



# ARENA STONE AND CERAMICS LTD

## COMPANY SAFETY POLICY

10 August 2007

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## COMPANY SAFETY POLICY

### PART 1.

#### 1. GENERAL STATEMENT OF POLICY

The Board of Directors of Arena Stone and Ceramics Ltd declares their policy is to achieve and maintain a safe and healthy work environment for its employees, constructors and all others who may be affected by the Company's operations, so far as reasonably practicable. The promotion and preservation of safety and health, the control of pollution and the protection of the environment are of fundamental importance in the conduct of the Company's operations.

The Company will maintain and improve a good record of safe, responsible activity by careful planning, organisation, monitoring, control, training and the application of the best trade practices and codes of conduct. The risks to employees, contractors and all others who may be affected by the activities of the Company will be assessed, assessments reviewed as required and arrangements made to eliminate or control such risks. This will be achieved by consultation, providing health surveillance as may be required, arranging for competent health and safety advice, instituting procedures to be followed in the event of imminent and serious danger, and identifying danger areas. Providing information to employees of risks to their health and safety and the preventative and protective measures taken. Co-ordinating and co-operating with Clients and other Employees where necessary to promote health and safety. Having regard to the capabilities and training of employees in relation to their work.

The Company requests, requires and expects all persons who are, employed by the Company, contracted to the Company, visiting the Company's premises or sites of operation or to whom the Company owes a duty of care or over whom the Company exercises control, to co-operate with and conform to the Safety Policy of the Company, comply with arrangements made and actively assist in implementing the policy.

Scott Faulks, Managing Director is responsible for the implementation of the health and safety policy and the arrangements of Arena Stone and Ceramics Ltd. Rod Miles, Commercial Director will deputise in his absence.

The policy will be continually reviewed, (minimum annually) and revised as required to meet the changing needs of the Company, technical innovation and legislative developments.

The Policy is published in three parts:

**PART 1. GENERAL STATEMENT OF THE INTENT POLICY.**

**PART 2. THE ORGANISATION AND RESPONSIBILITIES FOR IMPLEMENTATION OF THE POLICY.**

**PART 3. THE ARRANGEMENTS FOR IMPLEMENTATION OF THE POLICY.**

The full policy is available for inspection at the Company and all Company sites.

Signed \_\_\_\_\_

Print name Scott Faulks, (Managing Director)

Date 10th August 2007

## COMPANY SAFETY POLICY

### PART 1.

#### ORGANISATION AND PERSONNEL RESPONSIBILITIES

##### 1 - DIRECTOR RESPONSIBLE FOR SAFETY

Scott Faulks, Managing Director has overall responsibility for implementing the Company Safety Policy. In his absence Rod Miles, Director, will perform this duty.

He will:

Report the Company safety performance to the Board of Directors.

Ensure a suitable and sufficient assessment of the following:

Identify the Risks to the health and safety of employees, to which they are exposed whilst they are at work.

Make and give effect to such arrangements as are appropriate for the effective planning, organisation, control, monitoring and review of the preventive and protective measures initiated to achieve the objectives stated in the general statement of policy set out in part 1 of this document. To comply with The Health and Safety at Work Act 1974, Regulation 5 of The Management of Health and Safety at Work Regulations 1999 and where appropriate the Fire Precautions (Workplace) Regulations 1999. Refer to Fire Safety in Construction HS (G) 168.

Make arrangements to ensure the Companies compliance with The Construction (Health, Safety and Welfare) Regulations 1996.

Supervise the drafting, publication and distribution of the Company Safety Policy, and subsequent amendments to all employees and others that may be affected.

Ensure adequate financial provision, and human resources are available to implement the Company Safety Policy and all Statutory requirements.

Appoint at least one competent person to assist him in his undertaking as required by Regulation 7 of The Management Of Health and Safety at Work Regulations 1999.



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For each contract, after making reasonable enquiries appoint, or make provision for competent persons to discharge the duties (of Client, Designer, Planning Supervisor, Principal Contractor, Contractor or Clients agent) as required by the Construction (Design & Management Regulations) 1994 (Amended) 2007. Specific arrangements are as set out in part 3 of this policy.

After consultation and agreement as required by The Health and Safety (Consultation with Employees) Regulations 1996 (Amended) appoint persons and deputies to carry out specific tasks in connection with implementing the Company Safety Policy.

Assess all training needs and make necessary arrangements for these to be satisfied.

Appoint, or make provision prior to issuing contractor orders for persons to conduct pre and post vetting of contractors and their appointed contractors as required by The Construction (Design and Management) Regulations 1994. (Amended 2007) Monitor the Company Safety Policies, Work Method Statements, Risk Assessments, Control of Substances Hazardous to Health assessments and standards of contractors (nominated or otherwise) engaged by the Company or coming under the Company's control to ensure the Company Safety Policy is implemented.

Receive, evaluate, disseminate and where appropriate initiate action on all information coming into the Company, which may affect the Company's safety performance.

Devise consultation procedures at all levels throughout the Company on Health, Safety & Welfare matters as required by The Health and Safety (Consultation with Employees) Regulations 1996. (Amended)

Chair the Company Safety Committee meetings, which are held once a year.

Ensure the collection, maintenance and up-date of authoritative reference material on safe work methods, work equipment and personal protective equipment.

Ensure the Construction Safety Manual/Jordan's Health & Safety and relevant Approved Codes of Practice are available for reference by all persons charged with duties under this policy.

Arrange and supervise investigations into all accidents and dangerous occurrences. Receive and review reports, initiate remedial measures and oversee the submission of statutory reports e.g. (form 2508 revised). Put in place controls, devise procedures and arrange necessary training to prevent where practicable repeat accidents or dangerous occurrences.

Make provision for such health surveillance as is appropriate to his operations as required by Regulation 7 of The Management of Health and Safety at Work Regulations 1999.



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## **2 - CONTRACT MANAGERS.**

All Contracts Managers, Surveyors and Team Leaders are responsible to Scott Faulks, the Director responsible for Safety.

In his absence the person appointed to fulfil his/her duties will also perform the duties assigned under the Company Safety Policy.

For contracts under his control he is appointed: -

To chair site safety meetings, Liaise with the client on all matters of safety and comply with the requirements of The Construction (Health, Safety and Welfare) Regulations 1996 and to monitor the standards and methods of work of all persons falling under his control or of others not under his control but whose methods of work or procedures could have a significant effect on the safety and welfare of his employees or contractors.

Health and Safety co-ordinator to perform the duties as required by Regulation 11 of The Management of Health and Safety at Work Regulations 1999.

Where given specific duties under The Construction (Design and Management) Regulations 1994 (Amended 2007) he will ensure compliance with the approved Code of Practice

To ensure that emergency and evacuation procedures are tested at regular intervals, ensure records of such drills and tests are kept.

To make reasonable enquiries (in writing) relating to the existence of asbestos insulation or asbestos cement products and to obtain copies of reports from Planning Supervisors or other persons charged with the duty to make such information available.

To ensure where works of a hazardous nature are undertaken that strict monitoring and control of the conditions of the company Permit to Work system are complied with, a breach of such conditions will lead to the immediate suspension of the permit until the agreed conditions of the permit are re-established and the permit is signed, only then will work be permitted.

His duties are: -

Conducting hazard and risk assessments, control of hazardous substances and manual handling assessments (generic and site specific) for the identification, elimination or control of hazards at the earliest stage in every operation and monitoring the effectiveness of controls provided and to ensure that good housekeeping standards on sites are adopted and maintained.

To assess the training needs of all employees who use work equipment, which fall within the scope of The Provision and Use of Work Equipment Regulations 1998.



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Allow only authorised persons on site, control and monitor all site activities, develop and implement the Health and Safety Plan and to ensure the Health and Safety File is maintained.

To ensure first aid, personal protective equipment, work equipment and welfare facilities are provided and maintained in serviceable condition.

To ensure approved risk/control of substances hazardous to health assessments, method statements, and all necessary documentation (to include where necessary the Health and Safety Plan) are available at work places from commencement and throughout the programme of works.

Ensuring throughout the programme the Company Safety Policy is implemented.

To consult, to receive and take appropriate action on all information and suggestions that may further the objectives of the Company Safety Policy.

To ensure at the completion of the contract the Health and Safety File is delivered to the Planning Supervisor/Client.

To make arrangements for the correct disposal of all wastes and effluents in compliance with the Control of Pollution Act 1974 and the Environmental Protection Act 1990 and relevant codes of practice (Waste Management, The Duty of Care).

To act as co-ordinator at the design phase of contracts, to implement the requirements of The Fire Precautions (Workplace) Regulations 1999(amended) and the advice given in the Joint Code of Practice on The Protection from Fire on Construction Sites and Buildings Undergoing Renovation (rev September 1995) Reference should be made to Fire Safety in Construction Work HSG 168.

### **3 - SITE SUPERVISORS**

Are responsible to the Contract Managers.

They will: -

Appoint a person to act in his/her absence.

Be aware of, develop and implement the Health and Safety Plan and provide necessary information to the Planning Supervisor for inclusion in the Health and Safety File.

Be in possession of all information necessary to ensure operations and procedures are carried out in accordance with relevant Approved Codes of Practice, HSE Guidance Notes, Manufacturers recommendations and method statements approved by the Contract Manager.



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Have in their possession all relevant regulations, prescribed forms and registers appropriate to the current operations, exhibit on site relevant notices and make available the Company Safety Policy.

Make, maintain and preserve all statutory records and documents, which must be passed to the Company Secretary at the completion of the contract for storage.

Supervise trades foremen, contractors and all persons on site to ensure the Company Safety Policy is implemented.

Ensure all work equipment, personal protective equipment and emergency equipment required is available and maintained in serviceable condition to the manufacturers recommended standard, and ensures it is used where appropriate.

Devise and implement and where required test site Emergency and Evacuation plans as required by The Construction (Health, Safety and Welfare) Regulations 1996, display Emergency and evacuation notices where all affected can see them.

Maintain first aid provision to a level appropriate to the operation (First Aid Regulations 1981 Code of Practice 42 revised 1997). Take charge in the event of illness or injury instruct and appoint someone to act as his/her deputy.

Be vigilant and have control of all substances, which may be hazardous to health on or coming onto, site, and apply the Company Control of Substances Hazardous to Health system.

Operate and monitor the Company Electricity at Work Regulations scheme.

Make and display site rules, ensure compliance with the Personal Protective Equipment Regulations 1992.

Reduce noise on site to the lowest practicable level and comply with The Control of Noise at Work Regulations 2006. Also refer to guidance note L108 Reducing Noise at Work. Ensure records are maintained to ensure operatives are not over exposed, enforce safety zones and ensure hearing protection is worn as required. Provide all operatives with information, instruction and training to reduce the effects.

Reduce the effects of HAV's and WBV on site to the lowest practicable level and comply with The Control work vibration at Work Regulations 2006. Also refer to guidance note L102 Reducing HAVs at Work. Ensure records are maintained to ensure operatives are not over exposed; ensure hand protection is worn as required. Provide all operatives with information, instruction and training to reduce the effects.

When previously unidentified hazards are detected carry out risk assessments and implement measures to eliminate or control them.



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Instruct all persons working on site, or who may be affected by operations of any serious or imminent hazard to which they may be exposed, the measures taken to protect them, when they should stop work and proceed to a place of safety, the means of so doing, nominate and instruct sufficient persons to assist in discharging this duty.

Consult, receive, transmit and where appropriate act upon information and suggestions concerning the safety performance of the Company, encourage the active participation of persons under their control to further the objectives of the Company Safety Policy.

Report all accidents, illness and dangerous occurrences to Scott Faulks, Director, Rod Miles, Commercial Director and the Safety Advisor in case of death, serious injury and dangerous occurrences; notify the enforcing authority by the quickest available means as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995(amended).

Identify and clearly mark hazardous areas and take the necessary steps to prevent unauthorised access. Ensure site-specific risk assessments are produced and made available to operatives and ensure the control measures identified on the risk assessment are adhered to.

Ensure all waste is correctly kept and disposed of in accordance with The Environmental Protection Act 1990 and The Waste Management (Duty of Care) Code of Practice. Prevent so far as is reasonably practicable pollution of the atmosphere by the discharge of dusts, smoke or fumes; prevent the unauthorised discharge of effluent into coastal waters, rivers, streams or public sewage systems.

Act as Site Fire Safety Co-ordinator and carry out the duties specified in The Joint Code of Practice on the Protection From fire on Construction sites and Buildings Undergoing Renovation (amended September 1995) and The Fire Precautions (Workplace) Regulations 1999.

#### **4 -EMPLOYEES, SELF EMPLOYED, TEMPORARY WORKERS AND TRADE OPERATIVES**

Are responsible to the Site Supervisor, Managers.

They will: -

Ensure they are in possession of the information and skills required to safely carry out the work for which they are employed.

Report to the Site Manager: -

Any defective plant, machinery, tools, and other equipment, Systems of work or conduct of others that constitute a hazard, provide Information and suggestions which may assist the safety performance of the company and; All accidents or dangerous occurrences,

Correctly use all tools, plant, machinery and items of safety equipment and personal protective equipment when appropriate or when so directed by a person in authority. Failure to use or to misuse Personal Protective Equipment may lead to disciplinary action.

Work in a manner which ensures their own safety and that of others who may be affected by their activities,

Be aware of, comply with and assist the Site Agent in discharging his/her duties relating to, the Site Emergency Plan and Evacuation Procedures control of pollution and environmental protection measures.

Fully co-operate in the fulfilment of the Company Safety Policy and Site Health and Safety Plan.

Ensure they have received and understand their task Risk, COSHH Assessments and the safe system of work, in the form of the method statement. Further more they will follow and implement the control measures, and management system.

They will inform a company representative of any failures or shortcomings they identify in the companies Health, welfare and safety procedures.

Reporting all accidents and dangerous occurrences as required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995(amended). Contact head office if they become ill or suffering from an injury that occurred in the workplace in a timely manner, and within 24 Hrs, so far as reasonably practicable.

Be aware of the work equipment you are operating, ensure you are aware of the exposure levels for Noise, HAV's and WBV. Ensure you wear the correct protection at all times. Comply with all environmental protection control measures.

## **5 – OFFICE MANAGER AND COMPANY OFFICE**

The Office Manager is appointed to administer and monitor safety arrangements in the company office and will report to the Director responsible for safety.

He will carry out a risk assessment as required by Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

He/She will ensure: -

The terms of the fire certificate or the requirements of the Fire Precautions (Workplace) Regulations 1999 are observed e.g. Evacuation routes and Emergency Exits are marked and kept clear.



A record of all persons entering and leaving the premises is kept.

Hazardous areas are identified and clearly marked and the necessary steps are taken to prevent unauthorised access.

An emergency and evacuation procedure is devised including the nomination of persons to raise the alarm, summon assistance and call the roll at designated assembly points. All arrangements and equipment are checked at regular intervals and a rehearsal is held at least every six months and ensures a record of such checks and rehearsals is kept.

First aid provision is made and maintained to an appropriate standard as required by the first Aid Regulations 1981 and as recommended in the Code of Practice (C.o.P.42 revised 1997). Ensure a person is appointed with a deputy to take charge in the event of illness or injury, and travelling first aid kits are issued to individuals as required.

The reporting of accidents and dangerous occurrences as required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995(amended) is carried out and the records maintained.

Implementing the Company Control of Substances Hazardous to Health Scheme fulfils the requirements of The Control of Substances Hazardous to Health Regulations [amended] 2002.

Waste produced on the premises is stored and disposed of in accordance with The Control of Pollution Act 1990 and The Waste Management, Duty of Care Code of Practice.

Assess the training requirements for persons under his/her control and report such needs to the director responsible for Safety.

The Company Electricity at Work Scheme is applied to the premises and work equipment under his/her control.

## **6 - COMPANY YARD**

Rod Miles, Director is appointed to implement the Company Safety policy in the yard and depot, he will report to the Director responsible for safety.

He will: -

Carry out a risk assessment as required by Regulation 3 of The Management of Health and Safety at Work Regulations 1999 in respect of hazards to persons employed in or affected by operations.



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Ensure the requirements of The Fire Precautions (Workplace) Regulations 1999 are complied with, and evacuation routes and emergency exits are marked and kept clear.

Ensure a record of persons entering and leaving the premises is kept.

Identify and clearly mark hazardous areas and take the necessary steps to prevent unauthorised access.

Ensure an Emergency and Evacuation procedure is devised including the nomination of persons to raise the alarm, summon assistance and call the roll at designated assembly points, all arrangements and equipment are checked at regular intervals and a rehearsal is held every six months and a record of such checks and rehearsals kept.

Ensure first aid provision is made to an appropriate standard as required by the First Aid Regulations 1981 and recommended by the Approved Code of Practice and a person is appointed with a deputy to take charge in the event of illness or injury, and travelling first aid kits are issued to individuals as required.

Ensure the reporting of accidents and dangerous occurrences as required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995(amended) is carried out and required records maintained.

Ensure arrangements are made for the safe storage of gases and highly flammable liquids in accordance with the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972.

Ensure the necessary examinations of lifting tackle and lifting equipment are carried as required by The Lifting Operations and Lifting Equipment Regulations 1998. Ensure results of such examinations are recorded. This includes personal fall arrest and suspension equipment. Reference should be made to the Safe use of Lifting Equipment; Approved Code of Practice L113.

Control the use and maintenance of Company work equipment and vehicles, institute and maintain necessary records as required by The Provision and Use of Work Equipment Regulations 1998 and The Lifting Operations and Lifting Equipment Regulations 1998.

Administer the scheme for compliance with the Electricity at Work Regulations 1989 (see also The Electrical Equipment (Safety) Regulations 1994)

Assess the training requirements for persons under his control and report such needs to the Director Responsible for Safety.

Ensure the Company is registered as a Carrier of Controlled Waste in accordance with The Control of Pollution (amendment) Act 1989.



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Ensure in respect of the premises for which he/she is responsible the requirements of the Control of Pollution Act 1974 and The Environmental Protection Act 1990 is adhered to.

## **PART 3**

### **7- APPROVED WORKING PRACTICES AND USE OF EQUIPMENT**

The Safety Manual and relevant Approved Codes of Practice, the Contract Manager holds at Company Offices and Copies of which. These are the standard works of reference for all persons charged with specific responsibilities under the Company Safety Policy.

Persons named or charged with duties under this policy must ensure operations are carried out in accordance with established safe working practices; they should consult reference material held at the Company office/s or seek advice.

Sources of information include the Safety Advisor, manufacturers, and suppliers, trade organisations and the Health and Safety Executive.

### **8- EMPLOYMENT**

The Company representative engaging a person for employment or having an existing employee under his/her immediate supervision must ensure after making reasonable enquires that: -

They do not suffer any illness or disability, and are not undergoing treatment or medication, which would constitute a hazard to them or others when carrying out their work. NOTE: Registered Drug Addicts or Registered Alcoholics are required to make the facts and circumstances known to their immediate supervisor. The Director responsible for Safety will be informed of any employee or Sub contractor found in possession of any substance or found using any substance or imbibing of alcohol that would or will render him unfit for work. They will be dismissed immediately from the site in the first instance and subsequent may be dismissed from the Company after a formal disciplinary hearing.

They are competent to carry out the work for which they were engaged in a safe manner or are placed under supervision or given suitable training to enable their work to be safely carried out.

Every employee is issued with a copy of, and is fully conversant with the Company Safety Policy and agrees (in writing) to co-operate in implementing the Policy, and they understand the importance which the Company places on achieving the objectives of the Policy, employees are advised that breaches of this Policy or Health and Safety Legislation may (subject to normal disciplinary procedures which are set out in the employees terms and conditions of employment) give rise to termination of employment, a copy of the company formal disciplinary procedures is available at the head office and will be issued to all employees on appointment.

They are made aware of the hazards to which they may be exposed during the course of their employment and the preventive and protective measures taken to control such risks. They must be informed of the Emergency Procedures and Evacuation Plan, the First Aid and welfare arrangement at their place or work.



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Employees understand it is a condition of employment by Arena Stone and Ceramics Ltd, that they inform their immediate supervisor (or in case of matters which they wish to treat as confidential to Scott Faulks, directly) of any illness, disability, medication or other condition to which they are subject which may constitute a hazard to themselves or others in the course of their work.

## **9 -THE HEALTH AND SAFETY OF YOUNG PERSONS.**

### **THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999**

Young persons under the age of 18 years of age will only be employed where circumstances allow for adequate supervision, and only after an assessment has been made of the risks involved in the type of work for which they are employed. Where plant machinery or work equipment is to be used the young person will be trained by a competent person and under constant supervision.

## **10 - THE DISABILITY DISCRIMINATION ACT 2005**

A suitable and sufficient assessment will be made prior to the employment or placement of persons falling into the scope of the Act) of the facilities and access arrangements. Very careful consideration will be given to ensure the Health Safety & Welfare of such persons especially the procedures dealing with emergencies and where necessary the evacuation of sites or premises. The company is an Equal Opportunities Employer; persons are employed on the basis of merit and skill.

## **11 - COMMUNICATION, CONSULTATION AND INFORMATION**

The efficient gathering, evaluation and publication of information on safe working practices (Approved Codes of Practice) occupational health, control of pollution and environmental protection is a basic requirement for the safe operation of the Company.

Information and suggestions concerning any aspect of the Company's safety performance gathered by personal observation, reports from outside bodies, manufacturers, publication etc. coming to the possession of any employee should be communicated to the Company Safety Committee via Site management teams, and or the Safety Advisor, for evaluation, publication and where appropriate, inclusion in the Company reference collection or Safety Policy

Reports of such information should be passed through normal Company channels. Urgent, personal or confidential matters should be directly communicated to a manager of their choice. All concerns will be recorded and available for inspection.

Meetings of the Company Safety Committee, which meets once a year will be used as a forum at which all information, developments, requirements and suggestions should be reported, discussed and implemented. Safety performance must be monitored, objectives set and progress assessed.



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The Director responsible for Safety will publish information by way of memoranda or amendments or additions to the Company Safety Policy.

Adequate communication channels will be maintained ensuring all employees receive the information concerning Health, safety and welfare matters, employees will be consulted on the contents of Risk Assessments and the safe system of work in the form of the Method Statement, to ensure they are workable and understood.

## **SAFETY COMMITTEE**

Suggested representation.

Director Responsible for Safety (Chairman).

Contract/Project Manager.

Site supervisor

Employee representative elected by the workforce.

Any appointed Trade Union representative (if appointed).

Office Manager.

Yard Manager.

Safety Adviser.

Person to record the minutes.

The Committee will meet once a year.

Suggested Agenda

Apologies for any person absence.

Minutes of previous meeting

Matters arising.

Report on Company performance (Chairman).

Representative reports.

New legislation.

Health Safety and Welfare.

Training requirements.

(Reports where possible should be in writing).



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## **12 - ENVIRONMENT**

### **ENVIRONMENTAL PROTECTION ACT 1990 / CONTROL OF POLLUTION ACT 1974.**

The company will conform to the requirements of legislation and The Waste Management (Duty of Care) Codes of Practice. We will monitor environmental developments within the industry. Persons charged with duties under Part 2 of this Policy will familiarise themselves with, and conform to the above.

The Company will conduct its operations and its aim is to: -Reduce energy usage, reduce fuel usage, to introduce and maintain, along with our suppliers a recycling programme where practicable.

We will aim to reduce noise, dust and fumes to the lowest levels possible, through planned control measures, where practicable.

No unauthorised discharges are made into any coastal waters, rivers, streams or public sewers. And ensure a spillage pack is available as required by operations, which will contain and if possible naturalise the effects of unplanned release of a substance.

## **13- HEALTH SAFETY AND WELFARE ADVISERS**

The Academy of Health and Safety is fully qualified and is retained to provide assistance to the company in its undertakings as required under Regulation 6 and 7 of the Management of Health, Safety and Welfare Regulations 1999.

And will assist, when requested with the following:

All matters concerning Health, Safety and Welfare.

Provide reports with reference to Health, safety and Welfare.

Carry out planned and random site safety visits as directed.

Assist in training identification, and carry out training as directed.

Hazard identification and risk assessment training.

Accident/incident investigation, carry out noise surveys, Dust surveys and Environmental monitoring.

The Contract Manager will notify The Academy of Health and Safety as early as practicable and before commencement of work and where appropriate arrange pre-operational consultation. Plan so the appropriate time can be allocated for the production of site documentation, and any site visits programmed.

Site notifications must nominate the site representative to whom the Safety Adviser will report and who will be responsible for taking any appropriate action.

Scott Faulks, who will monitor Company reaction, will receive copies of reports from the Safety Advisor.

Contract Managers and Supervisor should make use of the services of the Safety Advisor, to assist in the discharge of their responsibilities under the Company Safety Policy and Health and Safety Legislation.



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## **14 - REPORTING ACCIDENTS ETC.**

### **REPORTING INJURIES DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995.**

Persons responsible for the reporting of accidents and dangerous occurrences should immediately notify The Academy of Health and Safety and make reference to Health and Safety Series booklet HSG 23 on the subject.

Any employee who is taken ill or is injured, or who has knowledge of any dangerous occurrence on or attributable to any site, premises or operation for which Arena Stone and Ceramics Ltd are responsible must report the facts to the person immediately in charge without delay.

The person in charge of the site will in cases of death, serious injury and dangerous occurrences as specified in the Regulations, make a report by the quickest available means to the enforcing authority (usually the local office of the Health and Safety Executive) and head office.

Illness, injuries, damage or dangerous occurrences will be reported to Dave Hawksbee, who will cause the necessary record to be made.

An accident book (Form B1 510A) required to be kept by employers by Regulation 23, Social Services (Claims and Payments) Regulations will be kept at all sites and at the company office for the use of persons wishing to notify Arena Stone and Ceramics Ltd of injuries that have occurred on Arena Stone and Ceramics Ltd. Sites or premises in accordance with Section 88 Social Services Act. 1975.

All entries in the register (Form B1 510A) will be brought to the attention of Scott Faulks and/or The Academy of Health and Safety, who will institute any investigation or other action required.

## **15 - FIRST AID**

### **THE HEALTH AND SAFETY (FIRST AID) REGULATIONS 1981**

The Site Management team must conduct a First Aid Risk Assessment and ensure where conditions, materials, processes or equipment cause special hazards appropriate additional arrangements must be made.

Persons in charge of sites and premises must ensure the requisite number of first aiders or appointed persons are available at places of work, first aid equipment (and the contents of first aid boxes are checked weekly) is of a standard recommended by the Approved Code of Practice No. 42 (1990) and equipment kept in their personal charge or that of an appointed person. They will take charge in the event of illness or injury and appoint a person to act in the event of their absence.

The Contract Manager will issue persons working away from sites or premises with travelling first aid kits.

**16 - HEALTH & WELFARE (Shared Facilities)****THE CONSTRUCTION (HEALTH SAFETY AND WELFARE) REGULATIONS 1996****THE WORKPLACE (HEALTH SAFETY AND WELFARE) REGULATIONS 1992**

The Company will where appropriate make such arrangements as are necessary to fully comply with both The Workplace (Health, Safety & Welfare) Regulations 1992 and The Construction (Health, Safety & Welfare) Regulations 1996; the Company will notify employees and other contractors that such facilities that are to be provided.

It will ensure they are maintained to an adequate standard of cleanliness and maintenance as required under legislation.

**17 - THE PUBLIC, VISITORS AND THE PREVENTION OF TRESPASS**

All steps will be taken to protect general members of the general public and visitors from the companies operations as far as reasonably practicable. The risk assessment will identify the control measures to be implemented, form engineering controls in the form of barriers, to exclusion zones and complete isolation. Steps will be taken to limit the egress of dust, and limit noisy operations to be undertaken during normal working hours. Warning signage will be posted as required.

Visitors will be escorted at all times, emergency procedures and emergency exits will be explained. Site teams will ensure appropriate PPE is made available and worn.

Steps must be taken to prevent unauthorised access to sites. As a general policy (subject to assessment) all sites will be enclosed by a 2M fence constructed from difficult to climb material and closed by gates of similar height which can be secured when the site is unattended.

In the event that such a perimeter fence cannot be provided excavations must be fenced, vehicles and plant and work equipment secured and immobilised, stores of material stabilised, electricity and gas isolated and secured, access to elevated areas prevented and whatever other precautions necessary to minimise danger taken. Excavations must be fenced or covered if there is foreseeable risk of persons falling into them. Any person who enters site, including all sites

Operatives, on a daily basis will sign in and out.

**18 - CHILDREN**

Reference should be made to Health and Safety Executive Guidance Notes G.S 7, Accidents to Children on Construction Sites. The site team must ensure security at all times, particular attention must be made if schools are close to operations and during school holidays. No person under the age of sixteen years is allowed on site at any time.



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The site team must ensure all items of work equipment; dangerous materials and substances are secure at the end of the working day, and during use, so far as reasonably practicable. And all precautions are taken to secure items outside as well as in, particular attention to scaffolds, ladders and items of plant.

## **19 - CONSTRUCTION SITES AND PLACES OF WORK**

### **THE CONSTRUCTION (HEALTH SAFETY AND WELFARE) REGULATIONS 1996**

The above Regulations set the standards for places of work and must be complied with; several Regulations are subject to, 'so far as is reasonably practicable'. Careful consideration must be given to Regulations where this caveat exists.

The Regulations are set out in the following order: -

Reg. 1. 2. & 3. Deal with Citation, Commencement, Interpretation and Application.

- Reg. 4. Duty Holders.
- Reg. 5. Places of work.
- Reg. 6. Trips and falls
- Reg. 7. Fragile materials.
- Reg. 8. Falling objects/ materials.
- Reg. 9. Stability of structures.
- Reg. 10. Demolition and dismantling.
- Reg. 11. Explosives.
- Reg. 12. Excavations.
- Reg. 13. Cofferdams and Caissons.
- Reg. 14. Prevention of drowning.
- Reg. 15. Traffic routes.
- Reg. 16. Doors and gates.
- Reg. 17. Vehicles.
- Reg. 18. Prevention of risk from fire etc.
- Reg. 19. Emergency routes and exits.
- Reg. 20. Emergency procedures.
- Reg. 21. Fire detection and fire fighting.
- Reg. 22. Welfare facilities.
- Reg. 23. Fresh air.
- Reg. 24. Temperature and weather protection.
- Reg. 25. Lighting.
- Reg. 26. Good order.
- Reg. 27. Has been revoked.
- Reg. 28. Training.
- Reg. 29. Inspection.

Copies of these Regulations are available at the Company offices or your Safety Advisor.

The Company will comply with the above Regulations.

## **20 - WORKING AT HEIGHTS**

Work must not be undertaken at heights until the necessary risk assessment has been completed and approved. At the first instance work at height should be avoided. Where unavoidable the use of work equipment or other measures to prevent falls, will be employed. In all cases a suitable working platform will be employed, with guard's rails and toe boards fitted, as far as reasonably practicable. If not practicable and the risk cannot be eliminated, other measures will be employed to minimise the distance and consequences of a fall should one occur, with the use of fall arrest equipment. The last control measure is to employ air bags or safety netting. Reference to be made to HSG 33. Site conditions will also dictate if the equipment must be non-conductive and likely weather conditions that may be encountered.

No defective item of access equipment will be used or kept on any operational site. Defective items should be labelled and returned to the supplier without delay.

## **22- INDEPENDENT AND BIRD CAGE SCAFFOLDS**

Orders placed for scaffolds must require compliance with The Construction (Health Safety and Welfare) Regulations 1996 and BS 5973/4 (1990) and must specify the intended use and anticipated loads.

Before adopting and using scaffolds, a handing over certificate must be obtained from the erector and visually inspected by the person in charge of the site. The designer or a qualified engineer must approve scaffolds constructed to a design in writing.

Scaffolds will be inspected before being taken into use by the person in charge and at interval required by statute. All inspections must be recorded in an approved format and immediate action taken to remedy faults.

Warning notices will be posted on all incomplete or otherwise unserviceable scaffolds. Only competent persons specifically authorised by the person in charge of the site will make additions and alterations. The designer or engineer must approve additions and alterations to design structures in writing.

Persons working on cradles or suspended access platforms must be fully trained in their safe use, they will be provided with and use fall arrest equipment (e.g. full sit in harness conforming to BS. EN / CE) as required by The Lifting Operations and Lifting Equipment Regulations 1998.

## **23 -TOWER SCAFFOLD**

Towers will be erected by competent trained persons and used in accordance with the manufacturer instructions. If fabricated from tube and fittings they must comply with the relevant British Standard Code of Practice and the recommendations in the Construction Safety Manual.

Safe use will be observed at all times, as per manufactures and suppliers instructions. Different makes and types of scaffold must not be used together, or improvised.

## **24a -STEP LADDERS**

Will not be used until the risk assessment has identified it is not reasonably practicable to use a working platform, fitted with guardrails and toe boards as required. Only to be used by a trained, competent person, who is satisfied that they are serviceable, and been subjected to inspections criteria.

Only to be used for work of a light nature not lasting any longer then 30 minutes. And where they can be used with two hands when in use and items are passed from the ground level.

## **24b -LADDERS**

Only used after a Risk Assessment has been completed, and weather conditions allow. The use of ladders over 3 metres will only be by competent, trained operatives, it is a two operative operation at all times unless the ladder is fitted with mechanical devices that will foot the ladder effectively. Never to be used by a lone worker at any time.

Ensure correct type and size, if over 3 meters long it will be secured or footed to prevent movement; it must reach a minimum of 1 meter above the working platform. And fall arrest equipment may be used, as an extra control measure.

## **25 - TRESTLES AND YOUNGMAN TYPE BOARDS**

Only to be used when the risk assessment has identified it is not reasonably practicable to use a working platform, fitted with guardrails and toe boards as required. It will normally be used where access is limited, for an example in a corridors, stairwells etc. Guardrails will be fitted to all sides, if positioned for work at a face of a wall and the gap is less than 200mm, guardrails are not required. Regulations state place a maximum gap of 300mm and work must be undertaken from the sitting position.

The working platform must be minimum of 600mm in width, on a level plan and stable. It must be supported by approved means, with an over hang of minimum of 50mm. Safe access and egress must be provided by the approved means, designed for the task and not by a stepladder.

Only to be used by a trained, competent person, who is satisfied that they are serviceable, and been subjected to inspections criteria.

## **26 - WORK EQUIPMENT AND VEHICLES**

### **THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998**

All work equipment used in connection with the operations of the Company whether owned, leased, hired, supplied by contractors, employees or otherwise provided for work must comply with the Regulations.

Persons charged with duties in part 2 of this policy in respect of provision, use and maintenance of work equipment and provision of training will follow the guidance to the Regulations published by the Health and Safety Executive. For woodworking machines refer to L114 Code of Practice

All hired, leased, new and newly acquired second hand equipment provided for use must comply with all the Regulations. Particular attention will be paid to noise and vibration elimination and reduction.

Operators of machinery will be appointed by the person in charge of the site who will ensure they are fully instructed in the safest operation of the equipment and competent in its use. Preference will be given to persons who have attended an approved course or hold an appropriate Construction Industry Training Board Operators certificate. Refer to HSG 144.

Vehicles or machines, which are in any way unsafe, must not be used until the faults are rectified.

Persons in charge of sites must ensure safe access for vehicles and take steps to prevent vehicles entering unsafe areas. They will so far as possible prevent company vehicles leaving site in over loaded or dangerous conditions. They must be vigilant and prevent vehicles or machinery, which do not conform to the standards of safety demanded by Arena Stone and Ceramics Ltd being used in areas for which they are responsible.

All work equipment will be subjected to a planned, test and inspection criteria as per manufactures recommendations. Equipment will be subjected to a visual weekly inspection, which will be recorded. Site operatives will visually inspection prior use and ensure its security at all times. Operatives will not use and equipment they have not be trained to use and proved competence; they will report and not use damaged items.

No person must use or operate items work equipment unless trained, competent and authorised. They are responsibility for the item until secure unauthorised use. And never make any alterations or remove devices fitted for health and safety.

No person must repair or test work equipment unless trained and competent.

## **27 - ABRASIVE WHEELS.**

Persons in charge of sites will ensure operatives are competent to operate and instructed in the safe use of abrasive wheels, and are issued with and wear eye protection to the appropriate current BS. EN /CE mark and will ensure areas where machines are to be used are kept clear and free from obstruction.

Ensure protection from flying particles, erect non-flammable barriers, and protect others from operations.

Ensure well ventilated and that fire extinguisher is near to operations.

## **28 - LIFTING EQUIPMENT, LIFTING OPERATIONS and LOADS**

### **THE LIFTING OPERATIONS and LIFTING EQUIPMENT REGULATIONS 1998**

Before taking lifting appliances etc. into use on sites the person in charge of the site must be satisfied that the appropriate test, thorough examination or stability certificate has been issued and is available on site from the commencement of lifting operations. The person carrying out the required tests and examinations must be able to provide proof of their qualifications.

Subsequent periodic examinations etc. must be carried out as required by the regulations, an examination scheme will be developed for the company which will include provisions for the statutory reporting of defective equipment, and specified records will be kept.

Safe working loads must be prominently marked on the machines and must never be exceeded during use.

Only trained competent persons over the age of 18 may be appointed to operate equipment. Preference will be given to holders of the Construction Industry Training Boards or similar Plant Operators Certificates.

When a crane is used in operations, ensure a competent person assesses the operation to be carried out and a lift plan is issued, as part of a safe system of work. Ensure compliance with the local authority licensing with regards to road closures. A qualified banksman/slinger must supervise all operations

## **29 - EXCAVATIONS**

### **THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999**

### **THE CONSTRUCTION (HEALTH, SAFETY AND WELFARE) REGULATIONS 1996**

### **THE CONFINED SPACES REGULATION 1997**

A risk assessment will be made before any excavation work is started. The site must be surveyed using electronic detection apparatus to locate buried services. Reliance must not be placed on Public Utility maps and plans. Steps must be taken to ensure all underground services are located and made safe.

Sufficient materials for the adequate support and guarding of excavations must be on site before work is commenced. Safe means of access and egress must be provided for all persons working in excavations at all times, spoil must be at least 1 metre from the edge of the excavation.

The danger of the accumulation of toxic fumes and suffocating gases in excavations even when open to the atmosphere should be appreciated. Steps must be taken to establish there is no danger before workers are allowed to enter or remain in an excavation. The operation of vehicles or heavy work equipment near excavations can cause collapse and must be prevented.



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All excavations must be inspected before each days work (by the person in charge of the site, or competent person appointed by him/her) or more frequently if conditions demand. Records will be kept of all such inspections.

### **30 -MANUAL HANDLING**

#### **THE MANUAL HANDLING OPERATIONS REGULATIONS 1992**

The application of the Regulations and adherence to the guidance published by the Health and Safety Executive will form an important element in the drive to reduce injury in the Company operations. Mechanical lifting equipment will be used wherever practicable; this will avoid manual handling injuries.

A Risk assessment must be undertaken to identify the hazards, and the operation the elimination or control of risks must take place at the earliest opportunity in each operation. Where possible, assessments will be made and remedial measures taken at the planning stage. When tasks, which pose risk of injury through manual handling, are undertaken, the person immediately in charge of the operation will be responsible for carrying out an assessment and taking action if such action has not already been taken or if the circumstances have changed.

The Director responsible for safety will ensure training is provided to enable those charged with responsibilities under these Regulations to properly discharge them. He will also ensure resources are provided to reduce the need for manual handling to the minimum.

### **31 - THE CONFINED SPACES REGULATIONS 1997**

Prior to entering into any confined space a suitable and sufficient assessment shall be produced in writing. The assessment must include information about the quality of the air inside and immediately outside the confined space. The type of work to be undertaken, the duration of the work, how many persons are to enter, what equipment is to be used inside and immediately outside the confined space and must give precise information about emergency and evacuation procedures, what rescue and resuscitation equipment will be available and must give the names of the persons who are trained to carry out such rescues and use the resuscitation equipment.

### **32 - LONE WORKING**

A Risk assessment must be undertaken to ensure the task can be undertaken in a safe manner without risk health or the safety of a single operative. Consideration must be given to the entering of occupied premises, and the likelihood they may be placed in a violent or in a compromising situation. No single operative must work at heights or undertake any hazardous tasks, including working on any live electrical circuits, or systems that hold forceful elements.



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It should be avoided if possible; trusted employees, who are competent, must only undertake it. It must not be a hazardous task, and one person should be able to complete with ease. A means of communication established to ensure his well being at regular intervals, which must be recorded.

A record must be made of condition of work area, and the condition it was left in, record what was carried out, any damage, or problems if any encountered. All permit to work systems will be followed, operatives must ensure all power isolations are secure at all times.

Employees must try and remove themselves from any situation that may prove confrontational, we do not want employees to retaliate, but remove themselves. Call the police and head office.

### **33 - EMERGENCY PROCEDURES**

#### **THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999**

#### **THE CONSTRUCTION (HEALTH SAFETY AND WELFARE) REGULATIONS 1996**

#### **THE WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992**

The person in charge of a site or premises in consultation with the safety Advisor, or other appointed person will make arrangements appropriate to the local circumstances to deal with emergency situations (fire, explosion, bomb threats, spillage and contamination).

He/She will: -

Keep a record of persons on the site or premises. Appoint a person to take charge in his/her absence

Carry out a fire risk assessment, to identify hazards and the potential fire-loading present. They will devise and publish an Emergency plan. They will obtain the equipment deemed necessary to deal with emergencies (fire fighting equipment, emergency lighting, means of escape, containment etc.).

Ensure sufficient emergency exits and escape routes are provided, kept clear, lighted and properly marked. They will designate an assembly area in the event of evacuation; appoint the required number of fire wardens. And nominate a deputy to account for people known to be on site. Appoint a person and a deputy to summon assistance, and where appropriate sound the alarm, follow the premises procedures, e.g. via security.

Ensure all persons affected are aware of the arrangements made, instructed in the use of equipment provided and procedures established and carry out drills and rehearsals. Maintain safe access and egress; ensure emergency exits are not blocked.

Complete the emergency information card, which will be posted adjacent to the site telephone or near the first aid equipment. (Draft emergency information card at 3. 71)

## EMERGENCY INFORMATION RECORD

<b>SUBJECT/ITEM</b>	<b>DETAILS</b>	<b>DEPUTY OR ALTERNATIVE</b>
<b>Senior person in charge.</b>		
<b>Fire warden</b>		
<b>Site Address</b>		
<b>Tel No:</b>		
<b>Access details/entrance</b>		
<b>Nearest Hospital with A &amp; E</b>		
<b>Tel No:</b>		
<b>First aider/nominated persons</b>		
<b>Safety Advisor Address</b>		
<b>Tel:</b>		
<b>Electric Supplier Position of Isolation switch</b>		
<b>Gas Supplier Position of shut off tap</b>		
<b>Water Supplier Position of shut of tap</b>		
<b>Local Police</b>		
<b>Local Fire service</b>		
<b>Means of raising alarm Evacuation signal</b>		
<b>RV Point</b>		
<b>Further information</b>		

## **34 - HAZARDOUS SUBSTANCES AND CONTINGENCIES**

**THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS [amended] 2002**

**THE CONTROL OF ASBESTOS AT WORK (Amended) REGULATIONS 2002**

**THE LEAD AT WORK REGULATIONS [amended] 2002**

**THE CHEMICALS (Hazard Information & Packaging) REGULATIONS 1999**

It is the responsibility of the Contracts Manager to make full rigorous enquiries at the earliest stages, when introducing new products and throughout every operation to identify substances falling within the scope of The Control of Substances Hazardous to Health Regulations and The Control of Asbestos at Work (Amended) Regulations 2002. Initiate and check site specific and generic assessments, maintain and update the Company Control of Substances Hazardous to Health system and comply with the legislation controlling work with asbestos, lead and radioactive substances etc. If asbestos is identified during the work process all work in the immediate area must cease, the area must be secured to prevent accidental access. Work must not recommence until the necessary tests have been carried out and controls have been put in place to prevent employees and others being exposed to risks.

Site Agents and other persons charged with duties in respect of other Company areas and operations must also operate the Company Control of Substances Hazardous to Health system.

They will familiarise themselves with Approved Codes of Practice and Guidance and whenever necessary consult the Director responsible for Safety, who will determine further action or whether advice or assistance should be sought.

All employees must be alert to the potential dangers of unidentified materials, pipelines and cables that may be unexpectedly encountered in the course of operations.

In such events the persons in charge of the site must be immediately informed and he/she will be responsible for taking action to protect all that may be affected and to make contact with the Contracts Manager to determine further action. Examples of hazards that may be encountered are asbestos, chemical waste, lead, contaminated land, explosives, and fuels, munitions and unmapped mains services.

## **35 - ASBESTOS**

Before any works on buildings or structures are undertaken, the Project Planning Supervisor or the Client, as to the whereabouts and details of any known asbestos, must provide details. If unable to provide the information, and to comply with the Control of Asbestos Regulations 2002, a survey will be undertaken.

From the results of the survey a management plan will be produced to comply with Legislation.



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If during the course of a project, asbestos, or any substance that is suspected of being asbestos is discovered, all operations that may cause disturbance to the suspected material must be stopped immediately.

The area must be cordoned off, with appropriate signage displayed as required and access to the area denied to all persons.

The Safety Advisor, Planning Supervisor, Client and the Project Manager must be informed immediately.

A sample of the suspect material must be taken and analysed by an approved and licensed contractor. If the suspect material is proved to be asbestos of any kind, a licensed and approved contractor must remove it under controlled conditions.

At least twenty-eight days written notice must be given to the enforcing authority before any works begin. (The Contractor will do this). The enforcing authority may permit a shorter period of notification in certain circumstances.

A copy of the contractors licence and details of where the asbestos is to be disposed of, plus detailed method statements and risk assessments, must be kept on site and available for inspection. Before works restart, an independent analyst and a clearance certificate issued must sample the area.

Activities involving asbestos at work are covered under the "Control of Asbestos at Work Regulations 2002 and other relevant legislation. Details are available from the Safety Department or the Environmental Manager.

### **36 - PERSONAL PROTECTIVE EQUIPMENT**

**THE LEAD AT WORK REGULATIONS [amended] 2002**

**THE IONISING RADIATION'S REGULATIONS 1985**

**THE CONTROL OF ASBESTOS AT WORK (Amended) REGULATIONS 2002**

**THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002**

**THE NOISE AT WORK REGULATIONS 1989 (Ref. L108 Reducing Noise at Work Guidance).**

**THE PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992 (Amended 1994)**

**THE CONSTRUCTION (HEAD PROTECTION) REGULATIONS 1989**

Suitable personal protective equipment will be provided, maintained and inspected for all persons who may be exposed to risk to their health or safety except where, and to the extent that the risk has adequately been controlled by other means. It is the responsibility of the person in charge of the workplace or site to ensure that adequate safe clean storage is provided for all P.P.E.

The Regulations and guidance published by the HSE, manufacturers and the industry associations will be followed by persons charged with duties by Part 2 of this Policy in the selection, purchasing, issue, use,



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storage, maintenance, provision of information or training, or who are in any way conducting Company operations where PPE is involved. The Director Responsible for Safety will provide necessary Company guidance.

Exposure to adverse weather, ionising radiation's, noise, substances hazardous to health and situations where risk of injury exists will be eliminated or reduced as far as is reasonably practicable before resort is made to PPE.

### **37 - HEAD PROTECTION**

#### **THE PERSONAL PROTECTIVE EQUIPMENT REGULATIONS 1992 AMENDED 1994 THE CONSTRUCTION (HEAD PROTECTION) REGULATIONS 1989**

It is the policy of this Company that head protection must be worn by all persons (unless exempt by statute) wherever there is foreseeable risk of head injury.

This requirement is a condition for employment by the Company. It is a condition, subject to which, persons not employed by the Company are permitted access to such areas under the control of the Company and for the safety of which the Company is responsible.

Persons in charge of work sites will make rules for the use of head protection. They will ensure warning signs and notices are displayed where necessary to inform all persons who may be at risk. They will ensure an adequate supply of clean serviceable safety helmets is available for all persons who may be working on or visiting the site.

### **38 - NOISE**

Persons in charge of sites or work places are responsible for ensuring compliance with The Control of Noise at Work Regulations 2005 (amended) Refer to ACOP Reducing Noise at Work Guidance. All operations will be subjected to a Risk Assessment to reduce the risks from noise. Where they cannot be eliminated at source, they will be reduced to a level as low as possible so far as reasonably practicable. Where this is not possible the exposure to employees will be controlled by both monitoring time exposed, and providing suitable ear protection.

They will be provided with suitable information, instruction and training as per the ACOPs. Where required to ensure the protection of employees and others from operations, Safety zones will be implemented in the form of Ear protection zones with appropriate warning signage and barriers.

They will apply the standards and methods set out in the current Health and Safety Executive guidance to the Regulations as from time to time published.



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Noise will be kept to the lowest level so far as reasonably practicable. If there is reason to believe the upper action level has been reached a noise survey will be carried out, the results assessed and where practicable action taken to reduce impact on the environment or others that may be affected.

### **38.1 - WORK RELATED HAND AND WHOLE BODY VIBRATION**

Persons in charge of sites or work places are responsible for ensuring compliance with The Control of Hand and whole body Vibration Regulations 2005. All operations will be subjected to a Risk Assessment to reduce the risks from work equipment vibration. Where they cannot be eliminated at source, they will be reduced to a level as low as possible so far as reasonably practicable. Where this is not possible the exposure to employees will be controlled by both monitoring time exposed, and providing suitable protection.

Operatives will be provided with suitable information, instruction and training as per the ACOPs. Comprehensive Work Equipment Risk Assessments will be undertaken to ensure the correct type of work equipment is employed or purchased. The trigger time exposure will be identified and a safe system of work developed and implemented to ensure operatives are not over exposed.

The company will operate the 'traffic light' system as approved by the HSE. They will monitor and record exposure as required. They will apply the standards and methods set out in the current Health and Safety Executive guidance to the Regulations as from time to time published.

### **39 - TRAINING**

The Director responsible for Safety together with The Academy of Health and Safety will assess all training requirements and make arrangements for these to be met; training achievement records will be kept.

Courses in general safety education, hazard identification and risk assessments will be held within the Company as deemed necessary by the Director responsible for safety in consultation with The Academy of Health and Safety.

In addition, training in mounting abrasive wheels, first aid, site safety supervision, mobile towers, scaffold inspection, equipment access, ladders and excavations will also be provided. The Control of Substances Hazardous to Health, The Management of Health and Safety at Work Regulations, and The Health and Safety at Work Etc Act will be arranged as required.

Training requirements and suggestions should be brought to the attention of the director responsible for Safety through normal Company channels and will be discussed at the next meeting of the Company Safety Committee.



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## **40 - INDUCTION TRAINING**

Induction Safety Training will be given to all new employees to the company on their first day. It will be given on site to all new starters, it will be carried out by an office manager and a member of the site team in the first instance, further training and information may be given by the Site Agent or client's nominated person when the new, transferred employee or Contractor arrives on site. The induction procedures will be used and conformation sheets filled completed, it will cover hazard identification, danger areas, preventive and protective measures, evacuation procedures emergency plan site safety rules, first aid provision etc. are subjects to be covered.

## **41 - THE ELECTRICITY AT WORK REGULATION 1989**

### **GENERAL**

The Safety Director is appointed to administer and monitor the Company Electricity at Work Scheme and make necessary modifications as may be indicated. And will ensure only competent persons will work on electrical installations and equipment.

Installations, electrical plant, portable tools and other electrical equipment must be constructed or manufactured to British or other appropriate standards. A completion certificate must be obtained from the installer in respect of every system before it is taken into use.

Installers specifications, drawing, manufacturers or other authoritative instructions for the safe use, maintenance and testing of electrical installations, plant, portable tools and other equipment must be obtained before it is taken into service, and kept for reference as long as the item remains in service,

Installations, plant, and equipment will be inspected, maintained and tested as recommended by the installer, manufacturer or other authority, tools falling into the scope of portable for on site use will be inspected for integrity upon arrival on site and daily by the user before being used.

A competent person will inspect existing installations, plant, tools and equipment. Thereafter maintained as recommended on the certificate of inspection or specified maintenance schedule.

### **MAINTENANCE**

Completion certificates, inspection certificates, records of maintenance and testing will be kept in the Electricity at Work Scheme Register.

A maintenance diary will be kept to ensure future service requirements are satisfied. Hired or otherwise obtained equipment must be included in this system.



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Persons in charge of premises or sites over which the Company exercises control will ensure that electrical equipment brought on to such places by contractors or other persons are safe and maintained to the required Company standard.

### **WORK ON OR NEAR EQUIPMENT MADE DEAD**

When work is to be carried out on or near electrical equipment (such as redundant installations in premises) which have been made dead in order to prevent danger, a certificate will be obtained from the person carrying out the work detailing what work has been done and any precautions necessary. Draft certificates are included in the Company Electricity at Work Register.

The manager in charge of the contract will issue a Permit to Work to the person in charge of the site; draft permits to work are included in the Company Procedures. Precautions and instructions detailed in the certificates and permits to work must be strictly adhered to.

### **WORK ON OR NEAR LIVE CONDUCTORS**

When work is necessary on or near live conductors the Contract Manager will inform Manager, detailing the reasons making such work necessary and the precautions to be taken to ensure safety. The director will give authority in writing.

### **MAINTENANCE**

Each installation and individual item of plant or equipment will be identified and marked. Each item will be allocated a log sheet, filed in the electricity at Work Register and kept for the life of the equipment.

The identification number of each item of equipment will be kept in the maintenance diary section of the Electricity at Work Register. The date of the next test will be entered into the register. On that date the item will be inspected tested and re certified, where necessary remedial works will be carried out or the equipment will be taken out of use.

It is the responsibility of the appointed person to ensure the scheduled maintenance is performed, recorded on the log sheet and the next maintenance date entered in the diary.

#### **LOG SHEET WILL DETAIL: -**

IDENTITY NUMBER	MAINTENANCE
DATE SHEET STARTED	RECALL INTERVALS
DESCRIPTION	TESTS REQUIRED

MAKE/MODEL

RECORD, MAINTENANCE, TESTS, EXAMINATION

SIGNATURE OF PERSON CARRYING OUT OR ORDERING WORK

#### **42 - DISPLAY SCREEN EQUIPMENT**

##### **HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATION 1992**

Persons charged with duties under Part 2 of this Policy having equipment as specified in the above Regulations under their control will ensure equipment and workstations comply. When carrying out a workplace / DSE assessment consideration must be given to the overall working environment in respect of adequate lighting, heating and cooling, provision of fresh air, seating, space around and types of workstations provided. Employees who use VDU's (Display Screens) for significant periods are advised to take regular short breaks and are entitled to (upon request) a free eye test, and if prescribed by a qualified optician basic level prescription spectacles at no personal expense, employees may wish to contribute towards fashion frames. This does not apply if the person already wears prescription spectacles or contact lenses.

#### **43 – WORKING AT HOST EMPLOYERS UNDERTAKINGS**

Where the company is employed to undertake works within a host employer's demise, strict controls must be observed.

Because the works could be varied and in numerous locations, it is the host's responsibility to identify and implement control measures, unless the company provides its own supervision.

The host must provide all information available on any hazards that may pose a risk to the workforce; information is required on the Emergency procedures and position of exits, fire fighting equipment and RV point.

**THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 1994 (Amended 2007)****MANAGING CONSTRUCTION FOR HEALTH AND SAFETY (THE APPROVED CODE OF PRACTICE)  
DESIGNING FOR HEALTH AND SAFETY IN CONSTRUCTION  
A GUIDE TO MANAGING HEALTH AND SAFETY IN CONSTRUCTION**

The following sets out the **Key Tasks** during the various phases of a project which depending upon whether we are acting as Client, Designer, Principal Contractor, and Contractor or in fact any combination of all positions, we will adopt.

**Acting as the Client we will: -**

- Determine if the project falls within the scope of the Regulations.
- Appoint a planning supervisor.
- Be reasonably satisfied that the planning Supervisor and any designer(s) whom we may appoint to prepare a design are competent and have made adequate provision for health and safety.
- Provide the planning supervisor and designers with information relevant to the health and safety of the project.

**Acting as the Planning Supervisor we will: -**

- Notify the project to the Health and Safety Executive (F10).
- If requested, give advice to the client on the competence and adequacy of provisions for health and safety by designers.
- Ensure co-operation between designers, and ensure so far as is reasonably practicable designers comply with their duties.

**Acting as the Designer we will; -**

- Make the client aware of its duties.
- Identify the significant health and safety hazards and risks of any design work.
- Give adequate regard for the hierarchy of risk control.
- Provide adequate information on health and safety to those who need it.
- Co-operate with the planning supervisor and, where appropriate other designers involved in the project.

## **KEY TASKS DURING THE DESIGN AND PLANNING STAGE**

### **Acting as the Client we will: -**

- Provide the planning supervisor and designers with information relevant to the health and safety of the project, as this becomes available.
- Be reasonably satisfied that any designer(s) who the client arranges to prepare a design are competent and have made adequate provision for health and safety.

### **Acting as the Planning Supervisor we will: -**

- If requested, give advice to the client on the designer's competence and adequacy of provision for health and safety.
- Ensure designers continue to co-operate with each other and comply with their duties,

### **Acting as the Designer we will: -**

- Make the client aware of its duties.
- Identify the significant health and safety hazards and risks of any design work.
- Give adequate regard to the hierarchy of any risk control measures.
- Provide adequate information on health and safety to those who need it.
- Co-operate with the planning supervisor and where appropriate, other designers involved in the project.

## **TENDER/SELECTION STAGE**

### **Tender documentation**

Enables prospective principal contractors to be fully aware of the project's health, safety and welfare requirements, particularly: -

To the significant health and safety risks (especially those requiring specific resources) and the standards to be applied to control the significant health and safety risks.

Other specific details, which might be laid down by the client (e.g. Requirements for monitoring health and safety performance and project rules).

In response to the tender documentation prospective principal contractors could provide the following: -

Their health and safety policy and details of their organisation for its implementation.



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An outline submission giving evidence that health and safety has been adequately provided for in tender submissions in accordance with the pre-tender stage health and safety plan.

Clear specification of the resources to control and manage the major health and safety risks.

Evidence of competence to carry out the construction work to the requirements of health and safety legislation.

### **KEY TASKS DURING THE CONSTRUCTION PHASE**

#### **Acting as the Client we will: -**

- Ensure construction work does not begin until a suitable health and safety plan has been prepared.
- Comply with health and safety legislation where the client's work activities or undertaking may be affected by the construction work.
- Be reasonably satisfied that all contractors who the client arranges to carry out construction work are competent and have made adequate provision for health and safety (e.g. 'nominated contractors').

#### **Acting as the Planning supervisor we will: -**

- If requested advise the client on the principal contractor's health and safety plan.
- Ensure designers comply with their duties and co-operate.
- Continue to prepare the health and safety file.

#### **Acting as The designer we will: -**

- Identify the significant health and safety hazards and risks of on-going design work e.g. temporary works, variations and further elements of detailed design.
- Give adequate regard to the hierarchy of risk control
- Provide adequate information on health and safety to those who need it.
- Co-operate with the planning supervisor and, where appropriate, other designers involved in the project.

#### **Acting as the Principal Contractor we will: -**

- Develop and implement the health and safety plan.
- Be reasonably satisfied that when arranging for a contractor to carry out construction work, that they are competent and have made adequate provision for health and safety.
- Obtain and approve Risk Assessments and safety method statements from contractors.
- Ensure the co-ordination and co-operation of contractors (particularly under the Management of Health and Safety Regulations and Provision and Use of Work Equipment Regulations.



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- Ensure site awareness training for health and safety is carried out. Allow only authorised people onto site.
- Have appropriate communication arrangement between contractors on site for health and safety.
- Have arrangements for discussing health and safety matters with people on site.
- Display notification and insurance details.
- Monitor health and safety performances.
- Pass information to the planning supervisor for the health and safety file.

I \_\_\_\_\_ acknowledge receipt of and undertake to read and comply with requirements of Parts 1 2 and 3 of the Company Safety Policy. I understand compliance with the Company Safety Policy forms part of my terms and condition of employment with Arena Stone and Ceramics Ltd.

Signed \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_