



# **FAIRCLOTH CONSTRUCTION LTD**

## **HEALTH AND SAFETY POLICY STATEMENT AND PROCEDURES FOR THE FAIRCLOTH/ATCOST GROUP**

**APRIL 2015**

**FAIRCLOTH CONSTRUCTION LTD  
STUDIO HOUSE  
WADHURST BUSINESS PARK  
FAIRCROUCH LANE  
WADHURST  
EAST SUSSEX TN5 6PT**

# FAIRCLOTH CONSTRUCTION LTD

## HEALTH AND SAFETY POLICY

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### APPENDIX A – GENERAL PARTICULARS

# FAIRCLOTH CONSTRUCTION LTD

## HEALTH AND SAFETY POLICY

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### 1. HEALTH AND SAFETY POLICY STATEMENT

It is the policy of Faircloth Construction Ltd that all activities undertaken comply with the Health and Safety at Work Act 1974, the Regulations made under it and all other fire and environmental legislation.

It is the aim of the Company to prevent, insofar as is reasonably practicable, any work related accident.

The Directors declare their objective to achieve and maintain a safe and healthy work environment for all employees, visitors and contractors working at premises and at site managed locations and all others who may be affected by its operations.

Directors and senior staff have the responsibility for ensuring that health and safety matters are considered when planning any work to be undertaken. Faircloth Construction Ltd recognises their responsibility to provide employees and contractors with suitable and adequate training, information and instruction to enable them to understand and fulfil their duties in a competent and diligent manner.

The co-operation of employees is vital to the success of the Health and Safety policy and views on Health and Safety development are welcomed. The company encourage all employees to discuss Health and Safety matters with senior management.

All subcontractors have a duty to co-operate with site management and follow the agreed safe working procedures and site rules specific to each project.

David Faircloth has been appointed as having overall and final responsibility for health, safety and welfare. Any problems encountered in the implementation of this Policy must be reported to Faircloth Construction Ltd (through the consultation procedures detailed in Section 3 of this Policy).

The Company recognise the requirement to be flexible in the organisational arrangements for projects when acting as Principal Contractor or trade contractor on a variety of projects. Faircloth Construction Ltd acknowledges the need to provide and exchange health and safety information with other contractors, Clients and their representatives as necessary.

Competent persons are employed within the company to assist in the management of Health and Safety. External advisers are engaged to provide assistance and advice on specific matters to enable the company to fulfil its duties.

The Policy will be reviewed regularly to take account of new or forthcoming legislation and any changes in the company structure or work activities.

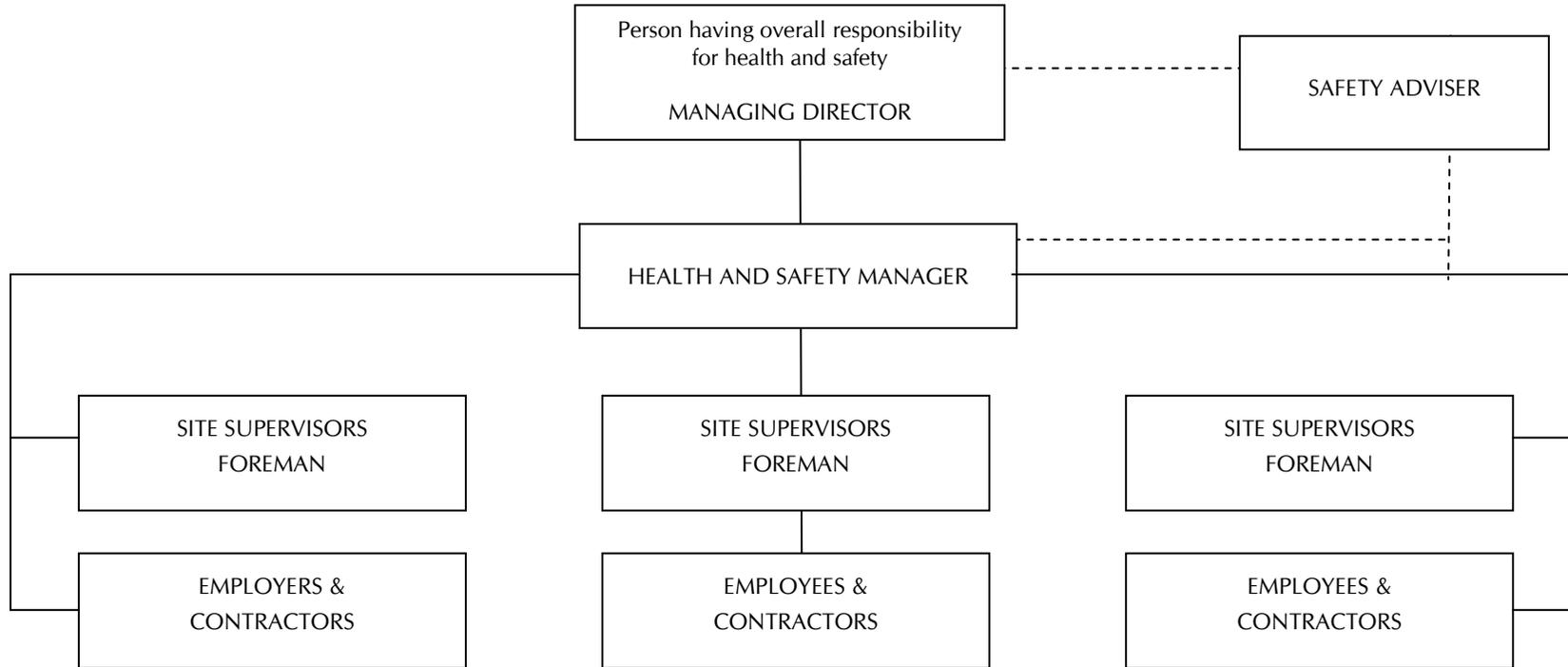
All employees are required to read the Policy upon recruitment and will be made aware of revisions to the Policy.

For and on behalf of Faircloth Construction Ltd

David Faircloth  
Director in charge of safety

2. SAFETY ORGANISATION

2.1 Management Structure



**HEALTH AND SAFETY POLICY**

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**2. SAFETY ORGANISATION (Continued)**

**2.2 Directors Responsibilities and Duties**

Prepare and keep up-to-date a Policy Statement for health and safety and ensure that it is brought to the notice of all employees.

Ensure that employees and contractors are aware of the requirements placed upon them by the company policy and the specific arrangements at the office and site managed locations.

Administer the Policy by appointing a Health and Safety Manager (refer to Appendix A).

Make arrangements to review legislation affecting operations to ensure the Policy is appropriate to current legislation.

Ensure a system for risk assessment of work being undertaken is in place and that relevant staff are trained to carry out such assessments.

Make arrangements for the provision of information and organise appropriate training for specific employees relevant to the duties they perform for the company.

Bring specific safety procedures to the attention of those affected; ensure that these are clearly understood by persons who have to implement or abide by such procedures.

Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage and wastage and that health and safety factors are considered in the selection of sub-contractors.

Ensure that sufficient competent persons are nominated to implement emergency procedures at premises and site locations and that adequate first aid provision is made for employees.

Maintain a system of consultation with employees on health and safety matters.

Institute procedures for reporting, investigating the causes of injury, damage and loss; promote analysis of investigations to improve safety performance.

Evaluate what Health and Safety support resources (external consultant advice etc.) are necessary for any specific project and agree the roles of the various members of the site management team.

Ensure that statutory requirements are being met and that the arrangements detailed within the policy are being implemented by site management and operatives.

Stop any dangerous activity observed when visiting sites drawing to site management and relevant contractor's attention any contravention of statutory requirements.

Monitor the effective reporting of all accidents in accordance with the policy procedures.

Arrange for funds and facilities to be available to meet requirements of the Policy.

**HEALTH AND SAFETY POLICY**

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**2. SAFETY ORGANISATION (Continued)**

**2.3 Health and Safety Manager (Competent Person) Responsibilities and Duties**

Be aware of changes in safety legislation, recommended codes of practice, new safety literature and liaise with the Company Health and Safety Adviser in this respect.

Advise on the production, review and need to update the Health and Safety Policy and other documentation regarding working practices, emergency procedures, etc.

Produce and review risk assessments relating to work activities. Implement and advise on safe working practices.

Encourage co-operation and be a point of contact between Directors, Site Foreman and employees in promoting and developing the health, safety and welfare of employees.

Liaise with the Company's safety advisers regarding the safety training policy and assist in the implementation of safety training programmes (refer to Appendix A).

Assist with induction training and "tool-box talks" to all levels of site personnel, making all aware of their responsibilities and safe working practices.

Regularly visit all sites and advise, assist and action all matters arising from site Foreman or Client's representatives.

Advise on assessment and confirmation of competence of trade contractors.

Whenever more than one contractor is on a site prepare a Health and Safety Plan as a document that explains the management arrangements for health safety and welfare at the project in accordance with the Construction (Design and Management) Regulations 2015.

Liaise with Site Foreman regarding the continued development of the Health and Safety Plan as the specific project progresses.

Prepare a site fire plan with sufficient persons appointed to co-ordinate site emergency procedures; display notices detailing evacuation procedures where all affected can see them.

Ensure that when more than one contractor is working on a project the relevant information required for inclusion within the project Health and Safety File is promptly provided to the Principal Designer or Principal Contractor.

Conduct regular workplace inspections, be available to action any reported problems from any Faircloth Construction Ltd site.

Monitor the effective reporting of all accidents in accordance with the policy procedures.

Assist in carrying out investigation into any accident involving injury, damage or loss.

**2. SAFETY ORGANISATION (Continued)**

**2.4 Site Supervisors/Foreman Responsibilities and Duties**

Make specific arrangements at the site to ensure that works comply with current Health and Safety legislation to reduce risks to employees, contractors or others affected by site activities to the lowest level reasonably practicable.

Ensure, when more than one contractor is working on a project that the Health and Safety Plan is kept up to date, modified and altered as required by changing circumstances on site. Bring to the attention of contractors relevant sections of the Health and Safety Plan.

Organise security arrangements in order to make sure only authorised people are allowed onto the site.

Implement the site fire plan; check that fire fighting equipment is provided and that combustible materials are stored safely and away from heat sources.

Establish that site welfare facilities are kept in a clean/hygienic condition and that first aid arrangements are adequate given the size and nature of the specific site and that boxes/points are fully stocked.

Ensure that protective clothing and equipment to guard against hazards on site is issued by those responsible and worn as required.

Report any defect in structures, vehicles, plant and equipment and prohibit the use of any such item as necessary. This shall be the case for all equipment whether hired or purchased or otherwise brought to site.

Ensure that portable electrical appliances, leads and plugs are free from visible damage and that routine PAT tests are arranged at required intervals.

Monitor working practices to establish if work is being carried out in accordance with site rules method statements, COSHH assessments etc.

Ensure that new employees, particularly apprentices and young people, are shown the correct method of working and all safety precautions.

Stop any dangerous activity, horseplay etc and report those offending in accordance with site procedures.

Consult with other employees and contractors and ensure that any Health and Safety matters raised are fully investigated in order to improve safety performance at the site.

Report any accidents as outlined in the accident reporting section of this policy.

Co-operate with the Health and Safety Manager and any external Health and Safety Consultants appointed for the specific project. Bring to the attention of contractors any safety deficiencies or recommendations of site safety inspections and reports.

Provide relevant information to contractors relating to site rules and procedures detailed in the site Health and Safety plan and ensure that all site workers receive induction training.

Set a personal example by following all site rules, wearing protective clothing and by carrying out your own work in a safe manner.

**HEALTH AND SAFETY POLICY**

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**2. SAFETY ORGANISATION (Continued)**

**2.5 Employees Responsibilities and Duties**

Co-operate with site management in order to carry out the arrangements detailed in the Health and Safety policy and the specific rules for the site.

Consult with the site manager with regard to any site procedures that may be unclear or could be improved.

Report any unsafe working methods or dangerous conditions observed to site management

Notify site management of any defects in plant or equipment immediately; do not attempt to use or repair equipment which may be hazardous to your health or for which you are not trained.

Report all accidents, injuries (however minor) or "near miss" incidents that may result in no injury or damage, but could have done so e.g. materials falling from scaffold to open ground.

Do not recklessly interfere with anything provided in the interests of health and safety or abuse welfare facilities.

Wear appropriate footwear at all times and use, where necessary, all protective clothing and safety equipment provided e.g. safety helmets, goggles, face masks etc.

Assist in keeping the site tidy, free from waste and materials blocking circulation and fire escape routes and fire risks.

Do not play dangerous or practical jokes or engage in "horseplay" on site.

Work strictly in accordance with method statements and agreed safety procedures for the site.

Warn fellow employees, particularly trainees or those new to the site, of known site hazards and remind them of agreed systems of work.

Take note of the safety notices and information displayed at the site.

**2. SAFETY ORGANISATION (Continued)**

**2.6 Contractors and Self Employed Persons Responsibilities and Duties**

Follow the arrangements detailed in this Policy; observe site rules issued by Faircloth Construction Ltd and any specific requirements in the Health and Safety Plan.

Provide information relating to Health and Safety procedures when requested in accordance with the Company's selection procedures for contractors and the self employed.

Prepare and issue risk assessments and method statements as requested and co-ordinate site activity with the site manager and other contractors at the project.

Work strictly in accordance with agreed method statements.

Provide information relating to hazardous substances for use on site. Assess the risks associated with such substances relating to the manner in which the substance is to be used and stored at the site.

Co-operate with site management to provide information regarding daily work operations to avoid inter relationship problems with other programmed works.

Provide safety training for operations under their control and ensure that all their employees attend site induction talks.

Ensure that plant and equipment brought on site is used only on work for which it was designed, is of sound construction and in safe working order. All necessary testing and thorough examination must be carried out at the appropriate intervals.

Make sure that employees refrain from misuse of plant and equipment, welfare facilities or anything provided in the interest of Health and Safety; avoid dangerous acts or horseplay.

Provide appropriate personal protective equipment/clothing which must be used/worn in accordance with the site rules (e.g. hard hats, eye protection, ear defenders etc).

Report to the site manager all accidents sustained by contractors, whether the accident results in injury, damage or a near miss (e.g. materials falling from scaffold to ground without causing damage or injury, but clearly could have done so).

**2. SAFETY ORGANISATION (Continued)**

**2.7 Office Based Staff**

Co-operate with the procedures detailed in the Health and Safety policy as displayed at the offices at all times.

Report all unsafe conditions or working methods at the office and suggest ways of eliminating hazards.

Notify a Director of any defects in office equipment immediately; on no account attempt to use or repair equipment which may be hazardous to your health or for which you are not trained.

Make no attempt to move office equipment, furniture or materials where these are heavy enough to present risk of injury.

Ensure that you are aware of emergency evacuation procedures and first aid arrangements.

Report all accidents or injuries (however minor) to Darren Faircloth.

Assist in keeping the office tidy, free from obstructions and fire risks.

Assist in informing visitors or those new to the company of safety procedures for the office.

**3. CONSULTATION, MONITORING AND REVIEWING HEALTH AND SAFETY**

Faircloth Construction Ltd encourages all employees to discuss any health and safety matter with their site supervisors and the Health and Safety Manager.

All employees will be expected to bring to the notice of the Directors areas where safety in the workplace may be improved. All reports of defects in safety performance will be fully investigated and suggestions for improvements welcomed.

Consultation between management and employees is provided by regular contact between Directors, management and employees.

The company's safety consultant will keep the directors informed with regard to the need to review and update the Health and Safety policy and procedural documents as required by changes to legislation or alterations to the organisation of the company.

It will be arranged for external safety consultants to visit site locations as requested to report on Health and Safety standards at sites and detail recommendations to improve safety performance.

The safety consultant will assist site management in developing the site Health and Safety plan and advise with regard to site procedures and contractors documentation for inclusion in the site plan and Health and Safety file.

Site management staff must check that all work under their control is being carried out in accordance with this policy and the safety procedures established for the project.

Appropriate safety documentation HS(G)150 Health and Safety in Construction, HSE guidance notes, etc) are available at site management offices.

The Directors will liaise with the safety consultant regarding the frequency of the review of the Health and Safety Policy to establish any possible areas of improvement in procedures, training etc. and, where necessary, for additional information to be issued to employees.

Health and safety shall be included as an item on the agenda of all site meetings. Any deficiencies in health and safety performance are to be reported and suggested improvements in working procedures discussed.

#### **4. OFFICE PREMISES HEALTH AND SAFETY/FIRE SAFETY & EMERGENCY PROCEDURES**

##### **4.1. Housekeeping and premises**

The offices must be kept clean and tidy. All employees have a responsibility to keep their work stations and common areas at the office free from waste materials and general clutter by disposing of waste in the receptacles provided and keeping their own area tidy.

No glass items or sharp objects are to be placed in wastepaper bins. These items must be disposed of sensibly in accordance with office procedures.

Trailing cables from all electrical equipment such as computers, printers, duplicating machines, fans etc and telephones, shall be avoided where possible and positioned so that they do not present a trip hazard.

All rubbish must be cleared, daily, to the refuse storage area for removal by an authorised contractor.

A no smoking policy is in operation at all Faircloth Construction Ltd office premises and site managed locations.

The majority of storage within the office is within reach of most employees without the need for any access equipment. In the event that a member of staff cannot reach items stored at high level, assistance should be sought from colleagues and appropriate ladders/foot stools should be used.

Many office chairs have castors and are a serious hazard if used for standing on.

##### **4.2. Electrical Hazards/Equipment**

All electrical installations are installed by a person who is competent to carry out the work. Electrical equipment is checked for defects at regular intervals and records kept.

All plugs and cables will be regularly examined for loose connections. All loose connections, faults etc discovered must be rectified immediately (if they can be dealt with by a member of staff) or as soon as possible if a qualified electrician is required. Socket outlets must not be overloaded by adaptors or multi point adaptor plugs.

The requirements of the Electricity at Work Regulations 1989 in regard to portable electrical appliance testing are met under a service agreement or by general electrician's testing.

##### **4.3. Machinery and Equipment**

Only authorised persons are permitted to move work equipment to new locations.

All machines, equipment, filing cabinets, shelves, worktops and benches etc must be adequately secured in position. Shelves and wall hanging cabinets must not be overloaded.

Filing cabinets can become unstable if too many drawers are opened at the same time. Ensure that the bottom drawer is loaded first, have only one drawer open at a time, and close all filing cabinets and desk drawers after use.

##### **4.4 Contractors and Visitors**

On occasions that building or maintenance contractors are working on the premises, the person supervising the work on behalf of the Company is responsible for ensuring that the Health and Safety co-ordinators are aware of work to be carried out, hours of working and any special precautions that are necessary for the safety of staff and contractors.

Visitors are not allowed onto the premises, unless first being met by a member of staff and that member of staff remains responsible for the visitor whilst they are on the premises.

**4. OFFICE PREMISES HEALTH AND SAFETY/FIRE SAFETY etc. (Continued)**

**4.4 Fire Safety and Emergency Procedures**

Evacuation procedures are explained when employees first join Faircloth Construction Ltd and practice drills are held every six months.

Fire notices and signage are placed at strategic points around the office.

Fire extinguishers are placed at doorways and at other high risk areas. Extinguishers must not be removed from their permanent locations except for use in the event of a fire.

In case of emergency following the advice indicated on the fire notices.

All fire routes and corridors must remain free from obstruction (stored equipment, boxes, files, personal belongings etc) at all times.

Final escape doors must be kept clear at all times

Fire extinguishers are maintained every 12 months under contract.

Basic fire safety training has been arranged for office based staff.

A no smoking policy is in operation at all Faircloth Construction Ltd office premises and managed sites.

Nearest hospital with Accident and Emergency facilities (refer to Appendix A).

## **5. DISPLAY SCREEN EQUIPMENT**

### **5.1 Application of the Regulations to “Users”**

The Health and Safety (Display Screen Equipment) Regulations 1992 as amended 2002 apply to work stations where there is a "user", that is an employee who habitually uses display screen equipment as a significant part of formal work.

All office staff, whether regular or occasional users, have been made aware of the safety requirements for DSE use as detailed below.

### **5.2 Hazards associated with this equipment include:-**

Work related upper limb disorders e.g. temporary fatigue or pains in the hands, arms shoulders, soft tissue disorders e.g. carpal tunnel syndrome.

Prolonged static posture or awkward positioning.

Temporary visual fatigue due to glare or reflections, poor legibility of screen or documents, inadequate lighting, poor screen image etc.

Fatigue or stress.

Environmental factors e.g. humidity, heating, ventilation, static electricity.

### **5.3 Arrangements in connection with the use of this equipment:-**

Assess the risks to health and safety of operators who use display screens for continuous periods of an hour or more.

Make arrangements for workstations to comply with the relevant standards.

Organise work activities so that, where possible, short breaks away from the display screen are a regular feature.

Make arrangements for eyesight tests at the request of any “user” and ensure that suitable basic spectacles are provided, where these are required for the display screen work concerned.

Arrange for relevant health and safety training of operators, and provide adequate information regarding these aspects.

### **5.4 Practical Control Measures to be Considered:-**

Adjust chair display screen and other workstation equipment to find the most comfortable position.

Arrange for sufficient space to take whatever documents as are necessary. Use a document holder if necessary.

Maintain sufficient space below the desk to allow free movement of legs, use a footrest if necessary.

Adjust keyboard position and try to avoiding bending hands up at the wrist, use a soft touch and avoid over stretching the fingers.

Organise work to include regular breaks from screen work.

Avoid reflective glare due to windows or bright lights.

Ensure screens are clean and brightness/contrast are adjusted to suit lighting conditions. Screens should not flicker.

If any display screen user becomes aware that discomfort is experienced in hands, wrists, back, eyes etc they should consult with Darren Faircloth.

### **5.5 Training**

Training will be provided for those persons defined as users or operators, and will cover the health and safety aspects associated with the equipment, including recognition of risks, and their causes, adjustment of seating and equipment positions, cleaning and maintenance, use of breaks, consultation arrangements and eye test arrangements.

## **6. SITE WELFARE FACILITIES**

### **6.1 General Guidelines**

The Health and Safety Manager will assess the welfare arrangements for projects in accordance with statutory legislation and specific contract requirements prior to the commencement of a project.

Welfare arrangements should be detailed in the project Health and Safety Plan and procedures for correct use and maintenance must be communicated to all parties using those facilities.

The site manager will ensure that facilities are adequate and are properly maintained.

### **6.2 Summary of Minimum Welfare Requirements**

Suitable and sufficient sanitary conveniences must be provided for the number of site personnel. Toilet facilities must be kept in a clean and hygienic condition.

Washing facilities should be provided in the immediate vicinity with hot and cold water, soap and means of drying hands.

Shelter for protection in bad weather and facilities for keeping personal clothing must be available with a means for drying provided.

Accommodation for taking meals is required along with facilities for boiling water. A means for heating food must be provided unless hot food is readily available elsewhere.

Drinking water must be available and be marked as such with a supply of drinking vessels.

When assessing welfare provisions separate arrangements must be made for males and females

The legal requirement to prevent smoking in the workplace will be enforced and additional site fire risks will be considered.

# FAIRCLOTH CONSTRUCTION LTD

## HEALTH AND SAFETY POLICY

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### 7. ACCIDENT REPORTING AND FIRST AID

#### 7.1 Accident Reporting (General)

All accidents, incidents or injuries however minor, occurring during the course of employment shall be reported to Darren Faircloth via the office, with details recorded in the accident book. This applies to injuries received by sub-contractors, public, visitors etc. as well as company employees.

#### 7.2 Duties in Relation to Accidents

Faircloth Construction Ltd must be notified immediately of any serious incidents. It will be ensured that in the event of a fatal or specified injury or a dangerous occurrence, or a notifiable disease, then the local offices of the Health and Safety Executive is notified immediately by the quickest practicable means. This is in accordance with the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR), and is obligatory. Detailed definitions of these situations can be found in those Regulations.

Advice will be obtained from the company safety consultant if any assistance is needed in this respect.

Confirmation of the above notification must be submitted in writing within 15 days on an appropriate form or by some other approved means.

If any injury results in any person being absent from work for more than 7 days (not counting the day in which the accident happened), then notification must also be made (see below). If any injury results in any person being absent from work for more than 3 days a record must be kept, this can be recorded in the company Accident Book. All Accidents must be recorded and retained for a minimum of 5 years.

It will be ensured that work in the vicinity of a notifiable accident is suspended pending an investigation while also making the area safe.

#### 7.3 Details of Notification to HSE:

Using the form F2508 on the RIDDOR website, <http://www.hse.gov.uk/riddor/report.htm> and completing on line.

By telephone to The Incident Centre on 0845 300 9922 for any fatal or specified injuries (open 8.30am to 5pm Monday- Friday.)

#### 7.4 Accident Record Book

The information to be recorded shall be:

- Date and time of the accident or dangerous occurrence.

The following particulars of that person:

- Full name
- Occupation
- Nature of injury
- Employer

The following additional information:

- Place where the accident or dangerous occurrence happened.
- A brief description of the circumstances in which the accident or dangerous occurrence happened.
- The date on which the event was first reported to the relevant enforcing authority.
- The method by which the event was reported.

**HEALTH AND SAFETY POLICY**

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**7. ACCIDENT REPORTING AND FIRST AID (Continued)**

**7.5 Post Accident Procedures/Investigation**

Darren Faircloth will liaise with the Company's safety consultant regarding the allocation of duties for investigation of any accident.

It will be ensured that a full investigation of any accident involving injury, damage or loss will be undertaken and subsequent recommendations implemented. Records of accidents and investigations will be retained for a minimum of 5 years.

**7.6 First Aid**

A project specific assessment must be undertaken to consider the number of employees, the nature of the work and associated hazards, the location and distribution of the site, and the nearest hospital and emergency facilities.

Contractors may provide qualified first aiders in addition to or in place of a qualified Faircloth Construction Ltd employee and a first aid room may be required for larger sites or as site conditions dictate.

First aid boxes are under the supervision of the site appointed persons. These will be checked and refilled as necessary.

Full details of welfare and first aid provision for the specific site along with the location of nearest Accident and Emergency Hospital are detailed within the site Health and Safety Plan.

**8. SITE FIRE SAFETY AND EMERGENCY PROCEDURES**

The Site Supervisor must liaise with the Health and Safety Manager regarding fire protection measures required for the specific project and emergency procedures generally.

The site fire plan must be produced with sufficient persons being appointed to co-ordinate site emergency procedures.

Emergency arrangements must be prominently displayed on site where all affected may see them.

Full details of project specific fire prevention, protection and emergency evacuation procedures will be detailed within the site Health and Safety Plan.

Faircloth Construction Ltd sites and all Faircloth office premises are designated no smoking areas. Project specific arrangements for smoke breaks are contained within the site Health and Safety Plan.

All works on site must comply with the Joint Code of Practice "Fire Prevention on Construction Sites" and take all necessary precautions to prevent personal injury, death and damage to the works or other property from fire.

Where working in existing premises site management would need to satisfy themselves as to the worthiness of current escape routes from any areas of working.

Escape routes for premises adjacent to site works must remain free from obstruction throughout the project works.

Adequate fire fighting facilities must be available, prominently signed and located to control assessed fire risks for the specific project.

Working areas must be kept clean and tidy to prevent the build up of flammable materials with waste removed at regular intervals.

Highly flammable liquids and LPG are to be stored correctly and quantities stored kept to the minimum necessary for use.

A hot work permit system will be operated, the appropriate precautions taken and maintained as necessary.

## **9. RISK ASSESSMENT**

### **9.1 Procedures**

The Management of Health and Safety at Work Regulations 1999 (MHSWR) requires employers to carry out risk assessments of work activities.

Definitions:

- Hazard: Something with the potential to cause harm
- Risk: The likelihood of the harm from a particular hazard actually occurring
- Competent Person: A person with sufficient knowledge, experience and training

The extent of risk during an assessment will take account of the severity of possible consequences and the number of persons likely to be exposed to the hazard.

Actions to be taken are summarised as follows:

- Assess the risks to the health and safety of employees and any others who could be affected by specific work activities. This also includes contractors and temporary staff where they may be affected by such work.
- Specify the relevant procedures to eliminate or minimise any such risk.
- Where the risk is considered to be significant, then this must be recorded in writing, and where relevant, groups of employees identified as being especially at risk.
- Risk assessments should be reviewed and altered if they are no longer valid or where circumstances have changed significantly.
- Appoint competent persons to assist in complying with these requirements.
- Establish emergency procedures to be followed in the event of serious and imminent danger and have sufficient competent persons to implement evacuation procedures.
- Co-operate fully with other employers where work areas are shared, by exchanging information on the risks associated with each others' activities/the control measures in force and subsequently pass such information to employees in those areas.
- Inform employees about any risks that have been identified and provide information on the preventative steps that are being taken to protect them.
- Provide health surveillance where there is an identifiable disease or adverse health condition related to the work concerned, provided that they are able to be detected and there is a reasonable likelihood that they may occur under working conditions.

Provide relevant training, which must be repeated periodically and take account of change in respect of:

- Duties and tasks allocated to them.
- Induction on first being employed.
- Where transferred to new work or given increased responsibility.
- When changes in work equipment or methods are introduced.

Employees also have duties as follows:

- Use anything provided by the employer in accordance with the instructions/training given. This includes plant and machinery, dangerous substances, safety equipment etc.
- Inform management of any dangerous work situation or matter considered to be a problem with health and safety protection arrangements.

The requirements of this legislation place a duty on Faircloth Construction Ltd to provide appropriate arrangements for health and safety which will enable effective planning, organisation, control, monitoring and review of the preventive and protective measures required to eliminate or minimise the risk for any particular work activity.

**9. RISK ASSESSMENT (Continued)**

**9.1 Procedures (Continued)**

Where activities are already subject to assessment under other legislation, there is no requirement to repeat the exercise e.g. Control of Substances Hazardous to Health Regulations 2002, Manual Handling Regulations 1992.

**9.2 Employing Young People (Continued)**

Under the (MHSWR) certain additional obligations are required of employers in relation to the employment of young persons (those under 18).

Young persons will only be employed where circumstances allow for adequate supervision and only after an assessment has been made taking into account their inexperience and possible immaturity, lack of awareness of potential risks and unfamiliarity with the workplace..

**9.3 The Equality Act (2010) and Equal Opportunities**

An assessment will be made prior to the employment of any person falling under the scope of the Equality Act of facilities and access arrangements with particular attention to emergency evacuation measures.

Faircloth Construction Ltd are an equal opportunities Employer; persons are employed on the basis of merit and skill.

## **10. INFORMATION AND TRAINING**

### **10.1 Training**

Faircloth Construction Ltd recognises that safety training is essential in order that individuals are able to competently undertake the duties assigned to them.

Staff will be given general training and instruction when they are exposed to new or increased risks due to:-

- A change in the system of work
- New responsibilities
- Requirements of a specific new workplace
- New or changed work equipment or technology

The company recognises that fundamental to the success of its Safety Policy is that management should have received training necessary to control effectively the areas for which they are responsible.

An ongoing training programme is under development by the safety adviser to review current procedures and implement forthcoming training and instruction for Directors, site managers and operatives.

Trade contractor's site management are required to ensure that relevant training is given to new employees or those new to the contract relevant to the tasks to be undertaken.

Specific safety topics are selected for "tool box talks" where measures to control risk are discussed and brought to the attention of employees e.g. site traffic management procedures, work at heights etc.

Faircloth site management have attended the IOSH Managing Safely course or the CITB Site Supervisors Safety course and all site based employees hold CSCS cards.

Regular site Health and Safety training seminars are presented by the Company Health and Safety adviser including HSE and CITB videos relevant to the work operations carried out by Faircloth Limited.

Staff operating plant and equipment hold current operating qualifications specific to the machine in use. No employee or subcontractor is allowed to operate any plant, erect access equipment etc. unless they hold valid certificated proof of training.

It is the responsibility of the site manager to organise safety induction talks, which, where practicable shall be held on the operatives first day on site.

Site induction training for the specific project will be carried out by the site manager or in his absence others instructed by him.

### **10.2 Information**

Information specific to the individual project will be made available and displayed in prominent locations in the form of site rules, health and safety notices, emergency procedures etc.

Relevant health and safety books, leaflets and HSE publications are held at the company office and are available to sites.

Information on HS(G)150 Health and Safety in Construction and other relevant documentation are retained on sites.

Members of staff who require specific information should consult with Darren Faircloth via site management.

**11. THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015**

**On a project with more than one contractor a Principal Contractor must be appointed to carry out the following duties:**

**11.1 Duties of the Principal Contractor**

Identify and eliminate or control, so far as is reasonably practicable, foreseeable risks to the health and safety of any person.

Plan, manage and monitor the construction work and coordinate matters relating to health and safety during the construction phase, to ensure that, so far as is reasonably practicable, construction work is carried out without risk to health or safety.

Ensure that anyone they appoint has the necessary skills, knowledge and experience to carry out the work in a way that secures health and safety.

Co-ordinate the work of the contractors under their control so that the risks to site workers, and others in the vicinity of the works, are managed effectively.

Ensure that contractors co-operate with each other to prevent inter-relationship problems.

Ensure that all workers have been provided with suitable health and safety induction, information and training.

Prepare (prior to commencement) the construction phase Health and Safety Plan to explain how safety is managed at the site. This must be kept up to date and developed as the project progresses.

Ensure that Employers and Self Employed workers apply the principle of prevention and follow the Construction Phase plan.

Prepare and enforce any site rules for the specific project.

Take necessary steps to keep unauthorised people off site.

Cooperate with others involved in the management of any neighbouring project.

Make sure that suitable welfare facilities are provided from the start of the construction phase.

Make arrangements for the co-ordination of the views of employees or their representatives

Provide the Principal Designer with any information in the Principal Contractor's possession relevant to health and safety for inclusion in the health and safety file (record information for the project).

**11.2 Duties of Contractors**

Be satisfied that the client is aware of the client duties under these Regulations.

Plan, manage and monitor the way in which construction work is carried out in a way which ensures that, so far as is reasonably practicable, it is carried out without risks to health and safety.

Where there is no principal contractor, prepare a construction phase plan prior to setting up a construction site.

**11. THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015 (Continued)**

**11.2 Duties of Contractors (Continued)**

Provide information and instruction so that construction work can be carried out without risk to health and safety, including:

1. A suitable site induction, where not already provided by the Principal Contractor.
2. The procedures to be followed in the event of serious and imminent danger to health and safety, e.g. (emergency evacuation and fire prevention).
3. Information on risks to their health and safety identified by the risk assessments or arising out of conduct of another contractor's work.

Provide employees with any health and safety training which is required in respect of the construction work.

Do not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.

Ensure that welfare facilities are adequate and comply with schedule 2 to CDM 2015.

Comply with any directions given by the Principal Designer or the Principal Contractor and any site rules.

Provide the Principal Designer or Principal Contractor with any information in the contractor's possession relevant to health and safety for inclusion in the health and safety file (record information for the project).

## **12. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

### **12.1 General**

The Control of Substances Hazardous to Health Regulations 2002 (as amended) imposes a duty on the employer to:

- Identify all substances in use, or likely to be encountered which could be hazardous to the health of employees (and others); and
- Assess the risk to their employees (and others) from the substance, taking into account the manner in which it is being used and the quantities involved.
- All potentially hazardous substances to be used must be identified and assessed for the risk to personnel.
- A less harmful substitute should be sought for any hazardous substance. Only if there is no less hazardous substitute available should the substance be used.

### **12.2 Construction site locations**

All contractors must provide to Faircloth Construction Ltd site management project specific assessments for work involving hazardous substances. These assessments must be submitted prior to work with the materials at the site.

Hazard data sheets and COSHH assessments for hazardous substances used on a specific project will be retained in a separate file at the site location.

Particular attention must be paid to the storage of such materials in accordance with the manufacturer's requirements as should the handling of containers at the point of use and application.

Contractors are required to inform Faircloth Construction Ltd of any special storage requirements for substances which are harmful, flammable, explosive etc in advance of delivery of the materials to the site.

Contractors must ensure the provision for correct method of transport and disposal of materials and their containers; their residue could fall within the definition of special waste.

### **13. PERMIT TO WORK PROCEDURES**

#### **13.1 Purpose and Scope**

The purpose of the permit to work (PTW) procedure is to pre-evaluate the hazards involved with the activity to be carried out, and then to prescribe in writing the permit to work, prior to work beginning.

Permits must clearly show the precautions required to carry out work within an area where known hazards may exist.

#### **13.2 Permit Types and Circumstances of Use**

Since the PTW system constitutes a formal detailed work method for ensuring that safe systems of work are put in place, they will normally be reserved for circumstances where the potential hazards involved are significant and where at the same time the precautions which will be necessary could be complex and need positive control.

The permit types and circumstances where these may be used are as follows:

##### Hot Work

- Hot work shall only be carried out when there is no reasonable alternative.
- A hot work permit will be required for all work which requires a flame or other source of ignition for its execution, or which will produce or expose a possible source of ignition capable of igniting a flammable gas, liquid or other materials.

##### Electrical

- The electrical work or testing permit will be required to prevent machinery or systems being worked on from becoming "live" by imposing a system of electrical lockout for the period of the permit.

##### General Permits

- This permit is for particularly hazardous tasks which do not involve hot work, but which require positive control to ensure work can be carried out safely, i.e. confined space entry, permit to dig, pressure testing, fumigation etc.

#### **13.3 Safe System of Working**

Site supervisors will monitor control measures identified in the risk assessments covering the work to ensure that they are implemented.

Contractors must ensure that the sequence of work activities, methods adopted, emergency arrangements, equipment to be provided etc are strictly in accordance with those specified in the method statement and on the permit.

Permits to work must be obtained from the authorised person nominated for the specific project (usually the site supervisor).

The authorised person will be appointed to act with regard to particular aspects of the PTW procedure and for the issue of a permit.

The Task Supervisor is the person who will actually take charge of the work as listed in the permit to work. He will be responsible for himself and those he controls in complying with the conditions specified in the PTW. On completion of the work, he will be responsible for restoring the work area to a safe and orderly condition, and for returning and signing off the PTW in the presence of the authorised person.

**13. PERMIT TO WORK PROCEDURES (Continued)**

**13.4 The Use of Permits to Work**

Work will not be allowed to start until the authorised person is satisfied that the conditions of the permit are met and that the conditions laid down in the permit are accepted by the employees or Contractor undertaking the work.

Permits will be issued for a maximum of 24 hours.

PTW procedures and permit to work forms will be site specific and issued for each project as required.

## **14. PERSONAL PROTECTIVE EQUIPMENT**

### **14.1 General**

In accordance with the Personal Protective Equipment Regulations (1992) it is the policy of the Company that suitable personal protective equipment (PPE) will be worn by the Company's employees and by others working at places controlled by the Company which will protect against one or more risks to his health and safety.

PPE will be issued to protect operatives against any hazards that cannot be controlled by other safety procedures.

Appropriate PPE will be provided or insisted upon for all employees, sub-contractors and visitors e.g. head protection, high visibility clothing etc.

**NB: PPE must always be considered a last resort, not as an alternative to a safe system of work.**

### **14.2 Operation of Policy**

The Company has a duty to ensure so far as is reasonably practicable, that employees wear or hold equipment which protects them from any foreseeable risk to their health and safety.

All PPE must be stored safely, maintained, replaced and cleaned as necessary; an initial appraisal of PPE on issue must check for damage or defects.

Any defects in PPE must be reported to site management immediately who will arrange for replacement.

Sub-contractors must comply with all safety rules for the project including compliance with the Personal Protective Equipment Regulations.

Where resistance to this policy is met the person will be removed from danger whilst appropriate contractual and disciplinary action is used to resolve the issue.

### **14.3 Assessing PPE Requirements**

Assessment will be made on each work activity and the operation of individual machines to evaluate the requirement for protective equipment.

The Company will ensure that an assessment is made to determine whether any PPE they intend to provide is suitable.

Details of PPE to be worn or used to guard against specific hazards will be included on the results of all risk assessment and method statements.

An assessment will be reviewed when there is reason to expect it is no longer valid or there is a significant change in matters to which it relates.

## **15. MANUAL HANDLING OPERATIONS**

### **15.1 General**

Faircloth Construction Ltd make every effort to avoid the need for any employee to undertake a manual handling operation which involves a risk of injury. Mechanical handling aids (trolleys/barrows etc.) are used whenever practicable.

### **15.2 Hazards**

The main hazards associated with manual handling operations include:-

- Possible injury to persons involved.
- Possible injury to others in the vicinity of items being moved.
- Damage to the fabric of the building resulting in creation of hazards to other users.

### **15.3 Control Measures**

Where a significant manual handling operation involving employees cannot be avoided the Company will make a written assessment taking into account the following factors:-

- The task
- The load.
- The environment.
- The individual's capability and take appropriate steps to reduce the risk to the lowest reasonable level.
- Provide employees involved in any such manual handling operation with precise information about the weight of the load.

The assessment will be reviewed when there is reason to suspect that it is no longer valid, or there has been a significant change in the operation.

When manual handling cannot be avoided entirely, consideration will be given to the possibility of (1) automation, or (2) mechanisation, bearing in mind that either of these alternatives may introduce fresh risks requiring precautions of their own.

Similar considerations will apply to assessing the requirements of material deliveries.

The Company will delegate responsibility for carrying out assessments to individuals considered to possess sufficient experience, knowledge and understanding of the requirements of the Regulations.

Employees are encouraged to assist the assessment process by reporting any problems which they may have encountered in manual handling operations.

**16. WORK AT OCCUPIED PREMISES**

When working at a Client's premises or site Faircloth Construction Ltd will request a copy of all existing safety rules and procedures for inclusion within the construction project site rules.

Effective planning and occupant/tenant liaison is essential to ensure the works are carried out with minimum disruption and to prevent any danger to users of the premises.

Emergency procedures for the project must be made clear to occupiers where they may be affected. Information relating to existing building arrangements should be obtained to ascertain if any conflict or other problem exists with planned site procedures.

Where any existing fire precautions are to be relied upon (hose reels, alarms, detection systems etc) the worthiness of the equipment must be assured. Temporary fire prevention measures must be provided for each area of the works corresponding to the level of risk.

Information regarding the nature of the works and any special hazards and risks must be conveyed to occupants along with site restrictions (areas where it is unsafe to enter while work proceeds, alterations to established emergency procedures etc).

Keeping the premises clean and tidy must be a priority. All accesses, fire escape routes and common parts must be kept clear of materials, waste, tools and equipment.

Whenever practicable the works must be separated from occupants' activities by hoarding or other barriers to effectively enclose the site working area.

All deliveries of materials should be programmed to minimise disturbance to occupants.

At the end of each shift working areas will be left clean, tidy and safe for public use.

Particular care must be taken in the positioning of electrical equipment to prevent trailing leads presenting trip hazards.

Spillages of water or other fluids which could create hazardous conditions are to be cleared up immediately.

Tools, materials, equipment etc must not be left unattended unless unauthorised access to the work area has been prevented by some other acceptable means.

Where children may be present parents or others responsible for the children will be advised that their children must be kept away from site working areas.

No access ladders are to be left accessible at the end of a work shift. These must be kept in secure and safe storage.

Hot works involving blow lamps, welding equipment, pipe brazing etc must not be carried out within one hour of the completion of a shift and the working areas must be checked for smouldering materials before operatives leave the site.

**17. ELECTRICAL INSTALLATIONS/PLANT ON SITE/ELECTRICAL SAFETY**

**17.1 Electrical Hazards/Equipment**

All temporary or permanent electrical installations at Faircloth Construction Ltd site offices and welfare facilities must be installed by a person who is competent to carry out the work. After the installations, electrical equipment must be checked for defects at regular intervals and records kept.

All plugs and cables at Faircloth site offices must be checked regularly for loose connections/damage. All faults discovered shall be rectified immediately if they can be dealt with by a member of staff or as soon as possible if a qualified electrician is required.

The requirements of the Electricity at Work Regulations 1989 in regard to portable electrical appliance testing are organised on site by the Health and Safety Manager.

**17.2. Portable Hand Tools and Appliances**

All electrically powered portable hand tools and plant brought to site should be rated at 110V or be battery operated.

All contractors' or "hired in" electrically powered hand tools will be marked with the date of their last test and inspection.

Employees and Contractors must inspect equipment, connections and leads for visual defects.

Equipment shall be subject to nominated detailed inspection frequencies. No out of test date equipment shall be used.

Any item of defective or suspect plant shall be tagged with a "Danger - Do not use" sign and removed from site for repair or disposal as soon as practicable.

**17.3. Plant on Site**

All plant brought to Faircloth Construction Ltd sites must be in good order and be fitted with all necessary safety devices and guards. Testing and all necessary examination certificates for plant must be recorded and kept on site by the site supervisor.

Only trained and authorised or where appropriate certified operators are permitted to operate any item of plant. Copies of plant operators' certificates will be provided to the Site Supervisor for inclusion within the site safety files/construction phase plan.

Appropriate daily checks for specific plant must be carried out prior to use in accordance with the manufacturers requirements.

Any defect in plant must be reported immediately for repair where such defects could affect safety on the site. Defective plant must not be used until repairs are carried out.

Plant must only be used for the operation for which it is designed.

All plant must be properly secured and immobilised at the end of each working shift or when left unattended for any significant length of time.

Contractors must assess whether any preparatory work is necessary for the installation or use of plant on site and ensure that Faircloth Construction Ltd are advised of any requirements, e.g. ground preparation, storage areas, flammable/hazardous chemical compounds, road crossings etc.

## **18.0 WORK AT HEIGHTS**

### **18.1 General**

Work at heights must comply with the Work at Height Regulations 2005. Operatives undertaking work at heights must be properly trained to enable them to recognise the dangers and know what steps to take to avoid them.

### **18.2 Working Platforms/Prevention of Falls, Falling Objects**

A safe working platform must be maintained and safe working practices observed to prevent falls of personnel from the workplace or access to the workplace. Control measures must be maintained to prevent the fall of materials, tools, equipment or other objects from height which impose hazards for other workers or persons nearby or underneath the workplace.

### **18.3 Access Equipment**

Scaffolding or other access equipment must be appropriate for the work to be carried out safely. All access equipment, ladders, towers, etc. must be regularly inspected and maintained.

Any faults in access equipment and materials must be reported by site managers or operatives immediately.

Before any work commences where safety belts, harnesses or other equipment are to be used training must be given to operatives undertaking that section of work.

Ladder access to working areas at height must be removed when the site is unattended.

### **18.4 Overhead Work**

All necessary measures are to be taken to inform by notices of work being carried out above. Head protection must be worn where work at heights is being carried out.

Whenever possible, where work is being carried out at high level measures should be taken to prevent access to areas or levels beneath that work.

Materials must not be thrown down from high level other than by means of a chute or other safe method of work.

### **18.5 Fragile Structures**

Before any work commences on a roof, fragile materials must be identified.

If any doubt exists as to the "reliability" of a roof or other structure to withstand a persons' weight it should be treated as a fragile material (e.g. industrial roofing sheets, extension flat roofs).

Cement asbestos roofs must always be considered to be fragile i.e. unable to support a persons body weight.

Crawling boards or other suitable coverings should be used on fragile materials such as:-

- Certain plastic sheeting
- Wired glass (e.g. rooflights)
- Wood wool slabs
- Asbestos/fibre cement sheets
- Corrugated steel sheeting if rusted
- Any roofing surface where uncertainty exists as to its ability to take a persons weight.

Crawling boards provided must be at least 430mm wide and where possible, secured to prevent movement.

**18. WORK AT HEIGHTS**

**18.5 Fragile structures (Continued)**

No person should pass across, work on or from any fragile roof unless suitable and sufficient platforms, coverings or other similar means of support are provided and used.

No person must pass or work near fragile materials (e.g. rooflights etc.) unless suitable and sufficient guard rails, coverings or other measures are taken to prevent a person falling through that material.

Barriers must be erected around openings and rooflights or alternatively they should be covered over. The covering should be substantial and secured in position. Where it is not possible to secure the covering, a notice should be fixed to the cover warning that there is a hole below.

**18.6 The Work at Heights Regulations 2005**

Faircloth Construction Ltd recognise the duty to avoid work at height, wherever it is possible to do so, by pre assembly or preparation of as much of the work as possible prior to working at height.

Where work at height is unavoidable measures will be in place to prevent any person falling a distance liable to cause personal injury. Risk assessments will be undertaken to select the work equipment most suitable to ensure and maintain safe working conditions.

A full fixed access scaffold erected by competent scaffolding contractors or fully guarded working platform for mobile elevated work equipment is generally required for any work at heights undertaken at Faircloth Construction Ltd sites.

**18.7 Factors to be considered in selecting appropriate work equipment.**

When conducting risk assessments on the type of access and working platform for work at height, factors to be considered include:-

- The job to be carried out.
- The duration and number of times it needs to be undertaken at that location.
- Number of people required
- The height and consequence should a fall occur.
- The equipment and materials necessary to undertake the job
- On site ground conditions,
- Location and other hazards (overhead power lines, neighbouring structures, occupied areas, work over public areas etc.
- Level of training and experience of those who will use the access equipment.

Where reasonably practicable the equipment should provide a flat suitably sized working platform with barriers or rails with good stability. The platform should be big enough to allow room to work safe, passage (if required) and the safe use of equipment and materials.

Faircloth Construction Ltd recognise the limitations of use for ladders and stepladders as equipment to work from. Where ladders or steps are in use, it will be ensured that these are suitable because of the short duration and light work to be carried out and that other alternative equipment would not be practicable, having assessed the work operation.

## **19.0 STEELWORK ERECTION**

### **19.1 General**

The erection of steel framed structures must comply with the requirements of the Work at Heights Regulations 2005 with regard to taking all reasonably practicable measures to prevent falls and falling objects.

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) require testing and inspection of all equipment used in lifting operations and thorough planning to ensure that loads do not become displaced or equipment overturned (see section 20 of this policy relating to crane operations).

All works will be carried out by trained experienced steel fixers under the supervision of competent persons.

### **19.2 Planning**

Steelwork designs undertaken by Faircloth Construction Ltd take account of erection safety during the design process.

The size, weight and shape of individual steelwork components will influence safe handling and erecting, therefore the design will consider the following steps:

Marking components as an aid to identification

Optimising the length of structural members in an attempt to reduce the number of connections at height

Calculating the weights of components to assist in the estimation of safe crane capacities and the location of cranes

Identifying the positions where components should be lifted

Indicating centres of gravity where these are not readily evident

Assembly of steelwork components or making connections will be planned so that erectors can do as much of the work as possible at ground level.

Consideration will be given at design/planning stage for safe access. Mobile elevated work equipment and mobile towers with fixed full edge protection will be used wherever practicable.

Ladders will only be used for short duration work where other means of access is not practicable.

The design of the structure will consider solutions which protect all workers in preference to those that protect the individual e.g. the use of edge protection/safe working platforms, or the use of safety nets rather than relying on safety harnesses.

Job specific risk assessments and a method statement for the erection of the individual structure will be prepared and given to those carrying out the works.

### **19.3 Structural stability**

Structural stability will generally be provided by means of a planned sequence of erection.

Temporary supports, such as bracing, guys or stays, to be used during the erection of any structure which may be unstable or liable to collapse before it is completed.

Where any work is carried out which is likely to adversely affect the foundations or stability of any existing building or structure (or one under construction), all practicable precautions, such as shoring, will be taken.

**19. STEELWORK ERECTION (Continued)**

**19.4 Erector's safety**

A safe place of work and safe means of access and egress must be provided at all times.

When scissor lifts or other MEWP are in use, where the use of harness is necessary, those using the harness, must have training to include how to inspect, adjust, wear and restrain the harness.

Erectors must only straddle steel as the last resort where the work is of short duration and the beam is of a suitable section. A back up system must be in place to mitigate a fall i.e. safety netting or safety harness with an attachment to a safe anchorage point.

When using mechanical plant during steelwork the ground must be specifically prepared for use of crane.

The site supervisor should suspend work in inclement weather e.g. high wind speed or gusting winds, icy conditions, poor visibility etc.

The area below steelwork erection should be an exclusion zone to avoid risks to health and safety from activities overhead.

## **20.0 CRANAGE OPERATIONS**

### **20.1 General**

The legislation concerned with crange operations would include the Provision and Use of Work Equipment Regulations 1998 in terms of suitability of work equipment, its maintenance and the requirement for those who use, supervise or manage such equipment to be provided with appropriate information, instruction and training.

More specifically the Lifting Operations and Lifting Equipment Regulations 1998 place specific requirements as summarised in Section 20.2 where they apply to Faircloth Construction Ltd operations.

Faircloth Construction Ltd generally use mobile cranes for the movement and erection of steel structures, precast concrete work and cladding operations. All lifting operations will be carried out by operatives trained and experienced in these activities under the supervision of a competent person.

### **20.2 Requirements on lifting equipment**

Lifting equipment, including accessories, must be of adequate strength and stability for each load configuration.

Cranes will be positioned and installed so as to be safe and so that the risk of the lifting equipment or load from striking persons or the load from drifting, falling freely or being released unintentionally is minimised.

All lifting operations involving cranes will be planned in advance, appropriately supervised and carried out in a safe manner.

All lifting equipment and accessories are to be clearly marked with the safe working load (SWL).

A competent person must examine the mobile crane or other equipment after installation, before being put into use and after being assembled on a new site or location.

### **20.3 Planning of lifting operations**

For routine lifting operations a generic risk assessment may be utilised which should be made site specific regarding such factors as path of movement, set down points, site conditions, load characteristics, environmental factors (weather conditions etc.)

Planning each individual lift may be carried out on site by those performing the task.

Method statements will be required for certain lifts where the operation is complex with a number of specific hazards to be controlled.

### **20.4 Hazards associated with crange**

Poor foundations, sub surface hazards such as sewers/pipes or cellars/basements that weaken the ground.

Use of defective equipment (inadequate maintenance).

Incorrect slinging method, unsafe slinging, incorrect slings used.

Failure to lift vertically.

Unsafe methods of erection, alteration or dismantling of crane.

Insecure loads.

Handling of loads in high winds

**20.0 CRANAGE OPERATIONS (Continued)**

**20.4 Hazards associated with cranage (Continued)**

Contact with electricity cables.

Contact with structures, obstructions to path of movement

Exceeding the crane's safe working load.

Unauthorised access to lifting/setting down areas

**20.5 Control measures**

Cranes will be maintained and inspected regularly and any defects reported immediately.

Cranes must be marked with the safe working load permitted. Information about the weights of loads to be lifted must be obtained before work commences.

Cranes will only be set up, erected and dismantled by trained persons under the supervision of a competent person.

Evaluate sub surface hazards and ensure that these have been taken into account when positioning the mobile crane.

Ensure that any overhead cables will not interfere with cranage operations.

Assess the weight of the load and its centre of gravity.

Ensure that the correct type and capacity slings and hooks are used. Check that slings and accessories are properly positioned.

Ensure that the load is properly secured, packaged or stacked.

Loads will not be left suspended while the crane is unattended.

Tag lines may need to be used for unwieldy loads

Lift loads vertically at an appropriate rate

The path of travel must be clear of obstruction and persons

The load must be moved at a controlled rate.

The landing area should be prepared to be clear of material, equipment and unauthorised staff

Lower load at a controlled rate. When safely down, remove all slings and hooks, etc.

Loads will not be carried over personnel or public areas unless such areas are protected by suitable precautions and all loose material will be fully secured or covered during lifting operations.

Adequate clearance will be given when working next to any structure or object etc. to prevent personnel becoming trapped.

Only trained and authorised persons will operate cranes and if necessary be duly certificated.

Only trained and authorised persons will carry out slinging operations and give relevant signals to the driver.

## **21.0 CLADDING INSTALLATION**

### **21.1 General**

The legislation specific to cladding works are as outlined in Section 18 Work at Heights and where the use of lifting and other equipment is involved Section 20 relating to crane operations.

Cladding installation carried out by Faircloth Construction Ltd employees will be undertaken by operatives trained and experienced in these operations.

### **21.2 Planning the works**

A risk assessment specific to the site must be carried out and a safe method of working agreed with those carrying out the works.

The maximum number of roof sheets permitted to be stacked on roof structure and methods of securing stacks to roof structure must be ascertained before use.

A suitable means of raising or lowering materials will be considered for each specific project.

### **21.3 Main hazards associated with sheet cladding**

- Falls from the edge of the roof.
- Falls from the working edge.
- Materials, tools falling from the roof.
- Collapse of roof due to overloading.
- Falls through fragile materials/openings (refer to Section 18 work at heights)
- Cladding works during high winds or icy/wet conditions.

### **21.4 Control measures**

- Openings in the roof area where it may be possible for a person to fall through must be protected by barriers or if not practicable then other suitable protective measures such as safety nets or safety harnesses will be used.
- Appropriate crawling boards and crawling ladders will be used where necessary.
- Guarding or barriers will be installed to prevent the fall of materials, tools, etc. from the roof area.
- Fragile materials (refer to Section 18 work at heights).
- Adequate equipment will be provided and used to move tools, materials etc. to and from the roof area.
- Whenever practicable an exclusion zone will be protected by barriers or fenced off below roof cladding to prevent risks from overhead works.
- Work will only take place if the weather conditions permit and must take into account any effects due to high or gusting wind, rain, ice, snow etc.
- Roof access must be prevented to unauthorised persons, particularly children, after working hours.
- Material being stored on the roof before use should be spread out so that no part of the roof structure, platform etc. is overloaded.
- Warning notices such as "Fragile Roof", "Hole Below", must be clearly displayed when appropriate.

## **22.0 EXCAVATIONS**

### **22.1 General**

All excavation work will be carried out in compliance with the Construction (Design & Management) Regulations 2015. Excavation work on Faircloth Construction Ltd sites will be carried out by specialist contractors using trained and experienced operatives under close supervision. Work will be monitored to avoid potential risks.

### **22.2 Hazards/risks**

**The major hazards associated with excavation work are listed below:**

- Striking underground services
- Collapse of the sides, and injury to persons within the excavation
- Persons/plant/materials/spoil falling into excavations
- Persons in excavations being struck by falling materials
- Access to/egress from the excavation
- Flooding
- Asphyxiation or poisoning due to ground conditions or fumes from plant
- Collapse of structures due to proximity of excavations to foundations etc.
- Plant sinking into unstable ground

### **22.3 Working procedures**

#### **Underground services**

Prior to commencement of excavation works the presence of buried services within the site area will be established. The following information/techniques will be used:

- Statutory Authority records and any existing plans/drawings which may be available.
- Surface evidence, such as manholes, inspection chambers, areas of reinstated ground.
- Detection surveys (e.g. CAT and Genny).

Services identified within the site area will be marked up and hand digging techniques used to carefully expose services. Services will be suitably supported to prevent damage and must not be used as step ups/hand holds etc.

#### **Collapse of excavation walls/sides**

Trench supports will be designed and installed by suitably trained and competent persons. Installation of support work will only be carried from outside or from already supported sections of the excavation. No work must be undertaken ahead of installed support works or in unsupported sections of excavations.

A risk assessment will be carried out to determine the requirement for supporting the sides of the excavation. Where appropriate consideration will be given to the possibility of battering back or stepping back the sides of the excavation.

#### **Persons/plant/materials/spoil falling into excavations**

Suitable barriers and notices etc. will be placed so as to ensure persons/plant and materials cannot fall into excavations. Materials/spoil will be placed at suitable distances from the edge of excavations, to prevent them slipping into the trenches/holes.

**22. EXCAVATIONS (Continued)**

**22.3 Working procedures (Continued)**

Plant movements will be organised so as to be well away from the sides of excavations, to avoid plant running into the excavation vehicle movements causing collapse. Where access alongside excavations for plant is required then stop blocks, suitably anchored back, will be used.

Safe access/egress to excavations must be provided, generally by way of appropriate ladder which must be well maintained, firmly secured and used correctly.

**Inspection of excavations**

Inspection details should be recorded and signed by a competent person. Inspections should be carried out daily/prior to each shift, after accidental fall of materials and after any other event likely to have affected strength or stability (e.g. heavy rainfall).

**Hazardous atmospheres**

Atmospheres within excavations may become hazardous due to the presence of gas leaks, contaminated ground and exhaust fumes from plant/vehicles etc. Checks for hazardous atmospheres will be made prior to commencement of work, with monitoring throughout the works (where these atmospheres are thought possible). Plant will be sited away from excavations, orientated so exhausts point away from the excavation.

**Ingress of water/flooding**

In deep excavations or where ground water table is high, and particularly following periods of heavy rain, water may accumulate within the excavations, giving rise to risk of drowning and also water borne diseases/health problems.

Ingress of water into excavations will be controlled through use of over driving piled trench supports or by mechanical pumping techniques.

**23. PREVENTING HAND-ARM VIBRATION SYNDROME**

**23.1 Operations creating vibration**

Faircloth Construction Ltd use tools which cut at high speeds and create vibration when carrying out such operations as cutting chases or when using kangos or breakers to break out concrete, carrying out trenching works etc.

**23.2 Hazards associated with regular exposure to Hand-Arm Vibration Syndrome**

Short term – sore fingers/hands, pain when gripping tools etc.

Medium/long term – hand-arm vibration (HAV) and vibration white finger (VWF) causing blanching of skin, pins and needles (tingling), loss of sensitivity painful wrists (carpal tunnel syndrome). Longer term effects are loss of dexterity, reduction in ability to grip things and permanent loss of touch/feeling from which there is no cure or recovery.

**23.3 Employers duties in relation to HAV**

Faircloth Construction Ltd recognises the requirement to do a number of things to protect employees:-

Assess the risk to health and safety and implement measures to eliminate or reduce the need for cutting wherever possible.

Use control measures to minimise and manage the risk where elimination is not possible.

Provide suitable equipment for employees use and maintain this equipment correctly.

Issue to employees information and training on health risks and safe use of the equipment.

Consult with employees and encourage them to report any symptoms associated with use of vibrating tools.

Provide health surveillance on employees exposed to risk.

Forward reports to the relevant enforcing authority on cases of HAV in the workforce.

**23.4 Control measures**

Select equipment that minimises the amount of vibration and is fitted with anti-vibration mounts/handles etc.

Proper maintenance of equipment (maintain safe to use and in good working order) examples:-

Replace vibration mounts before they are worn out, ensure that rotating parts are checked for balance, keep tools sharp etc.

Job rotation, providing operators with regular breaks away from the process (half hour on/half hour off etc.)

Provision of warm clothing and gloves (particularly in cold weather) to increase blood flow around the body.

Provision of anti-vibration gloves.

Smoking prohibited immediately before, after and during works as this has effect of reducing flow of blood around the body.

Welfare facilities provided to allow operatives somewhere to escape cold weather and to make hot drinks.

Training provided to cover: Hazards involved with works, necessary precautions/control measures, how to identify early ill-health effects from exposure to vibration

## **24. PROCEDURES RELATING TO ASBESTOS CONTAINING MATERIALS**

### **24.1 General**

Responsibilities and required action with regard to asbestos containing materials (ACM) are detailed within the Control of Asbestos Regulations (2012) (CAR) effective from April 2012.

Faircloth Construction Ltd recognise that only licensed contractors may work with asbestos insulation, asbestos coating or asbestos insulating board or with asbestos cement where exposure is likely to exceed the action level.

### **24.2 Risks from Asbestos Dust**

Disturbing asbestos can release small fibres into the air which, when breathed in, may lead to a number of diseases which include:-

- Asbestosis or fibrosis (scarring) of the lungs
- Lung cancer; and
- Mesothelioma, a cancer of the inner lining of the chest wall or abdominal cavity.

There is usually a long delay between first exposure to asbestos dust and the diagnosis of the disease.

Where maintenance, repair or refurbishment work is carried out in buildings which were built or refurbished before 1985 asbestos fibres may be disturbed during stripping out, drilling or cutting of materials, work around services etc.

### **24.3 Possible Locations of Asbestos within Buildings**

High risk of exposure to asbestos fibres are likely when working in buildings built or refurbished between 1950 and 1985 particularly if it has a steel frame or boilers with thermal insulation.

ACM cannot be easily identified from appearance and must be surveyed for by qualified surveyors.

The most common uses of asbestos have been:-

- sprayed asbestos and loose packing – generally used as fire breaks in ceiling voids;
- moulded or preformed lagging – generally used in thermal insulation of pipes and boilers;
- sprayed asbestos – generally used as fire protection in ducts, fire breaks, panels, partitions, soffit boards, ceiling panels and around structural steel work;
- insulating boards used for fire protection, thermal insulation, partitioning and ducts;
- some ceiling tiles;
- millboard, paper and paper products used for insulation of electrical equipment. asbestos paper has also been used as a fireproof facing on wood fibreboard;
- asbestos cement products, largely used as corrugated sheets as roofing and wall cladding, gutters, rainwater pipes and water tanks;
- certain textured coatings including some artex;
- bitumen roofing material;
- vinyl or thermoplastic floor tiles;

### **24.4 Responsibilities of the Client/those in Control of Premises or Maintenance Activities**

Clients in control of commercial premises are required to:-

- Take reasonable steps and sufficient assessment to locate materials likely to contain asbestos including a visual inspection of the property or survey and report
- Assume that any material contains asbestos unless there is evidence to the contrary.

**24. PROCEDURES RELATING TO ASBESTOS BASED MATERIALS (Continued)**

**24.4 Responsibilities of the Client/those in Control of Premises or Maintenance Activities (Continued)**

- Keep an up to date record of these materials and ensure this is provide to anyone who may disturb it (i.e. a register)
- Monitor the condition of these materials.
- Assess the risk of exposure from asbestos and presumed asbestos materials.
- Prepare and implement a management plan to control these risks.

**24.5 Action to be Taken Prior to and During Refurbishment Works**

When acting as Principal Contractor Faircloth Construction Ltd will seek confirmation from those in control of the premises as to the existence of asbestos at the site.

Where a survey and register for asbestos exists this will be consulted to identify any areas of work where disturbance of any ACM is possible.

Where asbestos is present and requires removal or encapsulation this will be carried out by a licensed contractor prior to work in any area where ACM may present any risk to site workers.

Should a survey not have been undertaken in accordance with the Control of Asbestos Regulations (CAR) the client would be advised of this requirement.

If suspect materials are uncovered during normal working, works will cease in that area whilst those in control of the premises are informed of the presence of such materials.

**24.6 Employer's Duties**

Under (CAR) and other relevant legislation Faircloth Construction Ltd recognise their duties which include:-

- Liaise with premises management to consult an asbestos register or survey to note where ACM have been identified in relation to where they will be working and the nature of the work.
- Carry out a risk assessment to decide on the likelihood of exposure and control measures required.
- Formulate a plan of work.
- Prevent exposure or reduce it to the lowest level possible by using control measures such as banning the use of power tools likely to create large quantities of dust, dampening materials, using dust extraction equipment etc.
- Dispose of any asbestos waste properly to a facility licensed to take special waste including any contaminated cloths, respirator filters etc.
- Provide information, instruction and training to those whose work may disturb asbestos.
- Provide appropriate personal protective equipment and ensure that it is used properly.

**24.7 Employees' Actions**

- Ask the site manager to confirm that the premises have been checked for asbestos.
- If any suspect materials are uncovered during work, report this to the site manager and assume that these materials contain asbestos and do not disturb them.
- Carry out work in accordance with the plan of work or method statement with regard to ACM's.
- Use any personal protective equipment provided, check that it is clean, fits correctly and report any defects to the site manager.

**25. USE OF MOBILE ELEVATED WORK PLATFORMS**

**25.1 General**

Work with scissor lifts or other mobile elevated work platforms (MEWP) will be undertaken in compliance with the Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998, the Work at Height Regulations 2005 and all relevant B.S standards.

All (MEWP) must comply with statutory and recommended standards and be subject to regular inspection and planned maintenance with records being kept.

Equipment used by Faircloth Construction Ltd is hired and must be provided with proof of servicing to include a current 6 month inspection certificate and have adequate manufacturer's information regarding operating and safety procedures.

Before use the platform capacity must be checked to ensure sufficient height and safe working load for the work to be undertaken.

**25.2 Training**

All persons operating or working from (MEWP) will have received adequate training in the safe operation and use of the equipment and are considered to be competent to carry out the work assigned to them.

Certificates of training for (MEWP) operators will be available on site specific to the type of equipment being used.

**25.3 Planning the Work**

The immediate work area must be checked to ensure that the equipment may be operated safely.

These checks will include:-

- Ground conditions are firm and level
- There are no overhead obstructions
- No hazards exist from the removal of previous ceilings
- Any overhead services are isolated and made safe
- Client's workers or transport and other contractor's works will not conflict with the use of (MEWP)

**25.4 Main Hazards to be Considered**

1. Falls of persons, tools or materials from the platforms
2. Trapping between the platform and fixed obstructions
3. Trapping in the working mechanism of the platform
4. Contact with overhead services
5. Overturning due to poor ground conditions, incorrect use of outriggers, gradients or loading of the platform incorrect
6. Collapse due to faults, poor maintenance or incorrect use
7. Power failure due to breakdown leading to operatives being stranded at high level.
8. Collision with structures, other fixed objects or vehicles

**25 USE OF MOBILE ELEVATED WORK PLATFORMS (Continued)**

**25.5 Control Measures**

1. Those working from and around (MEWP) must wear appropriate personal protective equipment (hard hats, harnesses, gloves etc.) as required by the specific situation and work to be carried out.
2. Assessment will be carried out of ground conditions, overhead obstructions, services, machinery or any other environmental or site specific issues prior to commencement of work and appropriate control measures implemented.
3. Ensure that, where necessary, an exclusion zone around the working area is maintained to suit specific site situations by barriers, fencing, demarcation tape etc.
4. Ensure that good visibility and task lighting is provided for the work.
5. Use only well maintained and certified plant and carry out appropriate inspection and checks prior to commencement (e.g. tyres, brakes, fuel/power etc.)
6. Ensure that only authorised persons with appropriate training operate or work from (MEWP)
7. Platforms must only be used for the type of work for which they were designed
8. Ensure that safe access to the platform is maintained at ground level.
9. The work platform must be fully guarded to prevent falls/falling objects from the (MEWP)
10. Guards must be in place and maintained on all moving parts where a person could be trapped or entangled.
11. All movement controls should be operated from platform level. Where this is not possible, effective communication must be established with those at ground level.
12. Emergency procedures must be explained as part of the training and instruction, prior to use, and in particular the operation of the emergency stop controls be fully understood.
13. Equipment must be immobilised to prevent unauthorised operation when not in use.
14. The working platform must not be overloaded, must be kept tidy and free from excess materials equipment or waste.
15. No steps or other access equipment must be used to gain extra height whilst on the platform and the rails must not be used as "step ups."
16. Other site traffic (delivery vehicles, dumpers etc) will be segregated from the work area
17. The load bearing capacity (general and point loading, e.g. outriggers) will be established.
18. It will be checked that weather conditions have not altered ground conditions
19. Where fall arrest systems are in place and deemed necessary, ensure they are used correctly and checked regularly by a competent person.

**26. MANAGEMENT OF DELIVERIES & PREVENTING FALLS FROM VEHICLES**

**26.1 General**

Faircloth Construction Ltd make every effort to avoid the need for any employee to work at height from a vehicle or undertake manual handling operations during any deliveries which involves a risk of falls or other injury.

Mechanical handling aids (fork lift/crane) are used whenever practicable. Preventing falls from vehicles must comply with the Work at Height Regulations 2005.

Operatives undertaking work from vehicles (loading/unloading) will be properly trained to enable them to recognise the dangers and know what steps to take to avoid them.

**26.2 Training**

Employees must comply with induction training given on the management of deliveries and follow instructions given on the delivery area and its access/egress for staff and vehicles.

**26.3 Main Hazards to be Considered**

Members of the public being present along the public pavements/roadways surrounding the site.  
Unscheduled deliveries attempting to access the site  
Careless driving or excessive speed.  
Reversing of vehicles.  
Injuries to lower limbs/feet if items fall  
Slips or trips during securing/movement of loads  
Falls from vehicles  
Adverse weather conditions

**26.4 General Control Measures for Deliveries**

All site operatives will be inducted and will be required to adhere to site rules including the wearing of specified personal protective equipment and high visibility clothing and the procedures relating to deliveries at the specific site.

All deliveries are to be scheduled to ensure that loading and unloading may be carried out efficiently.

Delivery drivers will have an agreed delivery period and will be instructed to telephone the site manager when close to the site

Information on delivery procedures to be issued to all suppliers when order placed and to site vehicle drivers.

Delivery drivers will travel at low speed, being mindful of pedestrians and other vehicles and plant operating at the site and follow the site signage relating to delivery procedures.

A site transport management plan will be established to separate pedestrian and vehicle areas whenever practicable.

Vehicles are to be parked in authorised areas prior to unloading, away from access areas, fire escape routes, access points etc.

Reversing of vehicles will be avoided. A trained banksman will be used should vehicles need to reverse at any time.

**26. MANAGEMENT OF DELIVERIES & PREVENTING FALLS FROM VEHICLES (Continued)**

**26.4 General Control Measures for Deliveries (Continued)**

Protective fencing/barriers will be installed to segregate delivery areas from members of the public/other workers and will be maintained at all times.

Movements of large delivery vehicles and skip removal will be closely supervised

It will be ensured that any entry gates are secured at times when vehicles are not accessing site and access to delivery areas will be restricted to trained/required personnel only.

**26.5 Preventing Falls from Vehicles**

High level work will be avoided whenever possible. Mechanical aids will be used to unload a vehicle to reduce the need to work at high level (Cranes, Fork Lift etc)

Where there is the possibility of forming a loading bay to bring lorries in to a raised platform, such a facility will be constructed.

Where work at high level can not be eliminated work equipment will be used to minimise the distance and consequences of a fall. (Fall restraints)

Measures that protect everyone at risk (platforms/guardrails) will be used before measures that only protect an individual (harness)

Where harness use is unavoidable only authorised and trained workers will be involved.

In the event of bad weather, the loading/unloading of vehicles should be postponed until conditions improve and it is safe to do so.

Appropriate personal protective equipment (gloves, overalls, safety footwear etc.) must be worn/used during handling operations. Footwear must be suitable for the task and have adequate tread on the sole to ensure a good grip on surfaces.

The platform deck of the vehicle should be kept clean, free from any defects and kick plates and guard rails must be used and subject to regular inspection and repair.

Where employees have to access vehicle platforms to secure loads it will be ensured that the surface is inspected for grease, oil or other slip and trip hazards.

Slip and trip hazards will be removed and any liquid spillages are cleared up immediately.

Secure access and egress to the vehicle will be provided. Workers must not jump down from vehicles.

The delivery area will be cleared of packaging, pallets and other waste at the end of each delivery.

## **27. HEALTH SURVEILLANCE**

### **27.1 General**

Health surveillance involves a range of strategies and methods used to detect and assess the early signs of adverse effects on the health of workers exposed to certain health hazards; and subsequently acting on the results.

The nature of the work operations carried out by the company means that there is a limited exposure to fumes and dusts on sites, noise and vibration when using cutting tools and to skin disease or irritation due to handling materials and substances.

The company aim to minimise any exposure by monitoring that staff follow the control measures indicated on risk assessments and by establishing safe systems of work.

Where hazards cannot be eliminated PPE is issued to further reduce exposure.

Faircloth Construction Ltd requires that any employee who considers that a health problem may be work related should report this fact to the Director.

The company encourage all staff to report any health and safety related matter immediately to site supervision.

### **27.2 Why health surveillance is carried out**

- To protect the health of employees
- To make sure that the company are complying with Legal requirements for a safe workplace
- To detect any adverse health effects at an early stage
- To evaluate control measures
- Assistance in assessing hazards and risks

### **27.3 Criteria for conducting health surveillance**

- There is an identifiable disease or other identifiable adverse health effect
- The disease or health effect may be related to exposure
- There is a likelihood that the disease or health effect may occur
- There are valid techniques for detecting indications of the disease or health effects

### **27.4 The main areas of concern are:**

- Solvents, dusts and fumes
- Biological agents
- Asbestos
- Lead
- Compressed air
- Ionising radiations
- Noise and vibration

Some forms of health surveillance are required by Law. Other forms of health surveillance are undertaken as good practice such as pre employment assessments as to fitness to work in the particular job and self assessment and reporting of ill health.

**27. HEALTH SURVEILLANCE (Continued)**

**27.5 Simple methods of assessment**

Simple skin assessment by looking for damage, redness or rashes due to working with materials or respiratory surveillance such as reporting any breathing problems related to exposure to dusts.

Any work related condition should be initially reported to the site supervisor who will contact the Director. Control measures in place will be reviewed specific to any problem reported.

## **28. PROCEDURES FOR NON ENGLISH SPEAKING WORKERS**

### **28.1 General**

Please note that the company require that all site labour, engaged on any projects, are able to fully understand site induction information and to recognise what safety signs and displayed site rules notices mean.

Subcontractors supplying labour to Faircloth Construction Ltd may have others who are bi-lingual and capable of supervising their workers and acting as translators.

### **28.2 General Control Measures when a non English Speaking Worker is Employed**

Where the company may employ a person who may have problems with written or verbal communication in English or if it is apparent that a sub contractor does not understand English the following procedures will be adopted:

- An assessment must be made as to the level of understanding of the individual
- The person must not be allocated tasks that would require good communication in order to safely undertake work (e.g. any supervision of vehicle movement in any form.)
- Where another individual on site speaks the first language of the worker and has a good understanding of English it may be possible to have these persons to work together in order that all safety instructions, induction procedures may be explained to the worker through this person. This person would clearly have an important role in conveying safety information and it must be ensured that they are capable and reliable.
- It is possible that a subcontractor's gang are used to working in this manner, with those who understand English being responsible for instructions from site management and explaining these to those with poor English.
- Where the non English speaking person can read, it may be possible for the bi-lingual worker or an external translator to write down the site rules and important safety notices, key points of method statements etc. in that person's language. Where the person cannot read, this information will have to be conveyed verbally and the site supervisor would have to be sure through the translator that procedures have been understood
- The non-English speaker would not be allowed any lone working tasks.
- The site in question would require the maximum use of pictorial warning signs to assist workers in understanding safety critical risks.
- The worker may need additional training which should be arranged and a greater degree of supervision will be necessary.

It is of the utmost importance that all workers fully understand site safety procedures, emergency arrangements etc. and failure to do so may endanger the safety of that worker and others at the site.

## APPENDIX A

### FAIRCLOTH CONSTRUCTION LTD – General Particulars

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#### Section reference

|       |   |   |
|-------|---|---|
| 2.2.3 | Health and Safety Manager (competent person)    | Darren Faircloth  |
| 2.3.5 | Health and Safety adviser                       | John Peardon CMIOSH<br>Peardon Health & Safety  |
| 7.1   | Person appointed for reporting of all accidents | Darren Faircloth  |
| 4.7   | Nearest hospital accident department            | Kent & Sussex Hospital<br>Mount Ephraim<br>Tunbridge Wells<br>Kent TN4 8AT<br><br>Tel: 01892 526111 |