor markings

Waste Management

Skyline Construction Southern Ltd take the subject of waste management seriously and aim to act in a responsible manner to ensure all generated waste is disposed of correctly

Where possible materials taken onto Site should be packed/wrapped as required in order to preserve and protect accordingly. This should be considered as minimal, in order that waste accumulation on-Site is kept as low as possible.

Waste generated by Skyline Construction Southern Ltd operations is to be cleared to a designated area and removed from Site at the end of the project.

If waste is categorised 'Special' or 'Controlled' then arrangements will be made for the waste to be disposed of correctly and the adequate documentation provided.

Work Equipment

Skyline Construction Southern Ltd will ensure that all work equipment is maintained in a suitable safe condition and only suitable trained and authorised persons will operate work equipment. Any operatives who finds a defect in the work equipment, which may lead to injury or cause the equipment to operate outside of its expected tolerance must stop using the equipment and report this to senior management immediately.

The Electricity at Work Regulations 1989 requires that regular checks on electrical equipment, especially plugs and leads for fraying or other defects is carried out prior to use and Portable Appliance Testing (PAT) to be carried out on as per agreed schedule by a competent person.

Whenever possible electrical equipment should be switched off when not in use.

Should any defects be found in any electrical equipment, it must be switched off immediately and reported to their Site manager or if unavailable, a senior member of staff.

Work at Height

The company will seek to avoid work at height. However, if it is required, the planning of the activity will be organised by a competent person and those undertaking the works will be suitably trained in performing works at height. Due consideration will be given to those using access equipment and systems which will give collective protection (e.g. guard rails) priority over Personal Protective Equipment (e.g. safety harness). The works will be adequately supervised and equipment will be inspected by a competent person prior to commencement and at regular intervals in accordance with the relevant regulations and records kept. Where possible work at height should be avoided and the activity performed at ground level.