

Health & Safety Policy



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HSMS-01	HEALTH & SAFETY POLICY				MASTER FILE
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Introduction

To ensure compliance with current Health and Safety legislation, F1 Paving & Surfacing Ltd has produced a comprehensive management system that provides advice, support and guidance to our Office based and site teams.

The management systems and operational standards are the minimum standards expected to be implemented by the Managing Director and management team to enable them to meet the requirements of current Health & Safety Legislation, ACOP's etc. and the duties placed upon them, are detailed in their Roles and Responsibilities.

These arrangements are to provide Guidance and Reference for F1 Paving & Surfacing Ltd Management to follow in order to implement the requirements of the Health and Safety at Work etc. Act 1974, including relevant regulations, Approved Codes of Practices (ACOP's), codes of practices and guidance notes.

Responsibilities

The responsibilities for determining the Company's policies on health, safety and welfare matters, including revision of this Policy, lies with the Managing Director.

The Managing Director has the particular responsibility for health, safety and welfare. In the event of difficulties arising from implementation of this Policy, Instructions and Procedures, and he should develop interest and enthusiasm in health, safety and welfare issues.

The implementation of this Policy will be undertaken by the Management of the Company supported by an appointed external Safety Consultant, who will be monitoring compliance with the requirements and give advice on health, safety and welfare issues.

GENERAL POLICY STATEMENT HEALTH, SAFETY AND WELFARE

GENERAL POLICY STATEMENT

This statement recognises that F1 Paving & Surfacing Ltd has obligations under the Health and Safety at Work etc. Act 1974. F1 Paving & Surfacing Ltd in the conduct of activities will ensure that it:

- Protects the health, safety and welfare of its employees, sub-contractors and others who may be affected by its activities.
- Limits adverse effects on and adjacent to the area in which those activities are carried out.
- Meets its responsibilities as an employer, to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- Provide and maintain safe working environments that are without risk to health, safety and welfare.
- Set standards that comply with the relevant statutory requirements relating to health, safety and welfare with regard to effects on employees, contractors, visitors and the general public.
- Safeguard employees, sub-contractors and others from foreseeable hazards connected with work activities, processes and working systems.
- Ensure that when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, induction training and supervision are provided or safe methods of work will be developed.
- Train all persons under its direction to be aware of their own responsibilities in respect of relevant health and safety matters and ensure they participate in the prevention of accidents and co-operate with measures taken to prevent industrial disease.
- Promote good health amongst employees and sub-contractors and be concerned with the prevention of occupational and non-occupational disorders and diseases. Co-operate with appropriate Authorities and technical organisations to ensure policies are updated and standards reviewed to reflect best practice.
- Undertake inspection, audit and review activities to ensure the Company's objectives for health, safety and welfare are being met.

Application

- This Policy, supported by Instruction, Procedures and Organisational Arrangements, is to be applied to all activities carried out by this company.
- The Policy must be enforced by all Supervisors and be observed by all sub-contractors.

Responsibilities

- The responsibilities for determining the Company's policies on health, safety and welfare matters, including revision of this Policy, lies with the Managing Director.
- The Managing Director has the particular responsibility for health, safety and welfare. In the event of difficulties arising from implementation of this Policy, Instructions and Procedures, and he should develop interest and enthusiasm in health, safety and welfare issues.
- The implementation of this Policy will be undertaken by the Management of the Company supported by an appointed Safety Consultant, who will be monitoring compliance with the requirements and give advice on health, safety and welfare issues.

Signed:



Date 05/06/2017

Managing Director

Review Date: 05/06/2018

This statement of General Policy on health, safety and welfare at work and of the organisation and arrangements for carrying out the Policy, is made under Section 2 (3) of the Health and Safety at Work etc. Act 1974, and is to be brought to the notice of all workers and sub-contractors working for F1 Paving & Surfacing Ltd by prominent display at all sites and workplaces.

ENVIRONMENTAL POLICY STATEMENT

F1 Paving & Surfacing Ltd recognises the need to operate the business in a manner that reflects good environmental management. The Company is aware of the environmental impacts of its operations and will balance its aims with the need to protect both the local, national and global environments.

The key points of its strategy to achieve this are:

- Minimise the production of waste by evaluating operations and ensure that they are as efficient as possible.
- Minimise toxic emissions through the selection and use of its fleet and ensure that it is maintained and serviced at regular intervals.
- Identify opportunities to reduce any environmental impact of its activities at an early stage and adopt the changes where appropriate.
- The Company requires its suppliers to provide goods and services with the minimum adverse environmental impact and give preference to environmentally aware suppliers whenever possible.
- Meet or exceed all environmental legislation that relates to the company.
- The Company will endeavour to use sustainable materials and products that are reusable or can be recycled. Where necessary it will ensure that all waste, particularly hazardous waste such as contaminated spoil, are tested, transported and disposed of in an environmentally acceptable manner, in accordance with statutory duty of care requirements.
- During construction activities the Company will take action to minimise noise levels, traffic nuisance, emission of pollutants and disturbance to the public and local ecosystems.

Signed:



Date 05/06/2017

Managing Director

Review Date: 05/06/2018

RESPONSIBILITIES

Managing Director

- The Managing Director is responsible for health and safety on contracts under his control and delegates his responsibilities to the Operational Director when he is not on site.
- Ensure adequate resources and facilities are available at all times to ensure full compliance with the Company Safety Policy and procedures.
- To keep at all times, a positive attitude towards the health and safety of all employees and sets a good example on all sites and work activities.
- Is responsible for health and safety on contracts under his control.
- Ensures that the Company Health and Safety Policy and associated procedures are adhered to through safe working practices.
- Organise all works so that they are carried out with minimal risk to other employees, members of the public and site visitors.
- Ensure that all sub-contractors, other contractors and persons on site under their supervision are aware of their legal responsibilities and have received the necessary information and induction.
- Provide and ensure the use of personal protective equipment.
- Ensure that all accidents are reported and documented in the accident book.
- Ensure that their working area and welfare facilities are kept clean and tidy.
- Ensure accidents are investigated to determine the causes, to aid in trend examination.

Operations Director

- The Operations Director is responsible for health and safety on contracts under his control and delegates his responsibilities to the Site Foreman when he is not on site.
- Ensures that the Company Health and Safety Policy and associated procedures are adhered to through safe working practices.
- Organise all works so that they are carried out with minimal risk to other employees, members of the public.
- Ensure that all sub-contractors, other contractors and persons on site under their supervision are aware of their legal responsibilities and have received the necessary information and induction.
- Ensure accidents are investigated to determine the causes, to aid in trend examination.
- Provide and ensure the use of personal protective equipment.
- Ensure that all accidents are reported to the Managing Director.
- Set a good personal example on site.
- Ensure personal protective equipment (PPE) provided is utilised at all times.
- Ensure that their working area and welfare facilities are kept clean and tidy.

Office Manager

- Ensure accidents are investigated to determine the causes, to aid in trend examination.
- Ensure that all accidents are reported and documented in the accident book.
- Ensure that all sub-contractors, other contractors and persons on site working on behalf of F1 Paving and Surfacing Ltd are full vetted and have completed the Sub-contractor questionnaire and have been approved.
- All staff will act in a responsible manner at all times and do everything that is reasonably practicable for the safety and health of other persons and themselves.
- That adequate First Aid facilities are available and that a sufficient number of competent personnel are appointed as First Aiders, and that a record of all First Aid equipment's, their locations and refill dates /inspections is maintained.
- All staff are informed of what action to take in the event of FIRE and other emergency situations. Practices are to be carried out periodically.

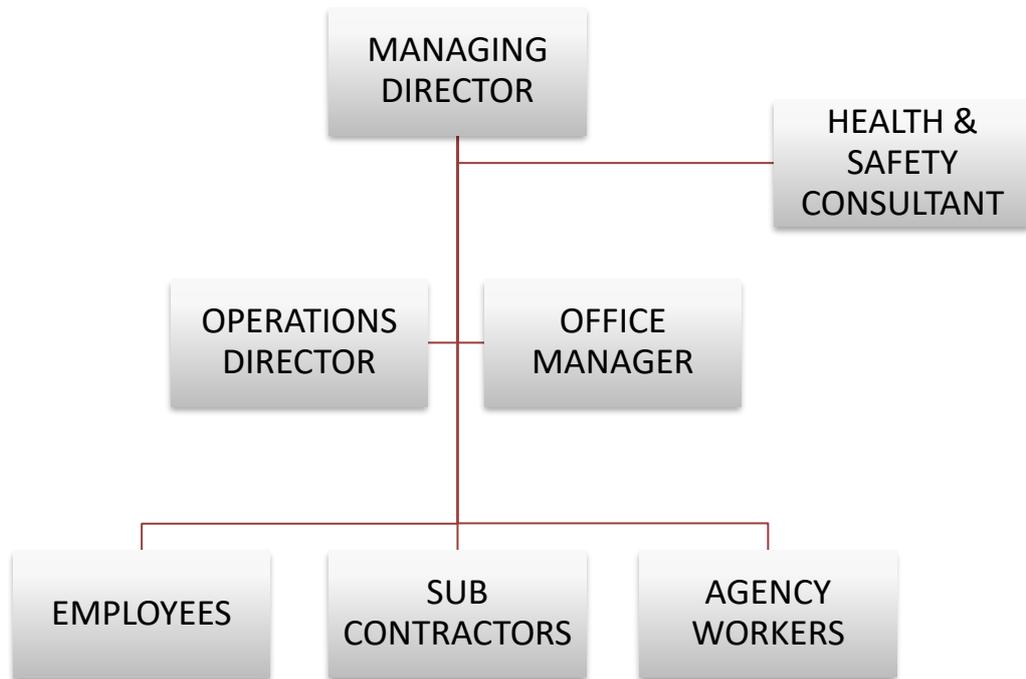
Company Health and Safety Consultant

- Monitor the effectiveness of the Company Health and Safety Policy together with the Health and Safety Procedures and Management system.
- Amend the above as and when required to ensure compliance with relevant legislation and safe working practices.
- Undertake regular site visits and carry out audits and safety inspections.
- Prepare and provide site specific risk assessments, COSHH assessments and method statements.
- Monitor all employees receive adequate training in line with their work activities in relation to health and safety.
- Carry out investigations into all accidents and incidents and where applicable report to the HSE.
- Advise Managing Director, Management, Worker(s) and Sub-Contractors on issues relating to health and safety.

Employees & Contractors

- Conduct themselves in an orderly manner and be aware that construction sites are inherently hazardous places and to follow safety procedures at all times.
- Comply with all Safety Rules, method statements, procedures and codes of practice.
- Report any defects or damage affecting the use of plant, machinery, tools or equipment to their Site Foreman.
- Request appropriate PPE and Safety Equipment from the Site Foreman for any task they undertake.
- Wear, maintain and use all correct PPE and safety equipment issued to them.
- Report all accidents, incidents, near misses and dangerous occurrences to Office Administrator.
- Be aware of others working around them.
- Ensure that their working area and welfare facilities are kept clean and tidy.

ORGANISATION FOR HEALTH & SAFETY RESPONSIBILITIES



GENERAL ARRANGEMENTS

Construction (Design and Management) Regulations 2015

The CDM Regulations place duties on Clients, Designers, Principal Designer, Principal Contractors and Contractors to plan, co-ordinate and manage health and safety throughout all stages of a construction project. CDM applies to all projects whether notifiable or not. Duty holders will comply with the regulations as reasonably as practicable.

The Construction Design & Management Regulations 2015 instructs organisations fulfilling the duty holder roles indicated in the legislation to carry out suitable assessments of designers and contractors who undertake work on a contract basis. As Clients and/or Principal Contractor, F1 Paving & Surfacing Ltd needs to make enquiries and be reasonably satisfied with the competence of externally appointed Principal Designer's, Designers and Contractors. All management and staff employed to undertake this work internally will receive suitable and sufficient training.

The Construction Phase Plan (CPP)

The Construction Phase Plan will be prepared by the Health and Safety Manager/Consultant taking into account information received from the Client in the form of the Pre-Construction Information Package (PIP). The Construction Phase Plan (CPP) must be approved by the Client prior to any works commencing on site. The Construction Phase Plan (CPP) will be updated as work progresses by the Principal Contractor.

Confined Spaces

Under the Confined Spaces Regulations 1997, a 'Confined Space' can be either:

1. A place which is substantially, though not always entirely, enclosed or
2. A place where there is a reasonably foreseeable risk of serious injury from hazardous substances or conditions within the space or nearby.

Dangers which may be present when working in confined spaces are:

1. Oxygen Deprivation – Suffocation
2. Toxic Atmosphere
3. Flammable Atmosphere
4. Hostile Environment

A safe system of work using the "Permit to Work" system must be implemented before entry into confined spaces. The Managing Director or confined spaces trained person should first decide which of the following is relative to the work required:

1. Whether an entry into the confined space is required, or whether an alternative method of doing the work exists.
2. Whether an entry is necessary, whether it can be carried out without the use of breathing apparatus.
3. Whether the entry must be made with the use of breathing apparatus.

Only persons with appropriate training and who have received a medical for working with breathing apparatus in confined spaces are allowed to enter such environments.

Before entry into existing foul and storm water sewers, manhole covers on the manhole to be entered as well as those up and down stream of that manhole shall be lifted to provide a ventilation flow through the system where appropriate. The atmosphere will be monitored using gas monitoring equipment which will remain in the confined space whilst works are ongoing.

A qualified operative must be present at all times at the entry point. If required, this person will be responsible for ensuring that the person entering the confined space is attached to a safety line which in turn is connected to a safety winch. The trained operative should ensure adequate emergency arrangements are in place before work starts, which will also safeguard rescuers.

Permits to Work

A permit to work is used when an activity has a high risk which cannot be reduced or eliminated by reasonable practicable means for example, entry into confined spaces. The following permits are to be used:

1. Permit to excavate is to be completed prior to any excavation works being undertaken.
2. Permit to enter a confined space.
3. Hot Work Permit.

Risk Assessment(s)

A risk is the chance or likelihood of a particular injury, harm or loss arising from exposure to the hazard. A hazard being a condition or practice with the potential to cause injury, harm or loss.

Regulation 3 of the Management of Health and Safety at Work Regulations (as amended) 1999 requires suitable and sufficient assessment to be undertaken on an operation, task or process that an individual may be expected to carry out. Risk assessments will be undertaken for any work operation/activity that has a significant level of health and safety hazard to employees, contractors or any other persons.

Before any new operations commence, the Managing Director in conjunction with the 'Competent Person', will carry out a site specific risk assessment. Once the risk assessment has been completed, the Managing Director will ensure that all worker(s) affected by the operation have been given appropriate training in the requirements of the assessment. All Worker(s) will read the risk assessment and sign it to confirm that he has read and understood the contents.

Method Statements

The preparation of site specific method statement will be undertaken by the 'Competent Person' in liaison with the Managing Director. The amount of detail will depend upon the size and/or complexity of the work involved. The Managing Director has the responsibility to ensure that the worker(s) undertaking the work are competent to do so and have been instructed on how to complete the activity safely, and in accordance with the risk assessment and method statement (RAMS).

All sub-contractors' risk assessment & method statements (RAMS) must be received by the Managing Director to ensure that they are suitable for the works to be carried out. The Employee will read the risk assessment & method statement (RAMS) and sign it to confirm that he has read and understood the contents.

COSHH Assessments

The Managing Director will identify any potential hazardous substances/materials which are to be used by employees and produce a COSHH assessment accordingly. Any products used on site must have a COSHH assessment in place. If required, contact the 'Competent Person' for additional advice – **See Appendix 1.**

Manual Handling Operations

The Managing Director will prepare an assessment to determine whether there is a risk of injury to employees by manual handling operations. If at all possible, an alternative method of moving the load should be used.

Any items over 20kg must be placed by mechanical means where reasonably practicable. Specialist equipment such as kerb lifters and block grabs, in conjunction with an excavator, will be used to lay kerbs and slabs and move packs of blocks where reasonably practicable.

Enforcing Authorities

The following enforcing authorities have a legal right to enter and inspect any workplace at any time:

1. Health and Safety Executive – Local Authorities
2. Environmental Officers

3. Police

Visits by the Health and Safety Executive

HM inspectors of Health and Safety are entitled to visit the site and carry out an inspection at any time when people are working there. When they arrive on site, the Managing Director must be informed immediately. All site worker(s) should co-operate with the Inspector and make all site documentation available. Where possible the Managing Director should accompany the Inspector on the visit in order to discuss any issues that may arise.

In the event of any activity being in contravention of the law, but not posing immediate danger, the Inspector may impose an improvement notice. This notice gives a certain amount of time for the situation to be rectified, but must be taken very seriously.

People have received prison sentences for ignoring improvement notices.

In the event of the inspector identifying an activity that presents imminent danger, a prohibition notice may be issued. This prohibits the activity until the situation is rectified and permission given to recommence works. No member of the staff or any sub-contractor shall undertake any such activity when a prohibition notice is in force. A record of any Inspector's visit should be filed, to the Office Administrator.

Excavations

When planning the work, due allowance is necessary for the plant, equipment, materials and procedures which will be used when carrying out the work. An appropriate risk assessment will be prepared and due consideration given to the ground conditions and surrounding area, details of which should be contained within the Health and Safety Plan for the site concerned.

As the excavation is being carried out, an assessment of ground conditions will be undertaken by a competent person. He will decide the best form of trench support to use, or where appropriate, ensure that the sides of the trench are stepped or battered. An inspection of the excavation should be carried out by the competent person at the start of each shift and after any event likely to have affected the strength or stability of the excavation or any part of it or after any accidental fall of rock or earth or any other material. A record of the inspection will be written in the F91 book contained in the site office.

Any excavated material or hand held tools must be kept well away from the edge of the excavation to prevent any additional weight to the sides of the excavation or so that tools cannot be knocked into it which may fall on someone's head. A banksman will be used to prevent plant such as dumpers from falling into the excavation when the backfilling operation is taking place. All excavations when not being backfilled should be fenced off to prevent site personnel from falling in.

Underground Services

Before commencing any excavation works, the Permit to Excavate Form shall be used. This form sets out the procedure by which the Managing Director will undertake his responsibilities in assessing the existence of utility services in the vicinity of the proposed excavation.

Overhead Cables

Where overhead cables cross the site, fencing and goal posts at crossing points will be erected and appropriate signage displayed in accordance with HSE Guidance GS6, Avoidance of damage from overhead electric lines.

Electrical Tools

The Managing Director shall ensure that:

1. All hand held electrically operated tools are CE approved and operate through 110 volt transformers or generators.
2. All electrical appliances are to be installed correctly and a test certificate issued.
3. Electrical cables must not cause trip hazards and must be adequately supported or covered.
4. PAT compliance on site electrical equipment are undertaken every 3 months.

Emergency Procedures

In the case of fire or other emergency, all site personnel are to assemble at the site office. If the nature of the site or work activity dictates that there is no assembly point available, employees will assemble if appropriate, by the company vehicles.

A company emergency contact list will be posted in the site office in a prominent location. Should a fire or other emergency occur, the Managing Director will contact the Office Administrator giving details of the incident and/or accident. Where required, the emergency services together with the HSE and any other appropriate authority will be contacted.

Fire Precautions

Fire precautions are required to be provided as necessary. A fire extinguisher will be available in the site office and canteen. No Worker(s) should try to tackle a fire, ensure that the Fire Brigade are contacted so that the fire can be dealt with by the professionals. On hearing the fire alarm, all Worker(s) must leave the building/work area and assemble at the designated fire assembly point.

First Aid

Each site will have a first aid box located in the vehicle or site office. When F1 Paving & Surfacing Ltd is appointed as the Principal Contractor, at least one trained first aider from the company will be present on site. Each first-aider's qualification will be kept up to date.

Health Surveillance

All employees are required to inform the company of any health problems and medication they are prescribed. Any information given shall be confidential and remain on their personnel records. Any relevant disclosure of information will be with the permission of the employee. The Office Administrator and 'Competent Person' will monitor health surveillance and where required, request Worker(s) to undertake a medical provided by his GP.

Plant on Site

PRIOR TO ACCEPTING DELIVERY, ANY EMPLOYEE WILL ENSURE that plant delivered to site is in good working order and fitted with necessary safety devices and guards. All relevant testing and thorough examination certificates are checked and correct. **IF DEFECTS ARE FOUND, REFUSE DELIVERY** and inform the Office Administrator immediately.

Ensure that only authorised and where appropriate, certificated operators are permitted to operate any item of plant. Ensure that persons under the age of 18 are NOT allowed to use such equipment. Ensure that all plant is properly immobilised and secured when not in use. All plant must be visually inspected daily using the appropriate daily check sheet. At least once a week the site manager is to check the daily work sheets to ensure that all faults are reported and corrective actions taken.

No plant operators are allowed to undertake maintenance work on any plant or equipment unless suitably qualified.

Laser Equipment

The Company will ensure that only class 1 or class 2 laser equipment is used on site. All laser equipment must be checked by the Managing Director on a weekly basis. Any defects should be noted to the Office Administrator.

Abrasive Wheels/Disc Cutters

Only trained personnel are allowed to change the discs. The Managing Director must ensure that only competent persons over the age of 18 use this form of equipment. All disc cutters and cutting blades must be inspected prior to their use by the operator. All Worker(s) are to wear the correct PPE when using this equipment including a full face visor or goggles, gloves, and ear defenders.

Work Equipment – Powered (Typical use)

Type	dBA range	Permissible dBA per 8 hr exposure	Permissible HAVs per 8 hr exposure
Whacker Plate	108	<4 minutes	<147 minutes
Stihl Saw	106	< 7minutes	< 180 minutes
Hydraulic Breaker	106	< 7minutes	< 125 minutes
Slab lifter	77		
Portable Generator	71		
Kango SDS Drill	98.50	< 30 minutes	< 21 minutes

PPE is mandatory

PPE is precautionary

WORK EQUIPMENT - Non Powered (Typical use)

Block cart
Block Splitter
Wheel Barrow
Pick(s)
Shovel(s)
Stand-up Screen Board
Kerb Lifter
Kerbing Mallet
Craft Knife Blades
Hammers, Bolsters and hand Saws

Vibration

Specific action must be taken if the daily exposure action level is reached or exceeded. The daily exposure limit value must not be exceeded. The Managing Director will produce an adequate risk assessment that will minimise the exposure of employees from vibrating tools. All operatives will be made aware of the hazards associated with using all vibrating equipment.

Noise

Wherever possible, noise should be kept to a minimum. The noise level(s) of any plant which is intended for hire or purchase will be obtained and those with the least level(s) used. If exposure is to be above the lower exposure action value of 80dBA, then information and training must be provided to employees and hearing protection made available.

If the upper exposure action value 85dBA is reached or exceeded, then a programme of risk control measures must be introduced. Where the exposure limit value is reached, immediate action to reduce it below those values must be taken. Risk control measures that may be introduced are restricted working hours or job rotation which will be strictly observed.

Computer Work Stations/VDU's

The Health and safety (Display Screen Equipment) Regulations 1992 set out the requirements to ensure that computer work stations and the use of VDU equipment does not subject the user to any risks to their health and safety.

A risk assessment must be undertaken and any risks identified shall be reduced to a level which is as low as is reasonably practicable. The Managing Director in liaison with the 'Competent Person' will assess the whole work station including equipment, furniture and the environment together with the job being undertaken and any special requirements an individual may have. VDU operators should take short frequent breaks or change their work activity to minimise eye strain.

Personal Protective Equipment (PPE)

Selected PPE issued must be signed for. The Managing Director is to ensure that all persons receiving PPE is aware of why it should be worn, how to wear and store it correctly. F1 Paving & Surfacing Ltd requires (mandatory (must do) all worker(s) to wear PPE.

All PPE procured by F1 Paving & Surfacing Ltd. must be CE marked or to a British Standard, be sufficient for the purpose and be multi PPE compatible. It is the worker(s) responsibility to ensure that all PPE is maintained in good order and that any defects should be noted and management informed (typically the Office Administrator) so that they can be replaced.

Typical PPE - Required	Standard
Hard Hat	EN397
Hi Viz Vest (long & Short Sleeve)	EN471
Safety Boots – steel midsole	EN20345:2011(S3)
Eye Protection	EN166A
FFP2 Respiratory Dust Mask	EN149
Ear Defenders	EN352-1
Safety Gloves	EN388 or EN420
Knee Pads	EN 14404
HAVs Gloves	EN ISO 10819

RIDDOR and Accident reporting

All accidents must be reported to the Office Administrator who will ensure details are entered in the accident book. Once all details have been completed, the form should be removed from the book and forwarded to the attention of the Managing Director.

All major accidents, dangerous occurrences or near misses and any other incidents shall be reported to the Managing Director immediately. He in turn will contact the HSE by telephone and complete form F2508 and send to the HSE within 10 days.

If a Worker(s) has an accident which results in him having 7 or more consecutive days off work, then the Managing Director will submit form F2508 and send to the HSE within 15 days. All reportable accidents will be investigated by the Company Director who will compile

a report. Copies of the F2508 forms will be kept in the employees file. Accident statistics will be compiled at the end of each year.

Safety Inspections

Safety Inspections will be undertaken by the 'Competent Person' on behalf of the Managing Director on all sites at regular intervals, the frequency will be dependent upon the type and complexity of the work activities associated with that particular project.

A copy will be given to the Managing Director for discussion at the agreed safety meetings. Any items noted on the report should be attended to immediately, based on the severity of risk associated with the identified hazard, e.g. additional fencing or other forms of protective equipment are required.

If a serious breach of the Health and Safety Regulations is identified on a site visit which may result in an accident then, the Managing Director and 'Competent Person' will suspend the works, and only when the defects have been rectified will works continue.

Safety Induction

Before any employees/sub-contractors commence works on site, or if there are any visitors to site, they must report to the site office where the Principal Contractor will induct them. When F1 Paving & Surfacing Ltd are the Principal Contractor, the induction will be in the form of F1 Paving & Surfacing Ltd Health and Safety Induction Record. In addition to this record, the induction will also include any site specific safety information where required.

Training

F1 Paving & Surfacing Ltd is committed to ensuring that all worker(s) receive adequate and relevant health and safety information and training in line with their work activity, to ensure that they are able to carry out their duties in a safe manner and without causing harm to themselves or others who may be affected by their work. All company worker(s) will receive health and safety training in accordance with the company Health and Safety Policy.

Employer Consultations

F1 Paving & Surfacing Ltd is to consult with its worker(s) on matters relating to health and safety. The Managing Director will ensure that all worker(s) are given relevant updates and new information about issues that may affect their health, safety and welfare. Such information will be distributed either in memo form or verbally from the Managing Director or 'Competent Person'. Any feedback from the worker(s) will be noted and actioned where appropriate.

Lone Working

Lone workers will be supervised by one of the following means, appropriate to the work situation concerned, such as.

1. Periodic supervisory checks by the Managing Director and/or 'Competent Person'.
2. Periodic contact by telephone.
3. A specific risk assessment will be prepared when lone working is in operation.

Young Persons

A young person is recognised under the regulations as a person under the age of 18. The Managing Director must be notified of all young person(s) working either by F1 Paving & Surfacing Ltd or any of its sub-contractors.

Where a young person will be working on site such as work experience, written approval is required by the parent, legal guardian and the school prior to their commencement of their work on site. A specific young person(s) risk assessment is to be undertaken by the 'Competent Person' to define the scope of work(s) allowed to be carried out by the young person(s).

Young person(s) will be **PROHIBITED** from undertaking the following:

Use plant or machinery	Work(s) with lead	Work(s) with asbestos	Use hazardous substances
Carry out demolition work	Lone Working	Work(s) in confined spaces	Use hand held power tools

When on site, a young person(s) will be closely supervised by an appointed person.

Stress

Stress is *"the adverse reaction a person has to excessive pressure or other types of demand placed upon them"*. F1 Paving & Surfacing Ltd management have a "duty of care" to protect the health, safety and welfare of all worker(s) while at work.

They also have to assess the risks arising from hazards at work including work-related stress. There are six key areas identified that can be causes of work-related stress. These are:

- the **demands** of your job
- your **control** over your work
- the **support** you receive from managers and colleagues
- your **relationships** at work
- your **role in the organisation**
- **change** and how it's managed

Alcohol and Drugs

Worker(s) must not be under the influence of alcohol or drugs on site. All Person(s) taking prescribed medicines must inform the Managing Director and/or Office Administrator accordingly.

It is the responsibility of each individual to ensure that any medication(s) that they are taking does not affect their ability to carry out their work activity. Any worker(s) found to be under the influence of alcohol or drugs whilst at work will be asked to leave the premises immediately.

Mobile Phones

Mobile phones cause a distraction. When undertaking working activities such as operating plant/equipment or acting as a banksman etc. they must not be used. When F1 Paving & Surfacing Ltd workers are operational on a 3rd party site (where we are not the principal) all of our workers will observe the specific site rules.

New and Expectant Mothers

An expectant mother is a woman who is pregnant and has informed her employer in writing. A new mother is a woman who has given birth in the last six months and is still breast feeding.

A specific risk assessment must be undertaken by the 'Competent Person' to ensure that any activities or duties carried out by her on a day to day basis do not cause harm to herself or her unborn/born child. The risk assessment may identify alterations to her work pattern in order to ensure safe and healthy work conditions for herself and her child are achieved.

Violence at Work

All worker(s) are reminded of their duty not to put themselves or their colleagues in danger and in particular, not to use abusive, provocative language or gestures towards members of the public or other workers which may cause conflict.

Where incidents of violent behaviour from other worker(s) or members of the public occur, the Company will provide the necessary support and help to the victim. In preventing an act of violence, no worker(s) should risk his or her life or lives of others. In an emergency, worker(s) are advised to contact the police. The Managing Director will take any reasonable action necessary to deal with the violent incident. In the event of a violent incident, the Managing Director must be informed immediately. He will recommend where appropriate, what disciplinary action will be taken.

Weils Disease: Leptospirosis

All Worker(s) including sub-contractors must be briefed on the dangers of Weil's disease where there is a likelihood that rats are in the vicinity of the works. To reduce the risk of contracting leptospirosis, the following precautions should be taken:

1. Be aware of the possibility of rats in the area, particularly near water courses etc.
2. Practice a high standard of personal hygiene
3. Do not eat or drink without first washing your hands
4. Ensure any existing cuts are covered with waterproof plasters before commencing work
5. Report any illness or flu like symptoms
6. Carry a leptospirosis card with you at all times and show them if required when visiting your GP. The card will be provided by F1 Paving & Surfacing Ltd.

Environmental Procedures/Dust control/Oil spillages

All works on site shall give due regard to the surrounding area including existing pedestrian and vehicle movements. When the Company has been appointed as the Principal Contractor, the site perimeter fencing shall be inspected and where required, repaired or renewed.

Appropriate signs will be erected on the fence to inform the public of dangers that exist on the site. The Managing Director should be made aware by the Principal Contractor, of any restrictions to site working hours as laid down in any relevant planning conditions pertaining to the development.

The Principal Contractor will damp down on-site traffic routes in dry weather conditions to minimise the creation of air borne dust if required. An appropriate working method should be adopted which minimises dust creation such as; wind direction and the loading/unloading of materials.

The Managing Director is responsible for ensuring that any work methods utilised are adhered to while the work activity is on-going. The diesel tank shall have either a secondary outer tank or have an oil tight bund wall that is able to contain a minimum of 110% volume of the diesel tank.

The Managing Director Foreman shall ensure that all fuel tanks are sited as far away as possible from drains, streams, ponds and road gullies. Inspection of the fuel tanks will take place on a weekly basis and record their findings on the plant returns. All site deliveries will be supervised to ensure that the tank is not overfilled. Machine operators to check refuelling pipe work on the excavator and other forms of plant when refuelling.

Waste Disposal

Any excess spoil generated from the construction of the roads and sewers is, if required, removed from site at the discretion and instruction of the developer. An approved contractor having the necessary waste transfer certification from the Environment Agency will be appointed to remove the spoil from the site and deposit at a licensed tip.

A Site Waste Management Plan will be prepared for each site and will be updated as waste is processed or removed from site, a copy of which will be returned our Office along with the waste transfer notes for inclusion within the master Waste Management Plan for that project.

Highly Flammable Liquids and/or Hazardous Substances

The Managing Director will ensure that suitable storage arrangements are made available and that all flammable liquids and/or Substances are stored correctly in that facility when they are not in use.

- Do not use liquids for purposes other than that they are intended
- Do not use to clean substances from the skin or clothes.

- **“NO SMOKING”** signs will be displayed in and around the storage area(s).
- Do not use such liquids in confined spaces as vapour given off is likely to cause an explosive mixture with air.
- Transportation of flammable liquids should only be in a suitable container(s).

The responsible person will report any defects in equipment or storage facilities (Diesel Tank etc.) to our Office.

What do the COSHH symbols mean?		
 <p>Dangerous to the environment</p>	 <p>Toxic</p>	 <p>Gas under pressure</p>
 <p>Corrosive</p>	 <p>Explosive</p>	 <p>Flammable</p>
 <p>Caution – used for less serious health hazards like skin irritation</p>	 <p>Oxidising</p>	 <p>Longer term health hazards such as carcinogenicity</p>

Asbestos

If asbestos is found on site, work will immediately stop and be reported to the Managing Director and the area fenced off immediately. A specialist contractor will be used to identify the type of asbestos present. If required, removal of the asbestos will be undertaken by a specialist licensed contractor. All material will be disposed of at a designated tip as per the Asbestos Licensing Regulations.



(Typical *Asbestos signage*)

Sub-Contractors

Prior to the appointment of a sub-contractor, a contractor's safety terms and conditions questionnaire must be completed and returned, together with appropriate risk and COSHH assessments, method statements and other associated health and safety documentation to our Office Administrator with their tender.

When F1 Paving & Surfacing Ltd appoint(s) sub-contractor(s), consideration will be taken to ensure that they are competent to carry out their work as required and that all works will be properly completed. The Managing Director with the 'Competent Person' will then assess their competence towards health and safety and confirm their approval for their appointment.

Security and Public safety

When appointed as the Principal Contractor, F1 Paving & Surfacing Ltd will, as reasonably as practicable, ensure that the perimeter fencing to the site is secure against trespassers. Any fencing that is damaged or not adequate will be replaced with Heras fencing panels or similar and securely fixed. The Managing Director is responsible for ensuring that excavations worked on during the day and which have not been backfilled will be appropriately fenced off.

Machinery when not in use must be switched off and locked where possible. All tools must be collected and returned to the lockable storage unit when not in use. When working in close proximity to the general public, ensure that all plant, materials and waste do not obstruct footpaths and/or access routes. All site visitors must report to the site office and make themselves known to the Managing Director. If they intend to walk around the site, the Managing Director will give them a site safety induction. All visitors must wear a Hi-vis jacket, steel toe capped boots and a hard hat while they are on site.



(Typical Site Safety Signage)

Lifting Gear and Machinery

Each machine operator is responsible for his own machine throughout its working life within the company. When an operator is asked to drive another machine, the responsibility for inspection of the machine lies with that operator. All excavators shall be visually checked by the operator on a weekly basis, reporting their findings in the daily check sheet which is kept in the machine or with the operator. Each machine undergoes a thorough examination every 12 months by an authorised person who issues a test certificate which is kept by the Office Administrator and a duplicate kept in the machine.

The operator will arrange for the excavator to be serviced and inspected every 500 working hours. This will be undertaken by an authorised person and any defects reported to the Managing Director. All lifting gear is visually checked on a weekly basis or as and when the gear is used by the operator. This is in addition to the 6 monthly thorough examination(s) undertaken by an approved examiner who issues relevant test certification.

- Each machine operator will have in his possession the following items:-
- Test certificates for the lifting equipment
- Test certificates for lifting gear that he has responsibility for
- Plant weekly check sheet
- Their personal CPCS, CTA or card equivalent.

Use of company vehicles

Any worker(s) provided with a Company vehicle must be in possession of a valid driving licence which must be checked by the Office Administrator, and copies retained. Only worker(s) authorised by the Office Administrator are allowed to drive company vehicles.

The Company vehicle must be driven in accordance with Road Traffic Legislation and the Highway Code at all times. The driver must make regular inspections of his vehicle for obvious defects and ensure that any defects found are reported to the Office Administrator without delay. The vehicle must be parked in the designated parking area on site and that arrangements made under any Health and Safety Plan for the site in terms of access, speed limits and other control measures for vehicles are complied with.

All accidents or damage, however minor, must be reported to the Office Administrator. Any traffic violations which may result in the driver being prosecuted must be reported to the Office Administrator immediately. When the vehicle approaches the appointed service interval mileage, the driver is responsible for informing the Office Administrator in good time, so that a service can be organised. The driver must at least once a week, check the condition of the tyres, lights, oil, water, windscreen wipers and washer reservoir etc.

The driver must not drive the vehicle if under the influence of alcohol or medication that may cause drowsiness and affect their driving ability. Company vehicles are only to be used for journeys to and from work, or for business during the working day, unless specific written authorisation by management is given for other use by F1 Paving & Surfacing Ltd.

Appendix 1

- COSHH 001 – Cement products (Dry & Wet mixes)
- COSHH 002 – Petrol
- COSHH 003 – Diesel
- COSHH 004 – Sealants, Glues and Resins
- COSHH 005 – Airborne Dust from Streetwork Activities
- COSHH 006 – Lubricating Oils
- COSHH 007 – Antifreeze
- COSHH 008 – Bitumen Materials



DECLARATION

HEALTH AND SAFETY HANDBOOK

I have read the Health and Safety Handbook and fully understand the health and safety arrangements and my responsibilities and obligations to ensure their compliance.

I understand that persistent disregard of the rules; regulations and recommendations may lead to Disciplinary action.

.....

(Print Name)

.....

(Signature)

.....

(Date)