



CONSTRUCTION &
DEVELOPMENT LTD

JP Construction & Development Ltd

Health & Safety Management System

HEALTH & SAFETY POLICY



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JP Construction & Development Ltd

1. Health and Safety Policy Statement

General Policy Statement

It is the policy of **JP Construction & Development Ltd** hereafter referred to as 'The Company' to comply with the requirements of The Health and Safety at Work etc Act 1974 and all relevant legislation, in order to provide and maintain a healthy and safe working environment. The Company's health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident free workplace. It recognises its responsibility to ensure, so far as is reasonably practicable, the health and safety of all its employees, contractors, visitors and those members of the public who may be affected by its activities.

The Company's aim is to promote, set and maintain the highest possible standards for health, safety and welfare matters, this being achieved as follows:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees and sub-contractors are competent to do their tasks, and to give them adequate training as appropriate;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions;
- Provide the necessary resource (e.g. financial, people, technical support & relevant training) to achieve the key objectives of this Policy.
- To review and revise this policy as necessary at regular intervals.

The Company will endeavour to eliminate any hazards which may result in personal injury, industrial illness, fire, security losses, property damage or impact / harm the environment.

Responsibilities - 'Safety is Everyone's Responsibility'

JP Construction & Development Ltd acknowledges the requirements of Reg. 7 (MHSW 1999) in respect of H&S assistance and shall engage the services of a competent body qualified to assist in this regard.

1. Overall and final responsibility for health and safety is that of
Jonathan Perrett
(Director), **JP Construction & Development Ltd**
2. Day-to-day responsibility for ensuring this policy is put into practice is coordinated by **Jonathan Perrett**. Additionally, they ensure that activities under their control are carried out in accordance with safe working procedures and standards, and in compliance with statutory provisions.
3. **All employees** have to:
 - Co-operate with supervisors and managers on health and safety matters;

- Not interfere with, or misuse anything provided to safeguard their health and safety;
 - Take reasonable care of their own health and safety and that of others;
 - Report all health and safety concerns to the appropriate person / Supervisor.
 - Failure to comply with these requirements may lead to both Company disciplinary action and personal prosecution.
4. To ensure health and safety standards are maintained / improved, areas of responsibility are specified and further detailed in our H&S Arrangements:

Employer (JP Construction & Development Ltd) / Management Responsibilities

- The Company will take all reasonable measures to ensure the safety, health and welfare at work of all full-time and self-employed employees in fulfilment of its moral, legal and economic responsibilities; these measures will also be aimed at protecting others who may be affected by the day to day work activities including other contractors and members of the public.
- All employees will be provided with such equipment, information and instruction as necessary to implement this policy and to achieve the stated objective.
- The Company will endeavour to ensure that all equipment, plant and substances used at work are safe and suitable for the purpose for which it is provided. All employees will be provided with adequate information, instruction and training to enable them to use work equipment safely.
- Take immediate and appropriate steps to investigate and rectify any risks arising from work activities.
- Ensuring that all accident and near-misses are properly recorded / reported and that investigations are promptly conducted in order to initiate corrective and preventive actions.

Employee's Responsibilities

- While the Company will do all within its powers to ensure the health and safety of its employees and those who may be affected by its operations, it is also recognised that health and safety is the responsibility of each and every individual associated with the Company. It remains the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which poses a threat to others.
- All employees have a legal duty not only to work in a safe manner but also to co-operate in efforts to create safe and healthy working conditions
- All employees will be instructed on how to recognise and guard against any foreseeable hazards and how to meet the responsibilities placed upon them
- Employees SHALL NOT intentionally or recklessly interfere with or misuse anything provided for in the interest of health, safety or welfare
- Not undertake any task for which authorisation and /or training has not been given.
- Be aware of your health and safety responsibilities and duties as imposed by legislation and management
- Readily accept training, instruction, information and supervision to allow you to carry out your job in a safe manner

Policy Approval

This Policy Statement is subject to regular review (at least annually) and is updated in accordance with legislative and / or organisational changes as applicable.

Approved By:

Approval Date: 14th April 2013

Version No: 3

Jonathan Perrett, Director (JP Construction & Development Ltd)

Health & Safety Arrangements

Health and safety risks arising from our work activities

The Company has a duty to assess the risks to the health and safety of anyone who may be affected its work activities (Management of Health & Safety at Work Regulations 1999); it is the Company's policy to ensure that no one is put at risk from any activities under its control.

- Risk assessments will, in consultation with staff, be undertaken by Jonathan Perrett.
- The findings of the risk assessments will be reported to ALL relevant Staff.
- Action required to remove / control risks will be approved by Jonathan Perrett
- Jonathan Perrett will be responsible for ensuring that the action required is implemented.
- Jonathan Perrett with assistance from relevant Staff will check that the implemented actions have removed the hazards / reduced the risks to acceptable levels.

Assessments will be reviewed every **12** months or when the work activity changes, whichever is soonest. In addition, following an incident or accident the suitability of the risk assessment is re-assessed.

Consultation with employees

The Company shall consult with employees either directly or through elected representatives on matters relating to health and safety ref. Health & Safety (Consultation with Employees) Regulations 1996. On a day to day basis this is provided by John Perrett .

H&S Arrangements - Safe Plant & Equipment

The Company has a duty to ensure that all plant and equipment that requires maintenance / statutory testing and inspection, is identified and implemented in accordance with LOLER 1998 and PUWER 1998. This is the responsibility of Jonathan Perrett, who ensures effective maintenance procedures, receive and act on reported problems with plant and equipment, and check that new plant and equipment meets health and safety standards before purchase.

H&S Tools & Location- <i>Company Safety Manual</i>	Responsibility- <i>Jonathan Perrett, Employees, (Site Manager)</i>
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H&S Arrangements - Safe handling and use of substances

The Company has a duty to assess the risks arising from both hazardous substances used (e.g. chemicals, solvents, paints, oils etc) and hazardous substances generated from work activities (e.g. dust, fumes, vapour) ref: Control of Substances Hazardous to Health Regulations (COSHH).

H&S Tool & Location- <i>Company Safety Manual</i>	Responsibility- <i>Jonathan Perrett, Employees, (Site Manager)</i>
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H&S Arrangements - Information, instruction and supervision

The Company recognises the requirement to inform employees & Contractors what they need to know about health and safety law via the appropriate Poster ref: Health & Safety (Information for Employees) Regulations 1989. Jonathan Perrett will ensure provision of information, instruction and supervision relating to health and safety as appropriate.

H&S Tool & Location- <i>Company Safety Manual</i>	Responsibility- <i>Jonathan Perrett, Employees, (Site Manager)</i>
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H&S Arrangements - Competency and training

The Company ensures that it provides appropriate information, instruction and training regarding health and safety at work, ensuring employees work safely for the benefit of themselves and others. Jonathan Perrett will ensure that **Induction training** and Job-Specific training is provided for employees, and restricts certain tasks and activities to qualified and authorised persons only e.g.

- Mewp / plant operation
- Erection of Alloy tower scaffold
- Identification of hazardous substances including asbestos
- Potential entry into Confined Spaces.
- Handling and using Chemicals.

The Company ensures that Employees who operate Company vehicles hold the appropriate class of licence and authorises their use accordingly.

Jonathan Perrett will **identify, arrange and monitor health and safety related training**. Training records are kept in the Office by Jonathan Perrett.

Employees who fail to understand any health & safety matter or consider that they have not received adequate information, instruction/training **MUST** report this matter to Management.

The Company insists on thorough vetting of all sub-contractors prior to acceptance as an approved contractor; a process which involves a thorough pre-qualification procedure.

The main categories of health and safety training are:

New employee induction
Job-specific for new starters
Supervision and management
Specialised
Reinforcement or refresher.

Formal health and safety training is given in the form of an **induction** programme. Training must also take place when job conditions change and result in exposure to new or increased risks. It must be repeated periodically where appropriate, and be adapted to any new circumstances.

The key points that should be covered in induction training are:

- discussion of the organisation's overall health and safety policy or programme
- safety philosophy;
- local, national and organisational health and safety rules or regulations, and how those violating them may be subject to disciplinary action
- the health and safety role of supervisors and other members of the management team includes taking action on and giving advice on potential problems, and how they are to be consulted if there are any questions on health and safety
- where required, the wearing or use of personal protective equipment is not a matter for individual choice or decision – its use is a condition of employment
- in the event of any injury, no matter how trivial, employees must seek first aid or medical treatment and notify their supervisor immediately. They must report any adverse physical symptoms immediately.
- fire and emergency procedures
- welfare and amenity provision
- location of first aiders and first aid materials
- arrangements for consultation with employees on health and safety issues

Job specific training

Job-specific training should include skills training, explanations of applicable safety regulations and organisational rules, and a demonstration of the use of any personal protective equipment that may be required including correct fit and cleaning.

Jonathan Perrett shall review the training needs of the workforce, and arrange identified training, including refresher training, as appropriate.

Specialised training

Specialised health and safety training will be required to cover both legal requirements and others necessary for the safe running of the organisation, for example:

first aid, taking into account the nature of the work and the size of the organisation

driver certification for a particular class of vehicle,

Reinforcement or Refresher training

Reinforcement or refresher training will be required at appropriate intervals. These requirements will depend on the outcome of observation of the workforce, i.e. during a training needs assessment.

Factors to be taken into account are the complexity of the information to be held by the employee, and the amount of practice required and the opportunity for practice in the normal working requirement.

Assessment will also be required of the likely severity of the consequences of behaviour that does not match training objectives. Refresher training is vital in areas such as response to plant emergencies.

OVERVIEW:

- Identify training needs (i.e. what)
- Decide upon a training strategy
- Set training priorities (i.e. when)
- Choose training methods and resources(i.e. how and who)
- Deliver the training
- Record the training
- Check/evaluate the training to ensure it has been effective
- Deliver refresher training when and where necessary.

H&S Tool & Location- *Company Safety Manual*

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*

H&S Arrangements - Accidents, first-aid and work-related ill health

The Company will ensure the accurate reporting of accidents and dangerous occurrences, which are thoroughly investigated with all reasonable measures being implemented to prevent recurrence. Jonathan Perrett will be responsible for initiating investigations and acting on investigation findings.

It is the Company's policy to do everything that is reasonably practicable to reduce the risk of work-related stress. If an employee feels that they are suffering from excessive pressure, anxiety or other symptoms of stress, they are encouraged to speak, in the strictest of confidence to Management.

H&S Tool & Location- *Company Safety Manual*

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*

H&S Arrangements - Emergency procedures - Fire

The Company ensures that legislation pertaining to Fire / Emergencies is complied with, and Jonathan Perrett has ultimate responsibility for ensuring the Fire Risk Assessment is undertaken and implemented.

H&S Tool & Location- *Company Safety Manual*

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*

Areas of Significant Risk - activities undertaken by the Company with a risk to health and safety:

- **Falls from height** - where we have to work at heights, a risk assessment will be undertaken to confirm a) the need to work at height, b) the safest working method. The safest working method which is reasonably practicable will be chosen with fall prevention methods being considered before measures to mitigate the consequences of a fall (safety nets). Ladders will be used for access to working places or for work of a very short duration which can be done whilst maintaining three point contact with the ladder only.
- **Transport / Driving at work** - An assessment will be made of each site prior to starting to identify measures required to prevent injury from vehicle movement. We will concentrate on site layout to prevent the need for vehicles and pedestrians to use the same route where this is reasonably practicable.
- **Slip, trip or fall on same level** - The nature of the working environment means that slip and trip hazards will be in existence in the working areas. To minimise these risks the site compound and working areas should be kept as tidy as possible. Roadways and walkways should be maintained and footwear worn should be suitable for the environment.
- **Exposure or contact with substances** - Assessments will be carried out to identify and control risks from substances our employees may be exposed to.
- **Fire / explosion** - Each site will be assessed to identify any areas of high fire risk. Fire extinguishers will be available to tackle potential fires and staff will be instructed in their use.
- **Occupational Health issues** - The risks from noise and vibration which machinery operators are exposed to will be controlled by machinery maintenance and where necessary, hearing protection. Workers will be instructed in safe lifting and handling to reduce the risks from muscular injury on site. Information will be made available (through regular toolbox talks) on occupational disease risks such as tetanus, Leptospirosis, Weil's disease and other diseases as appropriate.

To help reduce the risk of injury or exposure, the Company has produced Safe Working Procedures for a variety of the hazardous tasks that are undertaken. All employees should read and follow the guidance detailed in these documents which are available from management.

H&S Arrangements - Monitoring & review	
To ensure that the Company's commitment to managing health, safety and welfare in the workplace is actively pursued, management will examine the implementation of this policy by performing regular audits and inspections of the premises and operations.	
H&S Tool & Location- <i>Company Safety Manual</i>	Responsibility- <i>Jonathan Perrett, Employees, (Site Manager)</i>

Significant risks arise from Construction work, and it is the Company's policy to adhere to the requirements of the CDM Regulations 2007, in respect of its Designer or Principal Contractor statutory duties as appropriate.

Health & Safety Arrangements - Safety Policy Manual

H&S Arrangements - Accidents, FIRST-AID and work-related ill health

- All injuries however minor, sustained by a person at work, must be reported. Accident records are critical to the effective monitoring and review of this Policy and must therefore be accurate and comprehensive.
- Health surveillance is required for employees doing the following jobs...
- Health surveillance will be coordinated by Jonathan Perrett as required
- Health surveillance records if applicable will be kept at the Office
- The first aid box is kept in the Office / and provided for in Company transport.
- The appointed person(s) are: [Jonathan Perrett](#)
- All accidents and cases of work-related ill health are to be recorded in the accident book which is kept by Jonathan Perrett in the Office / Work Vans.
- Jonathan Perrett is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

H&S Tool & Location- *Company Safety Manual*

Responsibility - *Jonathan Perrett, Employees, (Site Manager)*

H&S Arrangements - Asbestos

The Company recognises that asbestos poses a significant risk to health. It is therefore the policy of the Company to identify the location and type of asbestos on any Premise. Risk assessments will be undertaken to determine future actions. Where workers are required to work in an area containing asbestos the Company will provide the necessary information, instruction and training.

JP Construction ensure that the appropriate Asbestos Survey / Asbestos Register is obtained prior to commencement of works on ALL projects. Furthermore, the Company shall engage the service of a Licenced Contractor as applicable for ensuring safe removal and disposal in accordance with legislative requirements. The additional duties for NNLW is recognised (Asbestos Regs. 2012), and the Company ensure that all Workers receive Asbestos Awareness Training accordingly.

(The Company procedures / and detailed Policy document is made available to all staff at Induction).

H&S Tool & Location- *Company Safety Manual. Ref: PE Asbestos Policy Doc. (FWL-ASB 01) & PPT*

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*

H&S Arrangements - Communications and consultation with employees / 3rd Parties

- An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the well being of themselves or any other person.
- The Company sees communication between workers at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of meetings with employees.
- The Company will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the Health and Safety Policy. The Company initially communicates with its employees verbally in the form of directions and statements from supervisors and this policy document, and by example.

To maintain a safe working environment, co-operation between workers at all levels is essential

- Employee representative(s) are: John Perrett / **Jonathan Perrett**,

In the event of the Company employing or engaging the services of non-English speaking labour, the approach adopted in order to ensure worker engagement and involvement is as follows:

1. *Establish the level of fluency in language, and identify the training needs to ensure overall competence and general ability in understanding the work objectives and applicable safety legislation relevant to our work.*

2. Initiate training programmes taking into account of the differing levels of competence, skill, responsibility, language & communication, literacy and risk.
3. Consider where appropriate providing handouts and information (policies / instruction) in the language they are familiar with (e.g. include HSE guidance), and also the use of translator services during training as required.
4. Review effectiveness through monitoring and auditing.

The procedural responsibility for implementation of the arrangements in relation to co-operation, co-ordination and communication with 3rd Parties lies with Jonathan Perrett. A site coordination register is the tool commonly used to achieve this objective.

H&S Tool & Location- <i>Company Safety Manual</i>	Responsibility- <i>Jonathan Perrett, Employees, (Site Manager)</i>
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H&S Arrangements - Competency for tasks and training

- Induction training will be provided for all employees by Jonathan Perrett
- Job specific training will be arranged by Jonathan Perrett
- Specific jobs requiring special training are:
 - Powered access equipment operation
 - Erection of Alloy tower scaffold
 - Identification of hazardous substances including asbestos
 - Potential entry into Confined Spaces.
 - Handling and using Chemicals / substances as applicable.
- Training records are kept at the Office by Jonathan Perrett.
- Training will be identified, arranged and monitored by Jonathan Perrett

H&S Tool & Location- <i>Company Safety Manual</i>	Responsibility- <i>Jonathan Perrett, Employees, (Site Manager)</i>
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H&S Arrangements - Confined Spaces

Significant risks arise from working in confined spaces. It is the Company policy that no employee/contractor shall enter a confined space without a risk assessment being undertaken by a competent person and an authorisation Permit being issued. All persons entering a confined space shall be suitably trained and effective control measures implemented.

H&S Tool & Location- <i>Company Safety Manual</i>	Responsibility- <i>Jonathan Perrett, Employees, (Site Manager)</i>
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H&S Arrangements - Construction (Design & Management)

Significant risks arise from Construction work, and it is the Company's policy to adhere to the requirements of the CDM Regulations 2007, in respect of its Designer or Principal Contractor statutory duties as appropriate.

H&S Tool & Location- <i>Company Safety Manual</i>	Responsibility- <i>Jonathan Perrett, Employees, (Site Manager)</i>
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H&S Arrangements - Contractors *(Selection and assessment of Competence)*

The Company will plan, co-ordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to employees, other persons on site and the public. It shall be the responsibility of Jonathan Perrett to assess the Competence of sub-contractors, and select and approve on the basis of the competence criteria detailed on the *Contractor Competence Appraisal & Contractor Questionnaire forms (FL/C 1.02 & 2.02)*.

The methods adopted to monitor / manage their activities on Site include direct supervision / random on-site spot checks. It is conformed that Sub-Contractors engaged by JP Construction & Development Ltd are NOT allowed to sub-contract any of their activities.

H&S Tool & Location- <i>Company Safety Manual</i>	Responsibility- <i>Jonathan Perrett, Employees, (Site Manager)</i>
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H&S Arrangements - COSHH - Safe handling and use of Substances

The Company acknowledges that no substance can be considered safe. All reasonable steps must be taken to ensure that all exposure to substances hazardous to health is prevented, or at least controlled to within statutory limits.

- Jonathan Perrett will be responsible for identifying all substances which need a COSHH assessment.
- Jonathan Perrett will be responsible for undertaking COSHH assessments and will be responsible for ensuring that all actions identified in the assessments are implemented.
- Additionally Jonathan Perrett will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- Jonathan Perrett will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every 6 or when the work activity changes, whichever is soonest.

Hazardous substances can take many forms including;

- substances used directly at work for example cleaning substances, paints, solvents, adhesives etc,
- substances generated during work activities e.g. fumes or dust produced through work
- naturally occurring substances; flour, grain dust, anthrax etc
- biological agents such as bacteria.

Control is important, as some substances do not have immediate effects e.g. silica, and symptoms of exposure may not occur until twenty to fifty years after exposure.

Legislation

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended) provides the main legislative framework for the control of hazardous substances in the workplace

Assessments

The COSHH regulations require the employer to carry out an assessment of the substances used. There are 8 steps that need to be followed:

STEP ONE

Assess the risk to health from the substances either being used or created.

The assessment must take into account:

- Hazardous properties of the substance
- information on the health effects provided by the supplier (material safety data sheet)
- The level, type and duration of the exposure
- The circumstances of the work
- Activities (eg maintenance) which may increase the potential for exposure
- Exposure limits
- Effects of control measures
- Results of monitoring
- Possible combinations of substances increasing the risks
- The approved classification of any biological agent
- Any additional information the employer may need

Unless quantities of hazardous substances used are deemed to be so low that there is only a slight risk to the health of employees, the employer must ensure that they have arrangements in place to deal with accidents, incidents and emergencies.

This may include the provision of additional first aid facilities and safety drills.

The information concerning these arrangements must be readily available and displayed if necessary, together with the provision of suitable warning and communication systems.

Should an incident then occur, the employer must then take immediate steps to restore the situation to normal and control the effects that led to the occurrence.

STEP TWO

Decide what precautions are needed - You must not allow work to be carried out where hazardous substances are involved, without considering the risks and putting precautionary measures in place to protect employees and others who may be affected by the work.

STEP THREE

- **Prevent or adequately control exposure-** There is a hierarchy of control measures that should be applied to hazardous substances, which is shown below in descending order of priority: -
- **Elimination** of the hazardous substance at source
- **Substitute** the substance for a less hazardous alternative
- **Enclosure** of the process
- Use plant or processes which **minimise** the production of the hazardous substance
- **Partial enclosure**, supplemented with the use of engineering controls
- Use of **engineering** controls
- Increasing **general ventilation**
- **Removal** of persons from the hazard
- **Limit the time** persons are exposed to the hazardous substances (e.g. use a system of task rotation)
- Increased **hygiene procedures** (cleaning of contamination)
- Provision of **information, instruction and training**
- Provision of **Personal Protective Equipment**.

STEP FOUR

Ensure the control measures are maintained and used properly and that the safety procedures are followed.

All control measures have to be maintained to ensure that they are still effective. If not otherwise specified, the measures taken should include visual checks and examinations as prescribed by the manufacturer.

There is a legal requirement to ensure that all LEV plant is thoroughly examined and tested at least once in every 14 months. There is also a requirement to ensure that RPE is thoroughly examined at least once a month, this requirement does not apply to single use disposable respirators

STEP FIVE

Monitor exposures.

Measure the concentration of hazardous substances in the air breathed in by workers where your assessment concludes that:

There could be serious risks to health if control measures failed;
Exposure limits might be exceeded; or
Control measures might not be working properly.

Workplace exposure limits (**WELs**) are as the name suggests limits of the amount of hazardous substances people should be exposed to at work.

WELs are concentrations of hazardous substances in the air, averaged over a specified time period, referred to as a time-weighted average (TWA).

Two time periods are used:

- Long term exposure limits (8 hours)
- Short term exposure limits (15 mins) – set up to help prevent effects such as eye irritation, which may occur following brief exposure.

Workplace exposure limits are levels above which there is a known risk to health – these must never be exceeded.

N.B. Therefore there is no absolute “safe” level of exposure for dangerous substances, and employers should aim to bring exposure to the lowest achievable level.

STEP SIX

Carry out appropriate health surveillance, if applicable .

STEP SEVEN

Prepare plans and procedures to deal with accidents, incidents and emergencies.

Where the work activity may lead to risk of an accident, incident or emergency involving exposure to a hazardous substance, which goes well beyond the risks associated with normal day-to-day work, you should set up warning and communication systems to allow a suitable response immediately should any incident occur.

<p>The quantities of substances hazardous to health present in the workplace are such that they present only a slight risk to employees' health; and</p> <p>The measures put in place under Step 3 are sufficient to control that risk;</p> <p>BUT, the requirements described in Step 7 must be complied with in full where carcinogens, mutagens or biological agents are used.</p> <p>STEP EIGHT</p> <p>Ensure employees are properly informed, trained and supervised.</p> <p>Advice on where to get information on hazardous substances is given at Induction.</p> <p>Safe storage and controlled 'issue' of substances is arranged by Jonathan Perrett from the depot /workshop.</p>	
<p>H&S Tool & Location- <i>Company Safety Manual</i></p>	<p>Responsibility- <i>Jonathan Perrett, Employees, (Site Manager)</i></p>

<p>H&S Arrangements - DEMOLITION</p> <p>The Demolition or dismantling of a structure, or part of shall be planned and carried out in such a manner as to prevent / reduce danger to as low a level as is reasonably practicable, in accordance with legislative requirements (Reg.29 CDM:2007) / BS6187. The arrangements for carrying out such works are <i>recorded in writing</i> before commencement of work, through the assessment of risk and publication / communication of a <i>written demolition plan</i>. All relevant Pre-Construction Information is sought prior to undertaking a formal assessment (surveys, services isolation, Asbestos Reports, structural surveys etc).</p>	
<p>H&S Tool & Location- <i>Company Safety Manual</i></p>	<p>Responsibility- <i>Jonathan Perrett, Employees, (Site Manager)</i></p>

<p>H&S Arrangements - DISCIPLINE</p> <p>No person will interfere with the safe operation of anything at the workplace, or interfere with any person regarding the performance of his duties and responsibilities and obligations towards health and safety. All personnel shall behave in an orderly manner at all times whilst at work or on Company business. No person shall consume or be under the influence of alcohol or drugs or similar substance which may impair their ability to work in a safe manner.</p>	
<p>H&S Tool & Location- <i>Company Safety Manual</i></p>	<p>Responsibility- <i>Jonathan Perrett, Employees, (Site Manager)</i></p>

<p>H&S Arrangements - DISPLAY SCREEN EQUIPMENT</p> <p>The Company acknowledges the importance of properly designed workstations and environment for all display screen equipment users. Each employee undertaking use of display screen equipment will be classed as an User and therefore will be subject to a risk assessment, and will provide suitable eye tests for all persons nominated as display screen equipment users.</p>	
<p>H&S Tool & Location- <i>Company Safety Manual</i></p>	<p>Responsibility- <i>Jonathan Perrett, Employees, (Site Manager)</i></p>

<p>H&S Arrangements - DRUGS AND ALCOHOL</p> <p>The Company recognises the importance that the safety of all employees and/or all other parties is not compromised by the use or presence of alcohol. It is a policy of the Company that no personnel will be permitted on site whilst under the influence of alcohol or drugs.</p>	
<p>H&S Tool & Location- <i>Company Safety Manual</i></p>	<p>Responsibility- <i>Jonathan Perrett, Employees, (Site Manager)</i></p>

H&S Arrangements - ELECTRICITY

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

H&S Tool & Location- *Company Safety Manual*

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*

H&S Arrangements - Electricity: Portable Electrical Equipment

The inspection and testing of electrical equipment is an inherent part of the Electricity at Work Regulations 1989

JP Construction & Development Ltd shall take all reasonable steps to ensure that all portable appliances are inspected and tested in accordance with the relevant IEE Code of Practice.

DEFINITION OF PORTABLE APPLIANCES

Class I and Class II electrical equipment fitted with a plug, and allowing disconnection from the electrical supply without the use of a tool, will fall within the scope of this Portable Appliance Inspection and Testing Policy.

There are other classes of electrical equipment but these tend to be specialist items and advice on suitable test frequencies should be sought from competent testers.

All portable electrical equipment should be fitted with a suitably fused, standard UK 3-pin plug. All equipment not included in this definition (other than battery powered) must be identified and dealt with by Jonathan Perrett.

FREQUENCY OF TESTING

All portable appliances shall be visually inspected or tested prior to being put into use within the Company and thereafter the frequency [*usually no more than 12 months*] shall be dictated by a risk based approach which will consider the following factors: -

- User safety.
- Condition of equipment.
- Usage of equipment.
- Movement of equipment.
- Likelihood that the equipment could become damaged.
- The environment that the equipment is located/used/stored in.

LABELLING

Each item of equipment to have a correct colour-coded label attached with the following information: -

- The month and the year that the next test is due.
- A unique identifier code on the item of equipment.

RECORDS

The tests will be recorded to allow for future comparison, for written identification of defects to be remedied and to provide information for an assessment of risk.

Records shall be kept of the results, as the Enforcing Authorities etc may wish to inspect them.

RESPONSIBILITIES

Portable electrical appliances must be regularly inspected and tested by competent persons to ensure that they can continue to be used safely.

The planned inspection and testing will include: -

- a) Visual Inspection for signs of damage or deterioration/ and
- b) Electrical tests, i.e.: (i) an earth continuity test; and (ii) relevant insulation tests

Jonathan Perrett has the ultimate responsibility to ensure that the Company complies with all statutory health and safety requirements, and for ensuring that all equipment is inspected or tested and deemed to be safe in accordance with the policy before being put into service, any electrical equipment that is not deemed 'safe to use' is withdrawn from use into a suitable location to prevent re-introduction to use before it has been repaired/disposed of. Guidance to Employees (including what constitutes portable electrical equipment) is given via toolbox talks & a Company written procedure / Industry Guidance **INDG236 & INDG231**

All staff have a duty to take reasonable care for the health and safety of themselves and others who may be affected by their work.

H&S Tool & Location- *Company Safety Manual*
INDG236 & INDG231

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*

H&S Arrangements - Emergency procedures - FIRE and Evacuation

In line with current legislation, including the Regulatory Reform (Fire Safety) Order 2005, and the Management of Health & Safety at Work Regulations 1999, JP Construction & Development Ltd will carry out (as appropriate) Fire Risk Assessments, to identify our preparedness to deal with: -

- preventing fire
- dealing with an outbreak of fire
- evacuating people safely from a building
- avoiding injury and death from fire
- minimising property damage and disruption to our activities

Fire Risk Assessments are reviewed either annually and whenever a serious incident occurs, or when there are significant changes to our activities. Client / project risk assessments are reviewed and approved at project start.

- Jonathan Perrett is responsible for ensuring fire risk assessments are undertaken
- Escape routes are checked daily.
- Fire extinguishers are maintained and checked every 12 months.
Emergency evacuations will be reviewed / tested as deemed appropriate during work phase

H&S Tool & Location- *Company Safety Manual*

Responsibility *Jonathan Perrett, Employees, (Site Manager) -*

H&S Arrangements - FIRST AID

JP Construction & Development Ltd will make adequate assessments of the first aid requirements for each construction site and the company offices. The assessments will assist the company in deciding the level of resource required.

The assessments will identify the number of trained first aiders required for each location and the number of appointed persons required in order to cover absences etc.

At every location there will be at least one first aid container, which conforms to the requirements of the **Health and Safety (First-Aid) Regulations**, kept readily available for every person employed there.

Responsibilities of appointed persons:

To ensure that arrangements for first-aid, as required by the **Health and Safety (First Aid) Regulations**, are available and that the location of equipment is known to employees and that such equipment and provisions are kept as complete as possible. To ensure that proper care is taken of casualties and to establish a procedure to be followed in the event of serious injury including the means of obtaining medical and ambulance services. Comply with the requirements of the policy for the reporting and recording of accidents or incidents.

H&S Tool & Location- *Company Safety Manual*

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*

H&S Arrangements - FLT's / MEWP's

All reasonable steps will be taken by the Company to ensure the health and safety of employees engaged in or affected by mechanical plant equipment operation.

The Company fully recognises and acknowledges that health and safety hazards will

arise from the use of trucks. It is the Company's intention to ensure that all risks are reduced to a minimum and to this end will seek to give adequate information, instruction, training and supervision to give a fuller understanding of these issues.

H&S Tool & Location- *Company Safety Manual*

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*

H&S Arrangements - HAND AND ARM VIBRATION

The Company will aim to avoid exposure where possible. It is our Policy to assess and control exposures when necessary by selecting tools for low exposure and avoid extended use.

H&S Tool & Location- *Company Safety Manual*

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*

H&S Arrangements - HEALTH SURVEILLANCE

The Company is aware and will act promptly on any adverse effects on employees' health due to work-related causes.
During employment analysis of absenteeism records shall be used to identify possible work-related health problems. Information will be made available (through regular toolbox talks) on occupational disease risks such as tetanus, Leptospirosis, Weil's disease and other diseases as appropriate.

H&S Tool & Location- *Company Safety Manual*

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*

H&S Arrangements - HOUSEKEEPING

Poor standards of housekeeping are a common cause of injury and damage at work and can create unnecessary hazards. Low standards often result from poor working practices and/or organisation deficiencies within the workplace.

The Company recognises the need to ensure that adequate standards of housekeeping are achieved. This policy is designed to ensure that the Company attains the highest possible standards and is in accordance with its commitment to provide a safe place of work.

H&S Tool & Location- *Company Safety Manual*

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*

H&S Arrangements - Information, instruction and supervision

- The Health and Safety Law poster is displayed in the Office and leaflets are issued by Jonathan Perrett
- Health and safety advice is available from Jonathan Perrett
- Supervision of young workers/trainees will be arranged/undertaken/monitored by Jonathan Perrett or delegated accordingly.
- Jonathan Perrett is responsible for ensuring that employees or sub-contractors working at locations under the control of other employers are given relevant health and safety information.

H&S Tool & Location- *Company Safety Manual*

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*

H&S Arrangements - INCIDENT REPORTING, RECORDING & INVESTIGATION

The Company has a legal, moral and economic duty to record, investigate and report all incidents, and this function including analysis of trends and statistics is coordinated by Jonathan Perrett.

Under the statutory duties of RIDDOR 95, Jonathan Perrett is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

H&S Tool & Location- *Company Safety Manual*
www.hse.gov.uk/riddor

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*

H&S Arrangements - INDUCTION TRAINING

It is the policy of the Company that employees shall complete a company induction programme prior to commencing their designated duties

Further training will be given as appropriate to the employee to ensure competence on an on-going basis.

H&S Tool & Location- *Company Safety Manual*

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*

H&S Arrangements - LIFTING OPERATIONS / EQUIPMENT

The Company will ensure that all lifting operations are properly planned, and the correct equipment selected using competent operators.

H&S Tool & Location- *Company Safety Manual*

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*

H&S Arrangements - LONE WORKING

The Company will ensure so far as it reasonably practicable that employees and self employed contractors who are required to work alone, or unsupervised for significant periods of time are protected from risk to their health and safety.

H&S Tool & Location- *Company Safety Manual*

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*

H&S Arrangements - MACHINERY

The Company will take all reasonable steps to ensure the safety of all employees working on the machinery as well as to ensure the safety of others who may be affected by the machinery. The Company will seek to liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner, and will seek to inform and train employees to implement this policy.

H&S Tool & Location- *Company Safety Manual*

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*

H&S Arrangements - MANUAL HANDLING

The Company recognises that a significant number of injuries sustained at work each year are directly attributable to incorrect handling of loads. It is the Company policy to take the following steps wherever manual handling occurs.

- a) Avoid manual handling as far as is reasonably practicable.

- b) Assess any manual handling operations where there is a potential to cause harm.
- c) Reduce risk of injury from those operations so far as it is reasonably practicable.

Manual handling training will be given to all employees as part of the Company training programme.

H&S Tool & Location- <i>Company Safety Manual</i>	Responsibility- <i>Jonathan Perrett, Employees, (Site Manager)</i>
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H&S Arrangements - MONITORING

The effectiveness of the Company health and safety policy will be measured by reports, observations resulting from audits and inspections, and accident statistics. A review of the Company health and safety policy will be undertaken to ensure compliance.

- o Constant monitoring to ensure that work is carried out safely using approved methods will be implemented by Jonathan Perrett.
- o Jonathan Perrett is responsible for investigating accidents.
- o Jonathan Perrett is responsible for investigating work-related causes of sickness absences, and
- o Jonathan Perrett for acting on investigation findings to prevent a recurrence.

H&S Tool & Location- <i>Company Safety Manual</i>	Responsibility- <i>Jonathan Perrett, Employees, (Site Manager)</i>
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H&S Arrangements - NOISE

The Company recognises the importance of controlling the exposure of employees to high levels of noise at work. The Company policy is to source equipment which produces the lowest practicable noise levels, reduce noise at source by engineering means and where this is not practicable, control through the issue of PPE supplemented by appropriate training.

H&S Tool & Location- <i>Company Safety Manual</i>	Responsibility- <i>Jonathan Perrett, Employees, (Site Manager)</i>
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H&S Arrangements - PERMITS TO WORK

The Company recognises that certain activities represent a high level of risk, and such work activities will only take place subject to the control of a permit to work.

H&S Tool & Location- <i>Company Safety Manual</i>	Responsibility- <i>Jonathan Perrett, Employees, (Site Manager)</i>
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H&S Arrangements - PPE

The Company will provide personal protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by the Company to secure the health and safety of employees who work with PPE.

PPE IS PROVIDED FREE OF CHARGE, and staff are trained in the safe use of PPE at issue and given guidance on maintenance, storage and defect reporting procedures.

Jonathan Perrett is responsible for assessing, selecting and issuing of PPE.

The Company acknowledges that health and safety hazards will have been identified if this equipment is used. It is the intention of the Company to ensure, through the proper use of this equipment, that any risks are reduced to a minimum.

Failure to comply may result in disciplinary action.

H&S Tool & Location- *Company Safety Manual*

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*

H&S Arrangements - RISK ASSESSMENTS

The Company recognises the importance of a systematic and organised approach regarding health and safety, so that appropriate preventative and protective measures can be implemented for the protection of each employee and other persons who may be affected by its activities.

Before any work process is carried out by the Company, it will be risk assessed to identify any significant hazards, determine the risk to health and safety and prescribe the control measures necessary to either eliminate the risk or render them negligible as required by the requirements of the Health and Safety legislation.

Risk assessments will be reviewed on a regular basis and the risk control measures will be updated whenever there is a significant change in the process or procedure when new equipment or substances are introduced or where any person has any knowledge of the assessment being invalid. Records of all risk assessment and their control measures will be made and retained.

The Methodology adopted for the assessment and prioritisation of Risks is detailed in the *Company Safety Manual*.

H&S Tool & Location- *Company Safety Manual*

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*

H&S Arrangements - SIGNS

It is the Company policy to provide adequate signage to instruct and inform all personnel of the following: safe conditions, dangers, mandatory requirements, and prohibitive actions.

H&S Tool & Location- *Company Safety Manual*

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*

H&S Arrangements - Slips, Trips & Falls

Staff are encouraged to assess the features of the workplace / working environment (in an attempt to eliminate uneven or slippery surfaces, spillages, obstacles etc) and to take into account the topographical profile, weather conditions and individual's preparedness, before considering it is safe to access and to then proceed with caution. Risk assessments are carried out as appropriate, and staff are provided with the suitable and appropriate workplace footwear.

H&S Tool & Location- *Company Safety Manual*

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*

H&S Arrangements - SMOKING

Smoking is permitted only in designated areas

H&S Tool & Location- *Company Safety Manual*

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*

H&S Arrangements - STORAGE

It is the Company policy to store all articles and substances in a safe manner.

H&S Tool & Location- *Company Safety Manual*

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*

H&S Arrangements - WASTE MANAGEMENT

Hazardous substances, if not disposed of correctly, may harm either people or the environment. Therefore it is the policy of the Company (coordinated via Jonathan Perrett) that all waste materials and hazardous substances will be disposed of in a safe and legally compliant manner.

H&S Tool & Location- <i>Company Safety Manual</i>	Responsibility- <i>Jonathan Perrett, Employees, (Site Manager)</i>
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H&S Arrangements - WELFARE

The Company recognises each legislative requirement with regard to provision of welfare facilities, and is committed to ensuring the provision of welfare facilities (toilets, rest areas, changing facilities) appropriate to the 'project' in accordance with the requirements of Schedule 2 CDM:2007, and as detailed in Industry Guidance 'HSG150 - Health & Safety in Construction'

H&S Tool & Location- <i>Company Safety Manual</i>	Responsibility- <i>Jonathan Perrett, Employees, (Site Manager)</i>
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H&S Arrangements - WORK EQUIPMENT inc Plant.

The Company recognises that significant risks arise from the use of work equipment. The policy will dictate that all equipment is fit for purpose, adequately maintained and used by competent persons. Suitable records will be maintained.

- The use of any work equipment which could pose a significant risk to health and safety will be restricted to authorised persons only.
- All work equipment will be maintained in good working order and repair.
- All hazardous work equipment will be assessed and suitable and sufficient control measures identified and implemented to protect employees and others who may be affected.

- All work equipment will be clearly marked with appropriate warning signs where required.
- Jonathan Perrett will be responsible for identifying all equipment/plant needing maintenance.
- Jonathan Perrett will be responsible for ensuring effective maintenance is carried out.
- Any problems found with plant/equipment should be reported to Jonathan Perrett
- Jonathan Perrett will check that new plant and equipment meets health and safety standards before it is purchased.

H&S Tool & Location- <i>Company Safety Manual</i>	Responsibility- <i>Jonathan Perrett, Employees, (Site Manager)</i>
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H&S Arrangements - WORK RELATED UPPER LIMB DISORDERS

The Company is aware that some repetitive activity is, or combination of activities, can result in a condition referred to as "work related upper limb disorders". This commitment extends to taking all reasonable precautions necessary to secure the health and safety of employees through the application, engineering and sound ergonomic principles. There is also a clear responsibility with all employees to consult and inform management perceived risks and of any symptoms.

H&S Tool & Location- <i>Company Safety Manual</i>	Responsibility- <i>Jonathan Perrett, Employees, (Site Manager)</i>
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H&S Arrangements - WORKING AT HEIGHT

Falls generally arise out of using unsuitable or inadequate means of access or egress from a place of work, or failure to operate a safe system of work. It is the policy of the Company that no person shall work in any place where they are liable to fall any distance, without having first assessed the risk and considered whether the task could be avoided or carried out by alternative means. The Company stresses that taking

precautions and adopting safe methods of work to prevent a fall or being struck by falling objects is imperative. All employees and any other person involved in this work activity are responsible for their own safety and the safety of others and must co-operate in the implementation of this policy.

The purpose of this policy is to ensure:

- working at height is avoided where possible;
- when working at height is unavoidable, all hazards are considered and sufficient safe systems of work are in operation that will actively reduce the risk of injury to all persons involved;
- compliance with relevant legislative requirements;
- Best practice is adopted.

All falls from any height need to be prevented. Work at height means work in any place, including a place at or below ground level or when a person is accessing or exiting from such a place (except via a staircase in a permanent workplace) where if regulatory measures are not taken, a person could fall a distance likely to cause personal injury.

Causes

The main causes of falls are:

- Ladders primarily from moveable ladders
- Scaffolding - primarily from general access scaffolds
- Work area/platform
- Vehicles
- Roof edge
- Stairs
- Fragile roofs
- Gangways/catwalks.

The most common incidents involve overreaching, over-balancing, equipment failure, misuse of equipment, unexpected movement (particularly where ladders are involved) and the failure of a fragile surface.

(Ladders refers to fixed ladders, all portable ladders, section ladders, extending ladders, combination ladders and stepladders.

When working at height the safest and most appropriate working platform must be used. When making the decision what equipment to use, you must look at what the job requires, how long will it last and where it needs to be done. It is not illegal to use a ladder to work at height but other means of access such as fixed scaffold, tower scaffold or mobile elevated working platforms should be considered, before relying on ladders.

If you are considering using a ladder you must make sure that:

The work is of short duration and involves only light work

Three points of contact can be maintained at all times

The work only requires one hand to be used

The work can be reached without stretching

The ladder can be fixed to prevent slipping

A good handhold is available

The ladder is safe to use and has been regularly inspected

If a mobile elevated working platform is selected then you must ensure the following:

Only a suitably trained and competent person operates the platform

That fall arrest equipment is provided and used by the person or persons inside the platform

No one in the platform will climb out over the guard rails unless the platform is specifically designed to allow this

All hand tools are secured to the platform with safety ropes to prevent them falling should they be dropped

A suitable means of descent from the platform is provided in case of an emergency

Maintenance and test records (dated within the last 6 months) of the equipment are available for inspection.

If a mobile scaffolding tower is selected then you must ensure the following:

It has been erected by a suitably trained and competent individual

The relevant components show no signs of rust or damage

A suitable means of access is provided inside the tower

Toe boards and guard rails are provided at the suitable heights (Toe board 150mm, intermediate guard rail 470mm and the top guard rail 950mm)

That weather and ground conditions are properly considered as these may adversely affect the stability of the tower and also its suitability for the task
Manufacturers guidelines are followed in relation to the height to base width ratio
That an inspection regime is in place to ensure the tower remains safe at all times

A working platform constitutes any platform used as a place of work or as a means of access or egress from/to a place of work (e.g. scaffolding, trestle, mobile platform, etc).

If fixed scaffolding is selected then you must ensure the following:

That it has been designed, erected, altered and dismantled by a competent person or the work is supervised by a competent person

It is only erected on a firm level foundation that is capable of taking the load of the scaffold

It is braced and tied to a permanent structure or otherwise stabilised

If it is to be loaded then it must be appropriately altered to withstand the extra weight

That platforms are fully boarded and wide enough for work and access

That scaffold boards are properly supported and do not over hang excessively i.e. More than four times its thickness

That there is a safe ladder or other means of access to the platform. If a ladder is used it must be tied off and extend at least one metre above the platform to provide a safe handhold

It is regularly inspected and formal detailed inspections are made at least every 7 days or sooner if something occurs that may have affected its strength and/or stability.

Overview

Consider whether there are other, safer ways of doing the job. Can work at height be avoided?

Ensure that you have fully considered all of the ways in which there could be a risk of falling.

Don't start work at height until you have properly planned the work and assessed and controlled the risks involved.

Decide what equipment is required for the job. Ideally precautions should be designed to prevent a fall, for example using guard rails at a roof edge or crawling boards on a fragile roof. For some jobs it may be appropriate to use fall arrest equipment such as a safety harness and lanyard.

If you have not got the appropriate equipment then get it. Don't take a chance with a ladder if what you should be using is a tower scaffold. Making do without the right equipment to speed up the work or minimise expense can lead to injury or death, as well as prosecution if the law is broken.

Ensure that there are no defects in any equipment that you use.

Make sure that equipment is used safely and that any necessary training or supervision is provided.

The Work at Height Regulations 2005

The overriding principle of these regulations is that JP Construction & Development Ltd must do all that is reasonably practicable to prevent anyone falling. The guiding principles for managing work at height are as follows:

- Avoid work at height where possible;
- Use work equipment or other measures to prevent falls where working at height cannot be avoided;
- Where the risk of falling cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of any fall.

All work at height must be properly planned and organised

- Ensure that no work at height is carried out if it is safe and reasonably practicable to do it other than at height;
- Ensure that the work at height is properly planned, supervised and carried out as safely as is reasonably practicable;
- Ensure that emergencies and rescue procedures are planned for;
- Take account of the risk assessment findings carried out under
- Regulation 3 of the Management of Health and Safety at Work Regulations.

All work at height must take account of weather conditions that could pose a risk to the health and safety of any person working at height

- Ensure that any work is postponed until the weather improves sufficiently.

Anyone involved in working at height must be competent and appropriately trained

- If a person is being trained they must be supervised by a competent person;
- Competency and training refers to anyone involved in organisation, planning, supervision and the supply/maintenance of equipment in respect of working at height;
- Where a risk of falling remains, ensure that those persons working at height are trained in how to avoid falling and how to avoid or minimise any injuries should they fall.

The place where work at height is undertaken must be safe

- The place of work and the means of access must have features to prevent falls from height.

Equipment used for working at height must be appropriately inspected by a Competent Person

- If it is not reasonably practicable to include features to prevent a fall and they would not allow the worker to carry out the work safely, equipment must be provided to prevent a fall occurring (as far as reasonably practicable);
- If the risk of falling cannot be entirely eliminated, the potential distance and effect of the fall must be minimised;
- Equipment provided for work at height must be the most suitable available, provide collective measures (e.g. guard rails) with priority over personal protection (e.g. safety harnesses), and take account of the working conditions and risks to the safety of all persons at the place where the equipment is to be used;
- Equipment, temporary structures and safety features must comply with the requirements laid out in the Regulations;
- Ensure that each location where work at height is to be undertaken is checked on every occasion before that place is used.
- Ensure that any equipment included within Schedules 2 to 6 of the Regulations is inspected after assembly or installation and as often as is necessary thereafter to ensure safety;
- Any equipment which belonged to another organisation must be accompanied with a clear indication that the last inspections have been carried out.
- Any work platform where someone could fall more than 2m must be inspected in-situ prior to use (but not more than 7 days before).
- General inspection records should be kept until the next inspection has been completed.

The risks posed by fragile materials must be properly controlled

- Ensure that employees do not go onto or near to a fragile surface unless it is the only reasonably practicable way for the work to be completed safely, taking into account the demands of the task, equipment and working environment;
- Any person working on or near to a fragile surface must be provided with suitable work platforms, coverings, guard rails, etc. to minimise any risks and employers must do all that is reasonably practicable to minimise the distance and effect of a fall.

Ensure that the risks from falling objects are properly controlled

- In order to prevent any potential injuries employers must do all that is reasonably practicable to prevent anything falling;

H&S Tool & Location- *Company Safety Manual*

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*

H&S Arrangements - YOUNG PERSONS

The Company is aware of the additional risks that may follow as a consequence of the employment of young persons and will take all measures necessary to minimise those risks so far as is reasonably practical. The Company will assess and document the additional risks and measures provided to ensure the health and safety of young persons. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

H&S Tool & Location- *Company Safety Manual*

Responsibility- *Jonathan Perrett, Employees, (Site Manager)*