



**SUPERIOR ELECTRICAL &
MECHANICAL SERVICES LTD.**

*Safety
Statement*

November 2007

[Rev. 02]



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<u>Section</u>	<u>Sub-Section</u>	<u>Title</u>	<u>Page</u>
1.0		Policy Statement	5
2.0		Organisation for Safety	6
3.0		Responsibilities	7
	3.1	Managing Director	7
	3.2	Co Safety Officer / Director	9
	3.3	Contract Manager / Engineer	10
	3.4	Site Foreman	10
	3.5	Employees	12
	3.6	Ext. Safety Advisor	12
	3.7	Contractors	13
	3.8	Visitors	14
	3.9	Safety Representative	14
4.0		Securing Safety	15
	4.1	Introduction	15
	4.2	Consultation	15
	4.3	Training	16
	4.4	Personal Protective Equipment	16
	4.5	Manual Handling	17
	4.5.1	- General	17
	4.5.2	- General Precautions	17
	4.5.3	- Rules for Safe Lifting	17
	4.5.4	- Points for Consideration	17
	4.6	First Aid	19
	4.7	Environment	20
	4.8	Safe Systems Of Work	20
	4.9	Electrical Equipment	21
	4.9.1	- Basic Considerations	21
	4.9.2	- Overhead Power lines	22
	4.9.3	- Underground Lines	22
	4.10	Transport	22
	4.11	Workplace Stress & Bullying	23
	4.11.1	- Workplace Stress	23
	4.11.2	- Workplace Bullying	24
	4.12	Pregnant Employees	25
	4.13	Smoke Free Policy	26
	4.14	Working at Heights	27
	4.15	Noise at Work	28
	4.16	Vibration at Work	29

<u>Section</u>	<u>Sub-Section</u>	<u>Title</u>	<u>Page</u>
5.0		Arrangements for Safety	30
	5.1	Accidents & Dangerous Occurrences	30
		5.1.1 - Reporting & Recording	30
		5.1.2 - Investigation	30
		5.1.3 - Accident Procedure	30
	5.2	Welfare Facilities	32
		5.2.1 - Provisions	32
	5.3	Chemicals & Corrosives	33
	5.4	Housekeeping	34
	5.5	Confined Spaces Work	35
	5.6	Machines, Plant. Equipment & Tools	35
	5.7	Openings, Excavations, Barriers & Signs	35
	5.8	Method Statements	36
	5.9	Disciplinary Procedures	37
	5.10	Emergency Procedures	38
		5.10.1 - Scope	38
		5.10.2 - General Precautions	38
		5.10.3 - Operational Duties	39
6.0		Identification of Hazards	41
		- Hazard Index	42
		- Risk Assessments	43-87
7.0		Engineering Hazards Out	88
	7.1	Resources	88
8.0		Review	89
	8.1	Purpose	89
	8.2	Review criteria	89
	8.3	Acknowledgement	90
9.0	Appendices	Electrical Safety	91-94

1.0 POLICY STATEMENT

This statement sets out the means by which SEMS intends to manage the Safety, Health & Welfare of its employees & others as is so determined under the 2005 Safety, Health & Welfare at Work Act, the General Application Regulations of 2007, the Construction Regulations 2006 and any other such Acts/Regulations/Codes of Practice that may be deemed applicable or subject to recent enactment.

We recognise our duties and obligations and are fully committed to implementing these. It is our intention to secure the safety of all who are concerned with our works, either directly or indirectly. In the pursuance of this aim, it shall be our intention to provide

- Necessary resources, suitable structures & procedures to reduce the potential of these risks arising with our workplace and workplace activities.
- To reduce any potential for the risk of endangerment of our employees & any other parties as a result of our works

Furthermore, it is our intention to ensure, as far as is reasonably practicable, the Safety, Health & Welfare of all our employees in so far as to meet our duties to Contractors / members of the public and others who may be affected by our operations by

- Provision & maintenance of safe place of work, equipment & machinery and safe systems of work.
- Provision of information, supervision, instruction & training to all employees and to non employees who may be affected by our activities
- The encouragement of the adopting of safe working procedures and the reporting of all accidents, dangerous occurrences or conditions at work

Everyone is responsible for working safely. It is important that this document is communicated to all and is fully understood. Comments and suggestions for improvement to this statement are welcomed and are encouraged. A copy of this statement shall be located at our Company Head Office & Project Site Offices, other locations as deemed necessary and will be available to all.

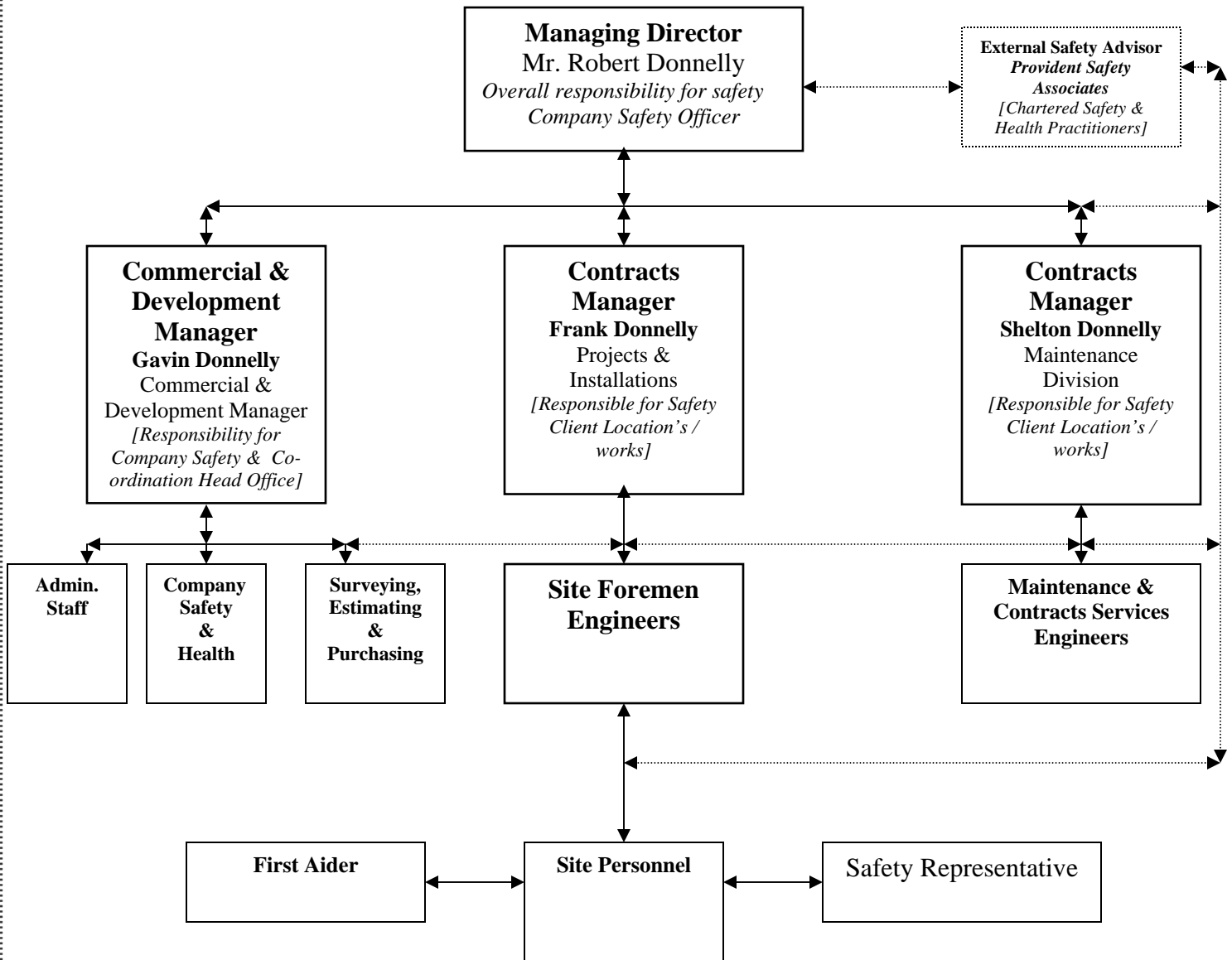
This company shall review its procedures, policies & practices on a regular basis in order to determine its effectiveness or in response to current changes / alterations / updates in legislation, Codes of Practice etc, that is relevant.

Signed _____

Date: __/__/__.

Mr. Robert Donnelly
Managing Director.

2.0 Organisation for Safety -



3.0 Responsibility

3.1 Managing Director

The overall responsibility for implementing this company's Safety Statement lies with the Managing Director & other Directors as assigned, on behalf of this organisation's Board of Directors. He shall be responsible for the safety, health & welfare of all employees and as such the ensuring of the implementation of adequate policies and the securing of their effectiveness, by means of the following:

- That adequate/suitable arrangements/resources/funding are in place and available for the effective implementation of this statement.
- Safety is taken into account at the planning, estimation & tendering stages of contracts and such plans are fully enacted / carried through to the project stage of the contract.
- That there has been appointed a senior member of management for each designated area of this organisations endeavour to assume responsibility for safety co-ordination for the day to day operations of the business.
- That he shall monitor each designated area on a regular basis and afford his full support to the persons responsible for the co-ordination of safety and its implementation
- That arrangements are in place for representations to be made/submitted in regard to safety, health & welfare matters by any or all of the employees who shall be concerned by such matters and that each such representation shall be followed up.
- Obtain where necessary, the services of a competent person to advise on safety & health, if so required and if such competency does not already exist within this company.
- That all work activities are managed , as far as reasonably practicable, in such a way as to ensure the prevention of any improper conduct / behaviour from occurring & effecting the safety, health & welfare of the employees.
- Provision of Safe Plant / Equipment including safe design and Access / Egress to the work
- Provision of Safe Systems of work, that are planned, organised, performed, maintained as appropriate to ensure the safe, health & welfare of all
- Ensure. So far as reasonably practicable, the safety and the prevention of risk to health at work of employees from the use of any article / substance / exposure to noise / vibration / ionising or other radiation or any other physical agent
- Provision of adequate welfare facilities and regular maintenance of same
- Provision of adequate & appropriate information, instruction & training, including supervision, to ensure the safety, health and welfare of all employees
- The provision of measures to ensure the protection of the safety, health & welfare of all, in the identification of hazards and carrying out a risk assessment, drafting the Safety Statement so as to take into account the General Principles of Prevention.
- Where such risks cannot be eliminated or adequately controlled, the provision of effective PPE and equipment as such to ensure the safety, health & welfare of all

- That there is the provision of regular updates in the development of securing safety in the workplace, and such information shall be acted upon and communicated to all.
- Provision of adequate plans and procedures to be followed in an emergency
- To ensure that no measure implemented at work relating to safety, health & welfare shall bear any financial burden on an employee
- Where deemed necessary, specific safety method statements are devised to compliment work activity.
- All accidents/incidents are investigated with the view of determining cause and the prevention of reoccurrence & implementation of corrective action.
- All accidents as are so required to be reported under the current guidelines are reported to the H.S.A as soon as practicable.
- All accidents as might lead to a potential claim shall be reported to the company's appointed Insurers.
- This company is in possession of adequate, suitable and current Insurance policies as may be required for each project in hand.
- That this safety statement is reviewed on an annual basis or at such interim time, as shall be decided or agreed necessary.

3.2 Company Safety Officer / Director

The Company Safety Officer / Director shall be responsible for the implementation & communication of the safety statement & its requirements, to all personnel within their scope of activities and to those who may come under the direct control of same. He must ensure so far as is reasonably practicable the following:

- Ensure that one is fully understanding of the requirements of this document and it's provisions and that such is translated into effective action at all levels.
- That adequate provision for Safety & Health is provided for in the planning & pricing stages of contracts
- All personnel fully understand their responsibilities via Inductions, Safety Talks, Tool Box Talks, handbooks and any other means that shall be deemed necessary in accordance with current practice and legislative & organisational requirements.
- All other personnel including employees are considered in this organisation's obligations for safety including Visitors, Contractors, Clients, Consultants and members of the Public.
- Assist & participate in regular Safety Meetings which is recognised as the primary means of consultation on all matters relating to safety
- Monitor & evaluate the performance in relation to health & safety within the designated area of responsibility and bring to the attention of the Managing Director any issues or matters requiring attention
- Ensure that all accident registers are up to date and all accidents/incidents are reported / investigated.
- Ensure that all services and welfare facilities that are used by our personnel are kept in good condition and are been utilised as to their proper use.

- All work equipment is properly maintained, regularly serviced and in good condition.
- Ensure that all materials are stored in a safe manner and in designated storage areas.
- Safe systems of work are devised, informed to all & complied with.
- Safe access / egress to the respective workplaces and all workplaces are tidy and in observance of good housekeeping practices & office requirements.
- Encouragement of consultative arrangements on safety issues amongst the workforce and other interested parties.
- Provide adequate and suitable P.P.E when & where required and ensure other such personnel are in similar observance, where deemed necessary.
- Respond positively to all safety matters that require attention and take the necessary course of action required.
- All visitors are informed of this companies requirement's on safety & are both in conformance with such and agree to do so.
- Only safe systems of work are employed and are in accordance with current regulations.
- That all personnel within their control are trained, competent, aware of identified hazards and any safety precautions in place to prevent these from being realised
- The providing of information to personnel in relation to welfare facilities, first aid post's, identification of first aiders, emergency procedures, fire fighting equipment etc.
- The regular monitoring of First Aid Post contents and replenishing of stocks where necessary and that fire fighting equipment installed / provided is regularly maintained & in good working order.
- Suitable supervision is required at all times, safety rules are observed and all communication in relation to safety & health matters is treated with respect and implemented or communicated to the Managing Director / Safety Advisor, without undue delay for further attention.
- Co-operate on all matters in relating to safety & health, communicate regularly on matters of safety and assist in the investigation of accidents/incidents etc.
- Bring to the attention of Managing Director / Board of Directors / other Senior Management / Safety Advisor, any operation, act, behaviour, hazard etc, that one believes may endanger the safety, health & welfare of personnel.
- Where there is a request for a Safety Representative to be selected by the employees, assist in the facilitation of such a position and regularly consult, liaise with this person on matters relating to safety.

3.3 Contracts Managers / Engineers

Each appointed manager / Engineer shall:

- Ensure that there is adequate provision for health & safety in the planning & pricing of contracts
- Issue work commencement & completion notices to the H.S.A
- Ensure that the provisions of this document are implemented for new projects when required
- Ensure that site managers / foremen under their control shall implement the requirements of this policy document and any statutory requirement
- Ensure that all plant & machinery allocated to site are in accordance with current legislation
- Ensure that personnel assigned to each project are suitable & competent to carry out such works
- Ensure that all contractors / self employed are aware of the provisions of this document and will comply with
- That suitable, relevant safety statements have being received from all contractors prior to their mobilising on the project
- Ensure that company Accident Procedures are adhered to on site under their control and all personnel including contractors are aware of these
- Ensure that all necessary safety training is given to site personnel and that all relevant statutory reporting is fully complied with
- Ensure relevant, suitable & adequate welfare facilities are provided on site or are available to our personnel

3.4 Site Foreman

Each site foreman shall be responsible for the application of the principles of this policy to operations which are under their control

Each shall:

- Be familiar with current requirements with regards to safety & health and of this company's safety policy applicable to the work they are engaged upon and ensure that prescribed standards are achieved.
- Ensure as far as is reasonably practicable that safe systems of work are in place
- Maintain a tidy workplace. Ensure that good housekeeping practices are observed
- Ensure all employees & operatives within their control are in possession of & wear the necessary PPE as is required for the project in hand
- Ensure that only trained & competent operators are employed on equipment for which they have been trained. Where relevant such operators are in possession of the relevant C.S.C.S card & that it is current
- Ensure all operatives under their control have a current Safe Pass card
- Ensure that plant, equipment & tools are maintained in good order and any defects are reported to management

- Ensure that fire fighting equipment is available where necessary and that any defective equipment is replaced
- Ensure the safe handling & storage of tool, plant & equipment
- Ensure that first aid boxes are maintained properly and are well stocked
- Ensure all ladders are of sound robust condition and are secured whilst in use
- Ensure all portable power tools are to 110 volt specification
- Ensure all our sub-contractors comply with our site safety procedures and those of our clients
- Ensure any stair or floor opes are guarded or securely covered
- Report and investigate all accidents that are reported and ensure same is reported to management
- Ensure that all welding equipment is both safe & in good working order and that fire blankets, fire extinguishers are always present at such operations.
- To ensure that all necessary Fire preventative measures are in place
- Ensure that others who may be affected by our works are protected by measures in place i.e warning signs, barriers, hazard cones etc

3.5 Employees

As outlined under section 13 of Safety, Health & Welfare @ Work Act 2005, and further enhanced in subsequent legislation, employees have the following responsibilities

- Comply with relevant Statutory Provisions as appropriate.
- To take reasonable care for their own safety, health & welfare and that of any other person who may be effected by their acts or omissions while at work
- To co-operate with his/her employer or any other person to such extent as will enable the employer to comply with any/all of the relevant statutory provisions
- Conform to all instructions issued by client safety officers and others with responsibilities for safety, health & welfare
- Not to undertake any task or operation that presents a serious risk to his / her own or any other person's safety or health.
- Ensure that he/she is not under the influence of an intoxicant to an extent that he/she could pose a danger to his/her own safety or that of any other person
- If reasonably required by his/her employer, submit to any reasonable, appropriate and proportionate tests for intoxicants by, or under the supervision of, a competent registered medical practitioner
- To use as intended any suitable, protective clothing, appliance, convenience, equipment or other means so provided (whether for sole use or use in conjunction or in common with others) for securing his/her safety, health or welfare at work
- To report to his / her employer/manager, without unreasonable delay, any defects in equipment, place of work or system of work which might endanger safety, health or welfare, of which they become aware of.
- No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, or equipment etc. provided in pursuance of any relevant statutory provision or otherwise, for securing the safety, health & welfare of persons at work.

- Be in strict observance of all safety rules & relevant codes of practice and only carry out such works as they believe they are competent to do.
- Use work equipment as intended to be used, no alterations or deviations from the original design & purpose.
- Report immediately all accidents/incidents that occur, without undue delay to management.
- Familiarise themselves with emergency procedures, equipment and evacuation/emergency assembly points, particular to the work area
- To make full & proper use of any training, instruction & p.p.e issued
- To co-operate with their employer in the implementation of this Safety & Health policy
- Attend such training and as appropriate undergo such assessment as may be reasonably required by his/her employer or as may be prescribed relating to safety, health & welfare at work or relating to the work carried out by the employee
- He/She shall not misrepresent themselves, on entering into a contract of employment with the employer with regard to the level of training

3.6 External Safety Advisor

The Safety Advisor appointed, shall have a working knowledge and full understanding of the requirements of this safety statement and the legislative/statutory obligations that apply. He/she shall also:

- Effectively consult on matters relating to safety & health within the workplace.
- Advise management on the maintenance & updating of all records relating to safety & health matters.
- Promote the pro-active approach in all work related activities and monitor same for reduction in standards. Bring to the attention of management, any behaviour, activity or actions found to be in breach of, or non-compliance with acceptable safe working practices, as is accepted within the industry & to best practice.
- Order work activities to cease, if on discovery of, activities which one believes, represent a serious risk of injury to person or persons within a work area and immediately bring this to the attention of the Management with recommendations as how best to proceed further
- Regularly carry out site/workplace inspections., as to agreed frequency by management
- Bring to the attention of the Managing Director and other relevant parties such findings with a recommendation as to how best to proceed.
- Carry out accident / incident investigation procedures where required to do so, in an efficient and sensitive manner, with the view to determining the cause and preventing a reoccurrence.

- Where/when required, assist in the formatting of safety method statements, safety procedures in consultation with the management and any other interested parties.
- Familiarise oneself with the emergency procedures and the location of emergency equipment.
- Carry out risk assessments on activities, workplace etc as the need arises or at such time, in the opinion there is a requirement to do so and bring such findings to the attention of the management and other relevant parties.

3.7 Contractors / Self Employed

Individuals who provide materials & labour or labour only shall be considered to be self-employed / sub-contractor and will have the following responsibilities

- Fixed term employees / self employed persons must attend, upon notification any courses with regards to safety, prepared for company personnel by this organisation.
- Submit full information to those who may be affected by their works so as to reduce exposure to the risks involved.
- Submit to this company all necessary documentation, prior to works commencing, in relation to the legislative provisions with regards to safety. This documentation shall / may range from the respective Safety Statement to Employers & Public Liability Insurance related to the particular work activity.
- Bring to the attention of this organisation's management and anyone who may be affected, any process or materials or their usage which may endanger health & safety and also to report any defect in plant or equipment, place of work or system of work
- Familiarise themselves with this company's safety statement, its requirements, to be in conformance to these, to co-operate in the securing of a safe place of work with safe systems of operation and to ensure that their managers, employees etc are also aware of these obligations.
- To take all reasonable precautions in the avoidance of risk to both themselves or to others who may be affected by their Acts or Omissions.
- Ensure that all their employees and others under their care / control, are provided with and use any necessary equipment or implement necessary measures as are required. And such employees / persons are competent and suitable

3.8 Visitors on site

- Visitors must report at the main Site Reception / Security
- The visitor is to be met by the corresponding member of this company of which they are to visit
- Comply with the site requirements & wear any appropriate P.P.E, as might be required
- At all times, whilst on the site / location be accompanied by a member of SEMS.
- They should restrict themselves to authorised areas only and not interfere with any operating equipment or work activity
- They should notify site / security of their departure
- At all times, be in compliance of this company's safety policy and of site requirements.

3.9 Safety Representative

Where a Safety Representative has being elected amongst the employee's of this company, all efforts shall be made to accommodate that elected representative so as to fulfil their role within this organisation.

Furthermore, it is acknowledged that the Safety Representative elected may:

- Represent the employees in consultations with this company on arrangements for jointly promoting Health & Safety matters including attending any necessary safety meetings
- Assist in the investigations of employee complaints, potential hazards, dangerous occurrences etc.
- Make oral or written representations to inspectors and receive advice/information from inspectors on matters of safety, health & welfare.
- Upon request, accompany the inspector on an inspection tour other than an investigation of an accident
- Carry out workplace inspections to identify hazards, investigate potential hazards and any complaint relating to safety, health & welfare with first having received agreement from management to do so.
- In accordance with present arrangements, attend such meetings on safety as is so designated & agreed.
- Any such information & training required, in order for the safety representative to carry out his/her duties shall be provided by management and shall not cause any disadvantage or suffering to the representative in relation to his/her employment.

4.0 Securing Safety

4.1 Introduction

This company intends to secure the safety, health and welfare of personnel at work by the following means:

- Safe place, access & egress
- Safe plant & equipment
- Safe procedures & system of work
- Safe & competent people
- Provision of training & instruction

This company's approach to safety is based on the analysis of the workplace, equipment, procedures & people with the purpose of eliminating / reducing & controlling workplace hazards. We intend to take into account current codes of practice and developments that arise within the industry or as such as is directed by legislation or statutory obligations.

4.2 Consultation

SEMS, intends to consult all our employees with the purpose of maintaining & further enhancing of arrangements so as to enable this company and our employees to co-operate effectively in the promotion and development of practices in the pursuit of sustaining the safety, health & welfare of all at work and the periodic review of same as in reference to section 26 of the Safety, Health & Welfare at Work Act of 2005 and in further reference to other legislation that is appropriate.

This company commits itself to receiving and taking into account any representations, as far, as is reasonably practicable, made by employees and interested parties.

We shall regularly communicate with personnel and personnel of our sub-contractors on matters of safety, health and welfare by means of representation to and from personnel.

There shall be regular meetings for co-ordination & progress updates. At each of these meetings, safety is a mandatory inclusion and such matters as the safety officer / Co-ordinator / advisor believes relevant shall be included and discussed.

We further recognise the right of the employees to elect a representative in order to represent them on issues of safety, health & welfare within the company in reference with section 25 (1) Safety, Health & Welfare at Work Act 2005

Further more it is our intention to co-operate with the safety the representative in the following:

- Provision of necessary information on safety
- The advisement of the representative when an inspector in touring the workplace
- Provision of aid and assistance to the safety representative in the discharge of his duties
- Provision of time and assistance in the pursuit of training in this role

4.3 Training

This company recognises the need for and the value of training. We are committed to identifying these needs, their implementation and evaluation. A strong emphasis will be placed on present and accepted best practice within the industry, in the formation of the training requirements.

The company expects that all employees will co-operate fully in the training procedures. Records will be kept on all training provided.

As additional tasks/special procedures arise, specific training/instruction will be provided.

All employees are obligated not to attempt potentially hazardous tasks.

Any such task's deemed hazardous or potentially hazardous are to be reported immediately to the respective supervisor/management for immediate attention.

The person responsible for training & instruction shall submit appropriate reports on all safety training as it is carried out.

The following is the basis for training employed by SEMS for its operatives. It is to be noted this is not an exhaustive list.

- In house training procedures / courses
- Toolbox talks
- Safety meetings
- Induction programmes
- Use of external sources to provide training

4.4 Personal Protective Equipment

SEMS recognises its obligations to provide personal protective equipment in the avoidance or limitation of risks where reasonable practicable, where other methods of prevention or control are not sufficient. At all times PPE is viewed as the last line of defence.

This company recognised that P.P.E. should only be used as a last line of defence where other measures, of a collective nature, may be deemed insufficient against the unavoidable hazards present

Furthermore, we acknowledge the duties placed on this company under section 8 & 13 of the 2005 Act & 2007 General Application Regulations and specifically regulations which details.

- Assessment of P.P.E.
- Conditions of usage
- Maintenance records and replacement
- Information training and instruction

There is an onus on employees to make proper use of P.P.E. & to use in accordance with instructions and return to storage after use.

P.P.E. will only be used as part of other collective measures of prevention. This company welcomes all consultation on this matter from its employees and others who may be affected by our operations or in the spirit of securing effective safety practices.

4.5 Manual Handling

4.5.1 General

Approximately 25 per cent of accidents are caused by incorrect manual handling procedures. Injuries include strained backs, slipped discs, sprains, internal injuries, e.g. hernia etc. Generally injuries are caused by attempting to lift loads, which are too heavy for the individual and most are preventable.

4.5.2 General precautions

The method identified, aims to reduce the amount of muscular effort required to move objects by making maximum use of the body weight. This method is strongly recommended for lifting and transferring weights and is based on simple rules which may/can reduce/eliminate the risk of back injury or strain occurring.

4.5.3 Rules for Safe Lifting

- (a) Get as close as possible to the load, this brings the lines of gravity of both the load and body as close together as possible.
- (b) Position you feet approximately the width of your hips apart with one foot slightly in front of the other. This provides good balance during the lift.
- (c) Relax your knees, lower your hands and drop down beside the load, inclining your head & keeping your back straight.
- (d) Grasp the object with a firm grip, test the weight making sure it is not excessive and keep the arms as close as possible to the body.
- (e) Raise your head and look forward, this locks the cervical vertebrae and helps to keep the spine straight.
- (f) Keep the load as close as possible to the body with the elbows in and lift with strong leg muscles in a controlled movement, keeping the spine straight.
- (g) Move forward and about at a comfortable pace and never rush.

4.5.4 Other points for consideration

- (a) Use mechanical lifting equipment where possible.
- (b) Before attempting to lift any load by any means, know where you are going to set it down, and ensure that the route is clear of obstructions.
- (c) When you grasp the load, test its weight to ensure it is within your capabilities. If the object is found to be too heavy and not within your capabilities, seek assistance. Many accidents occur when a person raises an object a few inches, realises it is too heavy, and lets go. This spinal recoil can cause severe injury.

- (d) When lifting always ensure that the heavy side is close to the body, avoid jerking movements.
- (e) If the load is too heavy, then assistance of one or more people will be needed to ensure smooth movement, with instructions issued from one designated person, prior to commencement of the lift

- **Pulling and Pushing**

Again keep your back straight, although not necessarily vertical, bend at the hips and knees using your leg rather than arm or back muscles to move the object.

- **Reaching**

Never over-reach, this may strain your back. If you reach overhead, keep your knees slightly bent to absorb any sudden loading. If this is not possible, use a stool or steps. Always reduce the weight to be lifted if lifting over waist level.

- **Loading on to a Low Platform**

Place one foot between the weight and the platform, with the other in line with the weight to be lifted. If more than one person is involved in the lift decide which man is to give the order to lift to ensure a simple rhythmic movement with the weight travelling on the leading foot position and the rear foot following forward.

- **Loading on to a High Platform**

A swinging motion is necessary for lifting weights onto a platform above waist level. Here the foot positions are altered, one foot placed in line with the object with the other away from the object and platform.

Where more than one person is involved in the lift decide which man will give the command. Again using the rules of safe lifting, allowing just enough room for the object to pass, swing the object from the platform. The arms should reach a fully extended position before the return swing of this pendulum motion. As the weight passes the mid-line of the handlers on this return swing, the foot furthest away follows through, ready to assist the upward and resting action.

- **Stacking**

- (a) Check objects, which may roll and keep heavy articles near floor level.
- (b) Organise work to minimise the amount of lifting necessary, using mechanical means where possible.
- (c) Inspect pallets, platforms, containers, and racks regularly for damage.
- (d) Stack palletised goods vertically on a level floor so they will not overbalance.
- (e) Position stacked materials of uniform [boxes] size like a brick wall pattern, so that no tier is independent of another

- (f) Use properly constructed racks/shelves/stillage's where possible and secure it to a wall or floor where practicable
- (g) Ensure items do not protrude from stacks / stillage onto gangways or passageways
- (h) Do not climb racks / stillage's to reach upper shelves / components, use a ladder or steps.
- (i) Never lean heavy stacks against structural wall or exceed the safe loading of racks, shelves or floors.
- (j) Never de-stack materials by throwing down from the top or pulling out from the bottom.
- (k) Never throw down equip / materials from a height, use controlled lowering means

4.6 First Aid

In accordance with applicable legislation, this company shall at its own expense, see to it that the appropriate first aid provisions are available.

A target minimum of 5 % of site personnel shall have first aid training that is current and up to date. There shall be located a first aid box in each vehicle and if so required, at other such locations that may be deemed necessary.

This company shall furthermore recognise the importance of first aid facilities and of 1st aiders.

Persons trained in first aid, their names and locations with contact numbers, if applicable, shall be posted at designated locations i.e. canteen, reception etc,

Recommended minimum 1st Aid Cabinet Contents.

- 20 individual wrapped adhesive dressings
- 2 sterile eye pads with attachments
- 2 triangular bandages
- safety pins
- 1 x med, large and ex large sterile wound dressings
- 1 scissors
- 2 prs latex gloves
- Suitable eye wash

4.7 Environment

During the course of our works, either in construction or maintenance activities, due consideration at all times will be paid to current environmental conditions. This company recognises that adverse conditions can have a detrimental effect upon our personnel and in turn the securing of their safety.

Particular attention is to be noted by all of:

- Temperature – too hot or too cold – physical well being
- Ventilation – insufficient air supply
- Lighting – poor vision, trip / fall hazards
- Noise & Vibration – Irritability, deafness, lack of attention
- Climatic – Sun – Skin Cancer, Rain –Colds etc

A dramatic rise or fall in any of these may affect our personnel, their well-being and ultimately the securing of the works safely. It is everybody's responsibility to monitor these and to bring to management's attention any drastic or sudden changes likely to affect the safety of all or one.

4.8 Safe System of Work

In order to achieve our works in a safe manner a safe system / method is required. Basically it is the integration of people, machinery & materials in a safe environment in order to provide the safest possible conditions for work.

Hazard Identification and the resulting risk assessment are the initial step to a safe workplace. Upon the identification of the hazard and the risks assessed, then suitable control measures can be enacted in order to achieve a safe place for working, as far as reasonably practicable.

As a result, Method Statements are devised in order to ensure adequate protective measures are in place having been considered prior to any works commencing. Safe systems themselves may be viewed as the Control Measures themselves that are recommended in order to reduce the risk potential from being realised.

It is therefore imperative that all personnel follow the requirements of these control measures or method statements if applicable to the project in hand.

4.9 Electrical Equipment

The management /contractors & operatives shall see to it, that all the electrical devices and machinery to be used on site &/or clients locations are approved and that they have been inspected by a competent person before use.

Such equipment shall be protected and of the type suitable for the purpose, the degree of protection according to the local standard, and to the correct rating & voltage as is specified under current and applicable legislation.

The electric cables shall be installed and arranged so that they do not impede or endanger the persons moving around.

The electric cables on the ground/above the passages, in particular, shall be protected effectively by collective means i.e. conduits, mech. protection, designated cable runs etc.

The electric power centres, light fittings or other electric equipment installed are not allowed to be transferred, removed, changed or repaired without permission and where such repair as is deemed necessary, this repair shall be certified.

The use of broken and damaged electrical devices and cables is strictly prohibited.

The damaged devices shall be removed for repair from site immediately, upon discovery. Only a qualified electrician is allowed to repair electrical devices.

Unauthorised entry / access to electrical rooms, transformer housing, fuse boxes, sealed / secured electrical installations or components is prohibited, unless under controlled conditions maintained by client or other responsible party.

4.9.1 Basic Considerations

Never:

- Overload equipment
- Fit makeshift fuses
- Attempt to carry out repairs
- Allow repair work to be carried out on live equipment
- Use equipment which is known or suspected of being defective

Always

- Ensure that all electrical work is carried out by a competent person
- Such work is carried out in accordance with the E.T.C.I rules or equivalent codes of practice
- Ensure a certificate of test is completed by a competent person upon completion of any major alteration to existing installations
- Report any defects immediately in electrical equipment
- Ensure all circuits supplying portable electrical equipment are provided with Residual Current Devices of no greater than a 30 milliamp rating

4.9.2 Overhead Power Lines

When working near or in close proximity to High Voltage Mains, special precautions are to be taken to ensure that main cables are not touched or interfered with by any metal or wet equipment.

High Voltage Line can Arc over quite a distance and remember Fatal Shock can result without coming into physical contact.

On site, all overhead cables must be protected from accidental contact from site equipment, usually by employing “Goalposts” or distance barriers.

4.9.3 Underground Cables

Underground power cables are usually buried at depths of 450mm to 1050mm, but sometimes this not always the case – ALWAYS BE CAREFUL.

Some of these cables may have protective tiles over them whilst others have marker tape and even others have nothing at all!!!!

Any u/g cables crossing a site should be marked / identified prior to any works commencing. If there is any doubt – HAND DIG.

NEVER CUT A CABLE – ANY CABLE – UNTIL IT IS CONFIRMED DEAD.

4.10 Transport

All personnel operating company vehicles must be authorised to do so and to be in possession of a current valid driving license. This license shall be produced, on request, on an annual basis as a minimum requirement for management review.

All company vehicles must be roadworthy and conform to current legal requirements and those as set out under the Road Traffic Acts if said vehicle is to access public routes

Only authorised personnel, who are trained & licensed, are allowed to drive this company’s vehicles

Loads shall be within the safe weight limit of the vehicle and should not present a hazard to other vehicles, road users, pedestrians or adjacent structures.

4.11 Workplace Stress & Bullying

4.11.1 Workplace Stress

It is recognised that stress resulting from workplace pressures is of increasing concern to all and as such this company intends to be vigilant in its monitoring of management & staff in relation to this.

Workplace stress may arise when demands of the work and the surrounding environment on the person exceeds their capacity to meet them.

In order that we may minimise the risk of occurrence, it is intended to continually monitor all staff work duties, with particular reference to the following:

- **Hours of work** – breaks, start & finishing times.
- **Communication** – between management & staff
- **Control** – is the person in control of their work
- **Role** – do they understand their expected role
- **Repetition** – is their provision for change in duties
- **Demanding** – are target levels set too high, unrealistic
- **Operative/Public interaction** – are they able to cope
- **Violence** – has there been any indication of, or potential for

This monitoring shall take the form of regular communicative methods & interaction, general observations, response to particular requests or by direct interview. The format, shall be decided by management.

As a result of this continuous review, this company shall commence any remedial measures necessary, to minimise such an event from progressing, upon the discovery of same.

Depending on individual cases, and as far as practicable, the measures to be employed may range from change of workstation to requiring external intervention.

4.11.2 Workplace Bullying

This company views aggressive behaviour, which is systematic and ongoing in nature as bullying. No such behaviour will be tolerated and shall be viewed most seriously, with prompt and immediate action implemented upon discovery.

Behaviour that is aggressive and shall be viewed as bullying, is as follows:

- **Physical contact** – assault
- **Verbal abuse**
- **Implied threats**
- **Offensive jokes**
- **Posters, graffiti, obscene gestures**
- **Isolation, non-cooperation, exclusion**
- **Coercion**
- **Impossible requests, deadlines**
- **Vandalism of personal property**

If any employee feels that he/she is subject to any or all of the above, they should contact Management or the Safety Officer / Advisor immediately.

Once notification has been received, the matter shall be investigated sensitively & thoroughly. The results of which shall be forwarded to Management.

If the complaint is upheld, further action shall be taken in accordance with this company's policy and with reference to the disciplinary policy & procedures.

We further recognise that within the working environment, there may be isolated incidents of aggressive behaviour, while to be condemned, shall not be described as bullying.

In this environment, there may be conflicts and interpersonal difficulties, many of which may be legitimate work relationship difficulties and should be viewed and treated as such.

4.12 PREGNANT EMPLOYEES

The Pregnant Employees Regulations, SI 218 of 2000 relates to employees that are pregnant, have recently given birth or are breastfeeding.

Some hazards in the workplace may increase the risk to the health of the woman or her developing child. The Pregnant Employees Regulations provide specific requirements during this period.

To comply with the regulations, the company will carry out a risk assessment of the work and the work methods to which the employees operates following notification from the employee's doctor or the employee themselves.

It is advisable that the Employer is informed of the pregnancy at the earliest opportunity so that the necessary assessments can be prepared.

Specific agents / working conditions which potentially may increase the risk in the workplace are:

- **Manual handling of loads** (pregnant workers have reduced capacity as the pregnancy progresses and those who have recently given birth may also have limitations, breastfeeding workers are at no greater risk than other workers)
- **Extremes of cold /heat**
- **Extended periods on feet**
- **Posture** at workstations / elsewhere
- **Medication** (e.g. blood pressure)etc.

4.13 SMOKE FREE POLICY

It is SEMS policy that all employees have a right to work in a smoke free environment.

All indoor workplaces are to be smoke free and Smoking is prohibited within with no exceptions. This also extends to Company Vehicles both on the road and also off road i.e on Construction Sites.

Company Management, Foremen, Vehicle Drivers / Operators are responsible for the implementation of this policy. All staff have an obligation to adhere to, and facilitate the implementation of this policy.

Infringement by staff will be dealt with under Employee Disciplinary Procedures. Please note that it is also an offence to infringe upon this as it is also a Statutory Provision and may result in a prosecution.

Certain Outdoor places of work may be exempt from this requirement on clients locations. It is best to check first with the clients representatives.

It is in everyone interest that this policy be adhered to including your own. Second hand smoke, also know as Environmental Tobacco Smoke [ETS] or Passive Smoke is a cause of Disease, including Lung Cancer & Heart Disease ----IN THIRD PARTIES...

Neither the simple separation of smokers and non smokers within the same air space, nor the provision of ventilation, can eliminate exposure to second hand smoke and the consequent health effects of such exposure.

This policy has been developed to protect all employees, services users, customers and visitors from exposure to second hand smoke, to ensure compliance with legal obligations and to ensure a safe working environment.

4.14 Working at Heights

- Where practical all works at height are to be avoided
- Where such works are unavoidable, equipment and other measures to prevent falls are to be enacted and where such works cannot eliminate the risk of a fall, equipment & other appropriate measures are to be in place to minimise the distance and consequences of a fall should one occur.
- All work at height must be properly planned, organised and those involved in such works are competent
- There is to be an assessment of the risks associated with such works and that appropriate equipment is selected, inspected and maintained
- The Site Management / contractor shall ensure that during the execution of work on site that the surrounding area is maintained in an orderly and tidy condition and that loose material of any kind is not left in gangways or adjacent working areas.
- Work at height must be adequately planned and supervised taking account the risk assessment. Collective fall protection measures are to be given priority
- Safe access to all work must be provided in the form of proper scaffolding, ladders, steps, walkways, etc.
- A mid rail is required wherever there is a guardrail
- The bottom support of any scaffold is to be placed on a proper base plate on timber sole planks spanning two standards to prevent slipping or sinking.
- Scaffolding shall, where ever possible, be approached by ladders direct from the ground. Ladders must extend at least 1 meter above landing platform and be adequately secured to the scaffold by their stiles, not by their rungs.
- Platforms must be close-boarded with gaps not greater than 25 mm. Openings in platforms must be properly fenced.
- Records of scaffold inspections, Working Platforms, scaffold, suspended scaffold, cradle, mobile platform, trestle, gangway, gantry, stairs, safety nets, airbags, personal fall protection / work restraint systems Ladders & Hand rails etc carried out by a designated competent person must be filled in on the proper register (WH1) and maintained on site.
- Good practice should always be followed when contractors are working at high levels. Safety harnesses, crawling boards for access to fragile roofs, and similar safety equipment and arrangements should be employed.
- There is to be protection in place to protect operatives from falling objects and to restrict unauthorised entry into potential danger zones
- When working close to the edges of roofs or girders, guard rails or safety harnesses or both, must be used.
- In residential developments, all landings adjacent to stairs will be fitted with rigid handrails
- Ladders are classified as work equipment and are to be inspected after being placed in any useable position
- Ladders are not to be used as working platforms [A Frame] except for work which is light, Point Located and of Short Duration [Max. 30mins per time].
- Ladders are only to be used where the risk is low and where there is no reasonable alternative platform possible – as identified within the risk assessment

4.15 Noise at Work

- Under the Noise at Work Regulations of 2006, the Maximum Exposure Limit Value is 87dB [A] and this limit is not to be exceeded for any operative.
- Exposure Action Values mean that the daily noise exposure level which if exceeded for any employee requires specific action to be taken. Furthermore:
- If the exposure to noise varies from day to day, for the purpose of the exposure limit and values, one may use a weekly noise exposure level as opposed to a daily one.
- The exposure limit may be measured at the ear but taking into account the reduction in noise level provided by hearing protection
- When the First Action Level of 80dB[A] is present, the following actions are to be taken:
 - A Risk Assessment must be carried out. This will entail measurement of the noise levels to which there is exposure. Risk Assessments are to be carried out by competent person and recorded. Such Risk Assessment is to be carried out at regular intervals.
 - All measures are to be taken to eliminate or reduce exposure
 - Hearing Protection PPE is to be provided
- When the Second Action Level of 85 dB[A] is reached, the following is to be enacted:
 - A Risk Assessment is to be undertaken. This will entail measurement of the noise levels to which there is exposure. Risk Assessments are to be carried out by competent person and recorded. Such Risk Assessment are to be carried out at regular intervals.
 - The identified Noise Hazard Areas are to be demarcated with suitable warnings signs posted
 - The provision of Hearing Protection PPE is to be issued and the use of enforced.
 - All workers are to be consulted on site, including their safety representatives with regards to identified noise hazards
 - Information and training is to be provided to operatives with regards to identified Noise Hazards
 - All measures are to be taken to eliminate or reduce such exposure to noise hazards either by design, layout of the workplace, technical noise reduction measures and work organisation means.
 - Health Surveillance is to be made available to employees who by Risk Assessment are revealed to be susceptible to the risk by their exposure.

4.16 Vibration at Work

- Under the Control of Vibration at Work Regulation of 2006, requirements set out Exposure Limit Values and Action Values. These are in effect are measurements of the Vibration Level and are indicators for specific action.
- If operatives are exposed to mechanical vibration, then this company must measure the vibration present to determine if this is in excess of the exposure action value or exposure limit value for Hand Arm Vibration [HAV] or Whole Body Vibration [WBV]. This company is responsible for the assessment being planned and competently carried out at suitable intervals. The record of findings shall be kept in the safety statement risk assessment and the steps taken to meet the regulation requirements.
- Under the regulations, the risk assessment should include the following:
 - Observation of Specific Work Practices
 - References to relevant information on the probable level of the vibration corresponding to the equipment being used in the particular working conditions
 - Measurement of the magnitude of mechanical vibration to which the operatives are liable to be exposed
 - There are further obligations under these regulations which require:
 - The elimination at source or the reduction to a minimum the risk from exposure to operatives to mechanical vibration so far as reasonably practicable.
 - Reduce exposure of operatives if the risk assessment indicates that an exposure action level is exceeded
 - Provide adequate information, instruction and training to operatives on the correct and safe use of work equipment
 - Limit the duration and intensity of exposure to mechanical vibration
 - Arrange appropriate work schedules with adequate rest periods
 - Provide suitable and appropriate PPE
 - The provision of appropriate Health Surveillance to operatives whose health, as a result of a risk assessment has been revealed to be at risk.
 - Such Health records are made and maintained for each operative who undergoes Health Surveillance and such records are kept confidential
 - Access shall be allowed for operatives to his or her personal records
 - If this company shall cease trading, notification to the H.S.A in writing shall be made and such records as kept under this regulation shall be made available to the authority
 - In general there are two types of vibration effect. One is Hand Arm Vibration [HAV] and this is often caused by the effect of an object creating a vibration in the hand or arm of a person. If excessive, this vibration can cause damage to nerves and blood vessels, the medical condition that results from this is called Vibration White Finger.
 - The second type is Whole Body Vibration [WBV], This may result from the effect of an object vibrating the complete body of the person. This may originate from mobile plant and result in lower back type damage.

5.0 Arrangements for Safety

5.1 Accidents & Dangerous Occurrences

An accident may be defined, for the purpose of this safety statement, as an unplanned event / interruption to production which may result in loss or injury to personnel or damage to materials, structure or equipment.

5.1.1 Reporting + recording

All accidents must be reported + recorded in the Company Accident book without delay. All Dangerous Occurrences or near miss must be brought to managements attention + reported (S.I 44 1993 **IR 3 Form**)

Any fatal / major injury or over 3 calendar days lost accident or any notifiable dangerous occurrence must be reported to the relevant statutory authority (H.S.A), (S.I 44 section 10 of 1993 **IR 1 Form**).

Notification of these type of events must be as soon as possible & the initial report might be telephone or fax, depending on the seriousness of the accident.

5.1.2 Investigation

All accidents are to be investigated, so as to enact measures to prevent a re occurrence and to identify the cause.

Upon an accident occurring, a report shall be formulated reflecting the apportioned seriousness, facts obtained as to the cause and measures taken to counter act a re occurrence.

When reviewing this safety statement all previous accidents shall be taken into account.

5.1.3 Accident Procedure

Where an accident occurs, of a serious nature, then the Site Manager or other nominated person shall take charge and implement the following procedure, as outlined in the next page.

PROCEDURE TO BE FOLLOWED IN THE EVENT OF AN ACCIDENT

Event Notification – To Site

1. Immediately alert any trained First Aid personnel who are on site. Notify the Site Foreman. One person must remain with the injured party whilst another alerts the First Aider.
2. Do not move the injured party unless he / she is at risk of further injury.
3. Follow the site / clients accident or emergency procedures for notification

If unable to locate or contact site personnel, site first aider etc for whatever reason, follow these instructions.

Event Notification - Direct

1. Immediately alert any trained First Aid personnel who are on site. Notify the Site Foreman. One person must remain with the injured party whilst another alerts the First Aider
2. Do not move the injured party unless he / she is at risk of further injury
3. Phone for immediate assistance or emergency services on **999** or **112**.
4. If an ambulance is required then the person making the call must ensure that the exact location is given and any other pertinent details if possible – REMEMBER stay on the line until told by the emergency services operator you can hang up.

Event Notification – Office

1. Inform the Company Safety Officer / Contracts Manager or their deputy.
2. This person shall establish the hospital of admission and appoint, if practicable, a suitable person to travel with the injured person.
3. The family of the injured person shall be notified of the accident by the Managing Director / Deputy and as to the hospital where the injured person is to be admitted.

Event Follow Up

1. Upon all immediate first aid and emergency matters having being seen to, the Site Foreman must immediately commence gathering up all available information about the accident & circumstance leading up to it. If possible, photographs should be taken of the scene as a record.
2. Statements must be obtained from any witnesses. Such statements must be accurately recorded
3. Details of the accident are to be entered into the company accident book, preferably on the same day.

4. The Company Safety Officer / Director / Deputy may have to notify the Health & Safety Authority depending on the circumstances. The criteria for which is identified within the Accident reporting section of the Safety Statement.
5. Where the injured person is prevented from performing their normal work duties for more than 3 consecutive days, excluding the day of the accident, the H.S.A are to be notified on the appropriate form – IR.1
6. If the H.S.A wish to inspect the location, do not move anything at the accident scene. In any case the accident scene should not be disturbed until an investigation has been carried out by the Company Safety Officer / Deputy or by a specialist Accident Investigator acting on behalf of the company.
7. The only acceptable reason for interference with an accident scene, prior to an investigation, is to control any hazards, which may present ongoing risks.

5.2 Welfare Facilities

This company intends to provide/secure suitable welfare facilities in accordance with statutory provisions that are applicable. We recognise that this provision is an essential element in securing the safety, health & welfare of all.

In relation to site based work, the utilisation of direct provision or existing client facilities shall be availed of, in agreement with the client and subject to the client's requirements and procedures.

5.2.1 Provisions

It is essential to secure good facilities by the following means:

- ***Suitable washing & sanitary facilities***
 - to include water flush toilets with washing facility. This shall be the subject of a daily cleaning schedule.
- ***Drying, Canteen / Changing facilities***
 - drying facilities shall comprise of wall mounted clothes racks/pegs, for to hang up clothes and a heater to aid the drying of the clothes if there is unfavourable weather.
 - Canteen to comprise of the following***
 - tables c/w washable surfaces
 - chairs / benches- number of, which appropriate to occupancy
 - a water boiler/kettle so positioned as to be secured
 - suitable & adequate heating
- ***Drinking water***
 - Of suitable drinking quality

- **First Aid Facilities**
 - To include a fully stocked first aid kit which is regularly maintained
 - Presence of a trained first aider on site
 - All sub contractors, at the minimum to possess on site a fully stocked first aid kit
- **Adequate lighting**
 - To include site, access and temporary lighting as is deemed necessary as well as work based illumination.
- **Safe access / egress**
 - All offices / corridors, to contain suitable & appropriate fire fighting facilities
 - When as part of a work operations [perhaps in relation to contractors work], a risk of fire may occur, then the extinguishing media is to be situated close by.
 - Access & Egress arrangements are further discussed in the next section.

It is everyone's interest that the facilities are provided, maintained and respected. Any fall in standards is to be reported without delay.

We recognise that some of these facilities may already be in place. If this is so, this company expects all its employees, sub contractors & visitors etc. to respect these facilities, report any defects and not to recklessly interfere with their operation.

5.3 Chemicals & Corrosives

More often today we find the use of corrosive & toxic substances, ranging from oils, acids, resins & solvents playing a major part within modern construction & maintenance methods.

The following points are to be considered when using such chemicals:

- Always wear gloves when handling any chemicals and apply personal hygiene practices
- Read the instructions on the container and follow them, noting any precautions advised
- If one is unsure of the nature of a chemical or compound or whether it is correct for the task in hand – Do not use
- If any chemical or compound does not have adequate information supplied with it [usually on the container] then this must be brought to the attention of the Site Manager / Foreman / Company Safety Officer / Deputy immediately.
- The basic information one requires should be:
 - Is it a Hazard?
 - What chemicals does it contain?
 - What are the appropriate safety Precautions?
 - What action do you take if there is accidental contamination?

- In addition, a Material Safety Data Sheet should be available for any chemical compound used and suppliers are required by law to provide such to users upon request. In certain circumstances it might be simpler to obtain an M.S.D.S direct from the manufacturer or the distributing agent, who are also subject to the same legal onus as the supplier.
- Is the area in which the substance is to be used ventilated?
- Remember avoid inhaling the substance – use Respiratory Protective Equipment
- Do not put any materials or rags, which have being soaked in the substance in your pockets or next to your skin
- Always wash your hands, especially before meals

5.4 Housekeeping

This company intends to operate effective and regular house keeping practices on site. This shall be implemented by the following measures.

- The regular removing of waste material and disposal of same, in keeping with current approved methods, shall be ongoing.
- Regular, housekeeping inspections of work areas.
- The monitoring / enforcement of company housekeeping policy.
- The enactment of internal disciplinary/non-conformance proceedings against offending individuals.
- The conformance to utilising designated waste receiving/storage areas.
- The provision of waste receptacles, throughout the work area, if so required.
- Any suggestion or advice, in order to enhance these operations to the benefit of all concerned, shall be welcomed.

Further areas of attention shall be:

- Removal of construction and packing waste each day / shift.
- Regularly monitoring of work area's.
- Keep flammable waste in containers with a lid and remember to empty the containers regularly.
- Don't keep waste oil in open containers, ensure safe & secure storage of gas bottle's and such like

“A place for everything and everything in its place”

5.5 Confined Space Work

For work in confined spaces where a danger may be caused by substances in connection with the area or the work activity, lack of oxygen, electric power, a stationary or movable device, etc., a special permit shall be obtained & assurances sought via the client.

All operatives involved in such works shall be in receipt of appropriate training and instruction in order to carry out such activities.

The permit and the safety measures on the basis of it shall be approved of in accordance with client safety rules & regulations & as to Code's of Practice relevant.

All relevant codes of practice in the drafting, formatting and operation of, such permits shall be strictly observed.

5.6 Machines, plant, equipment and tools

The machines, lifting and transport equipment and other equipment to be used on the site shall comply with current safety regulations and codes of practice. The equipment shall be inspected properly before use and if so designated shall comply with statutory inspection procedures

In the case of hired equipment etc, suppliers shall see to that the above-mentioned machines, equipment and tools are furnished with necessary protective devices and installed and placed so that the persons using them as well as the other persons in the place of work are not in danger.

This company's representatives shall check such equipment prior to use to determine suitability, certification and condition of such equipment. Where equipment is found not to be of appropriate condition then shall be reported to management / client / hirer and corrective action taken.

5.8 Openings, Excavations, barriers & signage

All ground openings, should they fall within our scope of works, and excavations etc. where a person may fall, drive into etc or the area is in danger of collapsing shall be barriered off and warning notices posted as to accepted good practice.

All openings shall be secured via appropriate signage and in accordance with accepted best practice and statutory provisions.

And where such excavations etc shall be subject to statutory inspections then appropriate records shall be kept as is required under current regulations.

5.8 Method statements

Where it shall be deemed necessary, either by the nature of the operations, site requirements or by a statutory body, we shall format a safe method of operations, in written / typed form, as to the procedures to be taken, taking into account present resources and personnel so as to carry out and complete this task.

And such statement shall be communicated to those involved and be designed as to incorporate their comments etc.

This statement may be revised in consultation with the following:

- SEMS management
- Site / Client management
- Competent outside consultants
- Interested parties / bodies
- Best practice and invention to the industry
- Relevant codes of practices and statutory obligations

5.9 Disciplinary Procedures

Safety/operational procedures are informed to all. All employees are obliged to follow out these procedures as defined in the company safety statement.

Employee co-operation is required under section 13(1)(a) of the 2005 Act & subsequent legislation, to require the employer to comply with the law.

Employees found not in conformance with these procedures shall find themselves facing disciplinary action. The severity of this action shall depend on the employee's level of non-compliance with the safety/operational procedures of which they are found to be in violation of.

Disciplinary procedures are in place for ALL employees.

The following steps that shall be followed in disciplinary procedures are as follows: –

The parties shall agree that the primary aim of the disciplinary procedures is to help the individual whose performance or conduct falls below company requirements to achieve the necessary improvements. If however, further action becomes necessary, the parties agree to the following procedure.

1. The employee will be verbally warned of the specific aspects of work or conduct, which is deemed below standard (stating clearly that this is a first warning) and shall be advised as to the improvements which must be made. This warning shall be acknowledged in writing and issued to the recipient and a copy entered on file.
2. In the case of continued lack of achievement of the required standard, the employee shall be given a written warning making it clear that employment may be suspended or terminated if conduct or performance does not improve. The written warning shall be counter-signed by the Management and the individual recipient and a copy given to a Union representative / third party, if so directed. A witness may be present during the issue of this warning if the recipient / management so requires.
3. A further written warning may be given if conduct or performance still does not improve. The warning shall clearly set out the improvements, which shall be achieved and the consequences of further breaches. The recipient shall receive a copy and one shall be entered on file. A witness may be present at the issuing of this warning, if the recipient / management so requires
4. An employee may only be dismissed with the authority of the Managing Director, after he has fully considered all the circumstances.

At each stage of the disciplinary procedure a third party may be present if requested by the employee and/or the management. This procedure shall apply to all matters concerning conduct or performance. In the case of serious misconduct affecting the interests of other parties or of the company employees, an individual may be subject to an

immediate final warning in accordance with Stage(iii), a suspension pending investigation or subject to immediate dismissal (in accordance with Stage (iv)).

Employees who have received no warning during a six month period after receiving a warning, shall have their last warning cancelled, e.g. a person on a warning for a third offence and whose conduct or performance for six months following receipt of the warning is acceptable, shall be reduced to the level of second offence. Where an employee is continuously in breach of the disciplinary procedure, this will be considered as an offence in itself and will be dealt with accordingly.

5.10 Emergency Planning

5.10.1 Scope

These procedures detail the actions to be carried out, the responsibilities of all employees, contractors and visitors to ensure a prompt & safe evacuation of the site or location in an emergency situation.

It also recognises the statutory scheduling of drills; the purpose of which is to familiarise all with the pre designed routines to be followed in such an occurrence.

The site / office alarm shall be used to warn all within or around of the existence of an emergency and the necessity of a quick & safe evacuation to the pre designated assembly point.

5.10.2 General Precautions

Smoking is not permitted on many site locations – check first.

Hot works i.e any works involving naked flame or heat, are usually not permitted except under the agreed permission of the client or site management. Check if there is A Permit to Work system in operation

Escape routes, emergency fire equipment locations, emergency signs are to be kept free of obstructions at all times.

Fire doors are to be kept free of any obstructions and are NEVER to be fixed in an open position.

All personnel, visitors & sub-contractors must log in and out at clients control point.

Upon discovery of a fire, immediately activate the nearest Fire Alarm unit.

5.10.3 Operational Duties

General Operation

- Upon raising of alarm, note the reported affected area
- If possible, confirm authenticity, if practicable by visual means to determine false alarm
- If presence of smoke, ignore last request
- If safe to do so, use fire-extinguishing media to put out fire, only doing so if this action does not endanger oneself or others.
- On confirmation, Follow Site / Building Emergency Procedures
- **If Situation does not allow this**
 - Then ring THE EMERGENCY SERVICES
 - inform the operator
 - The nature of call
 - Exact location & establishment type
 - Stay on line until requested to hang up
 - Inform company Safety Officer / Director / Deputy as to nature of emergency and actions taken to date
 - Using the available communication system[s], raise the alarm, informing all of nature of emergency –indicating that it is not a drill
 - Assemble the site muster log in order to carry out a head count at the assembly point
 - Do not endanger oneself
 - Note, all times of relevant phone calls for to facilitate at a later stage future incident report
- At all times, be reassuring & positive

Site Manager / Foreman

- Upon alarm being sounded - instruct all employees, visitors and contractors to vacate the building to the designated assembly points by the safest and most direct route
- Instruct all to walk briefly & not run
- If safe to do so ascertain the nature of the emergency & note relevant details that may aid the emergency services

- Liaise with reception
- Check to see if emergency services have been notified, if not, do so – See General Operations Note.
- At assembly point, check all personnel are present on a role call, cross-checked against daily muster log. (if more than one assembly point, detail deputies)
- Role call results must be informed to Emergency services
- Do not re-enter/return to building until all clear has been received by appropriate sources i.e. emergency services

Employees

- Upon hearing the alarm and/or in receipt of instruction from Site Manager / Foreman, evacuate immediately to the designated assembly point
- Only attempt to put out any fire if it is still a minor blaze and it is safe to do so or if a person is trapped
- Walk briskly – do not run
- Note any relevant details for relaying onto management etc. as to nature of emergency that may be observed in the course of evacuation
- On arrival at assembly point report in
- Remain at assembly points for the roll call and receipt of further instructions
- Do not re enter building until the all clear has been given

6.0 Identification of Hazards

The Construction Industry is by its very nature a high risk environment. Because Construction involves many different tasks, often involving machinery, there are many different hazards faced by those who work on construction sites. In the identification of Hazards, assessment of Risks and allocation of resources to control risks, it is the policy of SEMS to reduce all risks as far as is reasonably practicable. This is achieved by using a 3 x 3 risk assessment matrix with the allocation of a High-Medium-Low risk rating applied to manage those hazards identified.

Hazard – potential danger

A particular circumstance, device, object or substance, which can cause harm, injury and/or danger. Hazards are quantified according to their potential to do harm. Containment, guards and protective devices can control exposure to a hazard, for example

Risk – prospect of harm to life, property and the environment. Risk jeopardises the individual, the society and the environment. Likelihood or probability of that hazard occurring within a specified period or in specified circumstances. It is important to note that the risk may change depending on circumstances such as weather, seasonal conditions, light levels and other external influences. The risk category should always be assessed in the context of present circumstances.

Risk Assessment - severity of loss and/or injury by the likelihood (probability) of exposure. For each Activity/Task/Machine/Process the risk rating is High, Medium or Low. This allows management to prioritize the controls put in place.

RISK = Severity Of Loss X Likelihood Of Exposure

Grade of Risk	Characteristics
High Risk	Possibility of fatality or serious injury or of minor injury to a number of people. Possibility of significant material loss.
Medium Risk	Possibility of minor injury to a small number of people, or some Material loss.
Low Risk	The possibility of injury or material loss is unlikely although Conceivable.

Hazard Index:

1.	Electrical Services	23.	Ladders
2.	Access to Electrical panels	24.	Mobile Scaffold Towers
3.	Temporary Electrical supplies	25.	Pulley Blocks & Ginnys
4.	Cable Pulling	26.	MEWP's
5.	Maintenance & Testing	27.	Work on or near water
6.	Confined Spaces	28.	Gen. Works in Occupied Locations
7.	Welding & Burning – Welding	29.	Material Storage
8.	- Arc Welding	30.	Manual Handling
9.	-Welding & Cutting	31.	Teleporter Operations
10.	- Compressed Gas	32.	Transport – Deliveries
11.	- Oxy-Acetylene	33.	Unloading Transports
12.	Cartridge Operated Tools	34.	Housekeeping
13.	Chemicals – Lead	35.	Noise
14.	- Hazardous Materials	36.	Dusts & Fumes
15.	- Diesel & Petrol	37.	Site Illumination
16.	- LPG	38.	Asbestos
17.	-Insulation Materials	39.	Abrasive Wheels
18.	- Biological Materials	40.	Electrical Leads
19.	-Cleaning Agents/ Degreasers	41.	Environments Conditions
20.	Compressed Air 1	42.	Office - Equipment
21.	Compressed Air 2–Pneumatic Equipment	43.	- Display Screen Equipment
22.	Working at Heights	44.	Welfare
		45.	Visitors

6.1 Risk Assessment					
Task / Operation/ Equipment	Electrical Services				
Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors		Site Plant & Equip	X
Risk			Level of Risk		
			High	Medium	Low
Electrocution				x	
Fire				x	
Manual handling				x	
Controls					
Electricians should be fully informed of the requirements for cabling , routing etc					
Only competent electrical tradesman/contractors should install electrical systems & proof of competence should be obtained					
Site based training on the operations & use of the permits to work systems should be provided					
Manual handling training should be provided					
A safe distribution system should be in place					
Electrical supplies installed in hazardous situations, e.g. excavations, may require the advice of an electrical engineer with appropriate qualifications and /or experience					
Any metal work that could be made live by any leakage of electricity should be earthed					
Permit to work systems should be used for work on live systems, and on any equipment which has been made dead					
Load requirements of the system should be calculated & the system planned to take account of unforeseen load requirements & environmental condition					
Systems should be tested & certified as tested prior to use					
All temporary switch rooms, distribution cabinets, etc, should be locked					
Warning notices (“Electrical hazard”) should be placed on all live distribution equipment					
Fire extinguishers (CO2) should be placed at distribution units					
PPE should be worn & rubber mats placed on the ground for all live work					
Cable routine should be planned to minimise tripping hazards					
Any cables used on site should be sheated & their routes recorded if buried					
PPE:					
Safety Helmet	x	Safety Glasses		Fall Arrest Protection	
Safety Boots	x	Goggles / Visor			
Hi-Vis Vest	x	Ear Protection			
Gloves		Respiratory Protection [If appropriate]			
Responsible:					
Operative, Supervisor, SEMS, Client					
Additional Information:					

6.2 Risk Assessment - Electricity					
Task / Operation/ Equipment	Access to electrical panels				
Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors		Site Plant & Equip	X
Risk			Level of Risk		
			High	Medium	Low
Electrocution				X	
Noise					X
Use of hand /power tools				X	
Controls					
A permit to work should be issued prior to work or control procedure followed					
Workers should be fully informed of the safe systems of work & the equipment in use					
Work should be planned by liaising with all contractors involved or affected					
Manual handling training should be provided- mechanical handling equipment should be used where possible					
Steps should be taken to prevent risk to the public and other workers, e.g cordoning of the area					
All panels to be secured and / or de-energised when not attended					
PPE:					
Safety Helmet	X	Safety Glasses		Fall Arrest Protection	
Safety Boots	X	Goggles / Visor			
Hi-Vis Vest	X	Ear Protection			
Gloves		Respiratory Protection [If appropriate]			
Responsible:					
Operative, Supervisor, SEMS, Client					
Additional Information:					
Cautionary Signage to be posted; Isolation procedures followed					

6.3 Risk Assessment - Electricity					
Task / Operation/ Equipment	Temporary Electrical Supplies				
Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors		Site Plant & Equip	X
Risk			Level of Risk		
			High	Medium	Low
Electrocution			x		
Fire			x		
Damage to equipment			x		
Controls					
All operatives must receive additional induction training on arrival on site where live systems work is progressing					
Operatives training to include; where on site live system work is being completed, the hazards & risks of electricity & working on live systems, how electricity effects the body, first aid/emergency procedures for electric shock					
Temporary supplies will be planned to take into account unforeseen load requirement					
Only competent electricians are authorised to install or modify temporary supplies					
The installation will be certified before being brought into use & after many modifications					
Offices, stores drying rooms & canteen will be regarding as permanent installations & use of 240V & IEE Wiring Regulations will apply					
All portable equipment must be 110V unless specific arrangements have been made					
Supply & distribution units will be lockable & the keys controlled					
Signs warning of electrical hazards will be displayed on supply units					
Fire extinguisher (CO2) will be available adjacent to distribution units					
Rubber gloves to BS697 & rubber mats to BS921 are to be used for live work					
All cables will be routed so as to prevent their damage and avoid tripping hazards					
Subcontractors will receive additional induction training on arrival on site where live system work is progressing					
Permit to work system of other suitable means of control to be used when work on live systems is foreseen					
Operatives will not be permitted to work alone on live systems					
PPE:					
Safety Helmet	x	Safety Glasses		Fall Arrest Protection	
Safety Boots	x	Goggles / Visor			
Hi-Vis Vest	x	Ear Protection			
Gloves		Respiratory Protection [If appropriate]			
Responsible:					
Operative, Supervisor, SEMS, Client					
Additional Information:					

6.4 Risk Assessment - Electricity					
Task / Operation/ Equipment	Cable Pulling				
Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors		Site Plant & Equip	X
Risk			Level of Risk		
			High	Medium	Low
Fall from height				x	
Manual handling			x		
Injury from contact with winches & pulleys				x	
Injury from parting of overstressed cables				x	
Contact with live electrical services				x	
Controls					
Provide work platform & fall arrest systems if guard rails are removed					
Provide sufficient numbers of well supervised operatives to share the manual handling and include training in correct manual handling techniques					
Suitable maintained drum roller frames, jacks and rollers provided and operatives controlled to ensure drums are clear when cable is moving					
Survey of cable run prior to work commencing to ensure routes is clear of obstacles					
Work permits to be in place where work near live services is to take place					
Toolbox talk to be given to establish safe systems of work, method of communication & responsibilities					
Training in the use of equipment should be provide (e.g. drum winch & brake)					
PPE:					
Safety Helmet	x	Safety Glasses		Fall Arrest Protection [if appropriate]	x
Safety Boots	x	Goggles / Visor			
Hi-Vis Vest	x	Ear Protection			
Gloves	x	Respiratory Protection [If appropriate]			
Responsible:					
Operative, Supervisor, SEMS, Client					
Additional Information:					

6.5 Risk Assessment - Electricity					
Task / Operation/ Equipment	Maintenance & Testing				
Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors	x	Site Plant & Equip	X
Risk			Level of Risk		
			High	Medium	Low
Electrocution				x	
Flying particles, including dust					x
Striking or being struck by falling objects					x
Noise manual handling					x
Use of hand /power tool				x	
Controls					
A permit to work should be issued before work commenced					
Work should be planned by liaising with all contractors involved or affected					
Mechanical handling equipment should be used wherever possible					
Suitable access equipment should be used to prevent falls of workers and materials					
Warning notices (“danger: men working overhead”) should be placed at access points					
Where working platforms cannot be used, fall arrest equipment should be used					
Steps should be taken to prevent risks to the public & others workers e.g. cordoning of the area under the works					
PPE:					
Safety Helmet	x	Safety Glasses		Fall Arrest Protection [if appropriate]	x
Safety Boots	x	Goggles / Visor			
Hi-Vis Vest	x	Ear Protection			
Gloves	x	Respiratory Protection [If appropriate]			
Responsible:					
Operative, Supervisor, SEMS, Client					
Additional Information:					

6.6 Risk Assessment - Works Area					
Task / Operation/ Equipment	Confined Space				
Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors		Site Plant & Equip	X
Risk			Level of Risk		
Poisoning from toxic gases				x	
Asphyxiation – lack of oxygen				x	
Explosion				x	
Fire				x	
Contact with hazardous chemicals				xx	
Controls					
Detection equipment must be present before entry to check on levels of oxygen & presence of toxic or explosive substances					
The area will be tested before entry & continually during the presence of persons in the confined space					
Emergency breathing apparatus and rescue harnesses to be provided. Where possible, eliminate need for entry by selection of alternate methods of work					
Access ventilation available and local exhaust ventilation requirements, potential presence of hazardous gases/atmospheric, and process by products, hygiene/welfare facilities					
Inform rescue services of activities					
Documented entry system to apply, permit to work to be completed prior to entry					
Adequate ventilation to be present or arranged					
MSDS to be followed for known toxic materials					
A communication systems with those in the confined space to be established					
Precautions for the safe use of plant or heavier –than –air gases in the confined space must be established before entry					
Necessary PPE & hygiene facilities to be provided for those entering sewers					
Flood potential & isolations must be checked					
Emergency procedures must be fully developed prior to entry					
PPE:					
Safety Helmet	x	Safety Glasses	x	Fall Arrest Protection [if appropriate]	x
Safety Boots	x	Goggles / Visor			
Hi-Vis Vest	x	Ear Protection			
Gloves	x	Respiratory Protection [If appropriate]	x		
Responsible:					
Supervisor, Operative, SEMS, Client					
Additional Information:					
All personnel to be in receipt of appropriate training. No lone working					

6.7 Risk Assessment -Welding & Burning					
Task / Operation/ Equipment	Welding				
Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors		Site Plant & Equip	X
Risk			Level of Risk		
			High	Medium	Low
Fire & explosion from the ignition of gas cylinders			X		
Ignition of other flammable materials during welding operations			X		
Metal splatter & Hot work pieces			X		
Prolonged exposure to heat				X	
Infra-red & visible light given off by welding gas			X		
Ultra-violet radiation given off by electric arc welding			X		
Gas & Fumes:-iron oxide, Carbon monoxide, ozone gas, nitrous fumes & carbon (when combustions is incomplete			X		
Controls					
Hot works permits to be issued before any works commenced					
Where possible, all flammable materials should be removed from the welding operations area					
Contractors undertaking welding operations should produce a method statement prior to work					
Fire resisting sheets should be used to protect the surroundings from flame and spatter					
PPE should be worn					
The cable connecting any welding apparatus to the source of electrical supply to be as short as possible					
Care to be taken to ensure that all wiring is suitable to carry the heavy currents required and that all connections are correctly made so that they cannot give rise to overheating or sparking					
Extra ventilation should be introduced to reduce the likelihood of heat stress occurrence					
The placing of a second person on stand-by in case of emergency should be considered					
Reduced time exposure should be considered					
Effective fume control equipment should be provided					
The catchment hood of any extraction equipment should be placed adjacent to the weld so that the fume is picked up as soon as it is produced; this fume should be exhausted to the atmosphere or filtered through an electrostatic filter so the clean air is returned to the workroom					
If welding operations are being undertaken on coated metals, air sampling should be carried out & consideration given to the use of respirators for this work. The Control of lead at Work Regulations 1998 (SI 1998 No 543) must be observed under these circumstances					
Where other operations are being undertaken adjacent to the welding area, e.g. painting, the combined effect should be considered & suitable systems of work put in place					
PPE:					
Safety Helmet	X	Safety Glasses		Fall Arrest Protection	
Safety Boots	X	Goggles / Visor	X		
Hi-Vis Vest		Ear Protection			
Gloves	X	Respiratory Protection [If appropriate]	X		
Responsible:					
Welder, Supervisor, SEMS, Client					
Additional Information:					

6.8 Risk Assessment -Welding & Burning					
Task / Operation/ Equipment	Use of Arc Welding Equipment				
Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors	X	Site Plant & Equip	X
Risk			Level of Risk		
			High	Medium	Low
Fire & explosion from the ignition of gas cylinders			X		
Ignition of other flammable materials during welding operations			X		
Metal splatter			X		
Hot work pieces			X		
Prolonged exposure to heat			X		
Infra-red & visible light given off by welding gas			X		
Ultra-violet radiation given off by electric arc welding			X		
Gas & Fumes:-iron oxide, Carbon monoxide, ozone gas, nitrous fumes & carbon (when combustions is incomplete			X		
Controls					
Pre-start review will take into account; location of work, fire safety /prevention needs, materials to be worked, available ventilation, other works in progress in the area, local site rules & statutory requirements					
Hot works permits to be issued before any works commenced					
Suitable screens & fire blankets should be readily available to protect flammables and persons from sparks & heat					
Contractors undertaking welding operations should produce a method statement prior to work					
PPE such as gloves, boots, overall, aprons, eye protection will be provided and worn					
Warning notices must be displayed to inform other site users & visitors of the working area					
The cable connecting any welding apparatus to the source of electrical supply to be as short as possible					
Care to be taken to ensure that all wiring is suitable to carry the heavy currents required and that all connections are correctly made so that they cannot give rise to overheating or sparking					
Where ventilation is poor, local exhaust ventilation should be installed					
The placing of a second person on stand-by in case of emergency should be considered					
All necessary fire protection and fire equipment & fire extinguishers will be checked and must in place prior to commencement of work					
No work will take place in areas where the presence of flammable or explosive substances is suspected with specific assessment					
Fire wardens will be detailed where there is a significant risk of fire or heat transfer to adjacent areas					
A check or the work area will be carried out by management on completion of the shift or the work, for any possibility or latent fire hazards, including smouldering					
PPE:					
Safety Helmet		Safety Glasses		Fall Arrest Protection	
Safety Boots		Goggles / Visor			
Hi-Vis Vest		Ear Protection			
Gloves		Respiratory Protection [If appropriate]			
Responsible:					
Welder, Supervisor, SEMS, Client					
Additional Information:					

6.9 Risk Assessment -Welding & Burning					
Task / Operation/ Equipment	Welding & Cutting				
Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors		Site Plant & Equip	X
Risk			Level of Risk		
			High	Medium	Low
Explosion /Fire			X		
Burns/Fatigue /Nausea			X		
Crush from falling objects			X		
Asphyxiation			X		
Controls					
Hot work permit required for welding and burning operations					
Used only by experienced operator or trainer under close supervision					
Watch out for others passing who could get splashed with molten material					
Equipment supplied by an approved supplier only to be used.					
P.P.E. for eyes and body supplied.					
Checked for leaks and damage before use					
Ignition according to manufacturers instructions					
Bottles chained in an upright position					
Plant & equipment being worked on to be checked in details for explosive substances or gases					
Provide fire extinguisher near all work					
Adequate fire firefighting equipment provided and staff trained to use this					
Remove flammable materials from work area before starting- cover with fire blanket if required					
Bottles stored in a separate designated area- Full/empty					
Use trolley to move gas bottles, bottles to be secured to the trolley					
PPE:					
Safety Helmet	X	Safety Glasses		Fall Arrest Protection	
Safety Boots	X	Goggles / Visor		Welding Visor	x
Hi-Vis Vest		Ear Protection			
Gloves	X	Respiratory Protection [If appropriate]	x		
Responsible:					
Welder, Supervisor, SEMS, Client					
Additional Information:					

6.10 Risk Assessment -Welding & Burning					
Task / Operation/ Equipment	Compressed Gases				
Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors	X	Site Plant & Equip	X
Risk			Level of Risk		
			High	Medium	Low
Explosion /Fire			X		
Burns/Fatigue /Nausea			X		
Crush from falling objects			X		
Asphyxiation			X		
Controls					
Hot work permit required for operatives using compressed gases					
Proper safe storage practiced					
Equipment regularly serviced by competent person or company					
Fire prevention system followed by competent person or company					
Operated only by trained & authorised personnel					
Spark Flash back arrestors always fitted to equipment					
PPE always provided					
Bottles to be chained in the upright position					
Read warning labels & Material Safety Data Sheets					
Ensure safe storage for bottles					
PPE:					
Safety Helmet	x	Safety Glasses		Fall Arrest Protection	
Safety Boots	x	Goggles / Visor			
Hi-Vis Vest		Ear Protection			
Gloves	x	Respiratory Protection [If appropriate]	x		
Responsible:					
Supervisor, Operative, SEMS, Client					
Additional Information:					

6.11 Risk Assessment -Welding & Burning					
Task / Operation/ Equipment	Oxy-Acetylene				
Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors		Site Plant & Equip	X
Risk			Level of Risk		
			High	Medium	Low
Explosion /Fire			X		
Burns/Fatigue /Nausea			X		
Crush from falling objects			X		
Asphyxiation			X		
Controls					
Hot work permit required for welding and burning operations					
Used only by experienced operator or trainer under close supervision					
Watch out for others passing who could get splashed with molten material					
Equipment supplied by an approved supplier only to be used.					
P.P.E. for eyes and body supplied.					
Checked for leaks and damage before use					
Spark Flash back arrestors always fitted to equipment					
Ignition according to manufacturers instructions					
Bottles chained in an upright position					
Plant & equipment being worked on to be checked in details for explosive substances or gases					
Provide fire extinguisher near all work					
Adequate fire firefighting equipment provided and staff trained to use this					
Remove flammable materials from work area before starting- cover with fire blanket if required					
Bottles stored in a separate designated area- Full/empty					
Use trolley to move gas bottles, bottles to be secured to the trolley					
PPE:					
Safety Helmet	x	Safety Glasses		Fall Arrest Protection	
Safety Boots	x	Goggles / Visor	x		
Hi-Vis Vest		Ear Protection			
Gloves	x	Respiratory Protection [If appropriate]	x		
Responsible:					
Welder, Supervisor, SEMS, Client					
Additional Information:					

6.12 Risk Assessment - Cartridge Operated Tools

Task / Operation/ Equipment	Use of Cartridge Operated Tools				
Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors	X	Site Plant & Equip	X
Risk			Level of Risk		
			High	Medium	Low
Flying Splinters causing eye injuries			x		
Penetration through Shot surface				x	
Misuse of unfired cartridge					x
Ricochets, Misfire				x	
Controls					
Only trained operatives will be authorised to operate cartridge tool. Training to include specific training in issue & use					
They must not be used in explosive or flammable atmosphere					
Operatives must not be under 18 yrs					
Planning must include procedures for the strict control of the use of cartridge tools and cartridge ammunition to prevent injury to users & others in the vicinity					
The general principle is to treat these tools as firearms					
Care must be taken to ensure the work done with these tools and the presence of others in the immediate vicinity					
Cartridges to be issued & selected to suit materials to be fixed					
Misfire drills must be strictly followed, misfire cartridges shall be safely retained for examination					
Misfired cartridges must only be removed according to manufacturers instructions					
Eye & hearing protection are mandatory for operatives using these tools					
Site Supervisor to make specific arrangements for issue, storage & use of these tools & their cartridges, including the safe locked storage of cartridges & the return of mis-fires					
PPE:					
Safety Helmet	X	Safety Glasses	X	Fall Arrest Protection	
Safety Boots	X	Goggles / Visor			
Hi-Vis Vest	X	Ear Protection	X		
Gloves		Respiratory Protection [If appropriate]			
Responsible:					
Operative, Supervisor, SEMS, Client					
Additional Information:					

6.13 Risk Assessment - Chemicals					
Task / Operation/ Equipment	Lead / Lead Components				
Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors		Site Plant & Equip	X
Risk			Level of Risk		
			High	Medium	Low
Inhalation of lead				x	
Ingestion of lead				x	
Absorption of lead through the skin			x		
Controls					
The expected lead in air level is to be assessed & adequate means to eliminate or control exposure is to be used					
Control measures must be used in preference to PPE where practicable					
Control measures to include removal of lead –containing materials, rotation of workforce exposed to lead, use of mechanical croppers instead of burning or cutting operations, use of local exhaust ventilation & wetting (of lead paint dust)					
Where necessary, suitable PPE is to be issued & used – overalls. Gloves, RPE & safety footwear are to be standard issue					
Suitable hygiene facilities, including a minimum of soap, washbasins, towels, nailbrush & bags for contaminated footwear are to be provided where necessary					
Adequate enclosures will be used if there is a risk or spread of contaminated material or waste to other operatives or to the general public					
Prohibition of eating & drinking & smoking will be enforced for lead handlers/users on site					
Operatives & subcontractors will be briefed on the health risks associated with lead & the necessary precautions					
Management will be trained in the requirements of the regulations & the code of Practice					
PPE:					
Safety Helmet	x	Safety Glasses		Fall Arrest Protection	
Safety Boots	x	Goggles / Visor	x		
Hi-Vis Vest	x	Ear Protection			
Gloves	x	Respiratory Protection [If appropriate]	x		
Responsible:					
Supervisor, Operative, SEMS, Client					
Additional Information:					

6.14 Risk Assessment - Chemicals					
Task / Operation/ Equipment	Hazardous Materials				
Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors		Site Plant & Equip	X
Risk			Level of Risk		
			High	Medium	Low
Skin or eye irritant			x		
Burns			x		
Respiratory problems			x		
Ingestion with food					x
Exposure levels exceeded				x	
Fire/explosion			x		
Controls					
Consideration given to substituting or use of less hazardous chemicals					
Training provided for staff handling hazardous chemicals					
Material safety data sheet available for all hazardous chemicals & requirements strictly followed					
Containers properly labelled					
Safe storage & dispensing of chemicals					
Regular medical checks on employees who work with hazardous chemicals					
Familiarisation provided with emergency procedures					
Appropriate PPE provided & used					
Good hygiene standards in place & enforced by management					
Spillages immediately dealt with					
PPE:					
Safety Helmet	x	Safety Glasses		Fall Arrest Protection	
Safety Boots	x	Goggles / Visor	x		
Hi-Vis Vest		Ear Protection			
Gloves	x	Respiratory Protection [If appropriate]	x		
Responsible:					
Supervisor, Operative, SEMS, Client					
Additional Information:					

6.15 Risk Assessment - Chemicals					
Task / Operation/ Equipment	Diesel/ Petrol				
Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors	x	Site Plant & Equip	X
Risk			Level of Risk		
			High	Medium	Low
Fire			x		
Explosion			x		
Skin & eye irritant			x		
Dermatitis			x		
Environmental pollutant			x		
Slip /fall					
Controls					
Stored as per suppliers recommendations in bunded area					
Fire extinguisher fitting near refuelling area					
Handled by trained operatives					
Transported in approved identified containers					
Spills to be cleaned up immediately & prevented from entering drains					
Dispose of waste materials carefully					
PPE:					
Safety Helmet		Safety Glasses	x	Fall Arrest Protection	
Safety Boots	x	Goggles / Visor			
Hi-Vis Vest		Ear Protection			
Gloves	x	Respiratory Protection [If appropriate]	x		
Responsible:					
Supervisor, Operative, SEMS, Client					
Additional Information:					

6.16 Risk Assessment - Chemicals					
Task / Operation/ Equipment	LPG				
Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors		Site Plant & Equip	X
Risk			Level of Risk		
			High	Medium	Low
Fire			x		
Explosion			x		
Asphyxia			x		
Controls					
Prior to starting with LPG, quantities should be estimated to ensure adequate storage facilities will be available					
Liaison between contractors, owners & clients must be maintained to ensure storage is adequate & secure					
Storage areas to incorporate appropriate safety signs & warnings					
Only the minimum quantity required should be held on site					
Cylinders must be stored upright in an open mesh lockable container away from building, drains & excavation					
Only cylinders connected to equipment should remain in work area					
Cylinders must be kept away from flammable materials & heat sources					
Adequate ventilation must be provided in areas where LPG is in use					
Where LPG is in use, a dry powder fire extinguisher must be available					
Direct heat must not be applied to cylinders					
Connections from the cylinders to the equipment should be checked regularly					
Cables from cylinders to equipment should not be over stretched or trailed over walkways or roadways					
All cabling must be regularly inspected to ensure that there are no leaks or damage					
Site Manager must ensure that storage facilities are adequate & are maintained to the specific standards					
Checks must be made to ensure that LPG equipment is being used properly, cylinders not in use are removed from the workplace, fire extinguishers are present, and that storage areas are being used					
Hot work using LPG must be inspected at the end of work periods to ensure that the risk of fire is minimised					
PPE:					
Safety Helmet	x	Safety Glasses		Fall Arrest Protection	
Safety Boots	x	Goggles / Visor	x		
Hi-Vis Vest	x	Ear Protection			
Gloves	x	Respiratory Protection [If appropriate]	x		
Responsible:					
Supervisor, Operative, SEMS, Client					
Additional Information:					

6.17 Risk Assessment - Chemicals					
Task / Operation/ Equipment	Insulating Material (non-asbestos)				
Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors		Site Plant & Equip	X
Risk			Level of Risk		
			High	Medium	Low
Inhalation of material				x	
Heat stress in confined areas				x	
Skin irritation				x	
Controls					
All necessary equipment & PPE will be on site before works start					
In planning the use of non-fibrous materials or other substitutes, dust suppressants should be considered					
The area of work may be isolated by the use of enclosures or screens, so as to prevent the spread of dust & materials					
Waste or old materials should be dampened down or left to reduce dust and then placed in bags or sealed containers for disposal as classified waste					
Use of PPE will be monitored by management to ensure that operatives do not put themselves at risk					
Operatives using PPE will be trained in its use, care & storage					
PPE:					
Safety Helmet	x	Safety Glasses		Fall Arrest Protection	
Safety Boots	x	Goggles / Visor	x	Overalls	x
Hi-Vis Vest	x	Ear Protection			
Gloves	x	Respiratory Protection [If appropriate]	x		
Responsible:					
Operative, Supervisor, SEMS, Client					
Additional Information:					

6.18 Risk Assessment - Chemicals					
Task / Operation/ Equipment	Biological Material				
Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors		Site Plant & Equip	X
Risk			Level of Risk		
			High	Medium	Low
Infection, Hepatitis B, Tetanus, Weil's Disease			x		
Diseases from ingestion or open wounds			x		
Skin disorders			x		
Dematitis			x		
Controls					
All personnel who may have direct contact with the sewage/wastewater are recommended to be inoculated with Hepatitis B & tetanus					
All workers will wear appropriate protective clothing, thoroughly cleaned after each work period & avoid exposing the skin, as infection can enter through abrasions					
Lanolin based barrier creams will be used before work & after washing. These afford protection & prevent cracking of the skin & thus reduce the risk of infection					
After working in a chamber, or after handling equipment, boots or clothing, the hands & forearms should be washed thoroughly with soap or other cleaning agents or warm water. Nails should be scrubbed but not the skin					
Washing is particularly important before taking food or drink & should not be consumed until hygiene precautions have been taken					
Warm water, soap & towels are readily available for all workers					
Particular care will be taken to cleanse & dress any cut, scratch or abrasion on the skin with a waterproof dressing as soon as possible after injury, whether this is suffered at work or not					
No smoking is allowed as it could cause contamination by ingestion					
Under no circumstances is soiled PPE to be worn in offices or canteen					
Under no circumstances is food or drink to be consumed outside the canteen					
PPE:					
Safety Helmet	x	Safety Glasses		Fall Arrest Protection	
Safety Boots	x	Goggles / Visor	x	Overalls	x
Hi-Vis Vest		Ear Protection			
Gloves	x	Respiratory Protection [If appropriate]	x		
Responsible:					
Operative, Supervisor, SEMS, Client					
Additional Information:					

6.19 Risk Assessment - Chemicals					
Task / Operation/ Equipment	Cleaning Agents/Degreasers, Detergents, Disinfectants				
Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors		Site Plant & Equip	X
Risk			Level of Risk		
			High	Medium	Low
Skin or eye irritant			x		
Burns			x		
Respiratory problems, asphyxiation			x		
Ingestion with food				x	
Exposure level exceeded				x	
Fire/explosion			x		
Dermatitis- red, itchy, blistered or crusty skin			x		
Controls					
Read container labels before use. Follow instructions given					
Wear suitable rubber gloves when handling these substances & carrying out associated procedures					
Wash head regularly before & after wearing gloves & contact with these substances					
Dry hands & all skin thoroughly after washing, especially between the fingers					
Use a barrier cream. Use moisturising cream					
Be aware of the signs & symptoms or dermatitis					
Different cleaning materials –never mix without proper instructions					
Consideration given to substituting or use of less hazardous chemical					
Training provided for staff handling hazardous chemicals					
MSDS available for all hazardous chemicals & requirements strictly followed					
Containers properly labelled					
Safe storage & dispensing of chemicals					
Familiarisation provided with emergency procedures					
Appropriate PPE provided & used					
Good hygiene standards in place & enforced by management					
Spillages immediately dealt with & emergency procedures in place					
PPE:					
Safety Helmet	x	Safety Glasses	x	Fall Arrest Protection	
Safety Boots	x	Goggles / Visor		overalls	x
Hi-Vis Vest		Ear Protection			
Gloves	x	Respiratory Protection [If appropriate]	x		
Responsible:					
Operative, Supervisor, SEMS, Client					
Additional Information:					

6.20 Risk Assessment - Compressed Air						
Task / Operation/ Equipment	Compressed Air					
Potential adverse effect upon:						
Employees	X	Members of the Public	X	Building Structure	X	
Site Operatives	X	Site Visitors		Site Plant & Equip	X	
Risk				Level of Risk		
				High	Medium	Low
Exposure to hazardous noise levels				x		
Air entering body orifices or skin under pressures				x		
Whiplash of airline					x	
Eye injury					x	
Inhalation of exhaust fumes				x		
Inhalation of dust				x		
Controls						
Training & information provided to workers						
Use of specified safety valves, hoses & hose assemblies only						
Operatives will be trained in the safe use of pneumatic tools & precautions necessary & the dangers associated with compressed air						
Suitable eye protection provided & worn where necessary (impact grade glasses or goggles)						
Isolation valves fitted at each outlet & junction						
Ends of airlines secured						
Ensures hoses are the right sizes & the length of the hose is kept as short as possible						
Hoses to be protected from passing traffic & kept off walkways						
All connections must be kept clean when disconnected & properly clamped to prevent the hose whipping (use of whiplash clips)						
Compressed air should never be pointed at any body parts & should not be used to clean clothes						
All operatives must wear the correct PPE						
PPE:						
Safety Helmet	x	Safety Glasses		Fall Arrest Protection		
Safety Boots	x	Goggles / Visor	x			
Hi-Vis Vest	x	Ear Protection	x			
Gloves	x	Respiratory Protection [If appropriate]	x			
Responsible:						
Operative, Supervisor, SEMS, Client						
Additional Information:						

6.21 Risk Assessment - Compressed air 2					
Task / Operation/ Equipment	Compressors & pneumatic power tools				
Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors		Site Plant & Equip	X
Risk			Level of Risk		
			High	Medium	Low
Exposure to hazardous noise level			x		
Vibration				x	
Eye injuries			x		
Striking by falling objects					x
Inhalation of exhaust fumes			x		
Inhalation of lubricating oil mists				x	
Inhalation of dust			x		
Controls					
Compressors/tools are subject to planned maintenance & suitable weekly inspections are required					
Air receivers, will be identified by serial/plant numbers & be fitted with pressure gauge, safety valve, drain point & access for cleaning					
The safe working pressure will be identified on air receivers & will not be exceeded					
All guards & covers must be fitted to moving parts or compressors, especially on v-belts and pulleys					
Cutting tools provided to be kept sharp					
Operating instructions must be available for all plant prior to use					
Ensure that hoses are the right size for the tools & the length of the hose is kept as short as possible					
Hoses must be kept free from corrosive materials & protected from interference by passing traffic					
Hoses must be kept clean when disconnected					
All connections must be properly clamped to prevent the hose whipping					
Compressed air should not be used to clean clothes					
All operatives must wear appropriate PPE					
Operatives will be trained in the safe use of pneumatic tools & the precautions necessary & of the dangers associated with the compressed air if required					
PPE:					
Safety Helmet	x	Safety Glasses		Fall Arrest Protection	
Safety Boots	x	Goggles / Visor	x		
Hi-Vis Vest	x	Ear Protection	x		
Gloves	x	Respiratory Protection [If appropriate]	x		
Responsible:					
Supervisor, Operative, SEMS, Client					
Additional Information:					

6.22 Risk Assessment

**Task /
Operation/
Equipment**

Work at Height

Potential adverse effect upon:

Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors	X	Site Plant & Equip	X

	Risk	Level of Risk		
		High	Medium	Low
Fall of materials & equipment			X	
Fall of Operatives		X		
Failure of Safety equipment			X	
Exposure to excessive temperate conditions			X	

Controls

Collective fall protection measures employed. All works within secure edge protection means. Where edge protection measures not in place, fall prevention / protection devices to be used in conjunction with an agreed safe system of work by operatives & subject to regular inspection
All edges, where debris or materials may fall from shall be subject to full toe-boarding and debris netting and if required full enclosure measures

All materials and equipment in use for the proposed works shall be securely stacked and positioned away from leading edge.

Area below and immediate adjacent to base of works to be subject to an exclusion until such works are complete

Appropriate signage shall be posted below such works to warn of overhead dangers

Contractor / client to communicate dangers as to proposed works for site operatives and of necessary precautions advised

Use of environmental protection systems. Warm clothing, gloves etc. Sun block cream covering up exposed parts of the person

All work within to be 2 m of edge – if not, operator to wear safety harness securely attached to a fixed/secure point

PPE:

Safety Helmet	X	Safety Glasses	Fall Arrest Protection	T.B.C
Safety Boots	X	Goggles / Visor		
Hi-Vis Vest	X	Ear Protection		
Gloves	X	Respiratory Protection [If appropriate]		

Responsible:

Client, Supervisor, Operatives, SEMS,

Additional Information:

Posting of cautionary signage during works

6.23 Risk Assessment

**Task /
Operation/
Equipment**

Use of Ladders

Potential adverse effect upon:

Employees	X	Members of the Public	X	Building Structure	
Site Operatives	X	Site Visitors	X	Site Plant & Equip	X

	Risk	Level of Risk		
		High	Medium	Low
Fall of operative			X	
Ladder slipping, unstable			X	
Materials dropped by ladder user, when using				X
Overreaching & long work periods from a ladder		X		

Controls

All personnel trained. All ladders to be in good condition, Suitable to task in hand, Erected at angle of 4:1., Inspected prior to use & Subject to weekly inspections
 Ladders to be footed & secured on level – ground, Tied off where appropriate, Rise above any platform, floor level or slab by at least 1 m.
 Due care & attention to be taken when placing ladder access points
 Where works from a / off of ladder is required, such works must be of a short duration, not longer than 30 minutes, the Ladder is moved to avoid overreaching & Ladders are removed – when not in use
 Timber Ladders never to be painted as may conceal fracture or damage
 Ladders to be checked to ensure correct length, type & condition prior to use.
 Ladders to be secured from slipping via secure ties
 Damaged ladders to be removed immediately from site

PPE:

Safety	X	Safety Glasses	Fall Arrest
Helmet			Protection
Safety	X	Goggles / Visor	
Boots			
Hi-Vis	X	Ear Protection	
Vest			
Gloves	X	Respiratory Protection [If appropriate]	

Responsible:

Operatives, Supervisor, SEMS, Client

Additional Information:

6.24 Risk Assessment

**Task /
Operation/
Equipment**

Mobile Scaffold Towers

Potential adverse effect upon:

Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors	X	Site Plant & Equip	X

	Risk	Level of Risk		
		High	Medium	Low
Fall of Operatives		X		
Fall of materials, plant or equipment			X	
Collapse of Tower				X
Overturning of Tower		X		

Controls

- Trained & Competent operatives to erect, modify or dismantle towers
- Towers not to be used in vicinity of overhead power lines
- Towers to be erected as to manufacturers specifications, taking into account any obstructions, height restrictions and general ground conditions where the tower is to be used.
- Ladder access to be internal and fixed to narrow side of tower
- Max height to base ratio as per manufacturers instructions is to be strictly followed with
- All tower platforms to be fully planked / platformed out c/w toe-boards & complete handrails
- Full use of outriggers to be used
- Operatives & equipment etc to be removed from platforms when tower is in transit.
- All towers to be fully inspected and subject to the initial handover inspection and, if required by the client, Working at heights Inspections

PPE:

Safety Helmet	X	Safety Glasses	X	Fall Arrest Protection
Safety Boots	X	Goggles / Visor	X	
Hi-Vis Vest	X	Ear Protection	X	
Gloves	X	Respiratory Protection [If appropriate]	X	

Responsible:

Supervisor, Operatives, SEMS, Client

Additional Information:

6.25 Risk Assessment

**Task /
Operation/
Equipment**

Pulley Block & Gin wheel

Potential adverse effect upon:

Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors	X	Site Plant & Equip	X

Risk	Level of Risk		
	High	Medium	Low
Collapse of Pulley / Wheel		X	
Sprain / Strain on Operative	X		
Struck by Load under lift		X	
Collision of Load under lift to adjacent structure		X	

Controls

Where possible the use of Certified Mechanical Lift Devices to be employed
 Fitted by a competent operative & Maintained and regularly inspected
 All lifts to the SWL.
 Area under the lift to be secured and signed and all obstruction in the path of the lift removed
 All loads slung by CSCS competent Slinger / Signaller
 All slings checked prior to use and are suitable for load of lift
 All hooks have safety clips and they are working correctly
 Where possible all lifts to be carried out by mechanical lift means, carried out by competent trained operatives

PPE:

Safety	X	Safety Glasses	Fall Arrest
Helmet			Protection
Safety	X	Goggles / Visor	
Boots			
Hi-Vis	X	Ear Protection	
Vest			
Gloves	X	Respiratory Protection [If appropriate]	

Responsible:

Supervisor, Operatives, SEMS, Client

Additional Information:

6.26 Risk Assessment

**Task /
Operation/
Equipment**

MEWP Operations

Potential adverse effect upon:

Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors	X	Site Plant & Equip	X

Risk	Level of Risk		
	High	Medium	Low
Fall of operative, equipment or materials from height	X		
Overturning of machine / poor ground conditions		X	
Collision with structure, plant & Overhead services			X
Collision with ground based operatives in transit			X

Controls

Use of trained, certified & competent staff. Use of P.P.E. –safety harness, gloves, glasses etc
 Inspection of operations area prior. Isolation of machine & removal of ignition key when not in use
 S.W.L. must not be exceeded. Receipt of thorough & recorded inspection every 6 months per machine

Operated to within manufacturers instruction. Balance light always checked when lifting. Due care & attention to surroundings & others within the work area

Nearby power lines, to be assumed as live until informed otherwise by competent person and treated accordingly

Pre-operation checks of machine. Regular daily checks of machine & weekly checks of a more detailed nature. Wearing of safety harness and securing of same within platform anchorage point

No standing on the handrails or midrails of basket. Operatives to stay within platforms

MEWP to travel only when lowered & potholes, rough ground to be avoided

Ground operator / safety watch to be present always during lifts esp to operate emergency controls

PPE:

Safety Helmet	X	Safety Glasses		Fall Arrest Protection	X
Safety Boots	X	Goggles / Visor			
Hi-Vis Vest	X	Ear Protection			
Gloves	X	Respiratory Protection [If appropriate]			

Responsible:

Operator, Operatives, Supervisor, SEMS, Client

Additional Information:

6.27 Risk Assessment

Task / Operation/ Equipment **Work on or near Water**

Potential adverse effect upon:

Employees	X	Members of the Public	X	Structure	X
Site Operatives	X	Site Visitors	X	Site Plant & Equip	

	Risk	Level of Risk		
		High	Medium	Low
Collapse of structure				X
Fall of operatives into water			X	
Drowning, hypothermia			X	
Serious injury			X	

Controls

All works subject to a specific method statement incorporating strict application to safe systems of work, which all operatives are communicated with and acknowledge receipt of instruction to.
 All operatives to be trained and competent and in receipt of instruction of the correct use of wearing buoyancy aids.
 All operatives to wear buoyancy aids, safety harness and secured to a safety line.
 The provision of a manned rescue boat and where fast flowing water is present, the consideration of grablines downstream from the works.
 All equipment, inc rescue equipment to be checked daily & adequate lighting provided.
 All works subject to conditions of any additional local bye-laws or environmental protection codes that may apply.

Local Emergency Services to be informed of works

Edge protection to be secured per lift and all gangways, platforms to be free of obstructions

Adequate supervision provided to ensure all PPE is conformed with and that all works adhere to the designated safe system of work

PPE:

Safety Helmet	X	Safety Glasses	Fall Arrest Protection	X
Safety Boots	X	Goggles / Visor	Buoyancy Aid / Life Jacket	X
Hi-Vis Vest	X	Ear Protection	Lifeline	X
Gloves	X	Respiratory Protection [If appropriate]		

Responsible:
 Supervisor, Operative, SEMS, Client

Additional Information:

6.28 Risk Assessment

**Task /
Operation/
Equipment**

General Work on Occupied Location

Potential adverse effect upon:

Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors	X	Site Plant & Equip	X

Risk	Level of Risk		
	High	Medium	Low
Noise & Dust		X	
Injuries to third parties		X	
Slips, Trips & Falls		X	
Electric Shock, Fire, Explosions			X

Controls

Supervisor communicates with Management to identify existing hazards, operations and area of works responsibility including any adjacent works ongoing
 Barriers to be erected to isolate works from unauthorised access
 No materials or tools to be left unattended. Fire exits to be maintained or agreed with management as to an alternative route to be designated
 If working over public thoroughfares – covered walkways, exclusion zones debris netting & fans or other suitable measures to be employed to protect the public
 Posting of a Safety Watch operative during such works as are adjacent or which could come into contact with the public area/
 Regular communication with client

All works to ensure that all risks to the public are eliminated as far as reasonably practicable and in accordance with best practice and the Scaffolding Code of Practice.

All delivery vehicles including unloading to be carried out at such time when the public presence is low and all such works strictly supervised

PPE:

Safety Helmet	X	Safety Glasses	X	Fall Arrest Protection
Safety Boots	X	Goggles / Visor	X	
Hi-Vis Vest	X	Ear Protection	X	
Gloves	X	Respiratory Protection [If appropriate]	X	

Responsible:

Client, Supervisor, Operative, SEMS

Additional Information:

6.29 Risk Assessment

Task / Operation/ Equipment	Material Storage
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Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors	X	Site Plant & Equip	X

Risk	Level of Risk		
	High	Medium	Low
Unsafe / Unsecured storage - Falling materials		X	
Slips, trips, falls		X	
Musculoskeletal injuries from lifting materials- overreaching	X		
Blocking access routes		X	

Controls	
All materials stored in stillages and site box and excess materials returned to same	
Only quantities as per site requirements are delivered to site	
Interim transit of materials on site as per mechanical lift devices	
No placement of materials along access ways or gangways	
All personnel in receipt of manual handling training	
Any palletised loads not to exceed two pallets in height	
All materials surplus to immediate requirements to be stored in client designated area	
Piping, Tubes etc to be stored on lengths of timber / racks which facilitate ease of access for mechanical fork lifts or teleporters c/w forks to access and lift, and such to be stored in client designated area and used as required.	

PPE:			
Safety	X	Safety Glasses	Fall Arrest
Helmet			Protection
Safety	X	Goggles / Visor	
Boots			
Hi-Vis	X	Ear Protection	
Vest			
Gloves	X	Respiratory Protection	
		[If appropriate]	

Responsible:
Supervisor, Operative, SEMS, Client

Additional Information:

6.30 Risk Assessment

Task / Operation/ Equipment	Manual Handling Awkward loads, incorrect lifting techniques, Loading onto High/Low Platforms, Repetitive Movements,
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Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors	X	Site Plant & Equip	X

	Risk	Level of Risk		
		High	Medium	Low
Sprains, strains, Musculoskeletal /injuries		X		
Repetitive strain injury		X		
Damage to materials & property			X	
Injury to others			X	

Controls	
Manual handling of loads to be avoided where possible & practicable	
Mechanical lifting methods to be used where possible & practicable	
Persons required to carry out this tasks are trained in correct lifting methods	
All tasks requiring M/H are planned to minimise risks	
Work areas, access/egress routes are free of trip hazards	
Operatives use appropriate P.P.E. when carrying out there duties – safety boots etc.	
If loads are to be handled then they are to be broken down into manageable lifts	
When lifting of scaffold parts all parts are to be handled and not thrown.	
Due consideration to be made to those around, environmental conditions and ground conditions	

PPE:			
Safety Helmet	X	Safety Glasses	Fall Arrest Protection
Safety Boots	X	Goggles / Visor	
Hi-Vis Vest	X	Ear Protection	
Gloves	X	Respiratory Protection [If appropriate]	

Responsible: Operative, Supervisor, SEMS
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Additional Information: Remember - Lift it right & be right - Be practical & economical – think mechanical

6.31 Risk Assessment

Task / Operation/ Equipment	Teleporter Operations				
Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors	X	Site Plant & Equip	X
Risk			Level of Risk		
			High	Medium	Low
Collapse of load				X	
Overturning of machine					X
Impaired operators vision				X	
Collision with pedestrians / plant / site vehicles				X	
Controls					
Trained, experienced, CSCS/CITB accredited operators					
Planned and regular maintenance including operator inspection & weekly updating of CR 4B's					
Current thorough examination certificate – CR 4A – every 14 months					
No overloading of machine and no passengers					
Vehicle driven at site speed limits					
Due care and attention when working on slopes or gradient and unloading delivery vehicles					
Restrictive vision arises – use of bank man to be employed					
Machine never to be left unattended with the key in ignition or when engine is running					
Operator to carry out daily checks					
PPE:					
Safety Helmet	X	Safety Glasses		Fall Arrest Protection	
Safety Boots	X	Goggles / Visor		Sundowners [if required]	X
Hi-Vis Vest	X	Ear Protection			
Gloves	X	Respiratory Protection			
Responsible:					
Operator, Client, Supervisor, SEMS.					
Additional Information:					

6.32 Risk Assessment

Task / Operation/ Equipment	Transport – Delivery of Materials				
Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors	X	Site Plant & Equip	X
Risk			Level of Risk		
			High	Medium	Low
Undue care & attention. Poor driving				X	
Poor ground / unstable conditions					X
Serious injury / fatality				X	
Damage to vehicle / plant / structure					X
Controls					
All transport / store personnel to receive appropriate training & posses suitable qualifications					
All machines to be reg maintained & recorded					
All operators to work in a safe manner taking others into consideration when manoeuvring and as to safe operating procedures for road use as well as site. Speed limited as to requirements					
When deemed necessary, a signaller/ banksman to be used when vision is restricted or impaired					
No passengers to be carried unless provision made in accordance with manufacturers instruction & legislation and in accordance with company policy					
Flashing warning beacon to be used @ all times when vehicles is in operation c/w reserve audible alarm, on site					
Operators to familiarise themselves with overhead lines, excavations, work areas, ramps etc associate with each site and to conform to the requirements by each location for deliveries					
Operators to be within current certification / license to drive said vehicles					
PPE:					
Safety Helmet	X	Safety Glasses	Fall Arrest Protection		
Safety Boots	X	Goggles / Visor	Sundowners [if required]		X
Hi-Vis Vest	X	Ear Protection			
Gloves	X	Respiratory Protection			
Responsible:					
Vehicle Operator, SEMS, Client					
Additional Information:					

6.33 Risk Assessment

**Task /
Operation/
Equipment**

Unloading of Transport

Potential adverse effect upon:

Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors	X	Site Plant & Equip	X

Risk	Level of Risk		
	High	Medium	Low
Load collapse		X	
Fall from trailer of vehicle	X		
Collision with reversing / manoeuvring vehicle	X		

Controls

Full PPE to be worn especially Hi-Vis Vest
 Direct visual contact with driver at all time when vehicle reversing and always positioned off to one side
 Check load as to how it is secured prior to commencing unloading.
 Utilise mechanical lift devices for unloading where possible
 Ensure unloading area is free from personnel not directly involved in lift and where public is concerned ensure area is secured from unauthorised access with a safety watch posted in addition
 Ensure off loading area is level and that the centre of gravity is obtained for each load before it moves off from the trailer

If unloading requires manual intervention ensure all concerned are trained in manual handling techniques and that each individual only lifts a load that they are able to lift safely as to their determination

If loads are to be lifted off by crane, then each load must be slung by a competent, trained CSCS Slinger / Signaller

All lifting operations are under the control of the slinger / signaller

During such lifts, all personnel shall leave the lift zone including the driver of the vehicle and co-operate with instruction issued by the slinger / signaller

Where goods hoist are utilised, client instructions are to be followed

PPE:

Safety	X	Safety Glasses	Fall Arrest
Helmet			Protection
Safety	X	Goggles / Visor	
Boots			
Hi-Vis	X	Ear Protection	
Vest			
Gloves	X	Respiratory Protection	
		[If appropriate]	

Responsible:

V/Operator, S/Slinger, Machine Operator, SEMS, Client

Additional Information:

6.34 Risk Assessment

**Task /
Operation/
Equipment**

Housekeeping

Potential adverse effect upon:

Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors	X	Site Plant & Equip	X

	Risk	Level of Risk		
		High	Medium	Low
Slips, trips, falls, sprain strains, fractures, cuts & abrasions, puncture wounds.		X		
Serious injury		X		
Collapse of stacked materials			X	
Fire			X	

Controls

Regular Housekeeping procedure, Removal of waste & debris
 De-nailing of unused timber immediately
 Work areas maintained free of debris, Access/egress ways maintained free of materials, rubbish etc
 All materials properly sited & securely stored so as not to pose a danger
 All operatives to receive training & instruction as to current procedures
 Regular site inspections
 Use of site waste disposal facilities and full conformance to procedures set out

PPE:

Safety	X	Safety Glasses	Fall Arrest
Helmet			Protection
Safety	X	Goggles / Visor	
Boots			
Hi-Vis	X	Ear Protection	
Vest			
Gloves	X	Respiratory Protection [If appropriate]	

Responsible:

Operative, Supervisor, SEMS, Client

Additional Information:

6.35 Risk Assessment

**Task /
Operation/
Equipment**

Noise Exposure

Potential adverse effect upon:

Employees	X	Members of the Public		Building Structure
Site Operatives	X	Site Visitors	X	Site Plant & Equip

	Risk	Level of Risk		
		High	Medium	Low
Hearing Loss		X		
Hearing Impairment		X		
Tinnitus			X	

Controls

All client operation to comply with the requirements of the Noise at Work Regulations 2006
 Where noise exceeds the exposure levels, Client shall inform this company and its operatives
 Where such notification is received, a specific risk assessment shall be taken to determine the levels pertaining, sample noise testing etc and to determine best course of action to be followed
 Adequate hearing protection to be worn where noise levels exceed exposure limits and operatives to fully comply with the wearing of same – audiometry testing made available to operatives. This is viewed as a last resort – client noise reduction measures are requested primarily
 Reduction of operative exposure by reducing time spent near excessive noise sources – exposure only of short duration
 Posting of Warning signs with specific instruction and operatives to comply with same
 Regular monitoring and inspection

PPE:

Safety Helmet	X	Safety Glasses		Fall Arrest Protection
Safety Boots	X	Goggles / Visor		
Hi-Vis Vest	X	Ear Protection	X	
Gloves	X	Respiratory Protection [If appropriate]		

Responsible:

Client, SEMS, Operative

Additional Information:

6.36 Risk Assessment

Task / Operation/ Equipment **Dust & Fumes - Exposure**

Potential adverse effect upon:

Employees	X	Members of the Public	X	Building Structure
Site Operatives	X	Site Visitors	X	Site Plant & Equip

	Risk	Level of Risk		
		High	Medium	Low
Inhalation of contaminants		X		
Ingestion of contaminants		X		
Asphyxia			X	
Skin Irritation / Disease		X		

Controls

- Prior specific assessment of proposed work area and adjacent activities
- Material Safety Data Sheet checked for dusts / fumes / vapours producing elements produced by client.
- Hazardous / toxic materials identified & appropriate control measures implemented
- Exposure to hazardous chemicals/ toxins to be eliminated prior to works commencing and suitable client controls in place. Full communication of hazards to operatives and of necessary precautions to be taken in advance of works undertaken.
- Windblown dusts to be reduced by dampening down roads / work surfaces by site
- No eating or smoking in such atmospheres to be strictly enforced
- Client to monitor actively area of works for accidental exposure
- Full conformance to Respiratory Protective Equipment wearing as a precautionary measure

PPE:

Safety Helmet	X	Safety Glasses	X	Fall Arrest Protection
Safety Boots	X	Goggles / Visor		
Hi-Vis Vest	X	Ear Protection		
Gloves	X	Respiratory Protection [If appropriate]	X	

Responsible:

Client, Supervisor, SEMS, Operative

Additional Information:

6.37 Risk Assessment

**Task /
Operation/
Equipment**

Site Illumination -Inadequate

Potential adverse effect upon:

Employees	X	Members of the Public		Building Structure	X
Site Operatives	X	Site Visitors	X	Site Plant & Equip	X

Risk	Level of Risk		
	High	Medium	Low
Slips, falls, trip	X		
Contusions, abrasions	X		
Vehicular accidents/incidents		X	
Damage to equipment or structures		X	

Controls

All work areas to be suitably illuminated
 Use of temporary site lighting. all temp. light fixtures to be of 110 V supply
 All access/egress ways to be suitably illuminated. Provision of access/egress lighting
 all equipment / cables to be sound condition and be so positioned as not to cause a hazard, or to come in contact with surface water
 lighting circuits to be wired through a RCD and MCB
 The erection of lighting to be carried out by trained & competent personal

PPE:

Safety	X	Safety Glasses	Fall Arrest
Helmet			Protection
Safety	X	Goggles / Visor	
Boots			
Hi-Vis	X	Ear Protection	
Vest			
Gloves		Respiratory Protection [If appropriate]	

Responsible:

Client, SEMS

Additional Information:

6.38 Risk Assessment

**Task /
Operation/
Equipment**

Asbestos

Potential adverse effect upon:

Employees	X	Members of the Public	X	Building Structure
Site Operatives	X	Site Visitors	X	Site Plant & Equip

Risk	Level of Risk		
	High	Medium	Low
Inhalation of Asbestos Fibres / Respiratory Disease	X		

Controls

Client to confirm presence of Asbestos, & if so its Location & Type of Asbestos present
 Client to identify Control Procedures and Safe System of Work prior to commencement of works
 All works are to be conducted as to client specific method statement and not until after the 28 day notification period to the H.S.A has expired and confirmation for works to proceed has being received by client or client specialist contractor, if Asbestos is to be removed
 All operatives to fully comply with client / specialist contractor control procedures and to wear P.P.E as recommended, including respiratory protective equipment
 All operatives to fully undergo client / specialist contractor induction and no works to commence until such induction takes place
 All concerns to be immediately notified to office & client / specialist contractor and if deemed necessary by site supervisor, all works cease until such concerns are adequately dealt with.

PPE:

Safety Helmet	X	Safety Glasses		Fall Arrest Protection
Safety Boots	X	Goggles / Visor	X	
Hi-Vis Vest	X	Ear Protection		
Gloves	X	Respiratory Protection [If appropriate]	X	

Responsible:

Client, Specialist Contractor, SEMS

Additional Information:

6.39 Risk Assessment

Task / Operation/ Equipment	Abrasive Wheels			
Potential adverse effect upon:				
Employees	X	Members of the Public	Building Structure	X
Site Operatives	X	Site Visitors	X	Site Plant & Equip
Risk		Level of Risk		
		High	Medium	Low
Vibration – hand/ arm, Vibration White Finger			X	
Air borne elements & dust inhalation, flying particles, eye injuries			X	
Noise hot surfaces Flammable fuel, burns, Fire, Explosion		X		
Mech moving parts, entanglement, wheel shatter, amputation, lacerations, Noise, Trailing Cables, trips			X	
Controls				
Use of trained/competent staff. All operations as to safe practices, procedures, manufacturers instructions & equip. to be tagged				
Equipment used as to manufacturers instruction & serviced, Use of correct replacement parts				
Caution to be exercised to surrounding work area & materials. Due care & attention to others in carrying out of operations				
Correct positioning of cables so as not to cause trip hazard & not to come in contact with water				
Any defective equipment to be replaced immediately. All maintenance/repairs to be carried out by qualified personnel. Operatives trained in the changing of an abrasive wheel				
Prior to usage daily inspection to be carried out by operator. When not in use equipment to be stored in a secure dry area				
Guards always correctly positioned and adjusted for the work. Operator not to use undue pressure and to use the correct disc / wheel. Only 110v equipment to be used				
Disc cutters to be used only when standing on a firm level base and for angle grinders a “Dead mans switch” is fitted				
Where a potentially flammable or explosive atmosphere exists, cutting activities are to be controlled by Permit to Work conditions				
Adequate ventilation & dust extraction at the point of works				
Full use of PPE				
PPE:				
Safety	X	Safety Glasses		Fall Arrest
Helmet				Protection
Safety	X	Goggles / Visor	X	
Boots				
Hi-Vis	X	Ear Protection	X	
Vest				
Gloves	X	Respiratory Protection	X	
Responsible:				
Operator, Supervisor, SEMS				
Additional Information:				

6.40 Risk Assessment

Task / Operation/ Equipment	Electrical – Leads, Transformers & Services				
Potential adverse effect upon:					
Employees	X	Members of the Public	X	Building Structure	X
Site Operatives	X	Site Visitors	X	Site Plant & Equip	X
Risk			Level of Risk		
			High	Medium	Low
Electrocution			X		
Fire, Explosion, Burns				X	
Slips, trips, falls, Contusion, Abrasions			X		
Mechanical damage to equipment					X
Controls					
All electric leads * extensions are 110V and wired into an RCD & colour coded yellow					
All yellow sockets are waterproof & in good condition, not damaged or broken					
Transformers & distributions boards are in good condition c/w all trips devices operational					
All equip. are tagged and subject to weekly. Checks & monthly inspections					
Power supply leads to the transformers is kept to the recommended length – 2 m					
Damaged cables & transformers & parts are isolated & replaced					
Cables & equipment is positioned so as not to traverse across walkways, door's, stairs etc.					
Cables crossing site roads are suitably buried in appropriate Mech. protective ducting					
All cables, supplies, panels etc are to be treated live until confirmed otherwise					
Full observance of warning notices and signs to be observed					
PPE:					
Safety Helmet	X	Safety Glasses		Fall Arrest Protection	
Safety Boots	X	Goggles / Visor			
Hi-Vis Vest	X	Ear Protection			
Gloves	X	Respiratory Protection [If appropriate]			
Responsible:					
Client, SEMS					
Additional Information:					

6.41 Risk Assessment

Task / Operation/ Equipment **Environmental Conditions - Weather**

Potential adverse effect upon:

Employees	X	Members of the Public	X	Building Structure
Site Operatives	X	Site Visitors	X	Site Plant & Equip

Risk	Level of Risk		
	High	Medium	Low
Sunburn, Sunstroke - Skin Cancer		X	
Hypothermia			X
Strong Winds / Gales – blowing materials / dislodge Scaffold planks	X		
Frost – slippery surface			

Controls

In high temps, strong sun – cover the back of the neck and wear a shirt on with sleeves to protect areas of the skin not regularly exposed
 Avoid sunburn, wear skin protection sun factor
 Avoid sun stroke, ensure the wearing of head protection and drinking of non alcoholic fluids regularly during the working day
 Ensure all scaffold planks are secured in the advent of high winds and do not work at heights in high winds or stormy conditions and especially if lighting is expected
 In heavy rain, scaffold planks, ground surfaces can be slippery, ensure that caution is observed
 Similarly, use caution in frost conditions

PPE:

Safety Helmet	X	Safety Glasses	Fall Arrest Protection	
Safety Boots	X	Goggles / Visor	Sundowners [if required]	X
Hi-Vis Vest	X	Ear Protection		
Gloves	X	Respiratory Protection		

Responsible:

Operatives, Supervisor, SEMS, Clients

Additional Information:

6.42 Risk Assessment

Task / Operation/ Equipment	Site Office – General, Equipment, Photocopiers, Printers etc					
Potential adverse effect upon:						
Employees	X	Members of the Public	X	Building Structure	X	
Operatives	X	Visitors	X	Site Plant & Equip	X	
Risk				Level of Risk		
				High	Medium	Low
Slips, trips, falls – trailing leads etc					X	
Serious injury						X
Electrocution, burns, fire, explosion						X
Fume/dust inhalation, exposure to hazardous substances					X	
Controls						
Correct use, installation & storage of toner powder						
Avoid trailing leads						
Switch off equipment & unplug for servicing & when not in use						
Don't overload sockets & keep area clear around equipment – allow to ventilate						
All operations and general operating conditions as to manufacturers instructions						
Get assistance when moving office equipment						
Ensure photocopier is well ventilated						
All workstations are comfortable and seating is adjustable to suit the height of the desks c/w a footrest to reduce muscular strain.						
First aid boxes to be supplied, easily accessible and fully stocked c/w someone appointed and trained as a First Aider						
Avoid excessive manual handling, do not store materials at height						
Provide adequate ventilation and lighting						
PPE:						
Safety Glasses	Safety Glasses		Fall Arrest			
Helmet			Protection			
Safety Boots	Goggles / Visor		Sundowners			
Hi-Vis Vest	Ear Protection		[if required]			
Gloves	Respiratory Protection					
Responsible:						
SEMS, Office Manager, Employee						
Additional Information:						

6.43 Risk Assessment

**Task /
Operation/
Equipment**

Site Office – Display Screen Equipment

Potential adverse effect upon:

Employees	X	Members of the Public	Building Structure
Operatives		Site Visitors	Site Plant & Equip

Risk

Level of Risk

High Medium Low

Slips, Trips, Falls – trailing Data / Computer leads			X
Poor workstation organisation / inadequate work space			X
Incorrect seating, poor lighting & general environmental conditions			X
Inadequate screen display characteristics			X

Controls

Workstations to be set up in accordance with best practice and statutory guidelines
 Management to be made aware of the risks to ensure effective & safe work procedures
 Suitable furniture to be provided and maintained
 Promotion by management of safe work environment
 Users of equipment to be briefed on correct usage and inspection for damage and electrical safety
 Users to have received adequate training in the use of software used with the display screen equipment

PPE:

Safety	Safety Glasses	Fall Arrest	
Helmet		Protection	
Safety	Goggles / Visor	Filter Screen	X
Boots		[if required]	
Hi-Vis	Ear Protection		
Vest			
Gloves	Respiratory Protection		

Responsible:

SEMS, Site Supervisor, Employee

Additional Information:

6.44 Risk Assessment

Task / Operation/ Equipment	Site Welfare		
Potential adverse effect upon:			
Employees	X	Members of the Public	X Building Structure
Operatives	X	Site Visitors	X Site Plant & Equip
Risk		Level of Risk	
		High	Medium Low
Ill Health from poor hygiene			X
Scalds, burns from boiling water, steam		X	
Electrocution			X
Controls			
Provision of adequate & fully stocked first aid facilities			
Fire extinguisher & fire blanket in place and regularly checked			
Water boiler / kettle secured			
Canteen floor, table, sink & work surfaces regularly cleaned on a daily basis			
Rubbish bins emptied daily and spills cleaned up immediately			
Microwave			
- keep door closed - do not place aluminium utensils or foil in microwave			
- items like tomatoes, eggs etc explode in the microwave			
- food can be very hot after cooking – take care when removing from oven – use gloves / cloth			
- ensure regular cleaning when machine is plugged out			
Dishwasher – ensure door is closed and that knives point down not up in basket			
PPE:			
Safety Helmet	Safety Glasses	Fall Arrest Protection	
Safety Boots	Goggles / Visor	Sundowners [if required]	
Hi-Vis Vest	Ear Protection		
Gloves	Respiratory Protection		
Responsible:			
Client [Site], SEMS			
Additional Information:			
For all cleaning operations with detergents etc ensure that gloves are used and that Chemicals are securely stored away			

6.45 Risk Assessment

Task / Operation/ Equipment	Visitors / Trespassers				
Potential adverse effect upon:					
Employees	X	Members of the Public		Building Structure	X
Site Operatives	X	Site Visitors	X	Site Plant & Equip	X
Risk			Level of Risk		
			High	Medium	Low
Undue care & attention. Lack of caution to themselves & others				X	
Non wearing of P.P.E. Unsupervised access					X
Unauthorised entry. Unsecured perimeter / premises Theft, /assault					X
Damage to plant, equipment or property.					
Serious injury to themselves & others. Slips, trips, falls, Endangerment of others				X	
Controls					
Securing of site perimeter or compound. Securing of offices, vehicles & containers					
Issue of P.P.E. & compulsory adherence to usage by visitors and accompanied at all times whilst on site & company premises					
Posting of prohibitive notices & warnings signs					
Securing of all ladder access on scaffolds under construction					
Co-operation with site management to put in place effective controls. Vigilance by all					
Securing of all equipment, parts etc. in secure lock ups					
PPE:					
Safety Helmet	Safety Glasses		Fall Arrest Protection		
Safety Boots	Goggles / Visor		Sundowners		
Hi-Vis Vest	Ear Protection		[if required]		
Gloves	Respiratory Protection				
Responsible:					
Client [Site], SEMS, Security					
Additional Information:					

7.0 ENGINEERING HAZARDS OUT

SEMS commits itself to dealing with hazards identified as far as is reasonably practicable.

Firstly by engineering means – guarding, enclosing distancing etc.

Secondly by replacement of hazardous substances/materials with less hazardous substances or if practical the elimination of same.

Thirdly, this company shall provide special tools, safe systems of work or access arrangements as to mitigate any hazard or potential one.

Our approach shall include the following:

- Accepted practices within the industry
- Statutory guidelines & advice
- International guidelines
- Expert advice & consultation

7.1 Resources

This company shall provide the resources necessary so as to ensure the securing of safety, health & welfare of all its employees.

The company is committed to updating itself on all new information + training pertaining to safety & health.

In order to sustain & secure up to date trained personnel, this company shall facilitate time from normal duties for all employees who are so required and agreed to by management, to have their skills improved upon.

8.0 REVIEW OF SAFETY STATEMENT

8.1 Purpose

The purpose of this mechanism is to ensure that this Safety Statement is up to date, controlled, relevant, applicable and in conformance with statutory obligations and is effective.

8.2 Review criteria

This statement shall be reviewed on an annual basis.

If so required or deemed necessary this time scale may be altered. The maximum time period for review shall be 12 months.

The review will be carried out and findings/recommendations or alteration to existing statement will be implemented. The review will pay particular notice to:

- Accident records
- New equipment lists
- New contract
- Introduction/updating of new/current procedures/codes of practice
 - Local & international
- Introduction/updating of new/current legislation – local & international
- Training records & assessments
- Any other such criteria that is deemed relevant

8.3 Acknowledgement of Document

I have read this document and acknowledge the conditions and requirements as set out within and agree to abide by those conditions as assigned to me.

Date	Print Name	Signature	Occupation

9.0 Electrical Safety

INTRODUCTION

Electricity can kill. Most fatalities arise from contact with overhead or underground power cables. Even non-fatal shocks can cause severe and permanent injury. Shocks from faulty equipment may lead to falls from ladders, scaffolds or other work platforms. Those using electricity may not be the only ones at risk: poor electrical installations and faulty electrical appliances can lead to fires which may also cause death or injury to others. Most of these accidents can be avoided by careful planning and straightforward precautions.

WHAT ARE THE HAZARDS?

The main hazards are:

- * Contact with live parts causing shock and burns (normal mains voltage, 230 volts AC, can kill);
- * faults which could cause fires;
- * Fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere, e.g. in a spray paint booth.

ASSESSING THE RISK

Hazard means anything which can cause harm. Risk is the chance, great or small, that someone will actually be harmed by the hazard

The first stage in controlling risk is to carry out a risk assessment in order to identify what needs to be done. (This is a legal requirement for all risks at work.) When carrying out a risk assessment:

- * identify the hazards;
- * decide who might be harmed, and how;
- * evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be taken;
- * review your assessment from time to time and revise it if necessary. The risk of injury from electricity is strongly linked to where and how it is used. The risks are greatest in harsh conditions, for example:
 - * In wet surroundings - unsuitable equipment can easily become live and can make its surroundings live;
 - * Out of doors - equipment may not only become wet but may be at greater risk of damage;
 - * In cramped spaces with a lot of earthed metalwork, such as inside a tank or bin - if an electrical fault developed it could be very difficult to avoid a shock.

Some items of equipment can also involve greater risk than others. Extension leads are particularly liable to damage - to their plugs and sockets, to their electrical connections, and to the cable itself. Other flexible leads, particularly those connected to equipment which is moved a great deal, can suffer from similar problems.

REDUCING THE RISK

Once you have completed the risk assessment, you can use your findings to reduce unacceptable risks from the electrical equipment in your place of work. There are many things you can do to achieve this; here are some

Ensure that the electrical installation is safe

- * install new electrical systems to a suitable standard, e.g. BS 7671 Requirements for electrical installations, and then maintain them in a safe condition;
- * Existing installations should also be properly maintained;
- * provide enough socket-outlets - overloading socket-outlets by using adaptors can cause fires.

Provide safe and suitable equipment

- * choose equipment that is suitable for its working environment;
- * Electrical risks can sometimes be eliminated by using air, hydraulic or hand-powered tools. These are especially useful in harsh conditions;
- * ensure that equipment is safe when supplied and then maintain it in a safe condition;
- * provide an accessible and clearly identified switch near each fixed machine to cut off power in an emergency;
- * For portable equipment, use socket-outlets which are close by so that equipment can be easily disconnected in an emergency;
- * The ends of flexible cables should always have the outer sheath of the cable firmly clamped to stop the wires (particularly the earth) pulling out of the terminals;
- * replace damaged sections of cable completely;
- * use proper connectors or cable couplers to join lengths of cable. Do not use strip connector blocks covered in insulating tape;
- * Some types of equipment are double insulated. These are often marked with a 'double-square' symbol. The supply leads have only two wires - live (brown) and neutral (blue). Make sure they are properly connected if the plug is not a moulded-on type;
- * protect light bulbs and other equipment which could easily be damaged in use. There is a risk of electric shock if they are broken;
- * Electrical equipment used in flammable/explosive atmospheres should be designed to stop it from causing ignition. You may need specialist advice.

Reduce the voltage

One of the best ways of reducing the risk of injury when using electrical equipment is to limit the supply voltage to the lowest needed to get the job done, such as:

- * temporary lighting can be run at lower voltages, e.g. 12, 25, 50 or 110 volts;
- * Where electrically powered tools are used, battery operated is safest;
- * Portable tools are readily available which are designed to be run from a 110 volts centre-tapped-to-earth supply.
- * Provide a safety device

If equipment operating at 230 volts or higher is used, an RCD (residual current device) can provide additional safety. An RCD is a device which detects some, but not all, faults in the electrical system and rapidly switches off the supply. The best place for an RCD is built into the main switchboard or the socket-outlet, as this means that the supply cables are permanently protected. If this is not possible a plug incorporating an RCD, or a plug-in RCD adaptor, can also provides additional safety. RCDs for protecting people have a rated tripping current (sensitivity) of not more than 30 milli-amps (mA). Remember:

- * An RCD is a valuable safety device, never bypass it;
- * If the RCD trips, it is a sign there is a fault. Check the system before using it again;
- * If the RCD trips frequently and no fault can be found in the system, consult the manufacturer of the RCD;
- * The RCD has a test button to check that its mechanism is free and functioning. Use this regularly.

Carry out preventative maintenance

All electrical equipment and installations should be maintained to prevent danger. It is strongly recommended that this includes an appropriate system of visual inspection and, where necessary, testing. By concentrating on a simple, inexpensive system of looking for visible signs of damage or faults, most of the electrical risks can be controlled. This will need to be backed up by testing as necessary. It is recommended that fixed installations are inspected and tested periodically by a competent person. The frequency of inspections and any necessary testing will depend on the type of equipment, how often it is used, and the environment in which it is used.

Records of the results of inspection and testing can be useful in assessing the effectiveness of the system. Equipment users must help by reporting any damage or defects they find.

Work safely

Make sure that people who are working with electricity are competent to do the job. Even simple tasks such as wiring a plug can lead to danger - ensure that people know what they are doing before they start.

Check that:

- * suspect or faulty equipment is taken out of use, labeled 'DO NOT USE' and kept secure until examined by a competent person;
- * Where possible, tools and power socket-outlets are switched off before plugging in or unplugging;
- * Equipment is switched off and/or unplugged before cleaning or making adjustments.

More complicated tasks, such as equipment repairs or alterations to an electrical installation, should only be tackled by people with knowledge of the risks and the precautions needed. You must not allow work on or near exposed live parts of equipment unless it is absolutely unavoidable and suitable precautions have been

taken to prevent injury, both to the workers and to anyone else who may be in the area.

Underground power cables; always assume cables will be present when digging in the street, pavement or near buildings. Use up-to-date service plans, cable avoidance tools and safe digging practice to avoid danger. Service plans should be available from regional electricity companies, local authorities, highways authorities, etc.

Overhead power lines; When working near overhead lines, it may be possible to have them switched off if the owners are given enough notice. If this cannot be done, consult the owners about the safe working distance from the cables. Remember that electricity can flash over from overhead lines even though plant and equipment do not touch them. Over half of the fatal electrical accidents each year are caused by contact with overhead lines.

Overhead Cables

Overhead electric cables present a potentially lethal hazard. Prior to commencement of work near or underneath overhead cables consultations should take place with the appropriate Electricity Area Board to eliminate all risk of contact.

It is essential that buntings and warning signs are erected before access is given to excavators or cranes to commence work in any area where overhead cables run. This type of operation must be controlled with work permits. It is essential that all excavated material is tipped and stored a safe distance from the buntings and the cables themselves.

Electrical Equipment

Never tamper with electrical equipment unless you are a competent Electrician and it is part of your job to do so. If you are not an electrician and require any

Alterations to wiring, portable tools or lighting, arrange this work through Foreman.

Portable Electric Tools

Only low voltage (110V) tools are to be used and these are to be supplied from a suitable transformer. Portable tools and extension leads must be fitted with the correct plugs, and NEVER connected by inserting bare wires into a socket.