



# **ARCHITEN LANDRELL ASSOCIATES LIMITED**

## **HEALTH AND SAFETY POLICY**

Due for Revision May 2011



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## **INTRODUCTION**

Architen Landrell Associates Ltd is a leader in the development of fabric engineering in architectural applications and has a broad range of experience from large scale tensile fabric structures, through to smaller scale canopies, marquees, shade structures, fabric ceilings and display structures of all kinds, including large scale printed graphics.

### **Service**

Architen Landrell Associates offers a professional support service throughout every stage of a project from conception through to final installation. Our team of experienced engineers, architects and project managers help to achieve the realisation of visually stunning structures in a timely and cost effective manner. We operate from our own specially designed premises in Chepstow, South Wales, where the design, detail, manufacture and assembly of all projects are continually monitored by a comprehensive quality assurance regime.

### **Design**

Architen Landrell Associates ensures the highest levels of quality throughout design and manufacture using computer aided design facilities which are then used to control machinery within the production environment.

### **Manufacturing**

Fabric Structures are manufactured from material panels cut to a cutting to complete structural segments using high frequency and high temperature welding machines. These segments are then combined with supporting

### **Technical**

Since the Company's foundation in 1984, we have developed into one of the world's foremost tensile membrane fabricators and installers.

### **Installation**

Architen Landrell Associates offers a complete on site service anywhere in the world using its own experienced engineers and installation teams. We can also provide supervisors to assist and oversee local installation teams

### **Materials**

There is a vast range of materials available for fabric engineering applications dependent upon the requirements of the project. There are effectively four broad ranges of materials which are PVC coated polyester, PTFE coated glass fibre, ETFE foils and more traditional fabrics such as cotton, acrylic and nylon. Each type of material has its own characteristics and there is a range of options of solid or mesh materials and many colours are available. The polyester and glass fibre fabrics have surface coatings which provide excellent weather, temperature and chemical resistance. Furthermore the coatings provide a low coefficient of adhesion which resists the build up of air



borne pollutants that may otherwise discolour the surface, thus reducing the need for maintenance.

This document details the Company Health and Safety Policy and the plans to implement that policy in compliance with the requirements of the Health and Safety at Work Act 1974 and the management of Health and Safety at Work Regulations 1999.



## **Health and Safety Statement of Policy**

Architen Landrell Associates are committed to a policy of using resources, in such a manner as will ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees and the prevention of risks to the safety or health of others. The company sets out to comply willingly with all relevant laws and regulations and to co-operate with those responsible for enforcing them.

Particular importance is given to the provision of information, instruction, training and supervision as is necessary for the implementation of this policy.

Management and supervisory staff are responsible for implementing this policy throughout the Company and will ensure that Health and Safety issues are always given due weight in planning and day to day supervision of work.

In particular, all employees have a duty to take reasonable care of their own health and safety, as well as that of others, and to co-operate fully in all discussions and actions necessary to provide such care.

All employees and sub-contractors are expected to co-operate with the Company in carrying out this Policy and will ensure that their own work, as far as reasonably practicable, is carried out with minimum risk to themselves or others.

The effectiveness of this policy will be monitored by a designated employee (the 'safety co-ordinator') of the company and this document reviewed annually or more frequently as a result of the recommendations of the safety co-ordinator, or others.

This statement of Company Policy will be displayed at all sites and work places. The organisation of and arrangements for implementing this Policy will also be available at each major site and work place for reference by any employee as required. [Major sites are those where we have temporary site accommodation].

Signed:

C V Rowell (Director)

Signed:

Clive Loebenstein-Peckham (Safety Manager)

Date: 15<sup>th</sup> April 2010

Printed: 13/05/2010

NOTE: This document is uncontrolled when printed



## 2.0 Refusal to Work Policy

The Health and Safety at Work. Act 1974 requires Architen Landrell Associates Ltd to ensure so far as is reasonably practicable, the Health and Safety of our employees and anyone else who may be affected by our acts or omissions.

The purpose of this policy is to ensure that all employees are aware of the manner in which Architen Landrell Associates Ltd gives the opportunity to stop working, should employees consider the working environment or the working practice to be unsafe.

In order to carry out this policy, responsibilities for health and safety have been clearly defined, allocated and accepted at all levels. All employees must play their part in implementing this policy if safety standards are to constantly improve. The refusal to work policy is as follows;

- If an employees (individual) believes that a task or condition will endanger either themselves or others, work should cease and the situation be immediately reported to the person in charge on site (Architen Landrell Associates/ customer representative as appropriate).
- The situation will then be reviewed by the person in charge on site and consideration will be given to the safety impact on the individual and others. Wherever possible, immediate and appropriate action must be taken to resolve the situation.
- As a result of the review, the system of work will be either confirmed as safe or amended. If the individual is satisfied with this outcome, they will resume work.
- If the individual remains dissatisfied, the person in charge will contact the Architen Landrell Associates Ltd Health and Safety Manager providing all the relevant details/ background to the situation.
- If the situation can not be resolved, a benchmark review will be undertaken by the Health and Safety Manager against all legislative, railway group, network rail company standards and industry best practice to determine the impact of the task or condition.
- If the benchmark review fails to produce a satisfactory outcome, the disputed system of work will cease and the Managing Director and the customer will be informed as soon as practically possible.
- The Managing Director will liaise with the customer to consider the disputed working arrangements making any necessary changes.
- Changes to working arrangements will be documented and implemented by the Managing Director. This may include amendments to internal procedures, processes, Risk/ COSHH Assessments, additional levels of training and competence may be required by individuals or further briefings as appropriate.
- Full details of the eventual, agreed outcome will be forwarded to the complainant and the customer where appropriate. Suitable records will be maintained.
- Should the complainant still be dissatisfied with the system of work, Architen Landrell Associates Ltd will provide independent arbitration from an external source. Architen Landrell Associates Ltd will undertake to follow the arbitrators advice.





The arrangements in place to implement this policy form part of the company's day to day operational procedures and as such are reviewed on a continuous basis.

Where opportunities for improvement in safety standards or safety problems are identified the will be tackled promptly, with sufficient resources, to ensure that they are adequately dealt with, implemented and briefed in to all employees.

This policy statement will be formally reviewed on an annual basis.

Signed

Position Managing Director

Date: 15<sup>th</sup> April 2010



## 2.1 Implementation of Policy

- Responsibility and accountability in relation to the prevention of ill health, injuries and damage is set out in the succeeding sections of this Policy Document. These measures are to be applied both to work in the factory and out on site
- High standards are to be applied in complying with legislation, codes of practice and official guidance relevant to the health and safety of employees and others.
- High standards of cleanliness, hygiene and housekeeping are to be provided and maintained at all times
- Risk assessments are to be conducted for potentially hazardous operations and records are to be kept of such assessments and the arrangements made to obviate risks. Where design is involved, relevant assessments must be made early enough so that the design can be influenced as necessary. Where continuing operations are involved, these assessments are to be reviewed at regular intervals and recorded.
- Method statements, when prepared for site operations, will include the procedures identified from the risk assessments.
- Health and Safety arrangements made in response to risk assessments are to be implemented to ensure that safe systems of work, safe places of work and safe means of access and egress are provided and maintained at all times
- An inventory is to be maintained by the safety co-ordinator of all potentially hazardous substances obtained for use together with the information from suppliers. This information, in conjunction with the intended method and place of use, is to be used to produce risk assessments and associated control measures.
- Information from suppliers relative to the safe use of articles and substances is to be imparted to users. All such users of articles and substances are to be properly supervised to ensure compliance
- Accidents/incidents are to be recorded, reported and investigated promptly by the safety co-ordinator, with preventative measures being implemented as appropriate
- Safety training will be provided as appropriate and recorded in employee's personnel files
- Consultation between staff and employees on health and safety issues is to be encouraged in order to increase awareness and co-operation. The Personnel Committee will act as the focus for this communication
- Co-operation and communication on health and safety matters is to be initiated and maintained with other organisations whose actions can affect the safety of our operations. This particularly applies to main contractors.



- All Health and Safety responsibilities specified in this document should be considered as an integral part of a post holder's job description and will be considered in their performance review.
- All applicants for Managerial/Supervisory positions will be required to demonstrate their competence in the aspects of Health and Safety included in their job description and be willing to undertake further training as directed.



### **3.1 EXECUTIVE DIRECTORS**

#### **Individual Responsibilities in Health, Safety and Welfare Matters**

- a)** Cause to have prepared company specific health and safety policy, organisation, procedures and arrangements, which are in accordance with group policy.
- b)** Oversee the application of the company safety policy.
- c)** Co-ordinate the efforts of other employees in matters of health and safety welfare.
- d)** Receive written reports annual from the safety manager/advisers, which provide accident statistics together with an analysis of accident trends and which allow them to adequately monitor the effectiveness of the policy, the safety organisation and arrangements within the company and take action to remedy inadequacies when identified.
- e)** Report to the board as appropriate on matters of health and safety.
- f)** Have regular meetings with and seek advice from the safety manager/advisers.
- g)** Involve the safety and environmental manager in decisions affecting health and safety management in the company.
- h)** Annually institute a review of the company's safety policy, organisation and arrangements, make recommendations to the board.
- i)** Present to the board an annual written report on safety matters.
- j)** Where necessary seek the advice and assistance of the safety and environmental manager.
- k)** Where appropriate to their position, hold regular meetings with the manager to discuss safety performance and audit safety inspection reports.
- l)** Monitor that adequate health, safety and welfare training is provided to meet the requirements of the company activities.



## **3.2 OPERATIONS MANAGER**

### **Individual Responsibilities in Health, Safety and Welfare Matters**

- a)** Read, understand and implement the company safety policy, organisation and arrangements.
- b)** Make sure they are aware of legislation, codes of practice, guidance notes and safe working practice relevant to their place of work. Take advice from the Installations Manager and Safety Adviser in these matters
- c)** Provide for their staff and implement, or where necessary, agree or determine for others, safe methods of working and systems, which identify hazards at each place of work within their responsibility.
- d)** Ensure that written method statements, risk assessments and/or site safety rules are brought to the attention of those affected and in addition, when appropriate, post copies at relevant points at the work place. Seek the advice of the safety manager/adviser in these matters.
- e)** Plan and organise work to be carried out to the required standard with minimum risk to persons, plant, equipment and materials.
- f)** Give staff and contractors under their control precise instructions as to their responsibilities to ensure correct working methods where risk of physical harm or damage exists.
- g)** Establish prior to commencement of their contract works that all contractors, including sub and work package contractors and labour Agency supplied personnel are aware of the need for all their operations to be carried out in a safe manner and that all subsequently comply with this requirement. To this end, arrange for adequate discussion of safety matters at meeting so that potential hazards/risks can be identified.
- h)** Together with the safety manager/adviser, identify any specific training requirements for each work activity and have this training arranged. When arranged, release those who require training. Make arrangements for safety induction training for all new starters at the workplace under their control.
- i)** Make provision for adequate welfare facilities, protective clothing and equipment and first aid relevant to the work places under their control.
- j)** Ensure that members of the Health and Safety Executive are accompanied when carrying out site inspections.
- k)** Ensure that the safety manager/adviser is able to go on site inspections. Following such inspections take action agreed as necessary. Thereafter request reports on the action taken.



- l)** Appoint appropriate personnel to undertake safety duties in accordance with company safety arrangements.
- m)** Ensure that plant, equipment and materials supplied are adequate for the job in hand and that sufficient information is provided with them to safely use that plant, equipment and materials within their limits or specification and that supervisors check operators' authorisation.
- n)** Where necessary and appropriate, in conjunction with those affected, be prepared to amend or propose amendments to method statements, risk assessments and safety rules and make known any alterations.
- o)** Act immediately on any breach of safety rules or unsafe situation, which comes to his attention and report such breaches to appropriate management.
- p)** Enforce the company disciplinary procedure in relation to breaches of safety procedure, policy or practice.
- q)** Be alert to any inadequacies of the effectiveness of the company safety policy, its arrangements or rules and to bring such inadequacies to the attention of appropriate management.



### **3.3 COMMERCIAL MANAGER**

#### **Individual Responsibilities in Health, Safety and Welfare Matters**

- a)** Read, understand and implement the company safety policy, organisation and arrangements.
- b)** Make themselves aware of legislation, codes of practice, guidance notes and safe working practices relevant to their work. Take advice from the safety manager/advisor in these matters.
- c)** Where training has been identified, release those who require it.
- d)** Act immediately on any breach of safety rules or unsafe situation, which comes to his attention, and report such breaches to appropriate management.
- e)** Enforce the company disciplinary procedure in relation to breaches of safety procedure, policy or practice.
- f)** Be alert to any inadequacies of the effectiveness of the company safety policy, its arrangements or rules and to bring such inadequacies to the attention of appropriate management.



### **3.10 HEALTH AND SAFETY MANAGER**

#### **Individual Responsibilities in Health, Safety and Welfare Matters**

- a) Prepare and implement the company safety policy, organisation and arrangements.
- b) Know the broad requirements of the relevant law in health, safety and welfare matters and take whatever action is necessary to achieve compliance. Providing support to project office staff when designing and planning projects.
- c) Prepare written reports annually for the Board, which provide accident statistics together with an analysis of accident trends and which allow them to adequately monitor the effectiveness of the policy, the safety organisation and arrangements within the company and take action to remedy inadequacies when identified.
- d) Report to the board as necessary on matters of health and safety.
- e) Have regular meetings with senior management and shop-floor staff and keep them informed and involved in safety issues.
- f) Ensure that he is involved in decisions affecting health and safety management in the company.
- g) Annually institute a review of the company's safety policy, organisation and arrangements, make recommendations to the board.
- h) Where appropriate to their position, hold regular meetings with the manager to discuss safety performance and audit safety inspection reports.
- i) Monitor that adequate health, safety and welfare training is provided to meet the requirements of the company activities.
- j) Ensure that health, safety and welfare matters are taken into account when considering construction methods and materials at all stages, from tender to completion stage. See that activities involving sub and work package contractors and other contractors working on the same project can be carried out safely and without risk to construction personnel, third party persons and property.
- k) Ensure that all orders to suppliers for materials, plant and equipment etc. include the company health and safety requirements and that suppliers provide all necessary information and operating instructions so that their products can safely be used. Ensure that such information is passed on to the persons who will use the materials, plant and equipment etc.
- l) Ensure that procedures are in place such that in placing an order for procurement of personnel, plant or materials that sufficient detail is quoted to the supplier so that it adequately describes the purpose for which they are required.





- m)** When new or unusual products are being ordered, consult with the relevant manager in order that any special methods of safe use can be defined and training needs identified.
- n)** Be aware of any hazards relating to the project or to plant or materials to be used in the project and where such exists bring these to the notice of the appropriate management
- o)** When unsure of safety implications or individual responsibilities seek advice of the appropriate safety adviser and ensure that their recommendations are presented to the relevant personnel.
- p)** Ensure no undertakings, either verbal or written are given to any supplier relieving it of its health and safety responsibility.
- q)** Review; work method statements/risk assessments from tendering sub or work package contractors. Where high risk activities are involved copies of these statements/risk assessments must be agreed with the project manager prior to acceptance of the tender.
- r)** Ensure that tendering sub or work package contractors and labour Agency managers are made aware of their statutory duties under all relevant health and safety legislation and company requirements, and that this has been allowed for in their successful quotations.
- s)** Before placing contracts with sub and work package contractors and labour Agencies ensure that they are competent and have adequate resources for the work.
- t)** Liaise with the appropriate management to define areas of high risk, plan and design this work in order to eliminate or minimise the risk.
- u)** Liaise with the project managers during design, tender and planning stages and advise on implementation of CDM regulations and other statutory requirements.
- v)** Ensure plant suggested for work in hand is adequate and safely suited to the project.
- w)** Determine and implement:
  - Systems to identify hazards and unsafe situations
  - Safe methods of working by use of risk assessment/method statement
  - Safe storage of articles, substances, materials or plant.
- x)** Ensure that work can be carried out to the required standard with minimum risk to personnel, equipment and materials. Ensure that all employees receive precise instructions on their responsibilities to ensure correct working methods. Issue to operative's copies of risk assessments produced which effect that operative's work.



- y)** See systems are in place such that unattended plant, materials and premises are left in a safe condition.
- aa)** Ensure that safety is an integral part of work and that those responsible to you, including any sub or work package contractors or Labour Agency personnel are aware of and understand any current safety instructions, rules, method statements and risk assessments and that these are adhered to.
- bb)** See that accidents and incidents are reported immediately.
- cc)** Prevent any person associated with the works from taking unacceptable risks.
- dd)** Ensure that new employees learn to take safety precautions and that any young entrants are properly guided and supervised.
- ee)** Ensure that personal protective clothing and equipment is used where identified as required and is properly maintained and stored.
- ff)** Encourage operatives to identify and report hazards.
- gg)** Discourage 'horseplay' and discipline those who fail to carry out safe working practices.
- hh)** Ensure that only authorised persons operate equipment and plant and if appropriate that it has current valid certification. Ensure that plant and equipment is immediately put out of use if not safe to operate.
- ii)** Accompany members of the Health & Safety Executive or other enforcing authority when they are carrying out site inspections.



### **3.5 INSTALLATIONS MANAGER**

#### **Individual Responsibilities in Health, safety and Welfare Matters**

- a) Read, understand and implement the company safety policy, organisation and arrangements.
- b) Make themselves aware of legislation, codes of practice, guidance notes and safe working practices relevant to this workplace. Take advice from the safety manager/adviser in these matters.
- c) Determine and implement:
  - Systems to identify hazards and unsafe situations
  - Safe methods of working by use of risk assessments/method statements
  - Safe storage of articles, substances, materials or plant.
- d) Organise work to be carried out to the required standard with minimum risk to personnel, equipment and materials. Give all trades foremen and other employees precise instruction on their responsibilities to ensure correct working methods. Issue to operatives copies of risk assessments produced which affect that operative's work.
- e) Establish, prior to commencement of sub or work package contract works that the sub or work package contractor or Labour Agency manager is aware of the need for all his operations to be carried out in a safe manner and that the identity is known of the person appointed to be responsible for the sub or work package contractors or Labour Agency Operatives safety matters.

Ensure provision exists for:

- Adequate welfare facilities and the maintenance of same
  - Where appropriate, a qualified first aider or appointed person
  - Appropriate first aid equipment and facilities
  - Identifying to the workforce the first aid arrangement and location
  - Supply of suitable protective clothing and equipment, together with adequate storage facilities.
- f) Accompany members of the Health & Safety Executive or other enforcing authority when they are carrying out site inspections.
  - g) Ensure that the safety adviser carries out any necessary inspections and following such inspections take action as may be advised.



- h)** Ensure that the plant and equipment supplied is adequate for the job in hand and that sufficient information is provided with it to safely use that plant within its limits.
- i)** Identify any safety training requirements of personnel under your control and advise appropriate management accordingly.
- j)** Ensure that safety is an integral part of work and that those responsible to you, including any sub or work package contractors or Labour Agency personnel are aware of and understand any current safety instructions, rules, method statements and risk assessments and that these are adhered to.
- k)** See that accidents and incidents are reported immediately.
- l)** Prevent any person associated with the works from taking unacceptable risks.
- m)** Ensure that new employees learn to take safety precautions and that young entrants are properly guided and supervised.
- n)** Ensure that personal protective clothing and equipment is used where identified as required and is properly maintained and stored.
- o)** Encourage operatives to identify and report hazards.
- p)** Discourage 'horseplay' and discipline those who fail to carry out safe working practices.
- q)** Ensure that only authorised persons operate equipment and plant and if appropriate that it has current valid certification. Ensure that plant and equipment is immediately put out of use if not safe to operate.
- r)** See that unattended plant, materials and premises are left in a safe condition.
- s)** Ensure that the results of any inspection/test of plant and/or equipment are properly recorded and brought to the attention of appropriate management.



### 3.6 PROJECT MANAGERS/PROJECT LEADERS/DESIGNERS

#### Individual Responsibilities in Health, Safety and Welfare Matters

- a) Read, understand and implement the company safety policy, organisation and arrangements.
- b) Know the broad requirements of the relevant law in health, safety and welfare matters and take whatever action is necessary to achieve compliance when designing and planning projects. Seek the advice of the safety manager/adviser.
- c) Ensure that health, safety and welfare matters are taken into account when considering construction methods and materials at all stages, from tender to completion stage. See that activities involving sub and work package contractors and other contractors working on the same project can be carried out safely and without risk to construction personnel, third party persons and property.
- d) Ensure that all orders to suppliers for materials, plant and equipment etc. include the company health and safety requirements and that suppliers provide all necessary information and operating instructions so that their products can safely be used. Ensure that such information is passed on to the persons who will use the materials, plant and equipment etc.
- e) In placing an order for procurement of personnel, plant or materials ensure that sufficient detail is quoted to the supplier so that it adequately describes the purpose for which they are required.
- f) When new or unusual products are being ordered, consult with the safety manager/adviser in order that any special methods of safe use can be defined and training needs identified.
- g) Be aware of any hazards relating to the project or to plant or materials to be used in the project and where such exists bring these to the notice of the appropriate management
- h) When unsure of safety implications or individual responsibilities seek the advice of the safety manager/adviser.
- i) Ensure no undertakings, either verbal or written are given to any supplier relieving it of its health and safety responsibility.
- j) Obtain work method statements/risk assessments from tendering sub or work package contractors. **Where high risk activities are involved copies of these statements/risk assessments must be passed to the safety manager/adviser prior to acceptance of the tender.**



- k)** Ensure that tendering sub or work package contractors and labour Agency managers are made aware of their statutory duties under all relevant health and safety legislation and company requirements, and that this has been allowed for in their successful quotations.
- l)** Before placing contracts with sub and work package contractors and labour Agencies ensure that they are competent and have adequate resources for the work.
- m)** Define areas of high risk, plan and design this work in order to eliminate or minimise the risk. Bring this to the attention of the appropriate management.
- n)** Liaise with the safety manager/adviser during design, tender and planning stages.
- o)** Ensure plant suggested for work in hand is adequate and safely suited to the project.



### **3.7 PRODUCTION MANAGER**

#### **Individual Responsibilities in Health, Safety and Welfare Matters**

- a) Read, understand and implement the company safety policy, organisation and arrangements.
- b) Make themselves aware of legislation, codes of practice, guidance notes and safe working practice relevant to their place of work. Take advice from the Safety Adviser in these matters
- c) Provide for their staff and implement, or where necessary, agree or determine for others, safe methods of working and systems, which identify hazards at each place of work within their responsibility.
- d) Organise work to be carried out to the required standard with minimum risk to personnel, equipment and materials. Give all trades foremen and other employees precise instruction on their responsibilities to ensure correct working methods. Explain operatives contents of risk assessments produced which affect that operative's work.
- e) Together with the safety manager/adviser, identify any specific training requirements for each work activity and have this training arranged. When arranged, release those who require training. Make arrangements for safety induction training for all new starters at the workplace under his control.
- f) Make provision for adequate welfare facilities, protective clothing and equipment and first aid relevant to the work places under their control.
- g) Ensure that personal protective clothing and equipment is used where identified as required and is properly maintained and stored.
- h) Appoint appropriate personnel to undertake safety duties in accordance with company safety arrangements.
- i) Ensure that safety is an integral part of work and that those responsible to you, including any sub or work package contractors or Labour Agency personnel are aware of and understand any current safety instructions, rules, method statements and risk assessments and that these are adhered to.
- j) Ensure that plant, equipment and materials supplied are adequate for the job in hand and that sufficient information is provided with them to safely use that plant, equipment and materials within their limits or specification and that supervisors check operators' authorisation.
- k) See that accidents and incidents are reported immediately, in compliance with RIDOR.
- l) Where necessary and appropriate, in conjunction with those affected, be prepared to amend or propose amendments to method statements, risk assessments and safety rules and make known any alterations.



- m)** Ensure that only authorised persons operate equipment and plant and if appropriate that it has current valid certification. Ensure that plant and equipment is immediately put out of use if not safe to operate.
- n)** Where necessary and appropriate, in conjunction with those affected, be prepared to amend or propose amendments to method statements, risk assessments and safety rules and make known any alterations.
- o)** See that unattended plant, materials and premises are left in a safe condition.
- p)** Make themselves aware of legislation, codes of practice, guidance notes and safe working practices relevant to this workplace. Take advice from the safety manager/adviser in these matters.
- q)** Encourage operatives to identify and report hazards
- r)** Act immediately on any breach of safety rules or unsafe situation, which comes to his attention and report such breaches to appropriate management.
- s)** Discourage 'horseplay' and discipline those who fail to carry out safe working practices.
- t)** Enforce the company disciplinary procedure in relation to breaches of safety procedure, policy or practice.
- u)** Be alert to any inadequacies of the effectiveness of the company safety policy, its arrangements or rules and to bring such inadequacies to the attention of appropriate management.
- v)** Accompany Members of the Health and Safety Executive.





### **3.8 SHIFT LEADER**

#### **Individual Responsibilities in Health, Safety and Welfare Matters**

- a)** Read, understand and implement the company safety policy, organisation and arrangements.
- b)** Make themselves aware of legislation, codes of practice, guidance notes and safe working practices relevant to their work. Take advice from the safety manager/adviser in these matters.
- c)** Organise work to be carried out to the required standard with minimum risk to personnel, equipment and materials. Give all team leaders and other employers precise instructions on their responsibilities to ensure correct working methods.
- d)** Ensure that the plant and equipment supplied is adequate for the job in hand and that sufficient information is provided with it to safely use that plant within its limits.
- e)** Ensure that safety is an integral part of work and that those responsible to you, including any sub or work package contractors or Labour Agency personnel are aware of and understand any current safety instructions, rules, method statements and risk assessment and that these are adhered to.
- f)** Ensure that plant, equipment and materials supplied are adequate for the job in hand and that sufficient information is provided with them to safely use that plant, equipment and materials within their limits or specification and that supervisors check operators' authorisation.
- g)** See that accidents and incidents are reported immediately.
- h)** Ensure that new employees learn to take safety precautions and that young entrants are properly guided and supervised.
- i)** Ensure that only authorised persons operate equipment and plant and if appropriate that it has current valid certification. Ensure that plant and equipment is immediately put out of use if not safe to operate.
- j)** Where necessary and appropriate, in conjunction with those affected, be prepared to amend or propose amendments to method statements, risk assessments and safety rules and make known any alterations.
- k)** See that unattended plant, materials and premises are left in a safe condition.
- l)** Accompany members of the Health & Safety Executive or other enforcing authority when they are carrying out site inspections.
- m)** Encourage operatives to identify and report hazards.



- n)** Act immediately on any breach of safety rules or unsafe situation which comes to his attention and report such breaches to appropriate management.
- o)** Discourage 'horseplay' and discipline those who fail to carry out safe working practices.
- p)** Enforce the company disciplinary procedure in relation to breaches of safety procedure, policy or practices.
- q)** Be alert to any inadequacies of the effectiveness of the company safety policy, its arrangements or rules and to bring such inadequacies to the attention of appropriate management.



### **3.9 STORES MANAGER**

#### **Health and Safety Responsibilities**

- a) Read, understand and implement the company safety policy, organisation and arrangements.
- b) Make themselves aware of legislation, codes of practice, guidance notes and safe working practices relevant to their work.
- c) Determine and implement:
  - Safe systems of storage
  - Safe systems of loading and unloading
  - Safe systems of movement
- d) Ensure that the plant and equipment supplied is adequate for the job in hand and that sufficient information is provided with it to safely use that plant within its limits.
- e) See that unattended plant, materials and premises are left in a safe condition.
- f) Ensure that safety is an integral part of work and that those responsible to you, including any sub or work package contractors or Labour Agency personnel are aware of and understand any current safety instructions, rules, method statements and risk assessments and that these are adhered to.
- g) See that accidents and incidents are reported immediately.
- h) Prevent any person associated with the works from taking unacceptable risks.
- i) Ensure that new employees learn to take safety precautions and that any young entrants are properly guided and supervised.
- j) Ensure that personal protective clothing and equipment is used where identified as required and is properly maintained and stored.
- k) Encourage operatives to identify and report hazards.
- l) Discourage 'horseplay' and discipline those who fail to carry out safe working practices.
- m) Ensure that only authorised persons operate equipment and plant and if appropriate, that it has current valid certification. Ensure that plant and equipment is immediately put out of use if not safe to operate.
- n) Keep records of all situations covered by COSHH held in the Warehouse and Operator Safe Systems of Storage and Distribution guidelines.



### **3.10 SITE FOREMAN/TEAM LEADER**

#### **Individual Responsibilities in Health, Safety and Welfare Matters**

- a) Read, understand and implement the company safety policy, organisation and arrangements.
- b) Make themselves aware of legislation, codes of practice, guidance notes and safe working practice relevant to their place of work. Take advice from the Installations Manager and Safety Adviser in these matters
- c) Determine and implement:
  - Systems to identify hazards and unsafe situations
  - Safe methods of working by use of risk assessment/method statement
  - Safe storage of articles, substances, materials or plant.
- d) Organise work to be carried out to the required standard with minimum risk to personnel, equipment and materials. Give all employees precise instructions on their responsibilities to ensure correct working methods. Issue to operative's copies of risk assessments produced which affect that operative's work.
- e) Ensure that the plant and equipment supplied is adequate for the job in hand and that sufficient information is provided with it to safely use that plant within its limits.
- f) See that unattended plant, materials and premises are left in a safe condition.
- g) Ensure that safety is an integral part of work and that those responsible to you, including any sub or work package contractors or Labour Agency personnel are aware of and understand any current safety instructions, rules, method statements and risk assessments and that these are adhered to.
- h) See that accidents and incidents are reported immediately.
- i) Prevent any person associated with the works from taking unacceptable risks.
- j) Ensure that new employees learn to take safety precautions and that any young entrants are properly guided and supervised.
- k) Ensure that personal protective clothing and equipment is used where identified as required and is properly maintained and stored.
- l) Encourage operatives to identify and report hazards.
- m) Discourage 'horseplay' and discipline those who fail to carry out safe working practices.



- n)** Ensure that only authorised persons operate equipment and plant and if appropriate that it has current valid certification. Ensure that plant and equipment is immediately put out of use if not safe to operate.
- o)** See that unattended plant, materials and premises are left in a safe condition.
- p)** Accompany members of the Health & Safety Executive or other enforcing authority when they are carrying out site inspections.



### **3.11 ALL EMPLOYEES**

#### **Individual Responsibilities in Health, Safety and Welfare Matters (in addition to any of the foregoing responsibilities applicable to your post)**

- a) Read, understand and obey the company's safety policy arrangements/ procedures and rules as issued.
- b) Always work in accordance with method statements and risk assessments as provided.
- c) Take care of your own health and safety whilst working for the company; ensure your activities do not adversely affect the health and safety of others.
- d) Co-operate with the company in all matters of health, safety and welfare and make your contributions to reducing accidents.
- e) Never undertake hazardous operations nor operate any items of plant or equipment unless trained and authorised to do so.
- f) Develop a concern for safety personally and for others, particularly new employees and young persons.
- g) Set a good personal example.
- h) Suggest ways of eliminating hazards.
- i) Report to your immediate supervisor any defects in plant or equipment or unsafe methods of work and ensure that plant, equipment and premises are left in a safe and secure state and where appropriate, a safe and secure place when unattended. Do not operate any item of plant or equipment which has become defective.
- j) Avoid unsafe improvisation.
- k) Use the correct tools and equipment for the job; use safety equipment and personal protective equipment which is made available and issued when required and return to store following use as required.
- l) Keep tools and equipment in good condition.
- m) Take care of company property entrusted to you. Refrain from 'horseplay' and the abuse of welfare facilities.
- n) Report any personal industrial injury or industrial disease to your immediate supervisor and ensure that an entry is made in the accident book at your place of work.



## **4 ARRANGEMENTS**

This part of the policy covers the company health & safety procedures in thirty one sections.

### **4.1 Accident/Incident Investigation & Reporting**

When an accident or incident occurs, it must be recorded on the company Accident/Incident Reporting Form, then passed to the Safety Manager so he can initiate appropriate steps. All accidents and incidents, no matter how trivial, will be investigated to the level that is required and notifiable/reportable accident relayed to the enforcing authority on the relevant form. The Safety Manager will notify and/or report injuries and dangerous occurrences on form F2508 as required by legislation. Reportable diseases will also be reported by the Safety Manager, after confirmation by a registered medical practitioner, on form F2508A.

**Legislation:** Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 – BI510 Accident Book

### **4.2 Alcohol and Drugs**

No alcohol may be consumed during normal working hours on the premises or off site, except as part of a substantial meal and within the limits laid down by the government. Excessive use of alcohol in any form is expressly forbidden.

Employees may administer only prescribed drugs to themselves, such as insulin, paracetamol or other medically approved preparations and must notify their manager. Mind altering or addictive drugs are expressly forbidden.

**Legislation:** Management of Health and Safety at Work Regulations 1999

### **4.3 Audits and Inspections**

The company will be audited and inspected at regular and appropriate intervals, to determine compliance of arrangements and practices with legislation and company standards.

An audit is a detailed examination of arrangements and practices of the company, including documented procedures and records. An inspection is a quick visual survey using a standardised Health and Safety Inspection Form.

**Legislation:** Management of Health and Safety at Work Regulations 1999  
HSG65 Successful Health and Safety Management  
BS8800: 1996 Guide to Occupational Health and Safety Management Systems



#### 4.4 Bomb Alert

It is foreseeable that the company may receive a bomb warning from the police, or a bomb threat via a telephone call from a malicious person. Also an employee may encounter a suspicious package during their normal working routine.

In the first instance it is vital that as much information as possible is gleaned from the informant. The message taker must remain calm and focused and ask relevant questions about what, where, when and why. Subsequently, the General Manager must be notified and he will decide if the police must be informed by landline to avoid the use of mobile telephones to prevent triggering any potential bomb.

**Legislation:** Management of Health and Safety at Work Regulations 1999

#### 4.5 CDM Regulations,

The Construction Design Management Regulations sets out statutory responsibilities and Duties for all parts of the construction Industry. These responsibilities, duties and procedures are set out in the companies CDM Policy.

**Legislation:** CDM Regulations 2007

#### 4.6 Chemical Safety

Very few chemicals are used by the company, or in the rest of the business address. A **Register of Chemicals** has been compiled and files have been created containing relevant **Chemical Safety Data Sheets**. These data sheets can be obtained from manufacturers and suppliers.

A **Risk Assessment** has been conducted to ensure that appropriate control measures are in place for every substance. This will be reviewed annually along with the **Register of Chemicals**.

Employees and contractors are expected to work within the guidelines contained within the safety data sheets. This includes the issue and wearing of appropriate personal protective equipment and clothing, where necessary. Suitable records will be kept by the Production Manager/Safety Manager, and be available for examination by employees, contractors and the local enforcing authority.

**Legislation:** Control of Substances Hazardous to Health Regulations 1999  
Dangerous substances and Explosive atmosphere Regulation 2002 (DSEAR)





#### **4.7 Contract Workers**

All contractors, whilst working on ALA premises, are expected to work in compliance with the company Contractor Safety Guidelines. These guidelines will be reviewed on a regular basis and revised where necessary to ensure compliance with current health and safety legislation. Contractors must sign their copy of the guidelines and relevant records filed. If an accident occurs to a contractor whilst working on the site they must notify the enforcing authority themselves on the relevant HSE form and their H & S contact to enable an appropriate accident investigation.

**Legislation:** Management of Health and Safety at Work Regulations 1999  
Managing Contractors: A Guide for Employers (ISBN 0 7176 1196 5)

#### **4.8 Disabled Workers**

Adequate provisions will be made to accommodate disabled workers in terms of their working arrangements and welfare facilities. Where necessary, a risk assessment will be conducted to ensure that all proper considerations have been fully met.

**Legislation:** Disability Discrimination Act 1995

#### **4.9 Display Screen Equipment**

This category covers visual display units, microfiche viewers and the like. Particular health hazards are eyestrain, neck ache, backache and carpal tunnel syndrome. There are numerous VDU units situated about the building all of which have regular risk assessments conducted on them and all appropriate control measures put into place. Any additional or significant changes to the workstation will trigger further risk assessments. Suitable records will be kept by the I.T. Manager and be available for examination by employees, contractors or the local enforcing authority.

**Legislation:** Health and Safety (Display Screen Equipment) Regulations 1992.



#### **4.10 Electrical Safety**

Electrical equipment faults and poor wiring are known to cause fires and shocks. Hence, a competent person has subjected all electrical equipment owned by Landrell to the appropriate visual examinations and tests. This will be denoted by a portable appliance test (PAT) sticker on each separate item of equipment, showing date of test/examination, signature and date of next test/examination.

Any equipment found to be defective will be immediately withdrawn from use and a label attached stating the nature of the problem. It will not be re-introduced into circulation without undergoing repair by a competent person. Suitable records will be kept by the Production Manager/Maintenance Technician which will be available for examination by employees, contractors or the local enforcing authority.

Employees and contractors may not bring personal electrical equipment onto site unless arrangements have been made to conduct a portable appliance test.

**Legislation:** Electricity at Work Regulations 1989

#### **4.11 Employee Consultation**

Employees are regularly updated on health and safety matters by the relevant manager. All employees are entitled to make enquiries on particular aspects which affect them. No changes to existing health and safety arrangements will be made without first consulting with those employees directly affected. Employee participation is actively encouraged in improving their working conditions and practices.

**Legislation:** Health and Safety (Consultation with Employees) Regulations 1996

#### **4.12 Fire Safety**

Fire has the potential to burn or asphyxiate people and to damage equipment and property. Hence, every precaution must be taken to ensure that fire does not start in the first place, or if it does happen, to prevent it spreading wherever possible.

The Fire Action Cards, placed in strategic positions around the premises, instruct on actions to be taken if one discovers a fire and when the alarm is raised:

- When a fire is discovered the very first action is to raise the alarm, secondly, tackle the fire with an appropriate fire extinguisher if it is safe to do so and thirdly, evacuate the premises via nearest safe exit.
- When the alarm is raised, everyone has a responsibility to evacuate the building, ensuring that doors and windows are closed on the way out and equipment isolated.



- Assemble in the car parking area, or if on other company premises, follow their evacuation procedures. Employees are responsible for escorting their visitors to the assembly point and contractors are responsible for getting themselves there.

Great care must be exercised to ensure that combustible solids and highly flammable liquids (HFL) are stored a safe distance from sources of heat and ignition. HFL should be stored in approved areas with appropriate warning signs displayed in a prominent position.

Correct types and quantities of fire extinguishers should be provided and positioned as instructed by the local fire authority and given an annual service by a competent fire extinguisher engineer. All employees will be given practical training on the use of fire extinguishers when they start work on site.

Designated employees will act as fire marshals, checking the safe evacuations of the site, including contractors and visitors. They will undergo relevant fire marshal training every two years, including evacuation procedure and the use of fire extinguishers.

Evacuation drills will be conducted every six months, although a false alarm may take the place of a drill, if deemed appropriate by the General Manager

**Legislation:** The Regulatory Reform (Fire Safety) Order 2005

#### **4.13 First Aid**

The company has a number of designated first aiders who have all attended and passed an approved First Aid Course. The first aider will not attempt to go beyond his or her knowledge and skills as endowed by the course. Secondary aid will only be administered by ambulance personnel, paramedics or local hospital staff.

A fully stocked first aid box can be found in the production office. Further first aid supplies can be found in a first aid drawer in the front office kitchen and a small first aid kit is also held in the front office. Under no circumstances should medicines, pain killers or the like be stored in these first aid boxes. It is the responsibility of a designated first aider to make monthly checks on the first aid supplies and re-stock as appropriate ensuring that nothing is past its expiry date.

An accident book (BI 510) has been made available. This book is the responsibility of the first aider and must be completed in full each and every time an accident occurs. An audit of this book and the first aid box will be conducted by the Safety Manager throughout the year.

Accident investigation will be conducted as detailed in item 4.1.

**Legislation:** Health and Safety (First Aid) Regulations 1981  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995  
First Aid Manual (ISBN 0-7513-0707-6)



#### **4.14 General Housekeeping**

All walkways, stairs and exits will be kept clear of obstructions at all times. Equipment and materials will be put back into their correct storage after use or at the end of the day.

Combustible waste will be deposited into suitable closed containers after use. Working areas must be kept free from clutter which could create a tripping hazard.

Chemical spillages and leakages will be cleaned up immediately by appropriate spill kits and disposed of according to their hazard classification.

**Legislation:** Workplace (Health, Safety and Welfare) Regulations 1992

#### **4.15 General Risk Assessment**

A general risk assessment of the company premises has been conducted as required by general legislation. It has identified areas of concern and the appropriate remedies implemented. The assessment will be reviewed annually and revised where necessary.

**Legislation:** Health and Safety at Work Act 1994  
Management of Health and Safety at Work Regulations 1999  
INDG163(rev1) 5 Steps to Risk Assessment  
HSG183 5 Steps to Risk Assessment Case Studies

#### **4.16 Lift Operations and Lifting Equipment.**

Lifting operations form an integral part of the company's activities and as such pose a foreseeable risk. All lifting operations will be planned by competent persons and undertaken in compliance with the lift plan. All lifting equipment will be subject to set inspections and tests as specified within the regulations.

**Legislation;-** Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

#### **4.17 Lone Workers**

Employees working alone on the premises or not within a reasonable proximity for calling for assistance are termed "lone workers". Excluded among this definition are employees whilst driving off site. Adequate provisions will be made to ensure the safe working conditions of lone workers, including a suitable means of communication in an emergency.

**Legislation:** Management of Health and Safety at Work Regulations 1999



#### **4.18 Insurance**

Suitable indemnity insurance will be provided as necessary for the Health and Safety Consultant, when covering independent work for customers. Employer's liability insurance will be obtained when any employees work for the company, covering bodily injury or disease sustained by employees whilst at work.

**Legislation:** Employer's Liability (Compulsory Insurance) Regulations 1998

#### **4.19 Machinery Maintenance**

Competent personnel will regularly maintain all machinery owned and operated by Architen Landrell. The Production Manager will hold records of such maintenance work. All new equipment will comply with the health and safety standards required by BSI and/or CE. All Hired equipment will be required to have current inspection certificates on site prior to use.

**Legislation:** Provision and Use of Work Equipment Regulations 1998

#### **4.20 Manual Handling**

This consists of the lifting, carrying, pushing and pulling of objects by hand or bodily force. Incorrect manual handling can lead to sprains and strains, particularly in the lower back, resulting in such conditions as lumbago and sciatica. Wherever possible, mechanical aids will be utilised. Team lifting will be utilised where appropriate.

Risk assessments have been conducted for relevant groups of personnel who regularly undertake manual handling tasks. Suitable manual handling training and refresher training will be provided where necessary.

**Legislation:** Manual Handling Operations Regulations 1992

#### **4.21 Personal Protective Equipment (PPE)**

Appropriate types and quantities of PPE will be issued to employees to suit their particular needs and hazards encountered. Typical PPE requirements are goggles, gloves and masks. A comprehensive record of all PPE issued will be kept by the Production Manager. It will include such headings as locations, names, types of PPE, date of issue and any comments.

**Legislation:** Personal Protective Equipment at Work Regulations 1992



#### **4.22 Pregnant Workers**

Adequate provisions will be made for the working arrangements and welfare facilities of pregnant workers. Where necessary, a risk assessment will be conducted to ascertain that the provisions are suitable.

**Legislation:** Management of Health and Safety at Work Regulations 1999  
HSG122 New and Expectant Mothers at Work: A Guide for Employers

#### **4.23 Safety Signs and Notices**

Appropriate safety signs and notices will be installed and used as necessary on Landrell premises in compliance with legislation and British Standards. It must be understood that safety signs and notices give warning of situations where not all safety provisions can be met by other workplace precautions.

**Legislation:** Health and Safety (Safety Signs and Signals) Regulations 1996

#### **4.24 Security**

All customer reports and files, plus any stationery, will be held in lockable storage facilities. This is designed to help prevent burglary and to act as a barrier in case of fire. It will also aid confidentiality.

**Legislation:** Management of Health and Safety at Work Regulations 1999

#### **4.25 Storage Facilities**

All files, binders, reference books and training materials will be safely stored in the appropriate filing cabinet or cupboard when not in use. At the end of every working day all documentation will be appropriately filed or stored to reduce the fire risk and comply with security requirements. Where necessary, additional facilities will be provided or existing storage improved.

**Legislation:** Management of Health and Safety at Work Regulations 1999

#### **4.26 Training**

The General Manager will co-ordinate relevant health and safety training for all employees. Records will be kept by him, including employee names, training titles, training providers and dates and made available for examination by any employees, contractors or local enforcing authority. These records will be held as a general list and per individual.

Health and Safety training will cover the general format shown below:

**Directors:** General Safety, Fire Safety, Company Procedures.



**Employees:** General Safety, Fire Safety, Company Procedures and other necessary topics.

**Legislation:** Management of Health and Safety at Work Regulations 1999

#### **4.27 Transport Safety**

All company vehicles will be properly maintained on a regular basis by approved mechanics. Whilst driving on company business proper driving standards will be adhered to, including compliance with the latest addition of the Highway Code. All drivers are to be particularly aware of the effects of fatigue and must take the appropriate precautions.

**Legislation:** Management of health and Safety at Work Regulations 1999  
Provision and Use of Work Equipment Regulations 1998  
The Highway Code (ISBN 0-11-551977-7)  
Roadcraft – The Police Driver’s Handbook (ISBN 0-11-340858-7)

#### **4.28 Waste Disposal**

Any waste generated by Landrell will be disposed of according to the relevant legislation. Ordinary waste will be placed in the appropriate bins or skips and disposed of via the local authority. Hazardous waste will be disposed of via an approved waste carrier and the appropriate consignment forms completed.

**Legislation:** Environmental Protection Act 1990

#### **4.29. Work Equipment.**

All equipment used at work has to be suitable for the intended use, safe maintained and inspected periodically as required. Suitable information and training as well as any suitable safety measures will be provided.

**Legislation;** Provision and Use of Work Equipment Regulations 1998 (PUWER)

#### **4.30 Working Hours**

Excessive hours are expressly discouraged and the working hours records will be regularly monitored to ensure compliance with the limits set by the Working Time Directive.

**Legislation:** Working Time Regulations



#### **4.31 Workplace and Welfare Facilities**

Workplace heating, lighting and ventilation will be controlled to provide a suitable working environment for the number of personnel on the premises. Adequate working space will also be provided to avoid access and tripping hazards and to comply with the minimum of 11 cubic metres per person.

Suitable welfare facilities have been provided for each person, including two toilets with wash basin, hot and cold running water, soap and towels. The kitchen is fully equipped with washing up facilities, kettle, fridge freezer, microwave, tea, coffee, milk and sugar, cups, saucers, plates, knives, forks and spoons.

**Legislation:** Workplace (Health, Safety and Welfare) Regulations 1992

#### **4.32 Young Persons**

A “young person” is defined as a person between school leaving age and eighteen years of age. Special considerations need to be implemented for them due to their inexperience of the working environment and lack of awareness of unsafe situations.

Where necessary, a risk assessment will be conducted to ascertain if appropriate provisions have been made.

**Legislation:** Management of Health and Safety at Work Regulations 1999  
HSG165 Young People at Work: A Guide to Employers





A Quick Guide To



**ARCHITEN  
LANDRELL**  
ASSOCIATES

**ARCHITEN LANDRELL ASSOCIATES LTD**  
**PRODUCTION HEALTH AND SAFETY**  
**MANUAL**



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**5.1.1 THIS SAFETY PLAN SEEKS TO IMPLEMENT THE AIMS AND OBJECTIVES OF THE COMPANY SAFETY POLICY AND AS SUCH IS SUBORDINATE TO THAT DOCUMENT**

The Company endeavours to ensure that:

- a) In the provision of a safe place of work for its staff, the highest standards of cleanliness, temperature, ventilation, lighting and general environment are maintained at all times, so far as is reasonably practicable.
- b) All equipment, machinery and appliances provided is maintained to a proper and safe standard and where necessary, protective clothing or safety equipment is provided. In addition, where legislation dictates, periodical third party inspection of regulated equipment is maintained and the necessary certificates of conformity obtained.
- c) Such information, instruction, training and supervision, particularly with regard to the operation of machinery as is necessary to ensure the health and safety of all its employees is provided, so far as is reasonably practicable.
- d) Such washing facilities, provisions for drinking water and sanitary convenience are provided and maintained as required in accordance with the regulations relating to those matters.
- e) First aid facilities are provided in accordance with the regulations relating thereto and staff are adequately informed of such facilities.
- f) Fire precautions and equipment are provided in accordance with the recommendations of the Fire Officer in whose area the premises are situated and in accordance with The Regulatory Reform (Fire Safety) Order 2005.
- g) By consistent monitoring the foregoing standards are maintained or improved upon where it is either necessary or appropriate.
- h) It is always open to a member of staff to approach their manager should they wish to report a deficiency in standards or suggest an improvement in conditions, whether in relation to their particular situation or with regard to the Company generally and the manager will take the appropriate action.
- i) It is always open to any member of staff who feels dissatisfied about their health and safety at work to follow normal grievance procedures.
- j) It complies in all respects, so far as is reasonably practicable, with all relevant statutory requirements.

The enactment of the above legislation has implications for both the employer and employee. The Act imposes obligations on an employee as follows:



- i) There is a duty placed on employees to take reasonable care for the health and safety of themselves and others affected by their acts or omissions and to co-operate with their employer or any other person so far as is necessary to enable that person to comply with any duty or requirement imposed by the relevant statutory provisions.
- ii) There is a requirement that no person shall miss anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

### **5.1.2 FIRST AID AND ACCIDENTS**

#### a) Avoiding Accidents

- i) You should not attempt to lift excessive weights and in most cases you should engage the help of a colleague when moving heavier stock items. Follow basic care procedures by bending at the knees and keeping the back straight. Refrain from over stretching and placing too much strain on your body.
- ii) Boxes, ink cartons and similar containers can be bulk moved using a portable trolley. Avoid over stacking to prevent losing the load.
- iii) Heavy PVC rolls should be moved as follows:
  - either -
    - insert steel lifting bar
    - attach end supports
    - engage trolley jacks
    - place on machine roll holder
    - manoeuvre to machine
  - or -
    - locate sack trucks each end of roll
    - roll the material onto sack track
    - level material off the floor
    - manoeuvre to machine

#### b) First Aiders

- i) The Company will try to ensure that there is always a staff member present during working hours who has a EFAW/FAW qualification or appointed person. This person will be appointed a first aider and should take charge in the event of an accident until, in the event of a more serious situation, the arrival of qualified medical personnel.
- ii) The appointed officers will be sent on regular first aid refresher courses which usually occur on a 3 year cycle.



- iii) The first aid officers are responsible for maintaining correct records and ensuring the first aid facilities always meet the legal standards.

c) First Aid Box

- i) The first aid box, located in the Production Office, is green and marked with a white cross.
- ii) The contents of the first aid box will be to the required legal standard and replenished when necessary. The first aid officers will periodically check all contents and discard "out of date" or damaged items.
- iii) Any staff member who makes use of the first aid equipment should also note details in the accident book.
- iv) NOTE: Do not handle the First Aid Box or First Aid appliances UNTIL YOU HAVE FIRST WASHED YOUR HANDS and the injured party has CLEANED THE INJURY thus avoiding the risk of infection UNLESS THERE IS AN EMERGENCY SITUATION WHICH PREVENTS THIS.

d) Accidents

- i) ALL accidents, whatever the seriousness, should be recorded in the accident book irrespective of whether there has been personal injury or not. You MUST report the accident to your immediate superior and if the accident is considered significantly serious then a senior manager must also be informed. The accident book is kept in the Production Office.
- ii) Certain incidents can usually be dealt with fairly speedily and with little time and trouble. e.g. A minor cut on the finger needs to be washed, dried and then covered with a plaster. Other incidents can be quite severe and may require specialist help, e.g. A fall resulting in the casualty being rendered unconscious.
- iii) THE APPOINTED FIRST AIDER, IF PRESENT, SHOULD TAKE CHARGE OF THE SITUATION.
- iv) Only move seriously injured or unconscious persons if they are in immediate danger, e.g. in a fire.
- v) If a major accident occurs you should not attempt to move any equipment, materials etc. from the immediate area unless both SAFE to do so and to prevent further loss or injury. Electrical equipment should be isolated - ie power switched off. The area should remain untouched until officially cleared or when sanctioned by a senior manager. It may be that the Company's Insurers, or if personal injury involved, Government Inspectors may have to inspect the site.



- vi) In cases of major accidents a more detailed report will be gathered and anyone with information will be expected to make a statement.
- e) Injury
- i) Any injury either to Company personnel or visitors must be recorded in the accident book. Although most injuries are of a minor nature it is in your own interest to make an official recording in case reference has to be sought in the future.
  - ii) Most injuries can be treated on the premises and the injured party will most probably be able to continue work. Some accidents may be initially treated on site but may need medical attention and in these instances the injured person should be sent or taken home. The injured person should then visit the doctor for expert advice.
  - iii) Very serious accidents will call for the emergency services to be present and they should be allowed to take charge of the situation. First aiders should carry out their duties until the arrival of the emergency services then ascertain to which hospital the injured person will be taken. A senior manager will inform both the Department of Health and the next of kin of the situation.
  - iv) If a fatality occurs then the police should also be informed and events then left to them as to what procedures should be taken.
  - v) There is a list of types of injury and what steps should be taken to aid the victim located in the first aid cabinet.

### **5.1.3. FIRE REGULATIONS**

- a) In House Appliances
  - i) There are a number of fire appliances located around the factory and notices displayed alongside these. The appliances are of 3 types:
    1. Water
    2. Foam
    3. CO2 Gas
  - ii) Each type of appliance has a label which indicates the sorts of fires which can be tackled with that particular container. You should familiarise yourself with the various appliances and their location.
  - iii) The Company has outside specialist contractors to check these appliances annually and ensure their effectiveness.



b) Fire Prevention

- i) The Company has carried out a Fire risk assessment which is periodically reviewed..
- ii) Continuous monitoring of the conditions laid down with this risk assessment is essential
- iii) Warning and help signs are displayed at various points in the factory, together with fire appliances and fire alarm calls.
- iv) Fire exit doors are indicated as such with green and white signs and all doors have illuminated exit signs.
- v) Regular checks on the emergency lighting system will take place together with tests on all fire call points. In addition the Company will effect a full-scale fire alarm test and instigate evacuation procedures every 6 months.
- vi) Any member of staff who encounters a problem at any time in connection with these procedures should contact the safety officer immediately.

c) Discovering a Fire

- i) IN THE EVENT A FIRE IS DISCOVERED YOU SHOULD RAISE THE ALARM IMMEDIATELY THEN TELEPHONE 999 AND ASK FOR THE FIRE BRIGADE.
- ii) Remember that if the fire brigade is called you will need to give the address of the Company and any further details that may be requested. You should try to remain calm and speak clearly to avoid any confusion.
- iii) Fire alarm points are located at various points in the factory and you should again familiarise yourself with these locations.
- iv) Only attempt to extinguish the fire if you feel confident to do so and providing there is no danger to yourself.

d) Evacuation

- i) On hearing the fire alarm all personnel and visitors should evacuate the premises by the nearest safe exit and assemble in the designated area for roll call.
- ii) THE ASSEMBLY POINT IN SUCH CASES IS THE CAR PARK.
- iii) The receptionist will take the current employee listing and visitors book and hand to the Company safety officer who will carry out the roll call.



The Company safety officer should inform the emergency services of the nature of the fire and whether all persons have been evacuated safely.

- iv) STAFF AND VISITORS MUST NOT LEAVE THE ASSEMBLY AREA UNTIL THIS PROCEDURE HAS BEEN COMPLETED NOR SHOULD ANYONE ATTEMPT TO RE-ENTER THE FACTORY UNLESS DECLARED SAFE BY THE AUTHORITIES.

#### **5.1.4 PREMISES AND EQUIPMENT**

##### a) Factory Production Area

The Company has a number of large welding machines and various items of equipment for use in or to assist with production. Some equipment is purely mechanical, others are electrically powered but in all cases care must be taken.

- i) Unless it is part of your job routine you must not operate any of the equipment on site. In any event staff should not operate equipment until they have undergone basic on-site training. FORKLIFT TRUCK DRIVING IS RESTRICTED TO QUALIFIED PERSONNEL WHO HOLD A CERTIFICATE OF COMPETENCE.
- ii) If there are particular notices displayed relating to equipment these must be adhered to at all times.
- iii) When using ladders always ask another member of staff to secure the base.
- iv) Do not carry undue weights or abnormal items when climbing or descending steps.

##### b) Kitchens and Canteens

- i) The Company provides a microwave oven, refrigerator and facilities to make hot drinks. Like all domestic kitchens care should be taken to avoid potential accidents.
- ii) Do not handle electrical appliances with wet hands.
- iii) Do not leave equipment plugged in and switched on at the mains unless attended.
- iv) Make sure that cigarettes are properly extinguished before leaving the room.





- v) In the event of breakage of cups etc this should be cleared away using the brush and collector. Pick up broken glass with appropriate equipment - eg dustpan and brush.
- vi) Do not place drinks on or near the computer periphery, in case of spillage, thus avoiding the chances of electrical shortage and the risk of serious damage.

c) Offices

- i) The Company will implement the regulations laid down in connection with the types of office equipment for use in business.
- ii) Chairs should be adjustable in height and have a reasonable back rest.
- iii) Computers will have variable screen brightness, a tilting screen and keyboards will be adjustable.
- iv) Staff should ensure that cabling does not obstruct foot traffic so as to prevent tripping. Safety aspects must take precedence over cosmetic appearance.
- v) Electric fires or blow heaters must not be left on unattended and if you are leaving an office these should be switched off, no matter how short the duration.
- vi) Apart from essential computer terminals, faxes etc which may be needed to transmit or receive data outside normal hours all plugs should be switched off and disconnected when you finish work.
- vii) Food not consumed the same day must not be left in desks or cupboards. This should be removed from the premises.
- viii) In the event the offices are unable to be cleaned staff should at least empty the rubbish bins in the week to avoid any risk to hygiene.

d) Electrical Testing

An annual inspection is carried out by professional contractors on all electrical appliances to ensure these are within legal standards. Substandard equipment will be withdrawn immediately and unless capable of being repaired will be discarded.

STAFF ARE HEREBY NOTIFIED THAT IT IS FORBIDDEN TO BRING ONTO THE PREMISES ANY ELECTRICAL APPLIANCE WHICH DOES NOT CARRY A VALID CERTIFICATE OF TESTING.



### **5.1.5 GENERAL HOUSEKEEPING AND WASTE REMOVAL**

- a) It is the duty of all employees to exercise care and consideration in trying to maintain a clean and tidy working environment.
- b) A variety of waste bins are provided throughout the factory which must be used for all discarded items. Rubbish, of any description, should not be "thrown" onto the floor and left for others to clear away.
- c) Office waste containers should be emptied at least each week but if there is food therein they should be emptied daily. Canteen waste containers should be emptied daily.
- d) The Company employs a cleaner to carry out regular hygiene duties but in the event of absence staff are expected to empty waste containers when they become full.
- e) Toilets should be flushed and left clean after use. Hands should be washed after each visit to avoid the chances of spreading germs.
- f) Kitchen and canteen areas should be left in a clean state and each employee is expected to wash cups etc after use and not leave these for others to clear away. Food dropped or drinks spilt should be cleared up immediately.
- g) Electrical appliances, other than computers "in use", should be switched off and unplugged at the mains. Electric heaters are potentially a danger if left on and unattended for some time.

### **5.1.6. FABRICATION**

- a) Always ensure that tools and ancillary items are properly stored after use to avoid a trip hazard. All scrap items to be disposed in "wheely bins" and not left to litter the work area.
- b) Safety knives should be treated with respect as carelessness can lead to serious accidents. Do not carry knives with blades extended unless in immediate use.
- c) Used blades from safety knives must be placed in the containers provided and NOT discarded on the floor.
- d) Always use pad protectors when kneeling on the floor for prolonged periods unless there is a risk to the printed product or fabric.
- e) Follow procedures when using the welding machine and switch this off when not in use.



- f) When cleaning floor area ensure that safety signs are displayed to warn others of potential slipping. Cleaning equipment should be returned to designated storage area after use.

### **5.1.7 PROTECTIVE CLOTHING**

All site workers should wear safety boots.

The following items are provided by the Company and must be worn as indicated in this manual or associated procedures:

- i) Knee pads - during prolonged kneeling work.
- ii) Hard hats for site work.
- iii) Luminous vests for site work.
- iv) Waterproof clothing for site work.
- v) Safety harnesses, where required.

### **5.1.8 PRECAUTIONS TO BE TAKEN WHEN WELDING**

- a) Always ensure that your hands and those of any assistant are clear of the electrode when lowering and be especially careful during the welding cycle.
- b) Switch off machine when maintenance is in progress or when changing an electrode.

### **5.1.9 FACTORY WORK**

- a) Always wear soft soled, non-marking shoes whilst working on the factory floor.
- b) Never attempt to manoeuvre stock on your own unless you are quite certain this is within your capability.
- c) Always lift in the correct manner using your legs, keeping your back straight and upright at all times.
- d) Make use of equipment provided for the lifting of stock.
- e) Do not leave unused stock or equipment lying around the work area - remove to storage locations.
- f) Do not leave used or offcut material strewn on the floor. This must be placed in the waste containers.
- g) Never attempt to carry out machine servicing or internal modification unless electric power has been isolated.



- h) Safety knives should be treated with respect as carelessness can lead to serious accidents. Do not carry knives with blades extended unless in immediate use.
- i) Used blades from safety knives must be placed in the containers provided and NOT discarded on the floor.
- j) Take care when cutting, making sure your hands and fingers are behind the blade. Never cut towards your hands. Always cut on a solid surface, ie. Block or hardboard, never on a machine.
- k) Report any problems straight away to your Supervisor.

#### **5.1.10 SITE WORK**

- a) All personnel to be issued with hard hats and must wear them.
- b) All personnel required to go above ground level to be issued with safety harness' and must wear them.
- c) All personnel required to work above ground level and not on suitable access equipment shall be trained riggers and will be required to clip on safety harness' at all times.
- d) All personnel to be fully conversant with erection and installation operations.
- e) All lifting equipment to be tested and certified.
- f) All access equipment to be of approved type and operatives to be fully aware of its correct use.
- g) All work operations to be discussed by personnel involved and supervisor, prior to their undertaking, to ensure that everyone is fully aware of the proposed procedure.
- h) All personnel to be responsible for their own safety and the safety of all others within the work area.

#### **5.1.11 MAINTENANCE**

- a) Equipment
  - i) Equipment is to be maintained in accordance with the equipment manual.
- b) General Maintenance



- i) Minor or cosmetic repairs can be resolved at any time best suited to the Company. The Maintenance Manager will effect these repairs personally or engage the help of outside contractors.
- ii) Broken windows should be replaced by outside contractors. The area should be swept clear of glass and window covered until repair effected.
- iii) Light bulbs must be replaced as soon as possible giving maximum visibility. For offices use of the small step is essential and for the shop floor area the large portable platform must be used. A second member of staff should be present to assist when replacing shop floor bulbs.
- iv) All shrubs which are the Company's responsibility will be pruned at regular intervals.

#### **5.1.12 RISK ASSESSMENT - COSHH**

- a) The Company has tried to identify areas of potential concern and has put together assessment forms for monitoring these areas.
- b) Staff should be familiar with these and follow the guidelines laid down to ensure safe working.
- c) Substances falling under the COSHH regulations are as follows:
  - IMS 96 Methylated spirits
  - 3M cleaner
  - Chair cleaner
  - Ferrari Glue Adhesive
  - Aerosol paint
  - Standard liquid paints
  - Paint thinners
  - Diesel Oil
  - Engine Oil
  - Propane Gas
  - Battery Acid
  - Bleach
  - Ammonia
  - Disinfectant
  - Cement
  - Vinyl Ink
  - Fumes/Laser/PTFE Hot air welding
- d) Manufacturers' guideline notes for handling, storage and first aid requirements are maintained in the COSHH manual.



## **A Quick Guide To**

### **Architen Landrell Associates Ltd General Factory Safety Rules**

#### **(Do's and Don'ts)**

##### **Do**

Use guards, safety equipment and personal protective equipment provided.  
Report loss or damage to guards, safety equipment and personal protective equipment so that defects can be remedied.  
Observe the instructions on the warning notices displayed around the premises.  
Have minor cuts attended by the first aider.  
Report accidents, breakdowns defects and 'near misses' to your supervisor.  
Switch off machines when not in use.  
Switch off and unplug portable equipment and flexible cables when not in use.  
Disconnect and remove air lines when not in use.  
Keep to gangways and paths.  
Stop and isolate machines (both electrically and where appropriate pneumatically/hydraulically) before undertaking setting adjustment and maintenance.  
Wash your hands before and after going to the toilet especially if you work with chemicals, oils, oily components, or the residue of fabric cutting/welding etc.  
Ensure that supervisors are notified about visitors and that visitors are provided with protective equipment where appropriate.  
Keep areas around machines, gangways steps and stairs, etc clear and unobstructed.  
Familiarise yourself with the positions of the Fire Exits and Fire Extinguishers.  
Keep Fire Exits clear.

##### **Do Not**

Wear loose clothing and/or jewellery when operating machines.  
Attempt to carry out work or operate machines and equipment you are not competent with or authorised to use.  
Take short cuts and chances.  
Run in the work place.  
Skylark.  
Wear unsuitable/unapproved footwear.  
Clutter up gangways, paths or stairs.  
Misuse equipment or use makeshift equipment.  
Overload appliances, fork trucks, pallet trucks etc.  
Smoke inside the factory buildings.



## **5.3 HEALTH AND SAFETY INSPECTION**

### **1.0 Scope**

1.1 The purpose of this document is to outline the procedure for a shopfloor safety audit and detail the procedure for actioning any non-conformances found.

### **2.0 Associated Documentation**

2.1 None

### **3.0 Audit Procedure**

3.1 The relevant nominated auditor will carry out Shopfloor safety audits on a weekly basis. The rota will be designed such that the audit is rotated from one shift to the next.

3.2 The audit form to be used is included in this document. Each audit should take approximately 20-30 minutes.

3.3 Permission is to be obtained from the relevant shift leader prior to commencing the audit.

3.4 Any actions agreed as a result of non conformances found should be written into the action record log (copy at back of document).

3.5 The action record log will be reviewed at least once a month as part of the safety work group agenda. It is the responsibility of the Production Manager to ensure that all actions are completed in a timely manner.

3.6 Any non-conformance found that presents an immediate danger to personnel must be pointed out to the production management team immediately.

### **4.0 Actions Log**

4.1 Where possible the auditor should action any non-conformances found at the point they are first noted. It is possible however that more long-term action is required in order to remove the identified hazard. In these cases the action required and the timescale for resolution should be agreed with the party concerned, before recording the action in the action record log.

4.2 Any failure to agree an action should be brought to the attention of the production management team.



## Health and Safety Checklist

To be completed every month by the relevant shop floor safety auditor. Any issues found must be entered onto the safety audit action list and a date for completion agreed by the actioned party.

Any item identified as being of serious and or imminent risk to Health and Safety must be reported to Management immediately.

<b>Section 1 – Buildings and Workplace</b>		
If you answer <b>NO</b> to any item give further details	Delete as appropriate	Detail problem and possible corrective action
Carpets and/or floors in good condition.	Yes / No	
Floors clean and level.	Yes / No	
Walkways tidy and unobstructed.	Yes / No	
Store cupboards tidy and accessible.	Yes / No	
Material / tools stored safely	Yes / No	
Goods delivered to work area safely.	Yes / No	
<b>Section 2 - Chemicals</b>		
If you answer <b>NO</b> to any item give further details	Delete as appropriate	Detail problem and possible corrective action
Hazard data sheets available and accessible.	Yes / No	
Hazards identified in data sheets have adequate written safety procedures available. Relevant employees trained.	Yes / No	
All chemical containers clearly labelled and stored in accordance with manufacturer instructions.	Yes / No	
Empty and used chemical containers removed from area and disposed of in accordance with manufacturer instructions.	Yes / No	
Safety signs in place and legible.	Yes / No	
<b>Section 3 – Electricity</b>		
If you answer <b>NO</b> to any item give further details	Delete as appropriate	Detail problem and possible corrective action
Procedure for reporting defective equipment in place and effective.	Yes / No	
Sufficient sockets available and extension cables kept to a minimum.	Yes / No	
Electrical cables secure and away from walkways.	Yes / No	





Electrical equipment used in accordance with manufacturer instructions.	Yes / No	
Electrical equipment tested with date and signature visible.	Yes / No	

Employee owned electrical equipment tested and approved by facilities.	Yes / No	
--	----------	--

#### **Section 4 – Fire and Evacuation**

If you answer <b>NO</b> to any item give further details	Delete as appropriate	Detail problem and possible corrective action
Heat sources kept away from potential fire hazards including flammable chemicals and gases.	Yes / No	
Evacuation procedures in place and effective. Employees trained.	Yes / No	
Fire exits clearly marked and unobstructed.	Yes / No	
Fire extinguishers clearly marked and readily accessible.	Yes / No	

Intermittent and full alarm clearly heard.	Yes / No	
--	----------	--

#### **Section 5 – Manual Handling**

If you answer <b>NO</b> to any item give further details	Delete as appropriate	Detail problem and possible corrective action
High risk employees trained in manual handling techniques.	Yes / No	

#### **Section 6 – Personal Protective Equipment (PPE)**

If you answer <b>NO</b> to any item give further details	Delete as appropriate	Detail problem and possible corrective action
PPE available and accessible relative to hazard.	Yes / No	
PPE checked and maintained effectively.	Yes / No	
PPE used in accordance with manufacturer instructions.	Yes / No	
Where mandatory to do so – all employees wearing PPE.	Yes / No	
PPE fit for purpose and effective.	Yes / No	
Procedure for replenishment of PPE consumables effective.	Yes / No	

#### **Section 7 – First Aid**

If you answer <b>NO</b> to any item give further details	Delete as appropriate	Detail problem and possible corrective action
--	-----------------------	---



Adequate number of first aiders trained.	Yes / No	
First Aiders officially trained.	Yes / No	
First aid boxes replenished regularly.	Yes / No	
Eyewash available & in date	Yes / No	



## **Manual Handling at Architen Landrell Associates Ltd**

### A GUIDE TO BEST PRACTICE

The Manual Handling Operations Regulations 1992 cover all manual handling operations in all industries therefore they are very broad and need to be interpreted as to how they apply to this company. These regulations are particularly aimed at repetitive load movements in production line work.

When an object needs to be moved in the factory the following points should be considered:

1. Is it necessary to move the object at all?
2. Can mechanical assistance be used? ie, fork lift, pallet truck, sack truck or trolley.
3. Can mechanical assistance take the load to its final position?
4. How many people are needed to move the object?
5. Is the path to be traversed clear of obstructions and trip hazards?
6. If moving fabric, will it be damaged by dragging it?
7. When dragging fabric avoid stooping and twisting the torso.

Attached is an extract from the HS&E Guidelines on good technique for lifting operations.

Above all safe manual handling is a product of teamwork and practical common sense.



## **Architen Landrell Associates Ltd Company Procedure for The Control of Substances Hazardous to Health**

### **1. Substance Inventory**

A complete inventory covering the hazardous substances used and stored on the premises has been prepared and is available for inspection. The inventory listing is regularly reviewed and revised as necessary. The headings required by the Chemicals (Hazard Information and Packaging for Supply) Regulations 1994 will be used for our record purposes.

Employees will be reminded that only hazardous substances listed on the substance inventory may be used. No hazardous substances may be introduced to the workplace without management authorisation in writing.

### **2. Risk Assessments and Data**

Specific risk assessments as required by the Control of Substances Hazardous to Health Regulations 1994 will be carried out for all hazardous substances and processes in which they are used. Health and safety data will be obtained from the suppliers of all hazardous substances, and will be kept readily available for inspection.

### **3. Information, Instruction and Training**

Employees will be given information, instruction and training in the activities they undertake involving hazardous substances. The information given to employees will include the results of the risk assessment, whether or not there are any significant risks. The information will not include the hazard data sheet, because this requires interpretation by a suitably competent person.

The use of hazardous substances will be restricted to trained/experienced authorised persons who are familiar with the safe use of the substances, hazards associated with processes and the safety precautions to be observed.

### **4. Controls for Exposure to Hazardous Substances**

Wherever reasonably practicable, management of the risk will be used in the following order:

- 1) Elimination: if we don't have it on the premises, we are saved the cost of buying it, time to assess it, the expense of controls, time to monitor the controls, the training of employees and record keeping.
- 2) Substitution: if possible, we will use something less hazardous that may need cheaper controls, if any.
- 3) Controls: engineering controls will be used rather than other means, wherever reasonably practicable. If other controls are used, such as reducing the numbers of people exposed to it, or the length of time each person is exposed, the manager of the personnel involved will be responsible for ensuring compliance.



Local exhaust ventilation (LEV), where fitted, will be regularly inspected at least once in every 14 months, or more often if necessary, maintained in good working order, and records kept of the inspection or maintenance.

The manager of the activity for which the LEV is required will keep records of testing and maintenance, and will provide a copy of these records for the CP.

All other control measures will be regularly examined by a competent person, in accordance with legal requirements, and the appropriate records kept.

## **5. Personal Protective Equipment**

The condition and use of personal protective equipment (PPE) will be regularly monitored and equipment replaced as necessary.

Employees will be instructed on the use of PPE, its limitations, the results of failure to wear it and the maintenance required.

Maintenance of PPE will be carried out by the supplier of the equipment, or the person authorised by the business to do so.



**SITE ACCIDENT REPORT FORM**

Reference No:

**1 Details of the person who has had the accident**

*(give full name, home address and occupation)*

FULL NAME:

ADDRESS:

POSTCODE:

OCCUPATION:

**2 Detail of the person filling in this form**

*(if you did not have the accident, give full names, home address and occupation)*

FULL NAME:

ADDRESS:

POSTCODE:

OCCUPATION:

**3 To be signed and dated by the person completing this form**

SIGNATURE:

DATE:

The person who has had the accident should sign and date below if they have not filled in this form (as confirmation that they agreed the details recorded as true and accurate)

SIGNATURE:

DATE:

**4 About the accident** (when and where it happened)

DATE:

TIME:

In what room or place did the accident happen?

**5 About the accident, what happened?**

Say how the accident happened. Give the cause if you can. In the event of any personal injury, say what it is

HOW DID THE ACCIDENT HAPPEN?

WHAT TREATMENT WAS GIVEN?

**6 Reporting of injuries, diseases and dangerous occurrences 1995**

*(for employer only – complete the box provided if the accident is reportable under RIDDOR)*

HOW REPORTED?

DATE REPORTED

EMPLOYERS NAME AND INITIALS

Printed: 13/05/2010

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NOTE: This document is uncontrolled when printed

REPORT PASSED TO PERSON RESPONSIBLE FOR HEALTH AND SAFETY DATE: / /

**THIS COMPLETED FORM IS TO BE FAXED TO CLIVE LOEBENSTEIN-PECKHAM ON 01291 621991 IMMEDIATELY FOLLOWING ACCIDENT and reported to and signed in the site accident book.**



Facts & circumstances of what happened			
Subject of Report			
Injury YES/NO	Ill YES/NO	Health YES/NO	Dangerous Occurrence YES/NO
Were any records kept of injury, dangerous occurrences or disease (e.g. in accident book)? YES/NO	Is it RIDDOR reportable? YES/NO	Was injury/dangerous occurrence reported on HSE Form F2508? YES/NO	Was disease reported on HES Form F2508A? YES/NO
Details of Person Involved			
Injured/Ill persons name: Address:		Employed as:	
Age: MALE/FEMALE		Sex:	
		Job at time of incident:	
Details of Event			
Where did the incident happen?	Date of Incident:	Time of Incident:	Time person stopped work:
Time person normally stopped work:	Time/Date Incident reported:	First full day's absence:	Date person returned to normal work:
Description of injury / ill health / property damage:			
Description of what happened and circumstances surrounding incident:			
Person treated by first aider? YES/NO	If 'yes' by whom?	Was person taken to hospital? YES/NO	If 'yes' provide details:
Names of witnesses:			
Name of person recording above details: [[field Author Forename ]] [[field Author Surname ]]		Signature:	
Position: [[field Author Job_Title ]]		Date: [[field Author today d mmm yyyy ]]	
Describe immediate causes of the incident (e.g. guard faulty or absent, unsafe work method, control measure defective):			



Describe underlying / root causes of incident (e.g. inadequate risk assessment, lack of training, no system for maintenance):				
What prevented the worst to happen?				
<b>Remedial Action – actions recommended and follow up</b>				
Causes	Actions recommended to prevent reoccurrence	Person responsible for implementing action	Target Date	Completion Date
Immediate:				
Underlying / root:				

Person recording the above details: [[field|Author|Forename|]] [[field|Author|Surname|]]

Signature:

Position: [[field|Author|Job\_Title|]]  
mmm yyyy]]

Date: [[field|Author|today|d

WHEN COMPLETE PLEASE SEND TO CLIVE LOEBENSTEIN PECKHAM

Email; [CLIVE.LP@ARCHITEN.COM](mailto:CLIVE.LP@ARCHITEN.COM)

Fax: 01291 621991

Distribution:

**Explanatory Notes:**

The Executive Assistant should be advised immediately that a form is to be completed. A Serial No. will be allocated which should be written in the top, right hand corner of the document in the space provided.

Printed: 13/05/2010

NOTE: This document is uncontrolled when printed





Page 1 of this document should then be completed by the person discovering the incident as follows.

- Box 1: Complete project details together with job number.
- Box 2: Full details of incident should be given here, together with how the incident was discovered.
- Box 3: The person discovering the incident should detail here why, in his/her opinion, the problem occurred.
- Box 4: If applicable a sketch of the problem should be provided to clarify the above.

Page 1 should then be signed, dated and forwarded without delay to the appropriate Project Leader or Manager for completion of Page 2 as follows:

- Box 5: The Project Leader/Manager should detail here why, in his/her opinion, the incident occurred (if different to the information provided on Page 1).
- Box 6: Any action taken or to be taken should be given here, together with details of who will be carrying out the action, when it will be (or was) carried out. If action already taken details should also be given as to the success of the solution.
- Box 7: Any detrimental/adverse effect (eg. delays) should be listed here.

The Project Leader/Manager should then return the form to the Executive Assistant for processing and completion of Page 3 by Senior Management.

- Box 8: The relevant Senior Manager and the Company Accountant should complete this section.
- Box 9: Please state here what measures have been put in place to ensure the problem will not recur.
- Box 10: A meeting should be arranged with all involved in the incident and any comments detailed here.

The Senior Manager/Company Accountant should then sign and date the form and return it to the Executive Assistant for filing/future monitoring.



ARCHITEN  
LANDRELL  
ASSOCIATES

**ARCHITEN LANDRELL ASSOCIATES  
LTD**

**INSTALLATION**

**HEALTH AND SAFETY PLAN**



## **6.1** HEALTH AND SAFETY PLAN

### INTRODUCTION

This Safety Plan seeks to implement the aims and objectives of the Company Safety Policy.

It deals with all aspects of site operations and identifies good working practice.

Because of the wide scope of our work, there will inevitably be specialised contracts which will not fall within the general categories. In these cases, the Method Statement will deal with any matters that are not adequately dealt with by this Safety Plan.

## **6.2** HEALTH AND SAFETY PLAN

### I N D E X

- 6.3.1 Accident Reporting.
- 6.3.2 Training.
- 6.3.3 Protective Equipment.
- 6.3.4 Cranes.
- 6.3.5 Telescopic Man Riding Access Platforms.
- 6.3.6 Fork Lift Trucks.
- 6.3.7 Safe Access.
- 6.3.8 Temporary works.
- 6.3.9 Ladders.
- 6.3.10 Tubular Scaffold.
- 6.3.11 Access Towers.
- 6.3.12 Roof Work.



- 6.3.13 General Machinery.
- 6.3.14 Electricity.
- 6.3.15 Health Risks.
- 6.3.16 COSHH Assessments.
  - 6.3.16.1 Fuels, Oils and Gas.
  - 6.3.16.2 Cementitious Products.
  - 6.3.16.3 Epoxy Based Products.
- 6.3.17 Discipline.
- 6.3.18 Site Information Pack.



SITE  
HEALTH AND SAFETY PLAN

ARCHITEN LANDRELL ASSOCIATES LTD

THE ARRANGEMENTS FOR MAINTAINING  
A SAFE AND HEALTHY WORKING ENVIRONMENT.

6.3.1 ACCIDENT REPORTING.

Under the provisions of the Health and Safety (First Aid) Regulations 1981, the Company have nominated appointed persons to take charge of any situation requiring first aid. In general, there should however, be a qualified first aider on site provided by the Main Contractor.

In the event of an accident, the person concerned must report immediately for first aid attention. Following treatment, a report must be made to the supervisor in order that the details may be logged, and remedial measures actioned if necessary. Such details will be sent immediately to Head Office at Chepstow by the competent person. Details should also be logged in the Main Contractor's accident book. Head Office keeps records of all major accidents.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1986 require the Company to report any accidents which involve more than three consecutive days off work. It is essential that all such accidents are reported to Head Office in order that notification to the enforcing authorities can be undertaken on the Report Form F2508 (rev. 1/86). Three consecutive days include Saturdays and Sundays, or any days off excepting the actual day of the accident. Full details of lost time accidents will be maintained at Head Office and suitable investigation will be effected where necessary.

6.3.2 TRAINING.

All needs of the Company will be identified by the Managing Director, the Projects Manager and the Safety Advisor in order that the Company provides competent personnel and satisfies any legal requirements.

Such training as might be provided will relate to:-

the provision of a first aider at Head Office  
general duties under Health and Safety at Work Act 1974  
the use of protective equipment.



Competent personnel for various job operations.  
Safety Awareness  
Slinging and Banksman (where applicable)  
Operation of Access Platforms (where applicable)  
C.I.T.B. Certificate of crane drivers.

### 6.3.3 PROTECTIVE EQUIPMENT.

Whenever practicable the Company will provide employees with the necessary protective equipment to undertake work in a safe manner. Such equipment is available from Head Office and employees should ascertain as to what equipment is necessary prior to each job.

Employees, wherever practicable, must make full use of the equipment provided, and must in no way misuse such equipment.

**Helmets** These should be used wherever there is a likelihood of falling objects. With the commencement of the Construction (Head Regulations) Regulated 1989: The Company policy is that hard hats shall be worn by all ALA employees on all sites.

**Safety Harnesses and Belts** These shall be worn and attached to a secure anchorage when working at a height of greater than 6 ft 6 “ (1.985 metres), where there are no guarding arrangements and there is a foreseeable possibility of a fall.

**Ear Defenders** These shall be worn where noise emissions are equal to or greater than the first action levels detailed in the Noise at Work Regulations 1989. The site supervisor shall advise on such situations.

**Eye Protection** Such protection shall be worn whenever there is a foreseeable likelihood of foreign bodies entering the eyes. (eg). Grinding, cutting or mixing operations.

**Gloves, Gauntlets** These shall be worn when welding or using hazardous substances.

**Reinforced Footwear** These should be worn at all times when on site.

All employees will be requested to sign for protective equipment that enters into their charge. Such equipment shall be renewed where wear and tear or loss occurs.



#### 6.3.4 CRANES

Safety checks and servicing shall be undertaken on Company cranes on a regular basis. Crane drivers will be responsible for daily basic safety checks and ensuring that the limits of safe working are never exceeded, and under the Factories Act 1961, Form F91 shall be kept and updates as is required. All faults and deficiencies must be reported forthwith and directly to Head Office, on the weekly defects return note.

Erection Foreman must satisfy themselves that lifting equipment to be used has been inspected and is suitable and adequate for the maximum lift required. This also applies to operators of ALA cranes.

All drivers must be judged competent to drive, and shall be C.I.T.B. certified and in good health.

#### 6.3.5 TELESCOPIC MAN RIDING ACCESS PLATFORM.

Any persons using this platform must have been trained to the approved standard. Operators should ensure that the platform is in good condition before use, and regular inspections shall be carried out in accordance with legislation.

At all times operators should ensure that the platform is used to manufacturers specifications and procedures, and in all cases the platform must be housed on suitable level hard standing whilst in use.

Any damage to the platform must be reported immediately to Head Office and the platform should not be used pending inspections and/or repairs.

#### 6.3.6 FORK LIFT TRUCKS.

Any fork lift trucks operated by the Company will undergo statutory inspections and records shall be kept. Only authorised and trained and competent personnel will drive fork life trucks, and they must report any defects immediately.

Guidelines as to the safe operation of fork lift trucks are held at Head Office, and drivers should familiarise themselves with the contents, available from Plant Manager.



### 6.3.7 SAFE ACCESS.

It is a fact that over half of the accidents that keep persons away from work involve falls or collisions, of men, materials or plant. It is vital, therefore, that access from place to place is maintained in a safe manner.

The Company as far as reasonably practicable, and as much as is in their jurisdiction, will endeavour to provide adequate access by means of suitable gangways, hoists, ladders, access platforms and scaffolds. Walkways and working areas should be level and free from obstruction, head protection will be provided or other measures such as harnesses etc. to prevent any falls, and holes and openings will be covered and fixed down.

The duty for maintaining the aforementioned measures will fall in the first instance on the main contractor on site, however ALA shall endeavour to ensure such measures are always undertaken.

### 6.3.8 TEMPORARY WORKS

Where temporary propping is to be used, the foreman should check for its effectiveness. Foreman must satisfy themselves the type and suitability of temporary propping necessary for each job, and with reference to Method Statement at what stage removal is permitted. Whilst it remains in use, regular daily checks shall be undertaken.

No removal of temporary propping shall be done unless authorised by the Foreman/Supervisor.

### 6.3.9 LADDERS.

More accidents arise each year from the use and/or misuse of ladders than from any other single piece of equipment.

Hence the Company will provide ladders that are in good condition and are free from obvious defects. All ladders shall be secured near the top included those used for short periods. If a ladder cannot be secured near the top it should be secured near the bottom, weighted and footed.

All ladders should rise at least 3 ft 6" (1.07 metres) above the place of landing, and where not possible, there should be an adequate hand hold at that place of landing. All ladders must be properly positioned for access.





#### 6.3.10 TUBULAR SCAFFOLD

While employees may not always be involved with scaffolding, the dangers and salient points of such operations should be known to employees.

The law requires that scaffolding work be done with competent and experienced supervision. This responsibility will generally fall upon the main site contractor

#### 6.3.11 ACCESS TOWERS.

Where these are supplied to site for erection the hirer's assembly instructions must be followed. Prior to being put into use they must be inspected by the Foreman or Site Supervisor.

#### 6.3.12 ROOF WORK

It must be remembered that when working on any roof, crawling boards or ladders should be provided if the roof structure does not provide a safe hand hold and foot hold, also if the slope of the roof is more than 30 degrees or less than 30 degrees and slippery.

Where practicable there should be means to prevent falls of materials and persons, means to prevent any extraneous material falling on persons below, warning notices posted on fragile roofs.

#### 6.3.13 GENERAL MACHINERY.

Some dangerous parts like gears, chain drivers and rotating shafts with projecting keys and set screws, are easy to recognise. Others are not so obvious such as projecting engine shafts.

Employees should ascertain which are the dangerous parts and the senior foreman should ensure that they are guarded if at all they come into the working operation of ALA. Such guards that are provided should be secured and in good repair. All Machinery should be regularly inspected as set out in PUWER

#### 6.3.14 ELECTRICITY.

Company policy is that only 110 volts power supply shall be used on site with the exception of heavy equipment. In their case all installation and connection with be via qualified personnel.



The main cause of electrical accidents on construction sites are from electrical equipment or lighting, from overhead electric power lines and from underground cables. All electrical equipment should be treated with respect.

The Company will endeavour to inspect any apparatus that may be used by employees. Defects such as damage to outer covering of wires and cables, poor connections, signs of malicious damage will be looked for. If any overhead electrical cables are present, the Company will ensure that measures are taken to prevent any contact with these by crane fork lift truck etc. If this is not at all possible, then the supply on the lines should be cut off.

The company will endeavour to ensure that all underground cables in the vicinity of any work carried out by employees have been adequately located and marked.

#### 6.3.15 HEALTH RISKS.

Risks to health, which may not show themselves immediately can arise from some materials. Such examples are asbestos, spraying of certain types of plastic paints, burning or cutting lead painted materials, cleaning of sandstone buildings and the use of sand for cleaning buildings. Confined spaces such as manholes and sewers can also be dangerous because of the lack of oxygen or the presence of toxic fumes and dusts.

The Control of Substances Hazardous to Health Act 1989 (COSHH) legislates that the Company will endeavour to identify all harmful materials that may come into contact with ALA employees.

#### 6.3.16 COSHH ASSESSMENTS

##### 16.1. Fuels, Oils and Gas.

- a. The company uses diesel fuel in cranes, plant and fork lift trucks. While diesel is not classified as a flammable liquid, you must observe the no-smoking rule of the fuelling area.
- b. All petroleum products, including diesel fuel, can have harmful effects if they come into contact with the skin, eg. Dermatitis. If contact is made, wash thoroughly. Barrier creams are available on request.
- c. Any spillage's of oil or diesel fuel must be cleaned up immediately to avoid the danger of someone slipping and to prevent the substance from polluting any water course or drain. If such a spillage occurs notify the site supervisor immediately.



## 16.2. Cementitious Products

### Handling and Protection

Use gloves, goggles and facemask when handling cementitious products. Barrier creams may also be used if long periods are spent using this material. Be careful in windy conditions that dust does not come into contact with skin or eyes.

### Accidental Contact

Eyes	Close eyes, brush surrounding area and wash with plenty of water for 10 minutes. Seek hospital admission.
Skin	Brush as much powder off as possible. DRY and then wash with soap and water. Apply moisturising cream to affected area.
Ingestion	Irritation may occur during prolonged contact in mouth and gastrointestinal tract. Wash out mouth and drink plenty of water. DO NOT INDUCE VOMITTING.

### Spillage

Spillage should be swept up dry wherever possible. Final washing down of small residual quantities may be necessary or desirable to keep dust down, etc.

## 16.3 EPOXY BASED PRODUCTS.

### a. Usage Handling and Protection.

Use gloves, goggles and protective clothing when handling EPOXY BASED PRODUCTS. The use of barrier creams is recommended. These should be applied before use as an extra, but not as an alternative, barrier. Do not forget wrists and forearms.

Whenever work is undertaken inside a confined, unventilated location then adequate ventilation must be provided.

### b. Accidental Contact.

#### EMERGENCY ACTION

- |      |      |  |
|------|------|--|
| i).  | Eyes | (Either contact or irritation) - immediately flush the affected area with eye wash bottle or shower - alternatively with low pressure running water for at least 15 minutes. Seek medical attention. |
| ii). | Skin | Immediately remove contamination from skin using disposable paper towels or similar, by  |



- washing with warm soapy water - DO NOT USE SOLVENTS.
- iii). Ingestion Immediately rinse mouth with water if swallowing has occurred, drink plenty of water. Seek medical attention.
  - iv). Inhalation If vapours or solvents are breathed then immediately remove operators to fresh air and rest for 15 mins. Seek medical attention.

c. Safe Disposal

DO NOT PLACE UNMIXED PACKS OF MATERIALS INTO SKIP OR WASTE RECEPTACLE.

Mix/react materials as instructed and dispose of when material has set. Alternatively material may be returned to us. Empty containers, bags and mixing tools should be placed into large tubs and the lids snapped on.

d. Spillage

In the event of leakage or spillage then the material should be taken up with sand, sawdust or other suitable absorbent material. The absorbent should then be disposed of as described in C - Safe Disposal. The affected area should subsequently be washed down with hot, detergent solution. Any major spillage which enters public drains or waterways must be reported to the local Water Authority immediately and the Police notified.

6.3.17 DISCIPLINE.

The company will make known to all employees, the rules concerning safe systems of work that are in force. Employees under Section 7 and 8 of the Health and Safety at Work Act 1974 are required to abide by safe systems of work and any other laid down rules.

All employees are subject to the standard disciplinary procedure as laid down by the Company.

For any breach of the safety rules as laid down in the policy statement, employees shall be subject to a verbal warning, followed by a written warning for further breaches, followed by dismissal for persistent breaches.

Those employees showing a flagrant disregard for the safety rules will be dismissed on the spot without delay.



Employees are at liberty to complain to Management at what they consider to be unfair treatment.

#### 6.3.18. SITE INFORMATION PACK.

On the onset of any contract that is schedule to last more than 5 working days, a Site Information Pack will be issued and will include in addition to this document.

1. F91 Register
  2. F2509 Accident Book.
  3. Safety Inspection Check Sheets.
  4. Up to date Risk Assessment for this Site.
  5. COSHH Hazard Sheets and Assessments for materials to be used.
  6. Copies of 6 month visual inspection certificates for all lifting equipment.
  7. Check Procedures for Optical Instruments.
  8. Certification for Staff and Operatives (as applicable).
- 
- i). Safety Courses.
  - ii) Slinger, Banksman
  - iii) Mobile Elevated Platform.
  - iv) General Safety
  - v) First Aid
  - vi) Crane Operator
  - vii) Abrasive Wheels
  - viii) Safety Awareness.



**HEALTH & SAFETY PLAN  
CONSTRUCTION PHASE**

**Risks to Health & Safety**

**Job Number:**  
**Project Name:**  
**Risk Assessment:**

Probability	5	4	3	2	1	Severity	1	2	3	4	5
	5	4	3	2	1		1	2	3	4	5
	10	8	6	4	2		2	3	4	5	
	15	12	9	6	4		3	4	5		
	20	16	12	8	6		4	5			
	25	20	15	10	8		5				

  

1-5	Low	Acceptable
6-15	Medium	Reconsider
16-25	High	Unacceptable



HAZARD					SEVERITY X PROBABILITY = RISK			MINIMISE RISK BY		RESIDUAL RISK (SxP)	

<b>FINAL ASSESSMENT</b>	<b>ALL RESIDUAL RISKS</b>
	Low





<b>COMMENTS:</b>
<b>Site Visitors</b>
Signed: _____
Print: _____





**ARCHITEN LANDRELL ASSOCIATES LTD**

SITE:

Date:

Date:	Project:	Location:
Inspection Team:		
<b>SITE SAFETY INSPECTION CHECKLIST</b>		
Personal Protection Head Eyes Ears	[ ]	Electrical Safety [ ]
Housekeeping	[ ]	Mechanical Lifting Safe? [ ]
Slipping/Tripping Hazards/ Nails etc	[ ]	Manual Lifting Safe? [ ]
Excavations - Fencing	[ ]	Flammables (Storage, Handling & Use) [ ]
Re-bar Protection	[ ]	Hotwork (Flame Conditions) [ ]
Edge Protection	[ ]	Lighting [ ]
Scaffold Guard Rails	[ ]	Machinery Guarding [ ]
Scaffold Access	[ ]	Welding Safety [ ]
Ladder Access secure/safe	[ ]	Emergency Procedures [ ]
Mobile Plant - Safe Condition?	[ ]	Direction, Warning & Safety Signs [ ]
Mobile Plant - Safe Operation	[ ]	First Aid [ ]
Noise Levels	[ ]	Working at Height [ ]
Fumes	[ ]	
Comments:		



## 6.7 WORKING AT HEIGHT PROCEDURE - The Work at Height Regulations 2008

All reasonably practicable measures will be taken to prevent anyone falling from height:

- working at height will be avoided if reasonably practicable;
- suitable equipment or other measures to prevent falls will be provided where working at height cannot be avoided;
- where the risk of a fall cannot be eliminated, work equipment or other measures to minimise the distance and consequences of a fall (should one occur) will be provided.
- All work at height will be properly planned, appropriately supervised, and carried out in as safe a manner as is reasonably practicable.
- All work at height takes account of weather conditions that could endanger health and safety: work should be postponed while weather conditions endanger health or safety.
- Those involved in work at height are trained and competent: everyone involved in the work will be competent or if being trained, supervised by a competent person. They should be involved in the planning, organisation and supervision and in the supply and maintenance of any equipment.
- The place where work is done at height (including the means of access and egress) must be safe and have features to prevent falls. Priority must be given to the use of collective protection measures over personal protection measures.
- Equipment will be selected taking account of the working conditions and risks to the safety of all those at the place where the equipment is to be used. Whilst the use of ladders and stepladders is not banned under the Regulations, consideration will be given to their appropriateness taking account of all the circumstances. Often there will be more appropriate equipment available for undertaking work at height. Generally, ladders and stepladders should only be used for light work of short duration.
- Equipment will be inspected visually or (when appropriate) more rigorously, by a competent person, including any required testing, on every occasion before it is used.



- Appropriate plans will be in place for emergencies and rescue: arrangements must be in place such that if someone falls, they can be rescued. Those involved must have been trained in the procedures and any required equipment must be available.
- The risks from falling objects are properly controlled: all that is reasonably practicable must be done to prevent anything falling and if not reasonably practicable, it must be ensured that no one can be injured by anything falling. Any area where there is a risk of someone being struck by a falling object or person should be clearly identified and unauthorised persons should (so far as is reasonably practicable) be prevented from entering. Nothing should be thrown or tipped from height if it is likely to injure anyone. Nothing should be stored in a way that its movement is likely to injure anyone.
- Where other precautions do not entirely eliminate the risk of a fall occurring, those involved will be trained, so far as is reasonably practicable, in how to avoid falling and how to avoid or minimise injury to themselves should they fall.

Ladders, step ladders and tower scaffolds:

### 1. Ladders

Ladders are best used as a means of getting to a workplace. They should only be used as a workplace for short-term work. They are only suitable for light work. If ladders are to be used, make sure:

- the work only requires one hand to be used;
- the work can be reached without stretching;
- the ladder can be fixed to prevent slipping; and a good handhold is available.
- In order to use a ladder safely, the person should be able to reach the work from a position 1 m below the top of the ladder.
- Make sure light tools are carried in a shoulder bag or holster attached to a belt so that both hands are free for climbing. Heavy or bulky loads should not be carried up or down ladders - a gin wheel or other lifting equipment should be used instead.

### 2. Stepladders

Step-ladders provide a free-standing means of access, but they require careful use. They are not designed for any degree of side loading and are relatively easily overturned. Avoid over-reaching.

### 3. Tower Scaffolds

- Tower scaffolds are to be used in preference to ladders where it is reasonably practicable to do so.



- Tower scaffolds may be erected only by operatives who are trained in their safe erection and who hold PASMA training certificates.

#### 4. Safe use of scaffolds

- Do not take up boards, move handrails or remove ties to gain access for work.
- Changes should only be made by a competent scaffolder.
- Never work from platforms that are not fully boarded.
- Do not overload scaffolds. Make sure they are designed to take the loads put on them.
- Store materials so the load is spread evenly.
- Make sure there is suitable stair and ladder access onto the working platform.

#### 5. Mobile Elevated Work Platforms (MEWPS).

Mobile elevated work platforms are only to be operated by competent personnel.

### **6.8 PROTECTION OF THE PUBLIC**

When work activities are in progress the public must be excluded from both the area of work and a sufficient area around it. Steps to ensure this will include:

- Obtaining a temporary pavement whilst operations are carried out;
- Undertaking operations in 'quiet' hours i.e. early morning, at night or weekends;
- Erecting barriers and signs and diverting the public away from operations;
- Storing loose materials safely on the working platform; and
- Not raising or lowering materials over members of the public or other site workers.



## ARCHITEN LANDRELL ASSOCIATES LTD

### Apparatus Inspections Certificate

This is to certify that the following apparatus has been tested and inspected.  
It is declared in good working order and is safe to use.

Item : .....

Ref Number: .....

Date of Inspection/Test.....

Next test date :.....

Signature: .....

Print Name :.....

Comments :.....