



Colloide



Health & Safety Policy

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HEALTH AND SAFETY POLICY

In pursuit of the objectives of the

Health and Safety at Work Act 1974,
Health and Safety at Work Order (N.I.) 1978

And the
Safety, Health and Welfare at Work Act 2005 (R.O.I.)

The following may be cited as the Health and Safety Policy

of

Colloide Engineering Systems
Cookstown Enterprise Centre
Derryloran Industrial Estate
Cookstown
Co Tyrone
BT80 9LU

This Statement of Safety Policy shall come into effect on the

8th June 2011

The Statement of Policy on the Health and Safety for the above shall be held by:

Paddy McGuinness
Colloide Engineering Systems
Cookstown Enterprise Centre
Derryloran Industrial Estate
Cookstown
Co Tyrone
BT80 9LU

The responsibility for amending this Health & Safety Policy Statement will be that of Paddy McGuinness.

Signed By:


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Date Reviewed: 10th February 2023

Date of Next Review: 10th February 2024

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Health and Safety Policy Statement

Under the
Health and Safety at Work Act 1974,
Health and Safety at Work Order (N.I.) 1978
and the
Safety, Health and Welfare at Work Act 2005 (R.O.I.).

This is the Health and Safety Policy Statement of
Colloide Engineering Systems

1.0 Statement of General Policy

To provide adequate control of the Health and Safety risks, to employees and third parties, arising from our work activities by:

- Managing and conducting our activities with safety as the paramount consideration;
- Ensuring that there is no improper behaviour such as violence, bullying or horseplay;
- Regarding the workplace we will ensure that it is;
 - designed and maintained in a safe condition without risk;
 - has safe means of access and egress;
 - plant and machinery are properly maintained;
- Providing systems of work which are planned, organised, performed, maintained, and revised as appropriate to be safe and with out risk to health;
- Carrying out relevant risk, noise, vibration, and hazardous substance assessments and recording and acting on their findings and using this information to;
 - reduce risks,
 - prevent accidents and cases of work-related ill health,
 - ensure safe handling, transport, storage and use of substances.
- We will use the information gathered from our risk assessments to develop method statements and safe systems of work.
- To ensure all employees are competent to do their tasks by;
 - Ensuring they have had adequate training,
 - Providing them with information, Instruction, and supervision,
 - to enable them to cope with all health and safety aspects and responsibilities associated with their job and workplace.
- Consulting with our employees on matters affecting theirs and the public's Health and Safety;

- Creating and maintaining a positive health and safety culture which secures the commitment and participation of all employees;
- Colloide are committed to continual improvements in their health and safety practices;
- Encouraging full consultation on health and safety matters at all levels and requiring health and safety to be a standing item on all management and staff meeting agendas.
- To maintain safe, healthy, clean, and tidy working conditions by;
 - Ensuring the provision of all necessary welfare facilities for employees,
 - Maintaining safe safety equipment and working environment.
- Providing all necessary personal protective equipment, and training in its use, to protect against all identified or anticipated risks.
- Preparing and revising plans of action to be taken in the event of an emergency or imminent danger covering;
 - First aid,
 - Fire,
 - Evacuation,
 - Contacting the emergency services,
 - Designation of employees to implement the emergency plan;
- Ensuring that all accidents, incidents of work-related ill health and dangerous occurrences are recorded and investigated to prevent recurrences and reported to the relevant authority.
- Colloide are committed to the prevention of all accidents and incidents occurring.
- Ensuring that we have available the services of a competent person(s) with the purpose of ensuring the safety, health, and welfare of our employees.

To comply with all national, local, or site-specific regulations or requirements.

Colloide complies with all H&S legislation, complies with the requirements of ISO 45001:2018 and are committed to continuous improvement.

To give due consideration to the likely environmental effects of our work processes and activities and where these may have a detrimental short- or long-term effect on the environment these processes will be subjected to a separate environmental risk assessment which will be used to guide our activities.

The above will be obtained for all employees, fulltime, part-time, permanent, or temporary at no cost to the employee and will pay specific attention to vulnerable persons such as the young, disabled, or pregnant women.

Due consideration will be given to the management and conduct of our activities to take into consideration the safety of anyone not employed by us (particularly the general public and children) who might be placed at risk by our activities. We will review and revise this policy as necessary at regular intervals.

Signed:

A handwritten signature in black ink, appearing to be 'P. M. L.', is written over a horizontal dotted line.

Date: 10th February 2023

2.0 Summary of Health and Safety Arrangements

Responsibilities

Overall and final responsibility for Health and Safety is that of Paddy McGuinness.

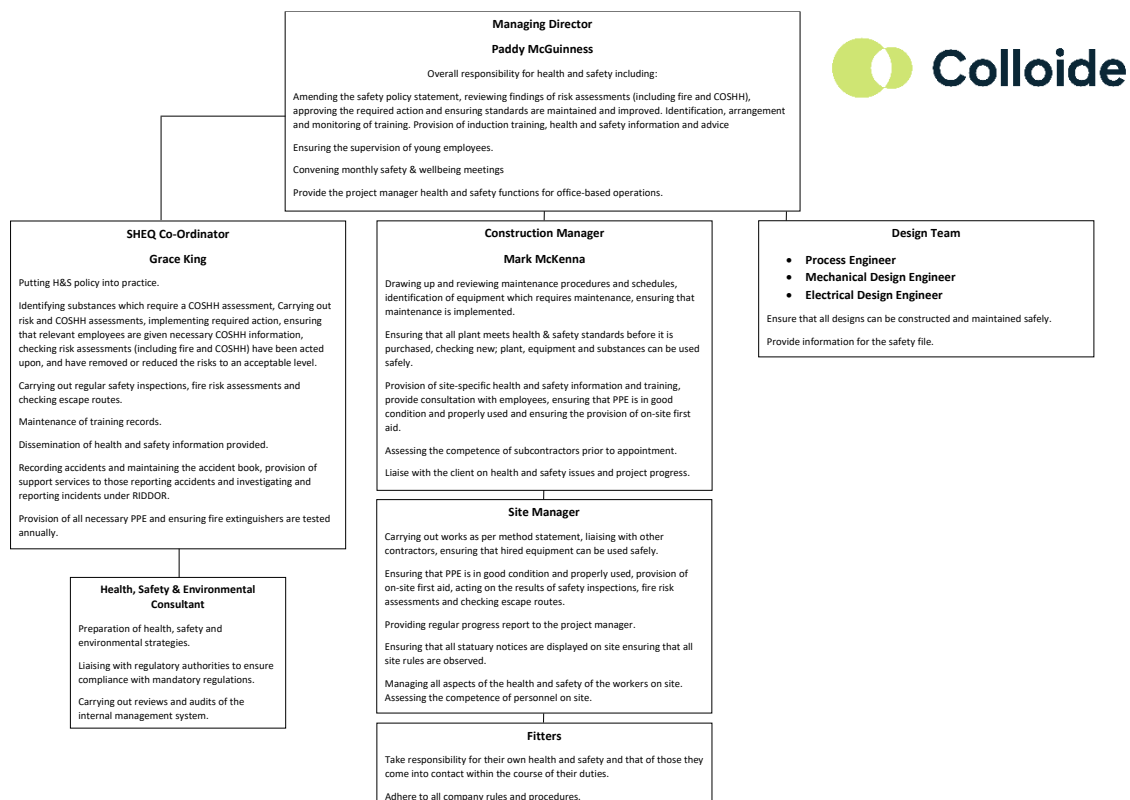
It will be the responsibility of the Lead Designer to ensure that safety is considered at the design stage of any project and that, where practical, hazards are removed at the design stage.

Day-to-day responsibility for ensuring our health and safety policy is put into practice is delegated to the SHEQ Co-Ordinator.

Paddy McGuinness will ensure health and safety standards are maintained and improved where necessary.

Figure 1 shows how health and safety responsibility is devolved within the company.

Figure 1: Organisational Chart for the Delegation of Health and Safety Responsibilities



3.0 Health and Safety Risks Arising from Work Activities

The SHEQ Co-Ordinator will undertake risk assessments. The findings of the risk assessments will be reported to the Managing Director, Paddy McGuinness, who will approve the action required to remove, or control risks to an acceptable level.

The SHEQ Co-Ordinator will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks. Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

4.0 Consultation with Employees

The consultation approach adopted by the company involves not only giving information to employees but actively encouraging employee participation by listening to, discussing, and taking account of what employees say before the company make any health and safety decisions.

Health and Safety is an agenda item at all staff meetings and site meetings where concerns, suggestions and changes which may affect employee Health and Safety etc. are discussed and communicated to employees who have ample time to consider and get back to senior management with informed responses.

In addition to this the company has established a Safety and Wellbeing Committee which provides a platform for communication at all levels.

Toolbox talks are delivered to site personnel which provides the opportunity to address all health and safety concerns or issues. All issues raised are communicated to senior staff immediately and resulting actions communicated to employees. The company operates an open-door policy and welcomes feedback.

Employees are involved in site inspections, near miss reporting, accident investigations, developing site specific risk assessments and emergency plans.

Should unexpected issues arise where the company have not had time to plan consultation through one of the normal consultation methods, a one-off meeting will be arranged so the issues are not overlooked.

5.0 Safe Plant and Equipment

The Construction Manager will be responsible for identifying all equipment or plant that requires maintenance.

Faulty equipment will be red tagged to indicate that it should not be used and sent for repair. Maintenance, service, and testing intervals will be adjusted in line with the recommendations made in the relevant risk assessments. Maintenance will only be carried out by competent personnel.

The Construction Manager will be responsible for ensuring effective maintenance procedures are drawn up, ensuring that all identified maintenance is implemented and checking that new plant and equipment meets health and safety standards before it is purchased.

Any problems found with plant or equipment should be reported to the Construction Manager.

6.0 Personal Protective Equipment

Jobs requiring personal protective equipment are:

- Working areas where cranes, forklift etc. may be operating: wear high visibility clothing and head protection;
- Working in areas where chemicals are present: use safety goggles, respiratory protection in the form of a mask with a cartridge for organic vapours, impervious gloves in neoprene and skin protection – overalls, boots, aprons.
- Working in areas where heavy items are handled: wear protective footwear and gloves.
- Working in dusty atmosphere: use-extracting equipment, wear dust masks and overalls.
- Working in noisy environments: wear hearing protection.

Paddy McGuinness will provide all necessary personal protective equipment.

The SHEQ Co-Ordinator will ensure that personal protective equipment is in good condition, properly used and effective.

7.0 Safe Handling and Use of Substances

The SHEQ Co-Ordinator is responsible for identifying all substances which may need a COSHH assessment. COSHH assessments will be undertaken, ensuring that all actions identified in the assessments are implemented, and ensuring that all relevant employees are informed about the COSHH assessments.

The SHEQ Co-Ordinator will check that all new substances can be used safely before they are purchased.

Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

8.0 Information, Instruction and Supervision

The Health & Safety Law poster is displayed in the main office with other relevant safety information.

Advice on Health and safety can be obtained from Paddy McGuinness or the SHEQ Co-Ordinator. Health & Safety Information/leaflets etc are also available on notice boards.

Young workers or trainees will be employed under the strict supervision of Paddy McGuinness or a suitably qualified and competent member of Colloide staff and only after the preparation of a comprehensive risk assessment of their likely activities.

Our employees working at locations under the control of other employers will receive their health and safety direction from The Construction Manager or the SHEQ Co-Ordinator.

9.0 Competency for Tasks and Training

The Managing Director, SHEQ Co-Ordinator or Line Managers will provide induction training for new employees.

A local training organisation e.g., HSSNI/Bemac/ITS etc will provide job specific training for all employees.

Tasks requiring special training include; MEWPS, Forklift Operation, Working at Heights, Working in Confined Spaces, CSR Health & Safety Training, Site Supervisor's Training, First Aid etc.

Training records are kept on the IMS system at the main office at Cookstown Enterprise Centre.

Paddy McGuinness will identify, arrange, and monitor training requirements.

Employees will receive regular on and off-site training; this will be provided by a combination of instruction from our own staff and specialist training providers, as mentioned above.

10.0 Accidents, First Aid and Work-Related Ill Health

A First Aid Risk assessment has been conducted and the control measures and recommendation have been implemented including Emergency First Aid at Work training.

When working on customer/client sites/premises employees must familiarise themselves with emergency arrangements in place (Fire, First Aiders etc.).

No jobs have been identified as requiring Health surveillance, this situation is kept under review.

First aid boxes are kept in the office and in each van.

The appointed person's contact information for the office is detailed on the notice board. They will ensure any injured party receives medical treatment for any injury sustained.

All accidents, near misses and cases of work-related ill health will be reported to the Site Safety Officer and will be recorded in the accident book, which is kept in the main office at Cookstown Enterprise Centre.

All accidents, near misses and work-related causes of sickness absences will be investigated to:

- identify why existing control measures failed and what improvements or additional measures are needed

- plan to prevent the incident from happening again
- point to areas where the risk assessment needs reviewing and improve risk control in the future

Copies of Investigations will be retained.

Paddy McGuinness is responsible for reporting accidents, diseases, and dangerous occurrences to the enforcing authority.

11.0 Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will encourage and maintain a culture of safety, by regularly inspecting, logging, and monitoring working conditions and practices.

These are reviewed at monthly meetings at which our performance is compared with the best-known practice within the industry.

This is done in conjunction with the implementation of any action recommended in our risk assessments which are site specific and reviewed when necessary.

Company manuals are in use for;

- Staff training,
- Risk assessments,
- Safe systems of work
- COSHH assessments,
- Method statements,
- Site management,
- Procurement and management of subcontractors

All employees are regularly updated on health and safety issues and potential hazards they may encounter, and safe-working practices agreed.

12.0 External Safety Advisors and Professionals

The Company retains an External Consultant to advise on environmental, health and safety issues and if it wishes to do so, will employ other professional safety personnel.

This will allow for the following:

- Assist the Company to implement its Safety Statement Policy.
- Carry out random Safety Audits.

13.0 Emergency Procedures - Fire and Evacuation

The SHEQ Co-Ordinator is responsible for ensuring the fire risk assessment is undertaken and implemented in line with our fire safety policy.

Fire extinguishers are maintained by Fire Safe Fire Protection and are tested every year.

Fire alarms are tested every week from a different trigger point.

Emergency evacuation (fire drills) will be carried out every 6 months.

14.0 General Health and Safety Rules

All employees have a duty to:

- Take reasonable care to protect his or her own safety, health, and welfare and that of any other person who may be affected by his or her acts or omissions at work.
- Not be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that he or she is likely to endanger his or her own safety, health, or welfare at work or that of any other person.
- In ROI, iff reasonably required by his or her employer, submit to any appropriate, reasonable, and proportionate tests, by or under the supervision of a registered medical practitioner who is a competent person, as may be required by Regulations made under the 2005 Act.
- Co-operate with his or her employer or any other person, as necessary, to assist that person in complying with safety and health legislation as appropriate.
- Not engage in improper conduct or other behavior such as violence, bullying or horseplay, which could endanger another person at work or his or her safety, health, and welfare.
- Attend training courses/toolbox talks as required by his or her employer or as may be prescribed in Regulations.
- Taking account of the training and instructions given by the employer, correctly use any article or substance and protective clothing and equipment provided for use at work or for his or her protection.
- On entering into a contract of employment not to misrepresent himself or herself as regards the level of training that they have received.
- Report any hazardous situations to their Supervisor or rectify it if it is in their capacity to do so.
- Co-operate with supervisors and managers on health and safety matters.
- Where matters arise outside their control, these should be reported as soon as possible.

- Not intentionally or recklessly interfere with or misuse any thing provided in the interest of Health and Safety or welfare of other.
- Keep strict control of all highly flammable substances and place them in a safe place away from the public after use.
- Refrain from smoking on the site (includes e-cigarettes), in the office or restricted areas.
- Wear the correct attire at work - i.e., safety helmets, safety goggles, gloves, masks etc., as demanded by their specific jobs.
- Ensure that any accident is recorded in the accident report book provided and is reported to the Construction manager as soon as possible.
- Only operate plant or machinery they are properly trained to use.
- Dispose/segregate all rubbish in the bins provided.
- Keep all fire exits clear from any articles, which will hinder the fire doors from opening in an emergency.
- Immediately report all broken, faulty, or defective equipment, to the Site Manager so that it can be repaired as soon as possible.
- Not used any broken, faulty, or defective equipment until it has been repaired.
- Store away tools after use in a safe place.
- Staff driving for work must never make or receive calls on a mobile phone, whether hand-held or hands-free, while driving.
- Employees have a responsibility to comply with legal and health and safety requirements, wear seat belts, drive within speed limits, comply with traffic legislation, report accidents or near misses to P McGuinness, take adequate breaks and stop when tired.
- Weekly vehicle checks will be carried out using the supplied documentation.

15.0 Procurement and Management of Subcontractors and Suppliers

Prior to their selection as sub-contractors or suppliers all candidates will be asked to furnish us with evidence of the following where appropriate;

- A single key contact name and phone number;
- Demonstration of competency;
- A proposed management structure indicating key contacts for the main issues likely to arise;
- Ability to provide all risks liability, employers liability, current public liability, vehicle, and plant insurance;
- Financial stability;

- Health and safety policy/safety statement;
- Details of all Health and Safety and environmental Prosecutions, Improvement Notices or Prohibitions;
- Sample method statements;
- Sample risk assessments;
- Training and accident records;
- Information on quality and environmental management systems in place;
- Information on safety management in place;
- Accreditation by any outside body.

All those relevant to the work they propose to undertake must be current and appropriate.

A pre-qualification questionnaire is provided to assist in the collection of this information.

Prior to employing a sub-contractor, the above items will be vetted to ensure that the appropriate items are adequate.

The management of sub contractors will be the sole responsibility of the Construction Manager.

Subcontractors will be asked to submit job specific risk assessments and method statements for the job in hand. **In the event that a method statement must be changed this change must be agreed by us before work can continue.**

No machinery will be allowed on site until documentation on statutory inspections has been provided, including details of driver training.

All risk liability, employer's liability, current public liability, vehicle, and plant insurance will be inspected.

Tax exemption certificates will be verified.

Subcontractors must attend site safety meetings and induction training.

Subcontractors will be made aware of our health safety policy and site rules and must agree to adhere to these as their minimum safety standard; this will form part of the written contract.

We will clearly explain the client's requirements to any subcontractors and invite them to attend planning meetings between us and the client in order that they may highlight any likely issues relating to their work which may be relevant to the overall project.

Subcontractors will be given all relevant safety information, information on hazards and the risks they are likely to encounter.

The subcontractor will be expected to furnish us with a program of proposed work including the likely duration of any works and their availability to perform these works.

Subcontractors will be expected to furnish regular progress reports to the Construction Manager and indicate any potential problems.

The work of subcontractors will be regularly inspected and monitored by our Construction Manager and any non-conformities rectified.

The subcontractor will be responsible for the quality of their work however the overall quality of the project will remain the responsibility of the principal contractor.

16.0 Site Management

Site management is provided by dedicated officers whose names, responsibilities and contact details are displayed on site at all times. The level of our involvement in site management is dictated by our role in the project.

In order to establish our role in site management we need to clarify our position as principal contractor, for all or a portion of the job, or as subcontractor, each position has different responsibilities. We also need to establish whether the project is covered by CDM 2015 (UK)/CDM 2016 (NI)/ Safety Health and Welfare at work (Construction) 2013 Regulations (ROI).

On the bases that all sites are likely to be subject to CDM 2015 (UK) / CDM 2016 (NI)/ Safety Health and Welfare at work (Construction) 2013 Regulations (ROI), and that, Planning Supervisor/Project Supervisor Design Stage and main design roles are located elsewhere we will manage sites as follows:

As subcontractor we will appoint a project supervisor construction stage/site manager who will ensure that we:

- Co-operate with the principal contractor;
- Plan, manage and monitor construction work under our control so it is carried out without risks to health and safety;
- For projects involving more than one contractor, coordinate activities with others in the project team – in particular, comply with directions given by the principal designer or principal contractor;
- Pass to principal contractor information which will affect health and safety, is relevant to the health and safety file;
- Comply with the directions of the principal contractor and rules in health and safety plan,
- Provide information and training to employees;
- Ensure when arranging for any designer(s) to prepare a design that they are competent and adequately resourced for health and safety;
- Ensure when arranging for any contractors to carry out or manage construction work that they are competent and adequately resourced for health and safety.

As the principal contractor we will appoint a project supervisor construction stage/site manager who will ensure that we:

- Ensure health and safety Construction Phase plan is prepared for construction work, monitored, and kept up to date, set out the arrangements for securing health and safety during the period construction work is carried out;

- Plan works taking into account the risks to all those affected;
- Ensure the correct plant, equipment and tools are provided to carry out the work;
- Liaise with the client and principal designer;
- Organise cooperation between contractors and coordinate their work;
- Make sure suitable site inductions are provided;
- Provide suitable welfare facilities;
- Ensure workers are consulted and engaged in securing their health and safety;
- Ensure compliance with site rules;
- Take reasonable steps to ensure that only authorised people are allowed onto site;
- Display a copy of the notification form;
- Provide Planning Supervisor/Project Designer with information relevant to the health and safety file;
- Give directions to subcontractors and monitor their work;
- Make rules for the health and safety plan;
- So far as is reasonably practical, ensure information is provided to contractors;
- So far as is reasonably practical, ensure contractors provide training and information to employees,
- Consult and engage with workers, discuss, and offer advice and that there are arrangements for
 - coordinating their views;
- Ensure when arranging for any designer(s) to prepare a design that they are competent and adequately resourced for health and safety;
- Ensure when arranging for any contractors to carry out or manage construction work that they are competent and adequately resourced for health and safety.

If we are principal contractor for only a portion of the job, we will ensure that a hand over point is clearly identified and at this point all necessary information and responsibility is exchanged between the incoming and outgoing contractors and the planning supervisor is advised that the transfer is in process and when it has been completed.

17.0 Risk Assessment

In addition to task or process-based risk assessments every site is subjected to a site risk assessment which examines the following items:

Access on Site

- Can everyone get to their place of work safely - and work there safely?
- Are access routes in good condition and clearly sign posted?
- Are edges which people could fall from provided with double guard-rails or other suitable edge protection?
- Are holes protected with clearly marked and fixed covers to prevent falls?
- Are temporary structures stable, adequately braced and not overloaded?
- Will permanent structures remain stable during any refurbishment or demolition work?
- Is the site tidy, and are materials stored safely?
- Is the lighting adequate, especially when work is being carried on after dark outside or inside buildings?

Permanent Scaffolds and Mobile Scaffolds

- Are scaffolds erected, altered, and dismantled by competent people?
- Are all uprights provided with base plates (and, where necessary, timber sole plates)?
- Are all uprights, ledgers, braces, and struts in position?
- Is the scaffold secured to the building or structure in enough places to prevent collapse?
- Are there double guard rails and toe boards, or other suitable protection, at every edge, to prevent falling?
- Are additional brick guards provided to prevent materials falling from scaffolds?
- Are the working platforms fully boarded and are the boards arranged to avoid tipping or tripping?
- Are there effective barriers or warning notices in place to stop people using an incomplete scaffold, e.g., where working platforms are not fully boarded?
- Is the scaffold strong enough to carry the weight of materials stored on it and are these evenly distributed?
- Are scaffolds being properly maintained?
- Does a competent person inspect the scaffold regularly, e.g., at least once a week; and always after it has been altered or damaged and following extreme weather?
- Are the results of inspections recorded?
- Have proprietary tower scaffolds been erected by a trained and competent person and are they being used in accordance with supplier's instructions?
- Have the wheels of tower scaffolds been locked when in use and are the platforms empty when they are moved?

Ladders

- Are ladders the right way to the job? Don't work from a ladder if there is a better way! Short term use only.
- Are they in good condition?
- Do ladders rest against a solid surface and not on fragile or insecure materials?
- Are they secured to prevent them slipping sideways or outwards?
- Do Ladders rise a sufficient height above their landing place? If not, are other handholds available?
- Are the ladders positioned so that users do not have to over stretch?

Manual Handling

- Are there heavy materials which could cause problems if they have to be moved by hand?
- If so, can you:
- choose lighter materials
 - Use wheelbarrows, hoists, telehandlers, and other plant or equipment so that manual lifting of heavy objects is kept to a minimum?
 - Order materials such as cement and aggregates in 25kg bags?
 - Avoid the repetitive laying of heavy building blocks weighing more than 20kg?
 - Have people been instructed and trained how to lift safely?

Traffic, Vehicles and Plant

- Are vehicles and pedestrians kept apart?
- If not, do you:
- Separate them as much as you can and use barriers?
 - Tell people about the problem, and what to do about it?
 - Display warning signs?

Tools and Machinery

- Are the right tools or machinery being used for the job?
- Are all dangerous parts guarded, e.g., gears, chains drives, projecting engine shafts?
- Are guards secured and in good repair?
- Are tools and machinery maintained in good repair and are all safety devices operating correctly?
- Are all operators trained and competent?
- Are low noise and vibration tools used?

Powered Access Equipment

- Has a competent person installed the equipment?

- Are the operators trained and competent?
- Is the safe working load clearly marked?
- Does a competent person inspect the equipment?
- Does the working platform of the powered access equipment have adequate, secure guard rails and toe boards or other barriers to prevent people and materials falling off?
- Have precautions been taken to prevent people being struck by:
 - The moving platform
 - Projections from the building: or
 - Falling materials?

HOISTS

- Has a competent person installed the equipment?
- Are the operators trained and competent?
- Is the rated capacity clearly marked?
- Does a competent person inspect the hoists?
- Does the hoist have a current report of thorough examination and a record of inspection?
- Is there a suitable base enclosure to prevent people from being struck by any moving part of the hoist?
- Are the landing gates kept shut except when the platform is at the landing?
- Are controls arranged so that the hoist can be operated from one position only?

Emergency Procedures

General

- Are there emergency procedures e.g., for evacuating the site in case of a fire, or for rescue from a confined space?
- Do people on site know what the procedures are?
- Is there a means of raising the alarm, and does it work?
- Is there a way to contact the emergency services from site?
- Are there adequate escape routes and are these kept clear?
- Is there adequate first-aid provision?

Fire

- Is the quantity of flammable materials, liquids and gases on site kept to a minimum?
- Are they properly stored?

- Are suitable containers used for flammable liquids?
- Are flammable gas cylinders returned to a ventilated store at the end of the shift?
- Are smoking and other ignition sources banned in areas where gases or flammable liquids are stored or used?
- Are gas cylinders, associated hoses and equipment properly maintained and in good condition?
- When gas cylinders are not in use, are the valves fully closed?
- Is flammable and combustible waste removed regularly and stored in suitable bins or skips?
- Are suitable fire extinguishers provided?

Hazardous Substances

- Have you identified all harmful substances and materials, such as asbestos, lead, solvents, paints, cement, and dust?
- Have you identified and put into place precautions to prevent or control exposure to hazardous substances by:
 - Doing the work in a different way, to remove the risk entirely
 - Using a less hazardous material: or
 - Using tools fitted with dust extraction?
- Have workers had information and training so they know what the risks are from the hazardous substances used and produced on site, and what they need to do avoid the risks?
- Are material safety data sheets MSDS/ SDS safety data sheets available.

Asbestos

- Have all site staff undertaken Accredited Asbestos Awareness Training?
- Prior to commencement of work has an Asbestos Register been obtained from the client.
- Have Senior Staff checked that the Asbestos Register covers the vicinity that staff will be working?
- Does the survey indicate what types of asbestos is present and its condition?
- If there is no register or survey or the report is not clear – **do not start work**
- If the register indicates that there is no ACM present, then the works should be undertaken in the normal way.
- If, however, suspected ACM is present, senior staff will assess the task and decide whether the repair can be made without disturbing the ACM or will contact the Client to arrange for the removal of the identified Asbestos.

Confined Spaces

- Are you trained and competent to work in a confined space – work should only be carried out by trained individuals?
- Do you work in confined spaces where there may be an inadequate supply of oxygen or the presence of poisonous or flammable gas? If so, have you taken all necessary precautions?
- Confined spaces include tanks, sewers, and manholes: they do not have to look dirty to be dangerous!

Noise

- Have workers had information and training so they know what the risks are from noise on site, and what they need to do to avoid those risks?
- Have you identified and assessed workers exposure to noise?
- Can the noise be reduced by using different working methods or selecting quieter plant?
- Are people not involved in the work kept away from the source of the noise?
- Is a suitable hearing protection provided and worn in noisy area?
- Have hearing protection zones been marked?
- have you arranged health surveillance for people exposed to high levels of noise?

Hand-Arm Vibration

- Have workers had information and training so they know what the risks are from hand-arm vibration (HAV) on site, and what they need to do to avoid those risks?
- Have you identified and assessed risks to workers from prolonged use of vibrating tools such as concrete breakers, angle grinders or hammer drills?
- Has exposure to HAV been reduced as much as possible by selecting suitable work methods and plant?
- Are reduced-vibration tools used whenever possible?
- Have vibrating tools been properly maintained?
- Have you arranged health surveillance for people exposed to high levels of hand-arm vibration, especially when exposed for long periods?

Welfare

- Are toilets readily available and are they kept clean and properly lit?
- Are there washbasins, hot and cold (or warm) running water, soap, and towels?
- Are the wash basins large enough to wash up to the elbow and are they kept clean?
- Is there somewhere to change, dry and store clothing?
- Are drinking water and cups provided?
- Is there a place where workers can sit make hot drinks and prepare food?
- Can everyone who needs to use them get to the welfare facilities easily and safely?

Electricity and Other Services

- Have you identified the location of existing services on site (e.g., overhead cables and underground service) and taken the effective steps to prevent contact with them?
- Are you using low voltage for tools and equipment e.g., battery-operated tools or low voltage systems?
- Where mains voltage has to be used, are trip devices, e.g., residual current devices (RCDs) provided for all equipment?
- Are RCDs checked daily by users and properly maintained?
- Are cables and leads protected from damage?
- Are all connections to the system properly made and are suitable plugs used?
- Are tools and equipment checked by users, visually examined on site, and regularly inspected and tested by a competent person?

Protecting the Public

- Is the work fenced off from the public?
- Are roadwork's cordoned off and lit?
- Are the public protected from falling material?
- When work is stopped for the day:
- Is the boundary secure and undamaged?
- Are all ladders removed or their rungs boarded so that they cannot be used?
- Are excavations and openings securely covered or fenced off?
- Is all plant immobilised to prevent unauthorised use?
- Are bricks and materials safely stacked?
- Are flammable or dangerous substances locked away in secure storage places?

VDU (Visual Display Units)

While there is no conclusive evidence of any serious Health Risks associated with VDU's when properly used. It has been identified that VDU's carry a Medium Risk of injury as a result of associated ergonomic problems.

Arrangements and Controls:

All cables are positioned to prevent slips, trips, and falls.

- Document holders are provided to minimise eye and head movement.
- All operators are provided with chairs, which have adjustable height and back rest to maximise on back support.
- All VDU users are assessed by a competent person to determine the adequacy and safety of their workstation.
- Operators are provided with footrest if required.
- Proper lighting is provided as per office standard.

18.0 SITE SAFETY

The site safety is monitored by the monthly & weekly completion of a Site SHEQ Audit report.