



# ROBERT E LEE PLASTERING CONTRACTORS LIMITED

Arlington House  
Unit 8 West Station Business Park  
Spital Road  
Maldon  
Essex  
CM9 6FF

Tel: 01621 878 300

Fax: 01621 878 301

## Health & Safety Policy 2010



Produced with the assistance of M.E.L. (Health & Safety) Consultants Limited  
Tel: 01708 555544 Fax: 01708 558844 Web: [www.melsafety.co.uk](http://www.melsafety.co.uk)



## CONTENTS

<b>Health &amp; Safety Organisation</b>	<b>Page</b>
General Policy Statement	4
Company Organisation and Schematic Diagram.	5-6
<b>Employee responsibilities</b>	
The responsibilities of Mr. David Honey	7-8
The responsibilities the Site Director	9-11
The responsibilities of the Office Director	12
The responsibilities of the Construction Managers	13-14
The responsibilities of Site Managers & Supervisors	15-16
The responsibilities of the Health and Safety Consultants	17
The responsibilities of the Office Personnel	18
The responsibilities of the Operatives & Labour only Contractors	19-20
The responsibilities of Sub-Contractors and their Employees	21
<b>General Arrangements</b>	
Health & Safety Overview	22
Enforcement	22-23
Accident Investigation	23
Accident Procedures & RIDDOR	23
Alcohol, Drugs and Smoking	24
Communication	24
Complaints Procedure	24
C.D.M. Construction, Design & Management Regulations 2007	25
Consultation with Employees & Contractors	26
Control of Hazardous substances, COSHH	26
Contractors	26
Co-Operation and Care	26
Corporate Manslaughter & Corporate Homicide	27
Data Protection and Record Keeping	28
Discipline Procedure	29
Display Screen Equipment (DSE)	30
Documentation	30
Electrical Work Equipment	30
Electricity at Works Regulations	31
Emergency Procedures	31
Environmental Considerations	31
Fire Fighting Equipment	32



General Arrangements continued	Page
Fire Safety	32
First Aid	33
Housekeeping & Tidiness	33
Hot Works	33
Insurance	34
Ladders	34
Lone Working	34-36
Manual Handling	36-37
MEWPS	37
Mobile Phones	37
Noise Safety	38-39
Personal Protective Equipment	40
Planning	40
Plant and Equipment Maintenance	40-42
Plant on Site	42
Pregnant Workers and Nursing Mothers	42
Principles of Prevention	43
Protection of Persons in Work Areas	43
Purchasing Policy	43-44
Refusal to Work on Safety Reasons	44
Risk Assessments/Method Statements	44
Risk Management	44
Safety Inspections	45
Scaffold Towers	45-46
Stress at Work	46
Suppliers	46
System Audits & Monitoring Performance	47
Temporary Power Supply	47
Training	48
Vibration	49
Violence to Staff	50
Welfare Facilities & Site Accommodation	50
Work at Height	50
Work Equipment	51
Working in Occupied Premises	51
Young Persons	52
Monitoring of the Policy	
Statement	53



## GENERAL POLICY STATEMENT OF ROBERT E LEE PLASTERING CONTRACTORS LIMITED

It is the Company's firm intention to ensure that the highest practicable standards of Health, Safety and Welfare are achieved in respect of its operations.

The Company accepts in full its obligations to work to the requirements of all legislation and codes of good practice relating to Health, Safety and Welfare.

Management and staff have the duty and responsibility for implementing this policy in a manner, which ensures that Health, Safety, and Welfare considerations are always given priority.

The effectiveness of the Company's Health and Safety Policy relies heavily on the co-operation of Company employees and the competency of those persons engaged by the Company. Robert E Lee Plastering Contractors Limited will ensure through its training policy the competence of employees and it is their duty and responsibility to do everything possible to prevent injury to themselves and to others visiting the premises.

The Company has an excellent record for Health and Safety at its places of work. It recognises that this is achieved through the active participation, of both management and those employed by the Company, in identifying hazards and risks and then taking positive action to control them.

The Company has appointed Mr. David Honey as the Director with overall responsibility for Health, Safety and Welfare.

Signed.....**Mr. David Honey**

Robert E Lee Plastering Contractors Limited

Dated: **October 2010**

This Policy will be reviewed on an annual basis, or  
If there is reason to suspect that it is no longer valid, or  
If there has been a significant change in the matters to which it relates.



## **ORGANISATION FOR THE ACHIEVEMENT OF SAFE WORKING PLACES**

The effectiveness of the Safety Policy is dependant on the people who are responsible for ensuring that all aspects of work are carried out with due consideration for safety and with minimum risk to health. Robert E Lee Plastering Contractors Limited will ensure that this Policy is applied and is adopted by all personnel and visitors to their premises and sites of operations. In order that this can be achieved Robert E Lee Plastering Contractors Limited has a management structure as outlined below with individual responsibilities detailed on the following pages.

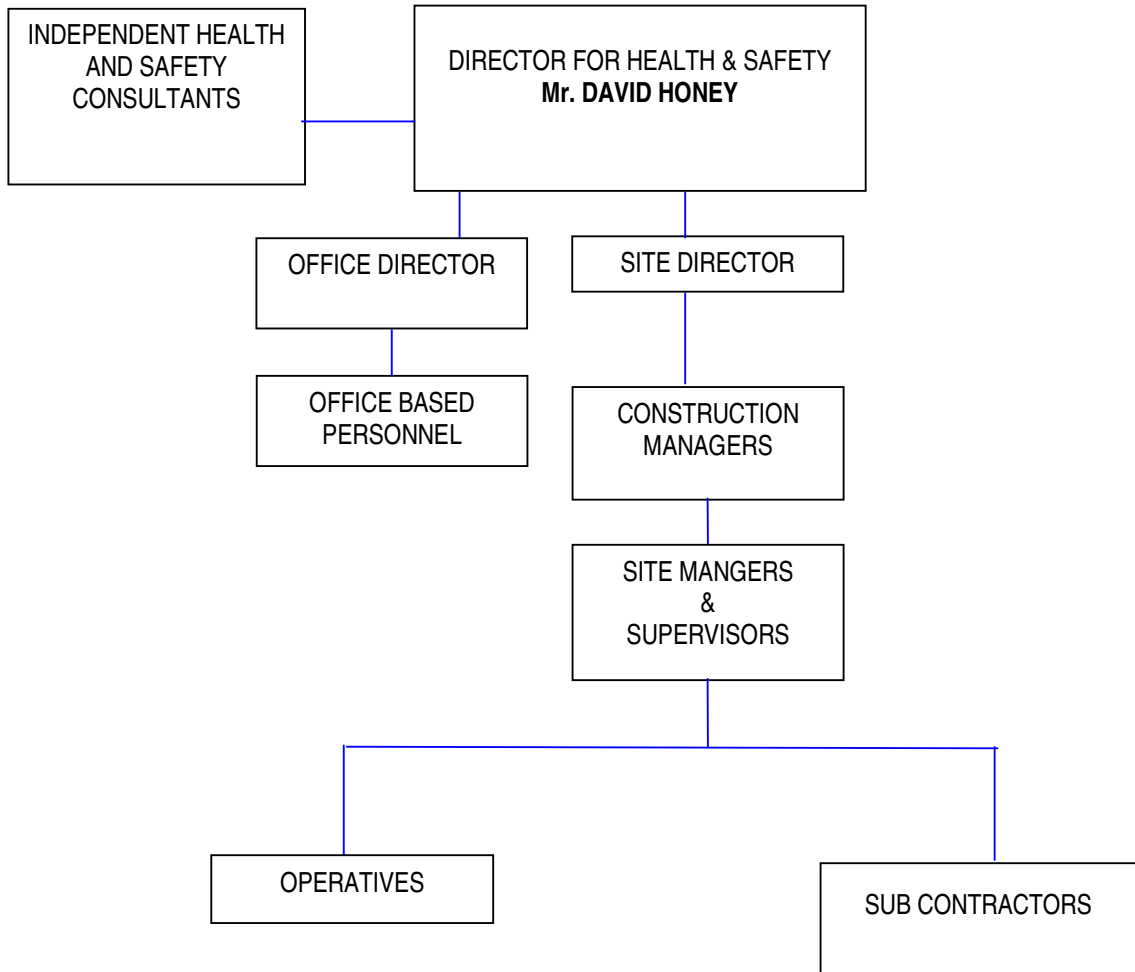
Each individual person has a duty of care to themselves and other persons who may be affected by their actions.

Any recognised breach of any Health and Safety Legislation or any potential hazard observed while at work is to be reported.

Employees are to pay due regard to any duty or requirement imposed on the Company or other person by or under any of the relevant statutory provisions and to co-operate with the employer so far as is practicable to enable that duty or requirement to be complied with and are to act with all reasonable haste on advice and instructions given on matters of Health, Safety and Welfare.



**SAFETY ORGANISATION  
CHART**





## THE RESPONSIBILITIES OF MR. DAVID HONEY

The overall responsibility for Health and Safety rests with the Director, Mr. David Honey. Specific duties are delegated to others according to their experience and training. Each individual person has a duty of care to himself as well as to all those they come into contact with during any part of the working day. Mr. David Honey as the Director responsible for Health and Safety will ensure that this Policy is applied throughout the whole company as well as being adopted by all operatives, sub-contractors and visitors to premises where contracts are undertaken.

Under his guidance effective accident prevention and safety training programmes are developed and procedures introduced to bring about a safe and healthy working environment. He also ensures that management are trained in these policies and play their part in promoting Health and Safety. All new employees will be trained in the company Health and Safety requirements. Training received by all employees/subcontractors will be entered in their personal training record file and will be reviewed. Each individual person has a duty of care to himself as well as to all those they come into contact with during any part of the working day. The Director has a duty to;

- Ensure that there are adequate funds and facilities available to meet requirements of this Company Health & Safety Policy, Organisation and Arrangements. Ensure that adequate funds are made available for training to maintain competency levels and awareness of safety matters throughout the workforce and to ensure all persons employed are up to date with legislative requirements.
- Ensure that funds are available to provide adequate insurance cover for the company and that the policy is annually renewed.
- Initiate the Company's Policy for Health and Safety to prevent injury, ill health, damage and waste and to set targets for the reduction of accidents and to initiate the Company Health and Safety Policy for safe places of work.
- Ensure that the Company's Employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire company.
- Communicate with Independent Safety Advisors to ensure new safety legislation is conveyed through all levels of employees.
- Sanction the necessary resources for adequate welfare facilities and equipment, to allocate adequate time for training and all matters of Health and Safety to meet the requirements of the Company Policy and to ensure that the Company Health and Safety Policy is fully implemented.
- To ensure that at the outset of every project, the correct Health and Safety procedures are established.
- To ensure that Health and Safety training needs amongst Robert E Lee Plastering Contractors Limited staff are identified and fulfilled.
- To create and maintain a strong positive Health and Safety culture throughout the Company.
- To implement, co-ordinate and control the administration of Health and Safety matters within the Company.
- To discipline any employee who fails to comply with his / her individual responsibilities towards achieving safe places of work.
- To stay abreast of developments in Health and Safety legislation and good working practices and to ensure that any new developments are communicated both quickly and effectively to all Company staff.



- To set a good personal example for others to follow.
- To ensure that all accidents, dangerous occurrences and near misses are investigated thoroughly and that suitable remedial measures are introduced to prevent a similar situation in the future.
- To ensure that all employees are kept fully up to date on all matters relating to Health and Safety. This includes new legislation, good working practices, risk assessments and COSHH data.
- To ensure that risk assessments and COSHH data are/is reviewed/renewed on a regular basis following any changes in circumstances.
- To pay particular attention to ensuring that Health and Safety matters are effectively communicated.
- To undertake positive vetting of the Health and Safety policies and practices of contractors whom the Company may employ to ensure their competence.
- To ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given without delay and the causes thoroughly investigated.
- Promote that the Company safety culture is a serious one and that Health and Safety is paramount at all times. Know, understand and implement the Company Health and Safety Policy with the objective of ensuring a safe workplace.



## THE RESPONSIBILITIES OF THE SITE DIRECTOR

The Site Director will ensure effective accident prevention and safety training programmes are developed and procedures introduced to bring about a safe and healthy working environment. He also ensures that site management are trained in these policies and play their part in promoting Health and Safety. All new employees will be trained in the company Health and Safety requirements. Training received by all employees/subcontractors will be entered in their personal training record file and will be reviewed. Each individual person has a duty of care to himself as well as to all those they come into contact with during any part of the working day.

The Site Director has a duty to;

- Initiate the Company's Policy for Health and Safety to prevent injury, ill health, damage and waste and to set targets for the reduction of accidents and to initiate the Company Health and Safety Policy for safe places of work.
- Ensure that the Company's Employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire company.
- Communicate with Mr David Honey through our Independent Safety Advisors to ensure new safety legislation is conveyed through all levels of employees.
- Sanction the necessary resources for adequate welfare facilities and equipment, to allocate adequate time for training and all matters of Health and Safety to meet the requirements of the Company Policy and to ensure that the Company Health and Safety Policy is fully implemented.
- To ensure that at the outset of every project, the correct Health and Safety procedures are established.
- To ensure that Health and Safety training needs amongst Robert E Lee Plastering Contractors Limited staff are identified and fulfilled.
- To create and maintain a strong positive Health and Safety culture throughout the Company.
- To implement, co-ordinate and control the administration of Health and Safety matters within the Company.
- To discipline any employee who fails to comply with his / her individual responsibilities towards achieving safe places of work.
- To stay abreast of developments in Health and Safety legislation and good working practices through Mr David Honey and our Health & Safety Consultants to ensure that any new developments are communicated both quickly and effectively to all Company staff.
- To set a good personal example for others to follow.
- To ensure that all accidents, dangerous occurrences and near misses are investigated thoroughly and that suitable remedial measures are introduced to prevent a similar situation in the future.
- To ensure that all employees are kept fully up to date on all matters relating to Health and Safety. This includes new legislation, good working practices, risk assessments and COSHH data.
- To pay particular attention to ensuring that Health and Safety matters are effectively communicated.



- To undertake positive vetting of the Health and Safety policies and practices of contractors whom the Company may employ to ensure their competence.
- To ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given without delay and the causes thoroughly investigated.
- Promote that the Company safety culture is a serious one and that Health and Safety is paramount at all times. Know, understand and implement the Company Health and Safety Policy with the objective of ensuring a safe workplace.
- Ensure that risk assessments/method statements are issued or otherwise related to employees throughout the Company. Check that those who need to be aware of them understand. Never assume or leave Health and Safety matters to chance. Be pro-active and prevent accidents from happening.
- Take steps to prevent horseplay and reprimand those who fail to consider their own well being and that of others around them.
- Undertake positive vetting of the Health and Safety procedures of other contractors whose services Robert E Lee Plastering Contractors Limited proposes to employ and to provide feedback in the event that policies and practices are found to be unsatisfactory.
- At the outset of every project ensure that the correct Health and Safety procedures are established and that supervisors provide a briefing on Health and Safety issues to those engaged to undertake the works. Ensure that any operatives who join projects at a later date are similarly briefed. Frequently update operatives and sub-contractors on Health and Safety matters.
- Ensure that personal protective equipment is available and that suitable time is allocated for the completion of tasks in a safe manner. PPE provided must be worn when appropriate and replaced as necessary.
- Ensure that each project under your control has adequate emergency procedures, fire fighting equipment and first aid kit (and a trained First Aider or appointed person where required by law or specified by the Principal Contractor).
- Provide a briefing/induction to all those engaged within the office environment, supplying details of first aid, welfare, emergency arrangements together with all hazards that may arise and controls available.
- To monitor, control and correct the Health and Safety actions of employees under your jurisdiction particularly in the office environment to ensure that Health and Safety is given top priority and that the Company Health and Safety Policy is fully understood.

**The Site director will also determine at the planning stage:**

- The most appropriate order and method of working.
- That there are competent persons are available to undertake the work.
- The amount of time and resources to be allocated will have adequate allowance for unplanned eventualities.
- The provision of adequate lighting, signage, with a means of evacuation and method of electrical distribution to ensure the safety of persons in occupied premises.



- That you have planned for emergency procedures, fire fighting equipment and a first aid kit and a trained First Aider / Appointed persons where required.
- The availability of welfare facilities, fire precautions and First-Aiders where not supplied by others.
- Any particular training or instruction required for specific tasks.
- That all information available regarding services to the premises is known.
- That written instructions are provided for unusual situations not covered by Company Policy and to establish working methods and sequences to outline potential hazards at each stage and indicate precautions to be adopted. Make assessments available to persons on site and discuss them fully.
- Ensure, so far, as is reasonably practicable, that work, once started is carried out so as to ensure the safety of all persons on the site or premises.



## THE RESPONSIBILITIES OF OFFICE DIRECTOR

To ensure persons working within the office environment understand the Company's Health and Safety Policy. Ensure that systems of work are planned in accordance with its requirements and that it is regularly examined to establish if improvements or additions should be made.

- Monitor, control and correct the Health and Safety actions of any persons under your control to ensure Health and Safety is given top priority and that the Company Health and Safety Policy are fully understood and implemented.
- Ensure that those that you report to are kept fully up to date on any matters relating to Health and Safety.
- Pay particular attention to ensuring that Health and Safety matters are effectively communicated to those who work in the office.
- Assist in the maintenance of a comprehensive head office accident log for the Company and ensure that in the event of an accident occurring the circumstances are fully and accurately documented without delay.
- Maintain a pro-active role in the assessment of risk and to familiarise themselves with the broad requirements of Health and Safety legislation within their environment.
- Ensure there is perseverance towards the continual improvement in the company's Health and Safety performance and those that the company employs.
- Ensure that the office is kept clean and tidy and that escape routes are kept clear at all times.
- Become aware of emergency and safety procedures.
- Ask for and expect to promptly receive assistance and guidance on any matter that relates to Health and Safety at work.
- Always consider how your acts or omissions may impinge on the Health and Safety of others.
- Report any incidents that may, if not corrected be able to cause harm to others.
- Regularly inspect your general working environment and remove hazards when possible or highlight those hazards to the Office Director in order that they be removed or controlled.
- Provide the Officer Director with details of any areas where the Company Health and Safety Policy and actual Health and Safety practice differ and to highlight those areas where up to date refresher training may be required.



## THE RESPONSIBILITIES OF THE CONSTRUCTION MANAGERS

- To monitor, control and correct the Health and Safety actions of the Employees and others under your jurisdiction to ensure Health and Safety is given top priority and that the Company Health and Safety Policy is fully understood and implemented by them.
- To ensure that all who report to you are kept fully up to date on any matters relating to Health and Safety. This includes new legislation, good working practices, risk assessments and COSHH data.
- To pay particular attention to ensuring site managers effectively communicate the Health and Safety matters to those at the work face. This may involve checking at the Company's places of work.
- To provide the Site Director with details of any areas where the Company Health and Safety Policy and actual Health and Safety practice differ.
- To make the Site Director aware of any Health and Safety matters which are in any way unusual to those the Company normally deals with i.e. where the risks or nature of the risks are greater or different to those normally encountered by the Company.
- To undertake positive vetting of the Health and Safety policies and practices of Contractors whom the Company proposes to employ and to provide feedback to the Site Director in the event that policies and practices are found to be unsatisfactory.
- To maintain a comprehensive head office accident log for the Company and to ensure that in the event of an accident occurring, the circumstances are fully and accurately documented without delay. Furthermore to ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given without delay.

### **Determine at the project planning stage along with the site director:**

- The most appropriate order and method of working.
- That there are competent persons available to undertake any specialist work.
- The amount of time and resources to be allocated with adequate allowance for unplanned eventualities to ensure Health and Safety is not compromised as a result.
- Arrangements to ensure the provision of adequate lighting, signage and means of evacuation in situations whereby the erection of scaffolding or other structures may compromise the safety of persons in occupied premises.
- The safety of third persons upon which the undertakings of Robert E Lee Plastering Contractors Limited may impinge i.e. pedestrians, visitors, the general public, etc.
- The availability of welfare facilities, fire precautions and first-aiders.
- Any particular training or instruction required for specific tasks.
- Provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences.



- Outline potential hazards at each stage and indicate precautions to be adopted. This requires the preparation of written assessments as required under the Management of Health and Safety at Work (Amendment) Regulations 2006. Ensure they are available to the Site Manager and persons on site and discuss them fully.
- Ensure, so far as is reasonably practicable, that work, once started will be carried out so as to ensure the safety of all persons on and off the premises.
- Ensure at the contract stage:
  - That all hazardous materials are properly marked used and stored, as outlined in the COSHH assessment.
  - The safe delivery and stacking of materials to prevent obstruction of access and egress routes.
  - That there are arrangements are made between employees, sub-contractors and others at the premises to avoid confusion about areas of responsibility for Health, Safety and Welfare.
  - That an adequate supply of personal protective equipment is available.
- Ensure that any accident on site, which results in an injury to any person, is reported in accordance with RIDDOR, if applicable, and entered into the accident book.



## THE RESPONSIBILITIES OF SITE MANAGERS/SUPERVISORS

Adequate arrangements will be made to ensure that this role is allocated and received in a sufficient manner if it is given to other persons.

- To monitor, control and correct the Health and Safety actions of operatives and contractors and others who may be under your jurisdiction to ensure Health and Safety is given top priority and that the Company Health and Safety Policy is fully understood and implemented by them.
- To ensure that all who report to you are kept fully up to date on any matters relating to Health and Safety. This includes new legislation, good working practices, risk assessments and COSHH data.
- To pay particular attention to ensuring that Health and Safety matters are effectively communicated to those at the work face.
- To provide the Construction Manager with details of any areas where the Company Health and Safety Policy and actual Health and Safety practice differ.
- To make the Construction Manager aware of any Health and Safety matters which are in any way unusual to those the Company normally deals with i.e. where the risks or nature of the risks are greater or different to those normally encountered by the Company.
- To ensure all employees, self-employed and sub-contractors receive Company Safety Induction and Safety Awareness training before they start work on site.
- Develop a strong concern for the safety of those that the Company engages and for those who may be affected by the activities of the Company.
- Understand that the Company safety culture is a serious one and that Health and Safety is paramount at all times. Know, understand and implement the Company Health and Safety Policy with the objective of ensuring a safe workplace.
- Ensure that all employees and any sub-contractors engaged under your control are treated equally with regards Health and Safety and have a good understanding of the risks associated with their activities.
- Ensure that risk assessments are issued or otherwise related to employees. Check that those who need to be aware of them understand. Never assume or leave Health and Safety matters to chance. Be pro-active and prevent accidents from happening.
- Ensure that adequate personal protective equipment is provided and worn when appropriate and that a tidy workplace and storage area are maintained and materials not needed are removed or stacked in an orderly fashion.
- Those areas of works that may be hazardous must have access barred. Ensure that where scaffold towers are erected and are not in a safe condition, incomplete notices are displayed.
- Work equipment is to be maintained in a fit state. All defects are to be reported immediately to the Construction Managers with the piece of machinery etc. remaining safely out of use until such time as the repairs are made.
- Ensure that each project under your control has planned emergency procedures, fire fighting equipment, an extinguisher during hot-works and a first aid kit (and a trained First Aider / Appointed persons where required).



- Provide a briefing/induction to all those engaged to work supplying details of hazards that may arise and controls available. If, for any reason, you are away from work or unable to fully attend to Health and Safety responsibilities, immediately refer the matter to your replacement. Wherever possible take responsibility for fully briefing whoever takes over on any safety matters. Take responsibility for sites and places of work, inducting your replacement if necessary.
- Arrangements are to be made at the places of work to avoid confusion about areas of responsibility for Health, Safety and Welfare.
- To ensure the general public are not put at any risk from the Company's operations and that security arrangements are kept in order at all times.
- Stop any unsafe or potentially unsafe working practices or remedy any unsafe situations immediately. Never, under any circumstances, allow works to proceed in an unsafe manner and always prevent obstruction of access and egress routes by the safe delivery and stacking of materials.
- Use disciplinary procedures in consultation with the Personnel Manager on any employee or contractor who is careless with regard to their own or others safety.
- Take steps to restrain persons from taking unsafe risks, prevent horseplay and reprimand those who fail to consider their own well being and that of others around them.
- That all hazardous materials are properly marked, used and stored, as outlined in any COSHH assessment.
- That a tidy site is always maintained.
- The safe delivery and stacking of materials to prevent obstruction of access and egress routes.
- Ensure that any accident within the workplace, which results in an injury to any person, is reported in accordance with RIDDOR if applicable, and entered into the accident book. Details are to be analysed to assess trends for possible amendments to working practice.
- To ensure that all accidents, dangerous occurrences and near misses are reported to the Site Director to ensure that they are investigated thoroughly by competent persons and that suitable remedial measures are introduced to prevent a similar situation in the future.
- That details of accidents that may occur are entered in the respective company accident book and safety files regardless of whether or not such accidents involve sub-contractors, employees, visitors or members of the general public and to complete any further documents as may be required by the regulations and forward such documents to the relevant authority in accordance with the regulations.

**Above all else understand and accept that those whom you oversee are likely to have or be involved in accidents if you personally do not take positive steps to prevent them. In this respect your responsibility to others is considerable. Be safe rather than sorry. Failure to establish, maintain, monitor and control Health and Safety matters within your remit is regarded as extremely serious by the Company.**



## THE RESPONSIBILITIES OF THE HEALTH AND SAFETY CONSULTANTS

The responsibility of the independent Health and Safety Consultants is to monitor, revise all modifications or amendments and requirements that are deemed necessary to comply with the existing and/or new legislation. In order to assist in discharging the employer's duties (Regulation 7 of the Management of Health and Safety at Work (Amendment) Regulations 2006 M.E.L. (Health & Safety) Consultants Ltd will help to develop the company Health and Safety culture and enhance the Health and Safety knowledge retained by employees.

In addition the Health and Safety Consultant will undertake to perform those duties laid out below when requested or should the necessity arise:

- To advise Management at all levels on the implementation of Health and Safety, i.e. relevant legislation, Codes of Practices and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.
- To monitor by inspection of the workplaces the Health and Safety performance of employees and to report back to the Director on such inspections.
- To advise on and prepare, if requested, Health and Safety documentation.
- To prepare statistical analysis in accidents and causation classification, with recommendations on preventative measures to be implemented.
- To investigate and report major injuries, notifiable dangerous occurrences, other accidents and incidents and to attend and report on legal proceedings in which Robert E Lee Plastering Contractors Limited may be involved.
- To promote good working relations with the Health and Safety Executive and other Enforcing Authorities and to strive at all times to achieve with the co-operation of the Management, compliance with current legislation.
- To advise on fire precautions, signage and best practices with regards to fire prevention.
- To assist in the choice and suitability of safety equipment and methods of training in its use and storage etc.
- Give guidance on the correct reporting procedure with regards to accidents at work in accordance with RIDDOR 95.
- To give guidance on training required ensuring continued competency and, if requested, producing and undertaking training programme.
- Undertake noise surveys when requested to ensure the compliance with the Noise at Work Regulations 2005.

**The Health and Safety Consultant or his nominee is also empowered during an inspection to prevent any activity or system of work, which he considers presents hazards to the operators or to other personnel.**

- Take steps to restrain persons from taking unsafe risks, prevent horseplay and reprimand those who fail to consider their own well being and that of others around them.
- Assist Mr. David Honey to ensure that accidents and incidents are fully investigated and causation discovered and to ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given without delay.



## THE RESPONSIBILITIES OF OFFICE PERSONNEL

Those persons working within the office environment will be relied upon to:

- Understand the Company's Health and Safety Policy. Ensure that systems of work are planned in accordance with its requirements and that it is regularly examined to establish if improvements or additions should be made.
- Monitor, control and correct the Health and Safety actions of any persons under your control to ensure Health and Safety is given top priority and that the Company Health and Safety Policy are fully understood and implemented.
- Ensure that those that you report to are kept fully up to date on any matters relating to Health and Safety.
- Pay particular attention to ensuring that Health and Safety matters are effectively communicated to those at work sites.
- Assist in the maintenance of a comprehensive head office accident log for the Company and ensure that in the event of an accident occurring the circumstances are fully and accurately documented without delay.
- Maintain a pro-active role in the assessment of risk and to familiarise themselves with the broad requirements of Health and Safety legislation within their environment.
- Ensure there is perseverance towards the continual improvement in the company's Health and Safety performance and those that the company employs.
- Ensure that the office is kept clean and tidy and that escape routes are kept clear at all times.
- Become aware of emergency & safety procedures.
- Ask for and expect to promptly receive assistance and guidance on any matter that relates to Health and Safety at work.
- Always consider how your acts or omissions may impinge on the Health and Safety of others.
- Report any incidents that may, if not corrected be able to cause harm to others.
- Regularly inspect your general working environment and remove hazards when possible or highlight those hazards to a Director in order that they be removed or controlled.
- Provide the Officer Director with details of any areas where the Company Health and Safety Policy and actual Health and Safety practice differ and to highlight those areas where up to date refresher training may be required.



## THE RESPONSIBILITIES OF THE OPERATIVES & LABOUR ONLY CONTRACTORS

All employees of the Company are to comply with their individual duties under Section 7 & Section 8 of the Health and Safety at Work etc. Act 1974 and Regulation 14 of the Management of Health and Safety at Work (Amendment) Regulations 2006. That is to ensure their own safety and the safety of others and to generally cooperate with their Employer so as to enable the Employer to carry out his Health and Safety duties towards them. Failure to comply with Health and Safety duties and regulations on the part of the Employee, may lead to dismissal from employment.

To ensure that the locations where work is undertaken remain safe places of work, all operatives and contractors are requested to:

- Read and understand the Company Health and Safety Policy, and comply with its requirements.
- Develop a personal concern for the safety of yourself and others who may be affected by your activities,
- Obtain a good understanding of the risks associated with your activities. Risk assessments or method statements will have been produced for any activity involving a significant risk. Ensure that they are seen, read and fully understood. In the event of any uncertainty stop work and ask for guidance.
- Regard Health and Safety information and training as your right. Do not start work until you are satisfied as to your competency. Ask for and expect to receive a toolbox talk on any work or Health and Safety matters you feel unsure about.
- Never, under any circumstances, work in an unsafe manner. If you feel you have been asked to do so – don't! Contact the Construction Manager immediately.
- Wear personal protective equipment when necessary or when instructed by personnel with authority but regard its usage as a means of last resort. Work to eliminate or control the risk first.
- Do not use plant and equipment for work for which it was not intended, or if you are not trained or experienced to use it. Report any damaged pumps, plant or equipment to the Site Manager. Keep all tools, plant and PPE in good condition inspect them frequently and do not use them if they are damaged or inadequate for the job.
- Be aware that site emergency procedures exist. They are for your benefit. Find out what they are and establish the location and how to use fire-fighting equipment. Find out where First Aid equipment is kept and who the site First Aider is, if it is not your supervisor.
- Keep the work place tidy at all times to make it a safer and healthier place to work. Be aware of trip hazards and when possible remove any hazards observed i.e. nails protruding from timber and pieces of plastic or banding left lying around.
- Do not play dangerous practical jokes or partake in "horseplay".
- Report any injury to yourself, which results from an accident at work, even if the injury does not stop you working.
- Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others. Suggest safer methods of working and to ensure that you and the general public are not put at any risk. Warn any other persons sharing the workplace of particular known hazards.



**Falls account for almost exactly half of all construction deaths and serious injuries. You have a clear role to play in ensuring your own safety. Most accidents involving falls could have been prevented if the right equipment had been provided and properly used. Robert E Lee Plastering Contractors Limited has provided the equipment and training in its correct use and will endeavour to supervise. Ensure you use it correctly!**

The attention of all employees is drawn to their responsibilities under the Law e.g. The Health and Safety at Work etc. Act 1974: -

- It shall be the duty of every employee while at work to take reasonable care for the Health and Safety of himself and of any other persons who may be affected by his acts or omissions while at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is reasonably practicable to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety and Welfare in pursuance of any of the relevant statutory provisions.
- Employees are reminded here, that a breach of safety procedures could possibly result in disciplinary action being taken by the Company, and that provision is made in the Health and Safety at Work etc. Act 1974 for certain breaches to be actioned by the Health and Safety Executive.
- All equipment should be fitted with safety devices or cut outs and these should never be by-passed. All equipment has been tested and supplied in accordance with the current legislation. Defects in plant, equipment and tools must be reported immediately.
- Do not attempt to repair or maintain any plant or equipment unless you have been properly trained to do so, particularly when it may involve electrical devices or the removal of safety guards. Ensure that the guard protection is always in place where required for the safe use of equipment.
- All faulty equipment is to be isolated immediately and warnings given to others who may be at risk. Inform the Site Manager/Supervisor and ensure that no work is carried out with the faulty equipment until such time as the hazard has been cleared.



## THE RESPONSIBILITIES OF SUB-CONTRACTORS & THEIR EMPLOYEES

- All Subcontractors will be expected to comply with the Company Health and Safety Policy of Robert E Lee Plastering Contractors Limited and must submit their own Health and Safety documentation to Robert E Lee Plastering Contractors Limited for verification. This will include as a minimum, risk assessments, method statements, COSHH assessments, Health and Safety Policy, Insurance details and any details of training undertaken by operatives.
- Contractors are expected to read this Health and Safety Policy and will be expected to be fully aware of what is required of them whilst working on sites.
- All work must be carried out in accordance with the relevant statutory provisions taking into account the safety of others whom may be present in the work area and comply with any safety instruction given to them by Robert E Lee Plastering Contractors Limited.
- All plant and equipment brought into a work area by Subcontractors must be safe and in good working condition, fitted with any necessary guards and safety devices. All operatives must be adequately trained in the use of such equipment and where appropriate have available any certificates of competence.
- All electrical equipment is to be regularly tested and suitable for the conditions in which it is to be used or provided.
- Any injury sustained or damage caused by Subcontractors employees must be reported immediately to the Site Manager.
- Subcontractors when informed of any hazards or defects will be expected to take immediate action to implement given controls.
- Welfare facilities will be available at sites together with fire extinguishers and first aid personnel, in circumstances where this is not provided by the main contractor, Robert E Lee Plastering Contractors Limited will make alternate arrangements with contractors.
- Robert E Lee Plastering Contractors Limited will provide COSHH assessments for any material or substance supplied for use on site and these will be available to all operatives. Contractors are to provide COSHH assessments for additional materials provided for their own use.
- Subcontractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.
- It is the Policy of Robert E Lee Plastering Contractors Limited that all operatives, contractors, subcontractors and persons within the works area wear the protective clothing or equipment appropriate to the works being undertaken. Subcontractors are to provide appropriate protective clothing and safety equipment and are to ensure that their employees use both clothing and equipment at all times when required by the PPE assessment.
- Subcontractors are required to ensure that copies of all risk assessments, method statements, COSHH assessments and any other Health and Safety documentation are available for inspection by Robert E Lee Plastering Contractors Limited.



## GENERAL ARRANGEMENTS

### HEALTH AND SAFETY OVERVIEW

Under the Environmental Protection Act 1990 and the Health and Safety at Work etc. Act 1974, the Secretary of State is empowered to make regulations for a number of purposes, which are listed in the Schedules to the Acts. The environmental Agency and the Health and Safety Commission may approve and issue Approved Codes of Practice and although failure to observe such a code would not in itself be illegal, it may be referred to in criminal proceedings to show that the failure to comply with the code or any provision of it, constitutes a contravention of any particular requirement or prohibition of the Act. All Acts, Orders, Regulations and ACoP's remain in force until they are modified or repealed.

### ENFORCEMENT

This is the responsibility of the Environmental Agency and the Health and Safety Executive appointed by the Commission, with the proviso that responsibility may be transferred in certain cases to local authorities. Enforcement Officers operate along the lines of the old Factory Inspectors but have considerably more power. If an inspector is of the opinion that a person is contravening a statutory provision or is likely to repeat a contravention, he may serve on that person an Improvement Notice requiring specified remedial action to be taken within a specified time. If the inspector considers that the contravention involves a risk of serious injury, they may serve a Prohibition Notice having immediate effect if considered necessary, directing that the specified activities must not be carried on until the specific matters have been remedied.

If an Improvement Notice or Prohibition Notice is not complied with, persons responsible are liable to imprisonment for up to six months (3 months under the Environmental Protection Act 1990) and a fine of up to £20,000.00. Either of these notices may (but need not) include directions as to the measures to be taken, except where a Notice has immediate effect it may be withdrawn by the inspector before the date specified, or on the other hand, the period specified may be extended. An inspector may seize any plant, article or substance he finds on any premises, if they consider it to be a cause of imminent danger.

An inspector may give to persons employed (or their representatives) factual information obtained relating to the premises and anything undertaken there, informing them of any action that they may pursue in relation to their findings.

A person found guilty of an offence under the Acts is liable for, on indictment for certain offences, up to two years imprisonment, and / or an unlimited fine. Continuation of an offence for which a person has been convicted constitutes a further offence and that person is liable to a fine for each day on which the contravention continues.

The Health and Safety (Offences) Act 2008 increases the penalties and provides courts with greater sentencing powers for those who flout health and safety legislation. The Act raises the maximum penalties that can be imposed for breaching health and safety regulations in the lower courts from £5,000 to £20,000, and the range of offences for which an individual can be imprisoned has also been broadened.

Robert E Lee Plastering Contractors Limited accepts that the level of fines for some health and safety offences has previously been too low and takes health and safety management responsibilities very seriously in order to prevent accidents and incidents of ill health at all levels within the organisation. Employees are encouraged to act in accordance with the statutory provisions placed upon them and are warned of the consequences that could result if they fail to adhere to our safe systems of work.

The Act fulfils a longstanding Government and HSE commitment to provide the courts with greater sentencing powers for health and safety crimes. The effect of the Act is to:



- Raise the maximum fine which may be imposed in the lower courts to £20,000 for most health and safety offences;
- Make imprisonment an option for more health and safety offences in both the lower and higher courts;

Make certain offences, which are currently tri-able only in the lower courts, tri-able in either the lower or higher

## **ACCIDENT INVESTIGATION**

Robert E Lee Plastering Contractors Limited together with our Independent Health and Safety Consultants will undertake a thorough investigation of accidents. Accidents will be investigated to ensure that suitable controls are implemented and safe systems of work are implemented with the aim of preventing recurrence, removing the hazard and reducing the risk.

## **ACCIDENT PROCEDURE AND RIDDOR**

In recognition of its duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), the Company has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive. In the first instance Robert E Lee Plastering Contractors Limited will, so far as is reasonably practicable, provide and maintain a safe place of work, a safe system of work, safe appliances for work and a clean, safe and healthy working environment.

The company will provide such information, instruction, training and supervision as may be necessary to ensure the Health and Safety at work of its employees and to promote awareness and understanding of the Environment and Health and Safety throughout the workforce.

The Company will also as part of its day to day arrangements:

- Ensure the safety and absence of health risks in connection with use, handling, storage and transport of articles and substances,
- Make regular risk assessments,
- Take appropriate preventive/protective measures,
- Appoint only competent personnel to undertake tasks.

## **Accident reporting**

All accidents, irrespective of the severity of the injury, are to be reported to the responsible person and head office and entered into the accident book, where applicable, the statutory requirement to report under RIDDOR 95 will be complied with. Records will require as a minimum:

- Name and address of injured person(s) (*please refer to the Data Protection Section within this Policy*)
- Date, time and place of accident(s)
- A full explanation of the circumstances leading to the accident(s)
- Name of injured person(s) and their employer(s).



## **ALCOHOL, DRUGS & SMOKING POLICY**

Anyone found under the influence of or in possession of alcohol or narcotics will be dismissed from the areas of work and may be subjected to appropriate disciplinary measures, which could result in dismissal for serious offences. Anyone found smoking in an area other than designated "Smoking areas" will be instructed to extinguish the cigarette immediately with repeat offences being subject to disciplinary measures. The Smoke-free (Premises and Enforcement) Regulations 2006 now prohibit smoking inside and within company vehicles therefore this is a statutory requirement.

Employees, labour only contractors and Contractors are reminded that some prescription drugs may induce tiredness and lethargy etc. therefore it is the Policy of Robert E Lee Plastering Contractors Limited that any person who is taking medication, prescribed or not, is to inform their Site Manager or Supervisor if those drugs could affect their performance whilst at work. Employees etc. are also requested to notify their Site Manager or Supervisor of any illness that may affect their ability to undertake work activities in a safe manner. Employees are required to submit this information pursuant to Section 7 of the Health and Safety at Work etc. Act 1974.

## **COMMUNICATION**

Robert E Lee Plastering Contractors Limited sees communications between workers as an essential part of effective Health and Safety management and will endeavour to communicate to employees their commitment to Safety and to ensure that employees are familiar with the contents of the Company's Health and Safety Policy. Communication with employees will be in the form of directions and statements, in writing, by way of the Policy Statement and by example.

Robert E Lee Plastering Contractors Limited aim to work with their Client's and Principal Contractors Health and Safety representatives and other employers to ensure that all information and documentation is shared regarding Health and Safety matters and that it is communicated to relevant employees in order to ensure safe working of all parties at all times.

Contractors when used are required to ensure that copies of all risk assessments and safe working documentation together with insurance details are available for inspection by Robert E Lee Plastering Contractors Limited when requested. Such assessment's should be provided before work is due to commence and in sufficient time to allow submission to the Principal Contractor if required.

## **COMPLAINTS PROCEDURE**

Work undertaken on construction sites has an impact on the surrounding environment, as well as those who occupy or frequent the properties adjacent to the works. Robert E Lee Plastering Contractors Limited will work proactively with the allocated CDM Co-ordinator, the Client and Local Authority to ensure that generic site nuisances are restricted as far as is reasonably practicable. Consideration will be given to all reasonable recommendations to obviate the impact on the surrounding environment. Should a third party offer a complaint on site, this is to be recorded on the complaints procedure form and forwarded directly to David Honey at the head office by fax.

Should an employee consider that they have a valid complaint on any issue while at work they are to speak directly to their Line Manager. In circumstances where this action may not be appropriate or they consider that the situation has not been rectified adequately they are to outline their complaint in a letter and forward it directly to David Honey for his consideration whereby a meeting will be arranged to offer appropriate action and controls.



## **CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2007**

### **General**

If at any time, there are projects where Robert E Lee Plastering Contractors Limited undertakes the role of Principal Contractor, then Robert E Lee Plastering Contractors Limited will produce a Construction Phase Plan as per the requirements of CDM 2007. Where they are not the Principal Contractor, then, where required, method statements and risk assessments will be submitted to the Principal Contractor.

### **Management of the Works**

In the event that Robert E Lee Plastering Contractors Limited is not acting as the Principal Contractor, we will ensure the following:

- Plan, manage and monitor the work and the workers
- Check the competence of all of our appointees and workers
- Train our own employees
- Provide information to our workers
- Comply with the specific requirements set out in Part 4 of the Regulations
- Ensure that there are adequate welfare facilities for our workers
- Ensure that every contractor who we appoint or engage to work on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site
- Provide workers under our control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors work, and site induction (where not undertaken by the Principal Contractor) which they need to work safely, to report problems or to respond appropriately in an emergency



## **CONSULTATION WITH EMPLOYEES & CONTRACTORS**

The Company will ensure that there is regular consultation with all employees to achieve and maintain an effective Health and Safety culture within the Company's operations. The Company will consult with the employees or their representatives, before the introduction of new procedures or technology that may affect employees and their working practices. Consultation will also occur after the introduction of new statutory information, new or modified work equipment or systems of work and when new technology or when new substances are to be used. The consultations will be undertaken on a formal and informal basis according to the matters being relayed. Where necessary the company will keep records of the consultations.

## **CONTROL OF HAZARDOUS SUBSTANCES**

Due to the type of operations undertaken by Robert E Lee Plastering Contractors Limited, some hazardous substances are used. However, we will endeavour (through our **purchasing policy**) to purchase only those substances that are not hazardous to health.

Robert E Lee Plastering Contractors Limited recognise our duties in accordance with the Control of Substances Hazardous to Health (Amendment) Regulations 2004 and will endeavour to purchase substances that are not hazardous to health if they compare favourably in all characteristics i.e. cost, effectiveness and quality. Should hazardous materials not have a suitable replacement the use of such materials will be assessed in accordance with the Regulations and controls implemented to reduce the risk of injury to the lowest level reasonably practicable. The use of those substances subject to the COSHH (Amendment) Regulations 2004, will be restricted and strictly controlled as outlined above together with adequate information, instruction, training and supervision afforded those using the materials.

### **Dust**

The elimination or the reduction in the production of dust will be considered prior to the commencement of any operation in order to eliminate the hazard of dust inhalation in accordance with COSHH (Amendment) Regulations 2004. Robert E Lee Plastering Contractors Limited will purchase tools and equipment when available that eliminates dust or in the next instance reduces dust produced. When this is not practical water and dust suppression systems will be implemented and in the last instance Personal Protective Equipment will be used to reduce further any remaining risk.

## **CONTRACTORS**

### **Selection of Contractors**

Robert E Lee Plastering Contractors Limited recognise our duty to appoint contractors who are competent and we will make reasonable enquiries for evidence of competency prior to engaging companies in contractual works. This will be achieved through the use of 'the core criteria for demonstration of competence' as detailed in Appendix 4 of the Construction (Design & Management) Regulations 2007.

This competence check will take into account the nature of the work being undertaken and the risks that this work entails.

This competency check (for companies employing more than 5 people) may include the following:

- The Health & Safety Policy of the contractor and the arrangements made to put the policy into effect.
- Access to competent health and safety advice.
- Evidence of training for both managerial staff and operatives.
- How procedures are monitored.



- Consultation with the workforce on health and safety matters.
- Accident reporting and any previous enforcement action from the authorities.
- Their own sub-contractor selection procedures (if applicable).
- Example of method statements and risk assessments.
- Cooperation and coordination with other on site.
- Provision of welfare facilities (if applicable).
- Examples of recent similar projects undertaken with the names and addresses of contacts so verification can be made.

### **Audits and Monitoring of Contractors**

The Robert E Lee Plastering Contractors Limited Site Manager is responsible for the monitoring of Health and Safety Performance of Contractors during their on-site undertakings.

Robert E Lee Plastering Contractors Limited senior Management or our external Health and safety consultants will conduct a review of Health and Safety performance of Contractors during meetings or site inspections, and any corrective actions advised or suggested will be investigated and appropriate actions implemented.

The Robert E Lee Plastering Contractors Limited Site Manager is responsible for collating Health and Safety concerns from the employees and contractors and actioning them on site when possible or when not referring them to Robert E Lee Plastering Contractors Limited.

Robert E Lee Plastering Contractors Limited is to be notified of any accidents and will compile the supporting documentation for the authorities and keep records should an accident occur on site.

All Contractors will receive a copy of the Company Health and Safety Policy Statement upon request and a list of Safety Rules and Requirements. The following paragraph may be inserted into contracts to Contractors.

**“Please see a copy of our Company Policy Statement for Health, Safety and Welfare and a list of Safety Rules and Requirements for contractors on this Company’s sites and Clients Premises. Your acceptance of this contract will be deemed to include acceptance of the requirements of our Company Policy. Please contact Robert E Lee Plastering Contractors Limited for any information on any matter in connection with Health, Safety or Welfare.”**

### **CO-OPERATION & CARE**

If we are to build and maintain a Clean, Healthy and Safe working environment it is essential that there is co-operation between all employees. Employees are expected to co-operate and accept their duties contained in this policy. Employees have a duty to take all reasonable steps to preserve and protect the Environment and the Health and Safety of themselves and all other people affected by the Company’s undertakings.

### **CORPORATE MANSLAUGHTER AND CORPORATE HOMICIDE ACT 2007**

An offence will be committed where failings by an organisation’s senior management are a substantial element in any gross breach of the duty of care owed to the organisations’ employees or members of the public, which results in death. The maximum penalty is an unlimited fine and the court can additionally make a publicity order requiring the organisation to publish details of its conviction and fine.

In considering the liability of an organisation under the Act, a jury must consider any breaches of health and safety legislation and may have regard to any health and safety guidance. In addition to other health and safety guidance, this guidance could be a relevant consideration for a jury depending on the circumstances of the particular case.



## The law:

- There are no new obligations under this Act; however, the Act does provide a new offence under existing common, civil and criminal law. Companies and organisations who comply with existing health and safety legislation are not likely to be in breach of the new provisions particularly if they can show due diligence to continual improvement in their companies health and safety culture.
- Makes it easier to prosecute companies and other large organisations when gross failures in the management of health and safety lead to death.
- Removes a key obstacle to successful prosecutions because, until now, a company could only be convicted of manslaughter if a “directing mind” (such as a director) at the top of the company was also personally liable.
- Means that both small and large companies can be held liable for manslaughter where gross failures in the management of health and safety cause death, not just health and safety violations.
- Does not apply to individual directors, senior managers or other individuals: it is concerned with the corporate liability of the organisation itself (but where there is sufficient evidence, individuals can already be prosecuted for gross negligence, manslaughter and for health and safety offences – the Act does not change this position).

## DATA PROTECTION AND RECORD KEEPING

**Collection of data:** In order to maintain accurate and efficient records information regarding the planning and management of Health and Safety is stored as follows;

- By means of paper based records, manually retrievable; and
- By means of retrievable electronic systems.

In all circumstances, it is the policy of the company to maintain a record keeping system, regardless of description that provides protection for the privacy of all employees, where personal data is stored. N.B. *personal data is defined as data, which relates to a living individual who can be identified.*

In all circumstances it is the policy of the company to maintain a record keeping system, regardless of description, that provides protection for the privacy of all employees where personal data is stored.

**Description of data:** Some Health and Safety data retained by the company will be classified as being sensitive personal data and may include;

- Records of physical injury suffered during the course of employment e.g. the accident book.
- Records of occupationally induced ill health e.g. sickness records.
- Records of safety awareness training.
- Records of safety management audits, safety sampling, safety encounters or safety inspections, where the employee is named in the reporting document

Other data may include:

- Safe working procedures, developed in support of this Policy document.
- Construction Phase Health and Safety Plans.
- Safety method statements.
- Records of assessments of significant risks.
- Permit to work controls.



Which may directly refer to named employees.

**Processing of data:** Data processing may comprise of any or all of the following:

- Collection or gathering of information.
- Subsequent retrieval of information.
- Disclosure of data to any source.

**Requests for information on data stored.**

Any employee may request information regarding Health and Safety relating to that individual, and information will be promptly released and explained.



Should an employee consider that the data stored causes unwarranted substantial damage or distress. The employee may request that the processing of the data causing concern should cease.

## **DISCIPLINARY PROCEDURE**

When there are issues of non-compliance of Health and Safety Regulations or unsafe working practice, the Company will investigate them. Mr David Honey will collate any information and this will be reviewed and the appropriate corrective action taken to ensure that there are controls implemented and that the employees are made aware of the situations which are causing concern. If subsequently, the problems persists then the Company will apply further measures to ensure the Health, Safety and Welfare of all employees and others who may be affected by the actions of those who are not complying with the Health and Safety Regulations.

The employee's attention will be drawn to a situation, which is causing concern in order to give the employee the opportunity to explain and to improve a position. If subsequently, the problem persists then further, more stringent measures may be necessary.

Where the Company is dissatisfied with an employee or contractors performance on Health and Safety grounds they will arrange a formal interview, where the employee can be accompanied by a fellow employee or trade representative. After considering the details an appropriate admonishment, oral warning, written warning, suspension or dismissal will be issued. Records of the disciplinary actions will be maintained by the Company and made available for any appeals or legal actions arising from the issues of non-compliance with Health and Safety legislation.

The following contraventions will result in the offending individual being suspended from work pending an inquiry, which will be supervised by Mr. David Honey.

- Failure by supervisors to notify and explain to operatives over whom they have charge the controls in force for projects and associated risks and the procedures established for their protection and safety.
- Working in a manner where safety management controls and requirements are disregarded to such an extent that the activity or action is considered life threatening to the individual, colleagues or third parties.
- Malicious misuse of or damage to any items which have been provided to assist in maintaining Health, Safety or Welfare standards, including
  - Personal Protective Equipment
  - First aid provisions and facilities
  - Welfare facilities
  - Safety notices, instructions or signs
- Consumption of or being under the influence of alcohol or other substances during the course of employment.

## **DISPLAY SCREEN EQUIPMENT**

The use of display screen equipment is not generally a high risk activity, but failure to meet the minimum requirements may lead to serious muscular or other physical problems, eye strain, fatigue and stress.

The company will undertake assessments to check that the DSE is properly installed in an acceptable environment. DSE users are to co-operate with the company in the assessment and efficient use of their workstation and report any difficulties or defects, which could potentially contribute to a health hazard.



Employees who are required to use DSE for substantial work will receive advice so that they are aware of the hazards and health risks and are able to arrange and adjust their equipment and workstation for safe and efficient working.

Employees who carry out substantial work at a display screen will be entitled to the following eye tests, before commencing work on DSE or as soon as is practical, at regular intervals afterwards or when visual difficulties are experienced.

Where tests show that eyesight correction is needed to carry out work on DSE corrective spectacles required solely for DSE will be obtained for the user.

## **DOCUMENTATION**

The office will ensure that a complete copy of, or where appropriate, relevant extracts from the Company Health and Safety Policy are made available to clients when requested for reference. A copy of the current Employers Liability Insurance Certificate will also be made available on request and displayed when practicable on site.

Each major project shall be supplied with the following:

- A safety folder containing method statements, insurance and safety notices.
- Safety signs and notices.
- Records of safety talks and meetings.

## **ELECTRICAL WORK EQUIPMENT**

Electrical equipment used on site will be 110V centre tapped to earth. This equipment will be portable appliance tested at 3 monthly intervals as recommended by the HSE guidance note HS(G) 107. 240V equipment is not permitted unless a risk assessment has been produced for its usage, residual circuit devices are fitted and portable appliance testing is undertaken on a monthly basis.

Staff will be properly trained only to use equipment after they have given it a visual inspection to identify damage or defects, and to use it only for the purposes for which it is intended according to the safe systems of working. Where equipment is found to be faulty, repairs and re-testing will be carried by competent persons before the equipment is re-issued..

Company management will ensure that there is adequate supervision of the requirements of the electrical equipment and will keep records of maintenance and testing results.



## **ELECTRICITY AT WORK REGULATIONS**

The Regulations require management to take precautions against risk of death or personal injury from all use of electricity, including the mains electricity supply. Company management will accept responsibility for managing the use of electricity in its premises.

All electrical work is to be undertaken by competent persons only when the equipment has been isolated adequately so as to prevent inadvertent re-energising of the system by third parties.

Electrical circuits are never to be worked on live unless in all circumstances it is unreasonable to do so. In these circumstances a risk assessment is to be undertaken and all suitable controls are to be applied and checked prior to the works being undertaken.

Company management will ensure safety by specifying that electrical equipment is compliant with current standards for the electrical industry. Work to be undertaken on the removal of services will not be permitted until an isolation certificate has been received from the Client or Principal Contractor.

## **EMERGENCY PROCEDURES**

The Company will establish appropriate emergency procedures to be followed in the event of serious and imminent danger to persons working within the premises. The prime objective will be to ensure that no employee or visitor is subjected to danger when an emergency or possible danger may be present. The plan will allocate responsibilities to persons who have first received adequate Health and Safety instruction and training.

The Company will inform workers about the emergency procedures and will provide the names of those persons given tasks to complete should there be an emergency.

The workers will also be instructed on how to identify unsafe conditions when it may be necessary to stop work and go to a place of safety. The Emergency Procedures will provide adequate safeguards to avoid a return to the work area until the risk of danger has been cleared. Emergency procedures / evacuation will be practiced as a minimum every six months.

## **ENVIRONMENTAL CONSIDERATIONS**

Robert E Lee Plastering Contractors Limited recognises its Duty of Care under The Environmental Protection Act 1990, the Environmental Protection (Duty of Care) Regulations 1991, The Hazardous Waste (England and Wales) (Amendment) Regulations 2009 and other associated statutory provisions.

“Hazardous Waste” will only be released to a licensed “Registered Carrier” after proof (original only) has been produced by an “authorised person” and a copy retained. As a hazardous waste producer Robert E Lee Plastering Contractors Limited will provide the carrier with our hazardous waste registration number and all parts of the “Waste Transfer” note will be suitably completed with a copy remaining with Robert E Lee Plastering Contractors Limited and records of the “Hazardous Waste” disposal will be recorded and retained for 3 years after deposit of the waste.

Where over 500kg of “Hazardous Waste” is produced over a 12 month period on our site/premises, Robert E Lee Plastering Contractors Limited will register that location with the Environment Agency, annually after the first notification.

All waste will be suitably packed to ensure the safety of others during storage and carriage, and have a unique consignment code consisting of letter, numbers or symbol. This packaging must also prevent spillage, leakage, waste blowing or falling or the pilfering of contents by third parties.



## **FIRE FIGHTING EQUIPMENT**

Operatives that are suitably trained are expected to tackle a fire, only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should raise the alarm and evacuate the building immediately. In this situation operatives are to meet at the pre-determined assembly point.

## **FIRE SAFETY**

In accordance with the Regulatory Reform (Fire Safety) Order 2005 Robert E Lee Plastering Contractors Limited has appointed a 'Responsible Person' to undertake the following specific duties:

- Ensure that general precautions are in place to protect Employees from the risk of fire
- Ensure that a fire risk assessment is prepared and regularly reviewed
- Ensure the effective planning, organisation, control, monitoring and review of the preventive and protective measures
- Ensure that specific arrangements are made for the safe handling, storage and transport of dangerous substances and waste containing dangerous substances
- Ensure that appropriate steps are taken to reduce the risks of ignition or have taken steps to limit the spread, growth and impact of a fire.
- Ensure that adequate and suitable means are provided, giving warning in the event of a fire, for the escape from a fire and for fire fighting.
- Any equipment, fixed or portable, used for fighting fires must always be kept in an operational condition.
- Ensure that identified risks and safety precaution information is passed onto Employees and others that may be affected
- Ensure that Employees are adequately trained in relation to fire safety.

Employees of Robert E Lee Plastering Contractors Limited will be instructed in the procedure for evacuating the premises and the location of the Assembly Point at induction to the Company. Employees are expected to tackle a fire themselves only if they have been trained in the use of fire fighting equipment and if it would pose no threat to their personal safety to do so.

Fire exits must be kept clear, never be blocked or used as storage space.

All operatives have a duty to ensure their safety and the safety of others that may be affected.



## **FIRST AID**

Robert E Lee Plastering Contractors Limited will undertake risk assessments and ensure that there are sufficient competent trained First Aiders or Appointed Persons to meet the risk level requirements and they will ensure that all first aid facilities are well maintained in accordance with The Health and Safety (First Aid) Regulations 1981.

Risk assessments in accordance with The Health and Safety (First Aid) Regulations 1981 will examine:

- The number of employees,
- The nature of the work in which they are involved,
- The size of the operation,
- How widely employees are distributed across a site,
- The location of the site and its proximity to medical treatment.

The first aid kit and its location shall be known by all personnel and its contents replaced as they are used or when an expiry date is exceeded. A regular check is to be made of the contents to ensure this. One person holding a current First Aid certificate or an "Appointed Person" certificate will be responsible for the proper use and maintenance of the first aid box. Arrangements may be made with the Principal Contractor at projects for the shared usage of such facilities when employees are working on site.

## **HOUSEKEEPING AND SITE TIDINESS**

Site tidiness will be considered at all stages of the work and good co-operation is expected between Robert E Lee Plastering Contractors Limited and other contractors. Waste material, especially combustible material or material that presents a health and safety hazard i.e. through trips and falls will be controlled and either deposited in an agreed area, or removed from site.

Provision will be made, where necessary, for the safe and defined stacking of materials and equipment. Debris and materials will not be thrown or dropped from scaffolds or buildings but will be removed by mechanical means or chute. Pallets of plaster will not be stacked more than 2 pallets high on a level base and should scaffolds become soiled with excess materials time will be allocated in clearing the work area to reduce the hazard of slips, trips and falls.

## **HOT-WORKS**

Hot work refers to work which involves or produces a naked flame, sparks or similar and which could be a source of ignition if flammable vapours were present. It includes (but is not restricted to):

- The use of abrasive cutting discs (when used on either metal or concrete).
- Burning or grinding.
- Blowlamps.
- Hot air guns.
- Propane torches.
- Bitumen boilers.
- Welding.

While hot works are being undertaken in a hazardous area a fire extinguisher and fire watch may be posted, a fire extinguisher will be directly to hand throughout the operation as a minimum requirement.



## **INSURANCE**

In recognition of its statutory and common law duties, the Company has taken out Employers liability insurance with an approved insurer. The certificate of insurance will be prominently displayed so as to be available for inspection at all reasonable times by employees and regulatory authorities i.e. the Health and Safety Executive Inspectors within the main office and at large projects.

## **LADDERS AND STEPLADDERS**

Ladders and steps will never be used unless all other forms of access have been dismissed as not being suitable or not adequate to undertake the work e.g. due to space restraints.

Ladders will only to be used for very light work of a short duration and there will be three points of contact with the ladder at all times.

Robert E Lee Plastering Contractors Limited will ensure that if a ladder is used for work at height it is only used if a risk assessment has made in accordance with regulation 3 of the Management of Health & Safety at Work (Amendment) Regulations 2006.

The risk assessment will demonstrate that the use of more suitable equipment is not justified because of the low risk and short duration of use or that existing features on site cannot be changed (space restraints). The main requirement of the risk assessment will be to justify why safer access equipment is not being used.

Ladders, if used, will be used in accordance with Schedule 6 of The Work at Height Regulations. The use of ladders on uneven or slippery ground will not be permitted if they are not firmly tied by the stiles or firmly footed. The supervisor will oversee all works on site to ensure compliance i.e. that the ladder remains footed at all times & that the ladder is not upside down etc. The supervisor and contractors will have adequate training and information to ensure their competence in the inspection and use of the equipment i.e. that ladders are not twisted or damaged in any way and that only one person climbs a ladder at one time with small tools carried in a belt.

Ladders must be set at an angle of 75% or the 1 in 4 rule (one out for every four up) used. At the top of the ladder the overlap needs to be at least five rungs if a suitable handhold is not provided. All ladders will be removed to storage once the task is complete to prevent their use for intrusion by trespassers etc. and it will prevent the hazard of leaning ladders being displaced.

Ensure that when ladders and steps are used, that you do not to overreach and always grip the ladder when climbing. The top three steps should never be used as a working platform and when using step ladders ensure that the locking devices are in place. In addition; ensure that the steps are placed horizontal to the wall and not side ways on i.e. that the steps can not be pushed over if you push against the wall.

## **Remember**

- Ladders and steps must only be used for short duration work (maximum 30 minutes)
- Ladders and steps must be the last resort
- Ladders and steps must be inspected prior to use
- Ladders and steps must only be used where there is a specific risk assessment in place for their use.

## **LONE WORKING**

Robert E Lee Plastering Contractors Limited have responsibilities for the health, safety and welfare at work of their employees and the health and safety of those affected by the work, e.g. visitors, such as contractors and self-



employed people who employers may engage. These responsibilities cannot be transferred to people who work alone. It is the employer's duty to assess risks to lone workers and take steps to avoid or control risk where necessary. Employees have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with Robert E Lee Plastering Contractors Limited in meeting their legal obligations. Although there is no general legal prohibition on working alone, the broad duties of the Health & Safety at Work Etc. Act 1974 and the Management of Health & Safety at Work (Amendment) Regulations 2006 still apply. These require Robert E Lee Plastering Contractors Limited to identify the hazards of the work, assess the risks involved, and put measures in place to avoid or control the risks.

Control measures will include instruction, training, supervision, protective equipment etc. Robert E Lee Plastering Contractors Limited will take steps to check that control measures are used and review the risk assessment from time to time to ensure it is still adequate.

Robert E Lee Plastering Contractors Limited will identify situations where people work alone and ask questions such as:

- Does the workplace present a special risk to the lone worker?
- Is there a safe way in and a way out for one person?
- Can all the equipment, substances and goods involved in the work be safely handled by one person? Consider whether the work involves lifting objects too large for one person or whether more than one person is needed to operate essential controls for the safe running of equipment.
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Are young workers especially at risk if they work alone?
- Is the person medically fit and suitable to work alone?

Robert E Lee Plastering Contractors Limited will check that lone workers have no medical conditions which make them unsuitable for working alone and will seek medical advice if necessary. We will consider both routine work and foreseeable emergencies which may impose additional physical and mental burdens on the individual.

Training is particularly important where there is limited supervision to control, guide and help in situations of uncertainty. Training may be critical to avoid panic reactions in unusual situations. Lone workers must be sufficiently experienced to understand the risks and precautions fully. Robert E Lee Plastering Contractors Limited will set the limits to what can and cannot be done while working alone. We will ensure employees are competent to deal with circumstances which are new, unusual or beyond the scope of training, e.g. when to stop work and seek advice from a supervisor and how to handle aggression.

Procedures will be put in place to monitor lone workers to see they remain safe. These may include:

- Supervisors periodically visiting and observing people working alone;
- Regular contact between the lone worker and supervision using either a telephone or radio;
- Automatic warning devices which operate if specific signals are not received periodically from the lone worker, e.g. systems for security staff;
- Other devices designed to raise the alarm in the event of an emergency and which are operated manually or automatically by the absence of activity;



- Checks that a lone worker has returned to their base or home on completion of a task.

Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures will be established and employees trained in them. Information about emergency procedures and danger areas should be given to lone workers who visit any premises.

Lone workers should have access to adequate first-aid facilities and mobile workers should carry a first-aid kit suitable for treating minor injuries. Occasionally risk assessment may indicate that lone workers need training in first aid.

## **MANUAL HANDLING OPERATIONS**

### **Standards Required**

The Manual Handling Operations Regulations 1992 apply to the manual handling or lifting of materials by persons.

### **Planning**

A manual handling assessment will be undertaken in all situations in which a risk remains after the implementation of controls in accordance with The Manual Handling Operations Regulations 1992. The assessment will follow the format of Schedule 1 (task, individual, load, environment and other factors i.e. PPE).

All work will be tendered for or negotiated taking into account the above Regulations and the schedules of those regulations. Operatives will ensure that materials are landed as close as possible by machine or truck to the area of works. Where the use of a machine is available to handle any heavy or awkward loads, instructions must be issued to site on the handling of these loads.

All supervisory Employees will be given training in the correct methods of handling and lifting loads as part of their normal safety training.

### **Supervision**

Operatives will be instructed in the correct handling and lifting of loads when mechanical means are not practical and Supervisors will ensure that there is a supply of suitable gloves available for issue as required for the handling of materials, which may cause injury to hands through physical or biological means e.g. sharp edges or chemicals.

Safety footwear will be worn at all times on site and supervisory Employees will caution any employee or contractor wearing unsuitable footwear. The supervisor will not require any operative, particularly a young person to lift without assistance, a load which is likely to cause injury. Robert E Lee Plastering Contractors Limited must reiterate that in the first instance mechanical means must be used to lift all materials and loads.

### **Safe System of Work**

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc
- Hernias
- Musculoskeletal disorders
- Lacerations, crushing hands or fingers
- Tenosynovitis
- Bruised or broken toes or feet



- Various sprains and strains etc.

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physical build etc.

Where loads have to be manually handled, the need to ensure that access and egress are safe is especially important. The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

Manual handling operations will be avoided as far as is reasonably practicable e.g. by delivering work equipment, as close to the area of intended works and by the use of lifting devices. But where a risk of injury still exists, it will be reduced to the lowest level possible.

Where an avoidance of a manual handling task is not possible an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual to perform the task in hand. An assessment will be reviewed if there is any reason to suspect that it is no longer valid. In the first instance all possible steps will be taken to reduce the risk of injury to the lowest level possible throughout the workplace.

## **MOBILE ELEVATING WORK PLATFORMS (MEWPS)**

Where MEWPS are used for working at height, fully trained competent operatives will operate them. Pre-planning of operations involving MEWPS will take into account floor surfaces and obstructions, overhead services, other overhead obstructions & third parties, etc.

Banksmen will be supplied to marshal the MEWPS in areas populated by other contractors or third parties. The banksmen will also advise and direct third parties as to the movements of the MEWPS. Where third parties are present in the work area, an exclusion zone will be erected around the base of the MEWP to prevent unauthorised access. All MEWPS will be fitted with an anti trapping device or will have guards fitted around the scissor mechanism.

In the event that boom lifts are used all operatives will use a restraint harness that will be attached to the proprietary point within the basket.

## **MOBILE PHONES**

The Company shall bring to the attention of all employees, including Directors and Senior Management, of the requirement to ensure that those travelling on business in control of a motor vehicle are aware of a specific legal requirement not to operate mobile telephones when in control of a motor vehicle.

The offence which also includes usage while stationary in traffic or waiting at traffic lights is also likely to include 3 penalty points each time you are caught holding a phone with a fixed penalty fine of £60.00 which will increase if the offence goes to court with a maximum penalty of £1000.00, £2,500.00 for the drivers of goods vehicles

The Company shall undertake not to encourage phone usage while employees may be driving.

The purchase of a hands free kit does not make this problem go away, you can still be prosecuted if you are you are involved in an accident while using a hands free kit.

Research has shown that people are still four times more likely to be involved in an accident using a hand free kit than normal drivers as this still causes a split in concentration.

Note: you can be prosecuted not under health and safety laws but under the Road Traffic Act e.g. for dangerous driving for which there is an unlimited fine and possible prison sentence.



Where noise levels are suspected of being above the statutory level, Robert E Lee Plastering Contractors Limited will inform its external Health and Safety Consultants and request that they carry out full noise surveys, the Employees will then be informed of the results. When there is reason to suppose that the assessment is no longer valid, or when there has been a significant change in the work to which the assessment relates, noise levels will be reviewed and changes made as recommended by the review.



## NOISE SAFETY

**Noise from the site, to the public can be a nuisance when in close proximity.**

### Planning Procedures

At tender or negotiation stage the above standards will be taken into account.

The Supervisor will ensure that information on the noise level of any plant, which it is intended for hire or purchase is obtained and taken into account before hiring or purchase takes place.

Robert E Lee Plastering Contractors Limited will assess noise levels for operations and where guidelines are given by manufacturers these will be adhered to.

**Guideline:** Can the person using the equipment talk to someone 2 metres away without having to raise their voice to be understood? If they have to raise their voice, the noise from the equipment or operation is probably loud enough to damage their hearing, so action must be taken, ear protection should be offered. If there is any doubt, employ competent people and equipment to assess the noise levels.

### Action Levels:

The lower exposure action values are:

- A daily or weekly personal noise exposure of 80 dB (A); and
- A peak sound pressure of 135 dB(C)

The upper exposure action values are:

- A daily or weekly personal noise exposure of 85 dB (A); and
- A peak sound pressure of 137 dB(C)

The exposure limit values are:

- A daily or weekly personal noise exposure of 87 dB (A); and
- A peak sound pressure of 140 dB(C)

### Control Measures where the Action Value is likely to be reached:

If an Exposure Action Value is exceeded, Robert E Lee Plastering Contractors Limited shall:

- Use other work methods which eliminate or reduce the exposure to noise
- Selection appropriate work equipment taking into account the work to be done
- Assess the design and layout of workplaces, workstations and rest facilities
- Provide suitable and sufficient information, instruction, training and supervision for employees
- Reduce the noise by technical means
- Implement appropriate maintenance programmes for work equipment
- Limit the duration and intensity of exposure to noise
- Implement appropriate work schedules with adequate rest periods

### Control Measures where the Limit Value is exceeded:

If an Exposure Limit Value is exceeded, Robert E Lee Plastering Contractors Limited shall forthwith:

- Reduce exposure to noise below the limit value
- Identify reasons for that exposure limit value being exceeded, and
- Modify the organisational and technical measures that are in place or implement new control measures to prevent it being exceeded again



The Supervisor will ensure that any static plant to be installed on site or in the workshop is planned to be in a position, which takes accounts of effects of noise on the workers or the public. Where personnel will be required to work in situations where high levels of noise are likely to be encountered, the Supervisor will ensure that full information is obtained before work commences on the levels and frequencies of noise. Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this is not practicable, suitable hearing protection equipment must be selected for use by personnel.

Regular monitoring of noise levels and frequencies will be planned as required. Instruction and training will be provided to supervisors and operatives required to work in premises or with plant which is likely to result in exposure to high noise levels. The Supervisor will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies, etc. and that all equipment is used.

Supplies of ear defenders, or other hearing protection, will be made available on the site or for any operations where it is not practicable to reduce the noise level to a safe limit. These will be issued to operatives as required and must be worn at all times when the operative is exposed to noise.

### **Safe System of Work**

The Safety Consultants can provide the following services:

- Carry out a noise survey to establish levels and frequencies of noise
- Regularly monitor noise levels and frequencies
- Give advice on noise control measures
- Arrange for Audiometric testing of operatives
- Arrange for individual monitoring of exposure
- Provide training and instruction for personnel

Hearing damage results from over exposure to noise Robert E Lee Plastering Contractors Limited undertake to, as far as reasonably practicable to:

- Reduce noise at source
- Isolate the noise source
- Reduce the time that operatives are exposed to the noise
- Identify which employees are exposed
- Keep adequate records of such assessment until a further assessment is made
- As a long-term undertaking to reduce the noise levels to which employees are subjected
- Provide the employee with such information as will enable him to carry out his statutory duties
- To designate ear protection zones and post signage accordingly

When there is reason to suspect that the assessment is no longer valid, or when there has been a significant change in the work to which the assessment relates, noise levels will be reviewed and changes made as recommended by the review.



## **PERSONAL PROTECTIVE EQUIPMENT**

PPE identified as necessary after an assessment of the various activities will be supplied free of charge by the Company.

Staff will be fitted with equipment, trained in its use and maintenance, advised of the possible results of non-use and the reporting procedures for faulty equipment. Robert E Lee Plastering Contractors Limited will operate an on-going policy of monitoring equipment use. It will be a disciplinary matter if staff do not adhere to the use of PPE and the associated controls that are to be implemented as part of the risk assessment. It will be mandatory that employees shall wear a safety helmet and safety boots or safety shoes at all times. Other PPE may be required according to the risk assessment and in accordance with the site rules.

### **Personal Protective Equipment - Visitors to Site.**

Official visitors to sites (e.g. surveyors, engineers, inspectors etc.) will be required to wear a safety helmet and safety boots. Other PPE such as a high visibility waistcoat should be considered and used when required. Visiting managers, engineers or supervisors or contractors will be reminded that they should set a good example by wearing the appropriate protective clothing at all times whilst on site.

## **PLANNING**

At the planning stage the requirements of this Company Policy must be taken into account.

Any aspects of work not covered by this Policy must be identified and planned by the Supervisors and written procedures defined. If necessary pre-contract meetings will be held and specific safety matters discussed. Representatives of those persons who may perform everyday work duties while work is undertaken will be informed of hazards and systems of work. Those representatives as well as Robert E Lee Plastering Contractors Limited will communicate this information.

## **PLANT AND EQUIPMENT MAINTENANCE**

Robert E Lee Plastering Contractors Limited will ensure that all plant supplied to operatives is safely maintained and in a fit state i.e. is guarded and equipped with safety devices and tested in accordance with all the current regulations. Only competent trained operatives will be permitted to operate plant after it has been visually inspected.

Plant will be inspected before each use with the plant register being completed before initial use, followed by periods not exceeding 7 days. Regular tests, inspections and maintenance will be carried out on plant and equipment supplied to operatives. To ensure that all unsafe plant defects noticed or brought to the attention of a Manager are dealt with promptly, dangerous plant will be put out of service until it can be properly repaired by a competent person.

The Company has a statutory duty to maintain and inspect its plant and equipment and avoid risks to Health and Safety. The Company will use maintenance schedules to control and manage the equipment. Various maintenance programmes may be required; these will need to take into account the operational needs as well as Health and Safety considerations and the possible impact of the environment. Also allowances must be made for the aptitude and skill of the operator.

Management may use:

- Unscheduled or breakdown maintenance
- Scheduled or routine maintenance
- Planned preventive maintenance
- Predictive maintenance



- Improvement maintenance.

The Company will provide adequate supervision, information, training and instruction to ensure that there is compliance with safety procedures. The Company will develop safe systems of work, which identify risks and hazards and then eliminate or reduce the risk to a minimum. Operatives using Company Plant and Equipment will be experienced and competent. They must inspect the equipment before use and then at regular intervals, lifting plant is to be inspected weekly and a register kept of the inspections.

Operatives must report all faults, damage, defects or malfunctions to their Manager and must not use defective equipment or plant. Defective equipment / plant will be immobilised and identified as awaiting repair.

## **Standards Required**

The following regulations contain requirements to be complied with in the provision, maintenance operation and use of plant on site:

- Provision and Use of Work Equipment Regulations 1998 (PUWER 98).
- Lifting Operations & Lifting Equipment Regulations 1998 - Lifting appliances in general.

## **Planning Procedures**

All work will be tendered for or negotiated in accordance with the above standards and the requirements of the Management of Health and Safety at Work (Amendment) Regulations 2006.

The Health and Safety Director will take all aspects of the work into account to ensure that sufficient information is provided to Hire Company's to enable the correct type of plant to be provided.

The Health and Safety Director will ensure that competent operators and banksmen are provided or that where necessary full training and instruction is arranged.

At the project planning stage it will be determined whether any preparatory work is required for the installation or use of plant on site and to ensure that any requirements are planned. e.g. plant and diesel storage areas, loading areas, etc.

## **Supervision**

A site Manager will ensure that plant delivered to site is in good order and fitted with any necessary safety devices and guards. Any defects noted on hired equipment will be reported to the Hire Company immediately.

A site Manager will ensure that only authorised operators are permitted to operate any item of plant, where any doubt of the competency of an operator exists, the site Manager will report to the Health and Safety Director. No young person, under 18 years of age will be permitted to operate any item of plant or act as banksman unless being trained under the direct supervision of a competent person. All plant will be properly secured and immobilised at the end of each day.

All necessary testing and test of thorough examination certificates will be kept in the cabs of plant at all times and all items of plant requiring weekly inspections by the operator or other competent persons will have the inspection recorded in the site register or in the register kept by the operator of Plant.

The site Manager will ensure that any necessary preparatory work required to enable plant to be installed or used correctly is carried with specific requirements. The site Manager will ensure that any defect notified by the Plant Operator during operations on the site is reported immediately for repair and that where defects could affect safety on site, the item of plant is not used until the repairs are carried out.



The site Manager will not ask or permit the Plant Operator to carry out work with the machine for which it was not intended unless specific advice has been obtained from the manufacturers of the machine on the proposed use.

## **Safe System of Work**

- Hazards with the use of plant arise out of:
- Unskilled operation;
- Incorrect use;
- Poor maintenance;
- Reversing unsupervised;
- Defect in machine unchecked;
- Noise (see separate section).

All banksmen, supervisory staff and operatives required to enter earth moving areas will be provided with high visibility waistcoat or belts.

Robert E Lee Plastering Contractors Limited will ensure that all plant supplied to operatives is safely maintained and in a fit state i.e. is guarded and equipped with safety devices and tested in accordance with all the current regulations and in the case of electrical equipment has a current electrical test certificate. All plant operators and banksmen will only be employed to operate equipment for which they have been thoroughly trained, using CITB courses, if available. Regular tests,

Inspections and maintenance will be carried out on plant and equipment supplied to operatives, in particular all hired plant and cranes. To ensure that all unsafe plant defects noticed or brought to their attention are dealt with promptly, dangerous plant should be put out of service until it can be properly repaired by a competent person.

## **PLANT ON SITE**

Robert E Lee Plastering Contractors Limited will ensure that all plant supplied to operatives and customers is safely maintained and in a fit state i.e. is guarded and equipped with safety devices and tested in accordance with all the current regulations and in the case of electrical equipment has a current electrical test certificate. Regular tests, inspections and maintenance will be carried out on plant and equipment supplied to operatives. To ensure that all unsafe plant defects noticed or brought to their attention are dealt with promptly, dangerous plant should be put out of service until it can be properly repaired by a competent person.

## **PREGNANT WORKERS AND NURSING MOTHERS**

The employee must inform their manager in writing that they are pregnant, breast feeding or have given birth within the preceding six months, this must be supported by a medical certificate as soon as practicable.

The certificate must be from a registered medical practitioner or registered midwife. All Female employees will be informed of this policy when they start work or as soon as is reasonably practicable.

The employers of pregnant and nursing mothers have a statutory duty to carry out a specific risk assessment of the employees while at work. Appropriate measure will be taken as a result of the assessments i.e. variation of working hours or conditions, or the offer of alternative work.

If this is not possible paid leave, for as long as is necessary, to protect her health and safety of that of her child must be provided.

Specific consideration will also be made with regards to manual handling tasks through out the term of the pregnancy. The risk of injury from lifting is increased considerably in the three months before and after birth.



Robert E Lee Plastering Contractors Limited

---

Managers will ensure that pregnant and nursing mothers do not carry out manual handling tasks during this period. Suitable facilities will be provided for any pregnant or nursing mother to rest.

Robert E Lee Plastering Contractors Limited will keep a copy of the medical certificate and risk assessments within the pregnant or nursing mother's personal file. The employee will also be given a copy of the risk assessment of their work. If at any time the pregnant or nursing mother is concerned about any working practice they must seek guidance from a competent person i.e. a medical practitioner, midwife or a qualified health and safety advisor.



## **PRINCIPLES OF PREVENTION**

Robert E Lee Plastering Contractors Limited recognizes its duty under regulation 4 of the Management of Health & Safety at Work (Amendment) Regulations 2006 to apply the above in its undertakings, these principles being;

- Avoiding risks;
- Evaluating the risk which cannot be avoided,;
- Combating the risks at source;
- Adapting work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and working at a predetermined work-rate and to reducing their effect on health;
- Adapting to technical progress;
- Replacing the dangerous with the less dangerous;
- Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- Giving collective protective measures over individual protective measures; and
- Giving appropriate instructions to employees.

## **PROTECTION OF PERSONS IN WORK AREAS**

All necessary measures required for the protection of others will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work etc. Act 1974. Consideration will be given at the planning stage to ensure the protection of others and when necessary, barriers, screens etc will be requested / provided to ensure the protection of third parties.

## **PURCHASING POLICY**

Robert E Lee Plastering Contractors Limited recognises its duties in accordance with various Regulations with regard to the purchase of materials, substances, machines and equipment and will, before each purchase, consider how they may impinge on Health, Safety and Welfare during their use, storage, handling and transportation.

Robert E Lee Plastering Contractors Limited has a Purchasing Policy that not only takes into consideration the quality of an item in comparison to the cost but also considers the suitability of the item against a number of underlying criteria.

Examples:

Robert E Lee Plastering Contractors Limited will endeavour to purchase substances that are not hazardous to health if they compare favourably in all characteristics (i.e. cost, effectiveness and quality) with a less hazardous substance. Consideration will also be given to ensure that where practicable substances which are hazardous to the environment will also be replaced by less hazardous chemicals when available.



Equipment and machines will be compared not only by price but also on features including ergonomics, noise, vibration, usability, suitability for the task, adequate guarding, ease of maintenance and inherent hazards.

Choice of Personal Protective Equipment will not be limited to cost but assessed on quality and suitability for the protection it is to afford the wearer. It will also be compatible with other PPE and comply with standards.

Office furniture and equipment will be purchased after consideration has been given to: Ergonomics, fire rating, sustainable resources, etc.

## **REFUSAL TO WORK ON SAFETY REASONS**

Robert E Lee Plastering Contractors Limited are committed to providing safe systems of work for all our employees whilst carrying out their activities and undertakings and do not expect any member of staff to work in an unsafe manner. Full consideration will be given to the situation whereby a member of staff refuses to work on safety reasons.

Our staff has confidence in their ability to question the safety of working arrangements without fear of victimisation, in the knowledge that points they raise will be given serious consideration. If any member of staff has reason to believe that the task they are required to undertake or have already commenced, will endanger either themselves or others, they are required to cease work and report the matter to their immediate supervisor. The Supervisor after consulting with the Site Manger and any relevant rules and instructions as necessary must decide whether grounds for refusal to work are justified. He will then consult with the working group and the system of work will either be confirmed or changes agreed after considering all circumstances.

All cases of refusal to work are logged at the relevant site office for inspection by management, and will be made available to the client if requested. The Construction Manager and Director are responsible for reviewing all cases of refusal to work and instigating any follow up action. Follow up action may involve consultation with our Health and Safety Consultants.

The above list is just an outline of considerations, and is not meant to be exhaustive

## **RISK ASSESSMENTS/METHOD STATEMENTS**

Hazard – Any situation that has potential to cause injury or damage.

Risk – Likelihood that the particular hazard will result in injury or damage.

Severity – An estimation of how serious the potential problem might be in terms of harm to people and/or damage to property.

## **SEVERITY OF HARM x LIKELIHOOD OF OCCURRENCE = RISK RATING**

The company will carry out on-going risk assessments for operations in accordance with The Management of Health and Safety at Work (Amendment) Regulations 2006. Should it be considered that there are multiple hazardous activities to be undertaken a Method Statement will be completed highlighting the sequence or steps to be taken to ensure a safe system of work. The method statement will highlight the hazards and controls to limit those risks and the risks and controls to be implemented will be communicated to all staff. Generic risk assessments will also be produced which will be checked to ensure their complete relevance at each work site.

Robert E Lee Plastering Contractors Limited operatives will ensure that they are familiar with Method Statements before commencing their activities and are competent in the production of risk assessments. Operatives will use the generic copies of risk assessments to ensure that all controls required to reduce risks are applied. This procedure will be continuous and assessments will be updated as required by situations or statutory requirements.



All staff will be supervised by the Operations Manager to ensure that the above system is being adhered to and that assessments are a true reflection of the risks. Supervisors will always be present in situations whereby a Method Statement is to be followed to ensure the safe system of work is not deviated from. Should the assessments not be of an adequate quality the Operations Manager is in a position to insist to Upper Management that reviews of the assessments are required.



## **RISK MANAGEMENT**

Risk management is the basis of the Company's objective of achieving safe working places. The risk management procedures the Company adopts are as follows: -

1. **Preparation of method statements/identification of methods of working.**
2. **Identification of the risks.**
3. **Assessments of the risks.**
4. **Identification of methods and practices of working to reduce the risks.**
5. **Assessment of the reduced risk levels.**
6. **Implementation of practices and procedures identified in risk assessments.**
7. **Monitoring and control of risk and risk reduction procedures.**

## **SAFETY INSPECTIONS**

Random inspections of work sites may be undertaken with results recorded to ascertain that all activities are undertaken in a controlled safe manner and with due regard for statutory obligations and Approved Codes of Practice. Our independent safety Consultants M.E.L. (Health and Safety) Consultants Limited may on occasion be called upon to undertake independent inspections to cross-reference with those undertaken by Robert E Lee Plastering Contractors Limited. If at any time a Health and Safety Audit is deemed to be required this will be undertaken by M.E.L. (Health and Safety) Consultants Limited at the request of the Director.

## **SCAFFOLDS & MOBILE TOWER SCAFFOLDS**

### **Standards Required**

The Work at Height (Amendment) Regulations 2007 gives requirements for construction and use of mobile tower scaffolds and tube and fitting scaffolds. Scaffolds constructed from tubular steel scaffolding will be erected in accordance with recommendations of BSEN 12811-1:2003. Load testing will be completed in accordance with recommendations of BSEN 12811-3:2004

Prefabricated aluminium mobile tower scaffolds will be erected and used in accordance with manufacturer's instructions. Prefabricated towers will be constructed to BSEN 12811-2:2003. Any other type of mobile tower scaffold will be erected and used in accordance with supplier's instructions.

### **Planning**

All work involving scaffolds will be tendered out and negotiated for taking into account the above standards and the requirements of the Management of Health & Safety at Work (Amendment) Regulations 2006. The site Forman/supervisor will ensure that mobile towers are used safely and efficiently taking into account floors, ceiling heights, roof members, type of work, etc. Training will be provided to supervisors required to carry out inspections and operatives required to erect, alter, or dismantle mobile towers.

### **Supervision**

Trained operatives under direct supervision of competent persons will erect all mobile towers. No person is permitted to erect, alter or dismantle any mobile tower scaffold unless competent to do so. All mobile towers provided for company employees will be checked before use by the site supervisor/foreman or a competent person to ensure they are in accordance with the above standards. Operatives required to use mobile tower scaffolds will be instructed in safe use and movement of scaffolds. Mobile tower scaffolds will be inspected at 7-day intervals if they remain in the same position, by site supervisors and records of inspection made in a register, which will be kept on site.



## Safe Systems of Work

The following precautions will be complied with:

- Towers will be vertical and will be tied to building where required.
- Towers will not be used in adverse weather conditions.
- Scaffold towers must not be used or moved on sloping, uneven or obstructed surfaces.
- Towers will always be moved from ground level & no person will remain on the platform while it is being moved and materials and tools will be removed or secured. The safe working load of the platform will not be exceeded. When moving scaffold towers the height will be reduced to 1½ times the minimum base dimension to ensure stability.
- The working area in which the scaffold will be used will be checked for openings, ducts, steps etc and for overhead obstructions particular overhead electricity cables. All bracing members and guard rails/ toe boards will be fitted with wheels locked into position while the platform is in use and outriggers or stabilisers extended where applicable. Heights of the towers will not exceed the Manufactures Instructions on the effective height to effective minimum base dimension when used both internally and externally.
- Operatives erecting, altering, dismantling or working around the base of mobile tower scaffolds will wear safety helmets.

## STRESS AT WORK

All employees are requested to inform the Management if at any time they feel that they are suffering the symptoms and effects of stress while at work. This may be due to personal matters; the effect of workload in the office; a particular problem or an accumulation of all of these matters.

There is an open door policy at Robert E Lee Plastering Contractors Limited to ensure that any person requiring help and assistance can approach management in order that a confidential meeting can be conducted and a suitable solution can be found.

Employees etc. are reminded that often stress is the result of an accumulation and build up over time whereby relief from the symptoms of stress will result in immediate improvement, to wait often causes unnecessary anguish, which may result in long term effects.

## SUPPLIERS

The following paragraph may be inserted on all orders to suppliers or hire companies providing any article or substance for use at work.

**“In accordance with Section 6 of the Health and Safety at Work etc. Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when properly used. Also, in accordance with the above, please supply details of any tests of examinations carried out and full instructions for the safe use of the article of substance. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998.**

All information received from suppliers will be passed to the Supervisor for implementation and reference by operatives.



## SYSTEM AUDITS AND MONITORING OF PERFORMANCE.

The Company will conduct a review of Health and Safety performance during site meetings with clients, architects, CDM Co-ordinators and others. Any corrective actions advised or suggested will be investigated and appropriate actions implemented. Mr. David Honey is responsible for collating Health and Safety concerns from the employees and contractors and dealing with them on site. External Health and Safety Consultants may be used by Robert E Lee Plastering Contractors Limited and their Site Safety Audit reports monitored by the Director.

Mr. David Honey monitors any accidents and will compile the supporting documentation for the authorities and keep records should an accident occur on site. When there are reportable accidents that require notice to the HSE in accordance with RIDDOR 1995 these are reviewed by the external consultant, when necessary to see what corrective or preventive action, if any is required to prevent a similar accident occurring again.

Health and Safety matters to be monitored by the Company during a project are: -

First Aid	-	First Aider, First Aid Box (s)
Welfare	-	Clean and Satisfactory
Fire Precautions	-	Adequate escape measures, equipment and Instructions
Housekeeping	-	Access and Egress, materials properly stored
General hazards	-	Created by bad practices, design, material or substances.
Documentation	-	Relevant Health and Safety paperwork, notices and information.
Safety Equipment	-	Tools and Personal Protective Equipment
Access Equipment	-	Scaffolding, Ladders, Steps
Plant and Machinery	-	Suitable and safe, also well maintained
Training	-	Suitably trained staff and supervision for the task.

If there are any corrective or preventive actions required on the project, these will be undertaken promptly to protect the Health and safety of all those involved. Where appropriate the Company will issue revised instructions to personnel and amend written procedures to take account of any new or perceived risks to Health and Safety within the project.

## TEMPORARY POWER SUPPLY

Where there is a requirement for the installation of temporary electrics, these will be carefully planned. Temporary electrics include all electrical power supplies installed by Robert E Lee Plastering Contractors Limited or allocated contractors and removed at or before the completion of a contract.

All temporary electrical installations will be installed by a competent person and the equipment will comply with the Electricity at Work Regulations 1989.

All temporary electrics which are to be in position for more than three months are subject to inspection and examination in accordance with the current edition of the IEE Regulations.

Only authorised experienced personnel will work on or adjust electrical connections.

The use of long trailing leads should be avoided. The cable should be protected from accidental damage by other operatives and have safety trip devices and be of a type suitable for the duty required.

The Supervisor and Operatives will inspect the equipment and cables to check for damaged cables, bare wires, cracked plugs or damaged pins and connections.

Suspect equipment will be disconnected and replaced by a competent person or the equipment will be marked and removed from use.



Faulty equipment that is overheating or sparking may be a source of ignition and cause a fire.



## TRAINING

Safety training is regarded as an indispensable ingredient of an effective Health and Safety programme. It is essential that all persons be trained to perform his or her task effectively and safely. It is the opinion of Mr . David Honey that a task, if not undertaken safely, is not performed correctly.

All workers will be trained in safe working practices and procedures prior to working on site. Where operatives are required to carry out key tasks they will be provided with the necessary training.

Contractors will need to demonstrate that their employees, where required, have the necessary training and proof of competency.

All employees are to be trained in accordance with the Management of Health and Safety at Work (Amendment) Regulations 2006.

The Company will provide adequate Health and Safety training:-

- On recruitment and when exposed to new or changed risks
- On site Tool Box talks will cover all aspects of Safe Site Working Procedures and specific Contract requirements
- Refresher Training will also be given as appropriate

The Company undertake to provide Induction Training for general education and additional training for specific jobs as they occur and any additional specialised courses or staff training as is appropriate and necessary for the requirements of their duties. All training deemed to be beneficial to employees will be provided and paid for by Robert E Lee Plastering Contractors Limited in the interests of staff Health and Safety. Training will be mandatory with records of training being kept within the main office.

The company has a firm commitment to the training of its employees in matters relating to Health, Safety and Welfare. The objective of these is to ensure that the obligations of the Company in these matters are fully complied with.

Training and improvement in the understanding and application of Health, Safety and Welfare matters is seen as a continuous process. There is no defined training agenda but rather a flexible approach whereby training is provided in whatever areas are required by individual employees.

Training is provided in both a formal and informal manner and all employees are encouraged to positively identify any areas where they feel they require training or retraining in Health and Safety matters.

On site training will be provided in the form of induction courses and toolbox talks. This instruction will, where necessary, include familiarisation with the place of work e.g. welfare facilities, provision of and explanation of any information contained in risk assessments or method statements and it will also deal with the use of any personal protective equipment together with instructions on maintenance of the equipment.

The company has a firm commitment to the training of its employees in matters relating to absolute competency, Health, Safety and Welfare. The objective of this is to ensure that the obligations of the company in these matters are not only fully complied with but are exceeded in order that locations of works are as safe as is reasonably practicable.



## VIBRATION

It is the buying policy of Robert E Lee Plastering Contractors Limited to ensure that the noise and vibration produced by work equipment is considered together with the price when new purchases are made with a view to lowering the risk when equipment is used. Robert E Lee Plastering Contractors Limited will endeavour to purchase equipment that is advanced in technology and equipped with vibration absorbing features.

It is recognised that a common cause of hand-arm vibration is the prolonged use of rotating hand tools for cutting and grinding together with percussive hand tools used for riveting, grinding, hammering and drilling.

We will make sure that equipment selected or allocated for tasks is suitable and can do the work efficiently. Equipment that is unsuitable, too small or not powerful enough is likely to take much longer to complete the task and expose employees to vibration for longer than is necessary.

We will also endeavour to:

- Select the lowest vibration tool that is suitable and can do the work efficiently.
- Limit the use of high vibration tools wherever possible.

In the first instance we will consider remote mechanical methods which do not require exposure to the operative. However, where the task requires operatives to hold equipment that vibrates, an appropriate number of operatives will be allocated to the task to ensure job rotation and a reduction in the exposure time.

To ensure that operatives are aware of the effects of hand arm vibration, they will be provided with adequate information on the hazard and controls and given information in order to reduce the risk.

The following table is to be used for reference only:

Vibration values in m/s <sup>2</sup>	Exposure time required to reach action level 2.5m/s <sup>2</sup> A (8)	
	In minutes	In hours
2.5	480	8.00
3.0	333	5.55
3.5	245	4.08
4.0	188	3.13
4.5	148	2.47
5.0	120	2
5.5	99	1.65
6.0	83	1.38
6.5	71	1.18
7.0	61	1.02
7.5	53	0.88
8.0	47	0.78
8.5	42	0.7
9.0	37	0.62
9.5	33	0.55
10.0	30	0.5
10.5	27	0.45
11.0	25	0.42
11.5	23	0.38

It may be appropriate to use the information provided by manufacturers on vibration values for some types of work equipment. Where hand-arm vibration values supplied by the manufacturer of the work equipment exceeds the daily exposure limit value of 5 m/s<sup>2</sup> A(8) or the daily exposure action value of 2.5 m/s<sup>2</sup> A(8) Robert E Lee



Plastering Contractors Limited will ensure that a suitable risk assessment is prepared, this may include the use of vibration monitoring equipment.

Where it has been confirmed that operatives are being exposed to excessive hand arm vibration Robert E Lee Plastering Contractors Limited will ensure that affected employees are placed on health surveillance.

## **VIOLENCE TO STAFF**

The Company will assess the risks and evaluate the work and the work places of the staff to identify possible “at risk” staff and to implement effective procedures and precautions to protect them from possible violence whilst at work. Staff will be trained in any specific procedures required and will familiarise themselves with all arrangements outlined by clients to reduce the possible risk of violence and follow them as appropriate to each situation where violence may occur.

Where there are known risks, a preventative strategy will be invoked before undertaking any work, these will differ in each case, the Supervisor and operatives will agree on how to handle the situation and use appropriate safeguards.

Where there is any suspicion that violence may occur, the operatives will contact a Supervisor and seek assistance before undertaking any work or compromising their position. All violence or abuse towards staff i.e. verbal or physical intimidation, threat or assault by a member of the public, in circumstances arising out of or in the course of their employment, will be investigated by the Company and as appropriate reported to the Police and local authorities.

## **WELFARE FACILITIES, SITE ACCOMMODATION**

Welfare arrangements will be provided as agreed in the contract document, or as an absolute minimum, as required by the Construction (Design & Management) Regulations 2007. Facilities will include the provision of shelter, toilets and washing facilities. Fire extinguishers of an agreed type (i.e. AFFF, water, dry powder or carbon dioxide) will be provided and maintained. They will be positioned in an appropriate position and be kept free of obstruction and available for use at all times. At each site, there will be facilities readily available for summoning assistance from the emergency services (i.e. telephone or mobile phone).

## **WORK AT HEIGHT**

Robert E Lee Plastering Contractors Limited will invariably be required to work at height. Therefore, due to the hazardous nature of the activity e.g. in construction, 50% of all serious accidents are due to falls and a further 20% occur due to the fall of materials onto operatives, any work at height, is to be restricted to those employees who have been trained properly and are experienced in such work. A full assessment of the activity will be undertaken by Robert E Lee Plastering Contractors Limited for the operatives undertaking the works before the works commence to ensure all controls are applied in accordance with The Work at Height (Amendment) Regulations 2007.

## **LADDERS & STEPS**

Ladders and steps may only be used after a specific risk assessment has justified their use after all other forms of access have been dismissed as not suitable.

Ladders will be a means of access or for carrying out light duties.

Ladders and steps must be sound and free from danger (i.e. inspect the ladder before use).

They should be secured near to the upper end or firmly ‘footed’ at the base by a second person. They should never be left unsecured in a vertical position nor used during periods of high winds.

They should be manufactured to: BS 1129 for timber ladders. BS 2038 for aluminium ladders and be either Class 1 or BSEN 131.

## **SCAFFOLDING AND MOBILE TOWERS**



Only personnel who are properly trained and competent shall be allowed to erect, alter or dismantle scaffolding. All scaffolding and mobile towers must conform to The Work at Height (Amendment) Regulations 2007.

#### POWER ACCESS PLATFORMS

Powered access platforms may be used instead of scaffolding, especially for short duration dismantling tasks. When using such equipment Robert E Lee Plastering Contractors Limited will ensure that operatives are trained and certificated and that a weekly check is made of the equipment and the records are retained in a log.

Copies of any statutory test and thorough examination certificates for the equipment will be available on site. When not in use, the unit is left in an agreed position and is immobilised.



## WORK EQUIPMENT

Robert E Lee Plastering Contractors Limited will ensure that work equipment is maintained in an efficient state, in working order and in good repair. Where the equipment has maintenance log this log will be kept up to date. Robert E Lee Plastering Contractors Limited will endeavour to provide work equipment that complies with the statutory provisions contained within the Provision and Use of Work Equipment Regulations 1998.

All work equipment within the workplace shall be visually inspected to ensure it is safe and suitable for the purpose for which it is to be used and will be maintained in good working order. The Company will also provide adequate supervision, information, training and instruction to ensure that there is compliance with safety procedures.

Pumps and work equipment if faulty must be isolated and other operatives warned of the fault to prevent its reuse until a competent person has made repairs. Should a question be raised as to the safety or adequate functioning of a machine **STOP WORK** and call the Site Manager.

## WORKING IN OCCUPIED PREMISES

Where the Company is involved with work in occupied premises care will be taken for the Health and safety of the occupier whilst the work is in progress. Robert E Lee Plastering Contractors Limited will operate within the conditions of the Client's Contract and liaise with the Occupier and advise them on the work to be carried out and an approximate time scale for the contracted works.

Additional works that may arise during the process may affect the project. These will be discussed with the Client and Occupier. Company Operatives will wear any security / ID card required by the Client. The Operatives will be competent to undertake all tasks required in an occupied property and will adopt all emergency procedures put in place by the Client or Occupier.

During the work the Operatives should not leave any materials or debris where it could be a trip hazard. All reasonable precautions will be taken to obviate the impact when carrying out dusty and noisy operations at all times they will be carried out with care and consideration.

The operatives will ensure that the property is left tidy and the waste materials are cleared regularly during the works, to reduce the risks of injury to the occupier and the general public. Barriers and screens will be utilised and occupants made aware of any changes to hazardous areas throughout the working day.

Particular emphasis will be placed upon:

- Fire evacuation routes
- The position and location of fire fighting equipment
- Emergency evacuation procedures
- Special circumstances relating to the personnel working within or visiting the premises.
- Safety plans specific to the building or any part of the building
- Maintaining fire compartmentalisation standards.
- Any special requirements in relation to the overall project works or any part of the work.
- Permit to work conditions.



## **YOUNG PERSONS & CHILDREN**

When the Company employs people not having attained the age of 18, it will complete explicit risk assessments in respect of the young workers. The assessments will address the specific factors identified for the safety of the young persons and the other workers who may be affected by the work of the young persons. The company will inform the young person of the risk assessments, and the control measures to be used to provide a safe working environment as required by the Management of Health and Safety at Work (Amendment) Regulations 2006.

The Company will provide the appropriate supervision to ensure that the young persons undertake their tasks safely, are not exposed to any risk that may affect their Health, Safety or Welfare at any time.

In the event that a child (having not left school) is employed by Robert E Lee Plastering Contractors Limited. The Company will inform the parents or legal guardians of the risk assessments and the control measures to be used to provide a safe working environment as required by the Management of Health and Safety at Work (Amendment) Regulations 2006.

The working hours and times of work will be in accordance with the Children's & Young Persons Act 1933, 1937, 1963 and the Children (Protection at Work) Regulations 1998.

The Company will provide the appropriate supervision to ensure that the young persons and children undertake their tasks safely.

No young person, under 18 years of age will be permitted to undertake any work unless they are directly supervised by a fully competent person.



## MONITORING OF THE POLICY

Employees are encouraged to bring to the attention of the Director, areas, which in their opinion this policy appears inadequate. All such comments will be passed to our Independent Safety Advisors for their consideration and review.

This Policy and Arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

### HEALTH AND SAFETY POLICY DOCUMENTATION REVIEW

To ensure that we comply with the requirements imposed by the Health and Safety at Work etc. Act 1974, our Health and Safety Policy Statement and Documentation will be reviewed periodically and at least annually.

DATE OF REVIEW	REVIEWED BY	BRIEF DESCRIPTION OF CHANGES	REVIEW DATE
June 2008	M.E.L (Health & Safety) Consultants Ltd	Initial Policy	June 2009
October 2009	M.E.L (Health & Safety) Consultants Ltd	Sections added on Alcohol, Drugs and Smoking, Corporate Manslaughter, Discipline Procedure, Mobile Phones, Principles of Prevention, Vibration. Section on Noise rewritten.	October 2010
October 2010	M.E.L (Health & Safety) Consultants Ltd	Section Amended; Enforcement, Accident Procedures & RIDDOR, Alcohol, Drugs & smoking, CDM 2007, CoSHH, electrical Work equipment, Emergency Procedures, Environmental considerations, Fire Safety, Noise Safety, Ladders & Stepladders, Plant & Equipment Maintenance, Risk Assessment / Method Statements, Risk Management, Training, Work at Height, Young Person & Children	October 2011
April 2011	M.E.L (Health & Safety) Consultants Ltd	Amendments; Responsibilities of Mr David Honey Arrangements for Contractors Added Arrangements for Lone Working.	October 2011