

MBE CONSTRUCTION LTD

HEALTH AND SAFETY POLICY



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PART 1 GENERAL POLICY & STATEMENT OF INTENT

1.01 General Policy

As your employer we have to provide a written Health and Safety general policy. This Policy reflects the legal requirements to be fulfilled on health and safety. This section outlines the format from which our Health and Safety 'Statement of Intent' emanates.

To ensure we attain a high standard of health and safety within the company, the health and safety general policy has been collated identifying key aspects which we seek to attain and is outlined hereafter:

- 1.01.1** MBE Construction Limited believes that one of its most important functions is the prevention of accidents and ill health. We do not wish any of our employees or any other person to suffer as the result of our activities or work processes. To this end, we intend to comply rigorously with all health and safety legislation, Codes of Practice, best guidance and work methods available, in accordance with:
- The Health & Safety at Work Act 1974
 - And all subsidiary legislation as a minimum standard
- 1.01.2** The Health & Safety Policy and manuals we have prepared indicate the ways in which we MBE intend to meet with legal requirements
- 1.01.3** Legislation requires that, as an employer, we prepare a statement of General Policy with respect to the health and safety of our employees, together with details of the organisation and arrangements that we have set up to carry out that policy.
- 1.01.4** Therefore, we provide, so far as is reasonably practicable:
- A safe system of work
 - Safe plant and equipment
 - Safe means of handling and transporting articles, substances and people
 - Adequate training, instruction, information and supervision
 - A safe place to work with safe access and egress
 - A safe and healthy environment
 - Adequate welfare facilities
- 1.01.5** We also ensure, so far as is reasonably practicable, that the way we carry our work does not affect the health and safety of persons who are not our employees, for example, visitors, contractors and the general public.
- 1.01.6** It is also recognised that where we produce articles and substances for use at work, or we erect or install any plant or equipment, we have a duty to ensure the health and safety for those who use them and make available all the required information for their health and safety.
- 1.01.7** We remind you, our employees, of your duty to look after your own health and safety and ensure that you do not endanger others and that you must co-operate with us, as your employer, in meeting legal obligations.
- 1.01.8** All employees are to actively implement and support the Company Safety Policy, which will be reviewed and updated when changed in the law or working practices require, and at least every 12 months.
- 1.01.9** All employees are required to co-operate with the company fully in carrying out its commitment to safety by reporting all hazards immediately and my making constructive suggestions of ways to improve health, safety and welfare in the workplace, including working in a safe manner to ensure you do not endanger yourself and others.
- 1.01.10** The company will consult with safety professionals, safety representatives and the H.S.E to provide safe working conditions as far as is reasonably practicable.
- 1.01.11** The General Policy statement and Safety Policy are applicable to all departments and companies within MBE Construction Limited.

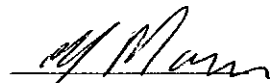
1.02 **Statement of Intent**

1.02.1 It is our firm intention to enforce appropriate measures to control and monitor health and safety procedures as a vital part of running MBE Construction Limited as an efficient and successful operation.

1.02.2 Therefore, so as far as is reasonably practicable, MBE Construction Limited:

- Ensures that equipment and working practices are safe and offer no hazard and risk to health and safety
- Ensures that all necessary precautions are taken in respect of the safe use, handling, storage and transport of materials and substances
- Provides such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees
- Maintains all places of work, work equipment and transport under its control in a safe condition, free from risk to health and safety
- Provides adequate facilities for the welfare of employees
- Safeguards the health and safety visitors, contractors and of any members of the general public who could be affected by its activities
- Provides all necessary information relating to health and safety in respect of procedures and services and where necessary, consults with employees
- Reviews and updates the Policy as and when necessary particularly in respect of major changes within the company and/or changes in legislation and brings these changes to the attention of all employees
- Ensures that all employees are mindful of their health and safety responsibilities and co-operate with management in its efforts to fulfil the above Policy
- Ensures the Policy is monitored in the workplace

Signature:



Position:

Managing Director

Date:

2/7/2017

Our health & Safety Advisor with the Directors will review the Health & Safety Policy at least annually, or when there are statement changes. They will be responsible for ensuring that the systems within the Safety Policy work, and to advise on further development.

PART 2 POLICY IMPLEMENTATION AND SAFETY RESPONSIBILITIES

2.01 The Safety Director

For the purpose of implementing the Company Safety Policy, John Morris will act as Safety Director.

Duties of Safety Director

To contribute to, and completely support, the Company Health & Safety Policy.

To ensure Managers understand and implement the Company Health and Safety Policy and that they are provided with suitable assistance and resources to enable them to resolve any Health & Safety Problems that are referred to them.

To ensure that he is fully advised on legislation and common law affecting health, safety and welfare and of any changes thereto and keep his Managers fully informed on these matters.

To assess training needs and ensure that arrangements are fulfilled to meet such needs.

To support and implement the suggestions put forward by the Company Safety Adviser and safety committee and hold meetings with them, to discuss the Company Safety Management procedures and its implementation

2.02 The Company Safety Advisers

The company has appointed SKW as Health & Safety advisors. They will visit site on a regular basis and monitor, report and advise on Health & Safety matters and on office safety.

Duties of Safety Advisers

Advise on all matters of Health & Safety throughout the broad spectrum of the company's activities on site/in the office.

Publish and circulate safety information notes as they might affect future policy and safety circulars as they affect individual disciplines.

Liaise with and advise the Safety Director on matters which affect the company.

Monitor through regular site/office visits the standard of compliance to statutory or company requirements.

Investigate all accidents and dangerous occurrences as notifiable in the RIDDOR Regulations 2013.

Advise and assist the Safety Director in preparation of standard company procedures and identify areas where amendments may be required.

Liaise with the Health & Safety Executive. Local accident prevention and safety groups training bodies and statutory authorities.

Meet with the Safety Director as necessary, to discuss Health & Safety within the company and how to improve overall safety awareness and performance.

The company Safety Advisers therefore have full authority to instruct on, and enforce, compliance with established safety precautions in all the company's activities.

This includes the authority to:

- **Stop** a particular operation which is considered unsafe
- **Stop** a particular contract which is considered unsafe
- **Prohibit the use of particular plant or machinery** which is considered unsafe

On his first visit to the each site/office he will:

- Check that all statutory instruments, registers, codes of practice and guidance notes relevant to the contract are on site
- Check that the Health & Safety Executive has been notified of any new contract
- Where requested, assist the site management in the preparation and format of site safety method statements
- Where requested, assist in the preparation and delivery of any induction training, and “toolbox talks”
- Advise on how work may affect members of the general public and surrounding environment

2.03 Senior Management

Senior Management will themselves familiarise themselves with the requirements of the Company Safety, Health Welfare Policy and actively promote safety on site.

Observe the requirements of any codes of practice as approved by the Health & Safety Executive.

Ensure that adequate supervision is maintained at all work place.

Liaise with the Safety director on all matters relating to Safety, Health and Welfare of all operatives, subcontractors and members of the public.

Make whatever arrangements may be necessary for the training of Staff and Workforce, as the needs arise.

Ensure that the Safety Adviser’s site visit reports are acted on and all his recommendations for improving site safety are carried out.

Take disciplinary action where serious or continued disregard for the Company/Statutory requirements occur.

Assess regularly the training requirements of his site management toward Safety, Health and Welfare.

Ensure that ant sub-contractors working for the company provide a copy of their Health & Safety Policy, and other safety information such as RAMS Certificates etc.

Ensure that all sub-contractors work in accordance with The Health & Safety at Work etc. Act 1974, the Construction Safety Regulations, the Construction Phase Plan, their own Method Statements and the Company Safety Policy. He will also ensure that all sub-contractors contribute to the preparation of the Construction Phase Plan.

Assist the Site Manager/Foreman in the preparation of Safety Method Statements, Risk Assessments, and ensure that the agreed methods and systems of work are applied on site.

Set a personal example in wearing personal protective equipment on site.

Ensure that the recommendations of the Company Safety Adviser are being carried out as soon as reasonably practicable.

Advise the Safety Director by telephone of every accident which required hospital treatment and any incident identified as a Dangerous Occurrence.

Provide suitable and sufficient protective clothing for employees, as required.

Provide adequate welfare and first aid facilities which are maintained in a **good clean condition**.

2.04 Site Manager/Foreman

The site Manager has **total responsibility** for Health & Safety on site and this includes full authority to: **Stop** a particular **operation** which is considered unsafe

Stop a particular **contract** which is considered unsafe

Ensure that all statutory inspections are carried out, as required and entries made in the appropriate register **Prohibit** the use of any particular **plant or machinery** which is considered unsafe.

Refuse access to the site to any person or sub-contractor who will not work in a safe manner

It is the responsibility of the Site Manager/Foreman to advise his Contracts Manager of any safety, health or welfare issues, to record any accidents/incidents in the Site Accident Book and in the case of reportable accidents under RIDDOR, to notify the Health & Safety Executive, using Form F2508.

To control the activities of sub-contractors to ensure their compliance with statutory safety requirements.

To prepare, in co-operation with the Contracts Manager, a Safety Method Statement and Risk Assessment (RAMS)

To ensure all items of plant which should have test and/or insurance certificates, are checked for compliance **before** being put to use.

To ensure that the work activity does not in any way endanger members of the public.

To co-operate with, and act upon, any requirements of the Health & Safety Executive and the client, so far as is reasonably practicable.

To co-operate with, and assist, any Safety Representative appointed to the site or work area by the recognised Trades Unions, or Client Companies.

To advise his Contracts Manager of any training needed which arise on site.

To recommend disciplinary action where serious or continued disregard for Company/Statutory requirements is shown.

To enter in the Accident Book every incident, however small, that has been reported to him, and forward the report to the head office as soon as possible.

To set a personal example at all times, particularly in the use of personal protective equipment.

To instigate, as soon as is reasonably practicable, all recommendations to improve safety standards, as made by the Company Safety Adviser.

To ensure that all requirements under the COSHH regulations are carried out.

To develop the Construction Phase Plan and to ensure its implementation.

To ensure that all visitors to site sign the Visitors Book and are advised of any safety requirements before being allowed on site.

To ensure that all operatives are given, and sign for, a cop of the Site Safety Rules booklet and a written copy of their responsibilities, and to give an induction talk to operatives before they are allowed to work on site.

To ensure that toolbox Talks are given to operatives at suitable intervals and done at the particular stage of the project.

It is recognised that the Site Manager will leave site on certain occasions, but he should **never** do so when hazardous or high risk operations are being carried out. When he does leave site he must advise key personnel of his whereabouts and anticipated return.

2.05 Employees

Sections 7 & 8 of the Health & Safety at Work etc. Act 1974 impose a duty on all employees at work who take precautions for their health and safety and that of other persons who may be affected by their acts or omissions.

Employees will co-operate will co-operate with the employer as far as is necessary in order for them to apply their statutory duty in all safety matters.

No employee shall interfere with, or misuse anything provided in the interest of health and safety of themselves or others and are duty bound to report or put right any hazards that could cause injury to themselves or others.

All employees are encouraged to make suggestions for improving safety at work, either personally or thorough their Safety Representatives. Employees can freely consult their Site Manager, Foreman, Contracts Manager or Safety Director on all matters to do with Health, Safety & Welfare.

Employees must familiarise with all Method Statements and ensure that they follow them closely for all site operations.

Any employee may seek instruction and training and must co-operate with the Employer and any arrangement made for such training.

Employees must not operate plant or machinery unless they have been properly trained in its use and operation.

Employees must seek first aid treatment for every type of injury and ensure that an entry is made in the site Accident Book.

Employees must take good care of, and wear at all times, any protective equipment issued under statutory, or workplace requirements.

2.06 Sub-Contractors

Sub-Contractors will be appointed in accordance with MBE Construction 'Criteria for Sub-Contractors'.

Sub-Contractors are responsible to MBE Construction to work in a safe manner and must provide job specific Risk Assessments and Method Statements prior to commencement of work.

All necessary equipment, training and facilities must be provided by the Sub-Contractor for his operatives, including Personal Protective Equipment.

PART 3 ARRANGEMENTS FOR CARRYING OUT THE SAFETY POLICY

3.01 Training

Training needs will be identified through the routine visits to sites carried out by the Senior Manager and as discussed with the Company Manager Team.

Regular seminars will be held "in company" to keep the Management Team aware of current trends and changes in legislation.

The use of local safety training establishments will be enlisted to ensure all staff attend initial and refresher Safety Training.

Operatives will receive "on site" safety training for job safety and safe operations of all plant and equipment, as identified as necessary.

Toolbox Talks will be undertaken, as required, on site. A record will be kept of those attending, together with the topic talks.

3.02 Systems of Work

In support of, and to strengthen, the general statements of policy, and in accordance with the CDM Regulations 2015, each Site Manager will develop a Construction Phase Plan prior to the start of the contract. This will be further developed throughout the course of the contract.

On any project where MBE Construction are not the Principal Contractor, the Site Manager will prepare Method Statements and assist the Principal Contractor where relative to MBE Construction's involvement.

3.03 Accident Reporting

All accidents will be recorded in the Site Accident Book. Pages will be removed and sent to Head Office for safe storage as laid down under the Data Protection Act. Any reportable accidents shall be notified to the Health & Safety Executive, using Form F2508 (RIDDOR 2013)

A copy of the Form F2508 will be forwarded to the Safety Director, who will institute a full accident investigation.

Accident statistics will be reviewed at the quarterly meetings of the Board of Directors

Explanatory Note:

Reportable accidents are:

- Death or major injury
- Operative off work more than Seven days as a result of a work injury
- Reportable Disease
- Dangerous Occurrence

For full details see H.S.E Guidance Booklet in Site Safety Manual.

3.04 Site Documents

At the commencement of each project the Site Manager will be provided with a Site Safety Manual and a Construction Phase Plan containing registers, statutory notices, insurance certificates and a project Health & Safety Plan.

The Contracts Manager will ensure that records and inspection registers are kept up to date and that proper notifications are made of dangerous occurrences.

Documents and posters to be displayed/kept on site are as follows:

- Certificate of Employers Liability Insurance
- Health & Safety Law- Laminated Poster
- F2508: Accident Reporting Register (RIDDOR)
- B1510: Accident Site Book
- Record of Reports and Inspections- Scaffold, Lifting equipment etc
- F10: Notification to HSE

- Fire Procedures Notice
- Health & Safety Notice
- Traffic Management Plan
- Emergency Procedures

3.05 First Aid

Each contract will have an appointed person, or a trained First-Aider, along with relevant First Aid facilities.

First Aid facilities will be provided on every site and will be maintained by the Site Manager.

Every injury will be reported and treatment obtained immediately.

First Aid should not be administered by non-qualified personnel, except in the cases of severe bleeding or cessation of breathing.

An injured person should never be moved, unless necessary to prevent further injury.

First Aid is only an initial treatment and, other than for minor cuts and abrasions, the person should be advised to seek professional help.

3.06 Housekeeping & The Environment

Housekeeping is one of the most important single items influencing the safety of a construction site. Good housekeeping is not a burden is constantly maintained and not left to an occasional clean-up.

All stairways, passage-ways, and gang-ways must be kept free of materials, supplies and obstructions of every kind.

Materials and supplies shall be kept away from the edges of hoist ways, ladder access, stairways, floor openings, and excavations etc.

Tools shall not be strewn about where they may cause tripping or other hazards and shall, at the end of each working day, be collected and stored in the tool shed or the tool box.

Scaffolds shall not be used for the storage of material.

In general, every job area shall be kept clean and scrap the rubbish removed regularly to proper containers or disposal areas.

Toilets, wash up facilities and drinking areas are provided for employees' convenience. Rooms should be clean. Soiled cloths, food scraps etc. should not be allowed to accumulate.

Many construction practices create noise, dust and other pollutants which affect operatives, the site and surrounding area and the environment. Care must be taken to choose appropriate methods and equipment to limit any undesirable pollutants noted above.

Protective measures must be taken to protect operatives, the public and the environment if pollutants cannot be kept to an acceptable level by most appropriate methods and equipment. Disposal of residue must be carefully considered and the appropriate methods must be used.

Spillage of oil or other substances must be cleaned up immediately and not be allowed to enter, or be disposed into the drainage system, or into the ground drainage/water.

Diesel/Fuels must be stored in twin skin tanks, or placed on sufficiently bunded trays and located away from sources of ignition, water courses and drainage points.

PART 4 SAFE WORKING PROCEDURES

4.01 Ladders

All types of ladders are available for use on site, there is no excuse for using a makeshift means of access to a work area.

Ladders must be constructed of sound material and be in good condition.

Broken or damaged ladders must not be used. They must be repaired or destroyed immediately. Ladders to be repaired should be marked 'Do Not Use'.

The base of a ladder must be set back at a safe distance from the vertical- approximately one fourth of the working length of the ladder (75degrees).

Ladders used for access to a floor platform must extend at least one meter above the landing.

Ladders shall be tied, blocked or otherwise secured to prevent from being displaced.

Ladders must be placed on a firm footing to avoid settlement or possible tipping.

If a ladder cannot be fixed, a second person must foot the ladder whilst it is being used.

Face the ladder and use both hands whilst climbing.

Use the ladder the correct way up.

Do not over-reach when working from a ladder.

Run up boards are not to be used on a ladder.

Access ladders must be removed at the end of each shift and securely stored.

4.02 Scaffolds

Scaffold must be designed to current standard by a competent engineer, unless it conforms to a generally recognised standard configuration. All scaffolding must be erected and dismantled and maintained to conform to established standards. Where appropriate, advice should be sought.

Every scaffold must be inspected and approved by a responsible person prior to initial use and after alteration and movement and a handover certificate provided to MBE Construction's Site Manager.

All scaffolds must be inspected every at least 7 days by the responsible person designated to perform this tasks, and findings must be entered into a register.

No change of any kind shall be made in scaffolds without official approval.

Notices regarding the use of scaffolds when needed shall be conspicuously displayed and observed.

Partly erected or dismantled scaffold must be clearly marked by large sized notices.

All scaffolding must have footing and anchoring capable of holding the extended load without setting or shifting. No unstable objects such as barriers, drums, blocks, or boxes shall be used to support scaffold.

Scaffolds must be able to support four times the maximum intended load.

Hand rails must be at least must be at least 950mm high and mid rails and toe boards to prevent the fall of such material.

Where material has to be stacked on scaffolds, brick guards must be erected between the hand rail and toe boards to prevent the fall of such material.

All scaffold should be at least 600mm wide; no employee is allowed to work from a single plank.

No space over 50mm wide is allowed between boards on any platform.

Boards must not extend over the end supports of any scaffold by more than four times the thickness of the board.

Boards should be secured, tied down or cleated. Work platforms shall be free of ice, snow, oil etc. before being used.

Scaffolds shall be kept free of tools and material accumulation.

Fans or protection screens to be erected, to protect persons from entering the work area from falling objects.

Roof Edge Scaffold: Roof projection line must hit boards and have toe boards and metal brick guards.

4.03 Mobile Scaffold Towers

Mobile towers, whilst light and convenient can also be dangerous if not used properly.

Alloy towers must be erected by a competent person.

They shall only be considered if a suitable bearing area is possible; i.e. concrete slab or steel runways.

The supplier must provide adequate information to allow the scaffold to be safely erected.

The following items should be checked before use:

- Swivelling castors with brakes are secured to uprights
- Foot ties as close to wheels as practicable
- Working platform; least base to height ratio to be as manufacturer's instructions

Working Platform:

- Size within base dimension
- Close boarded and evenly supported
- Guard-rails and toe boards

Correct fittings used.

Internal ladder access properly secured clear of ground.

Ballast properly positioned and secured where necessary.

Do not load. Scaffold towers are for personal access only.

No riding on scaffold (mobile) when being moved.

Board on ladder, when not in use.

Wheels locked correctly when tower is in use.

Plan brace at base, every alternate lift and under working platform.

Note: Never move a tower whilst people are on the tower

4.04 Floor, Wall Openings and Stairs

Floor holes, and wall openings must be protected with proper covers, guard rails, toe boards or barriers to prevent falls to both persons and materials.

Replace immediately any barrier or other protection temporarily removed for work operations.

Place warning signs before and after temporary covered floor openings, or on protective sheeting.

4.05 Liquefied Petroleum Gas Storage

All LPG gas cylinders must be stored in safe positions in the open air or, where this is not practicable, in a store room constructed of non-combustible material, being a store room which is adequately ventilated, which is in a safe position or is a fire resisting structure and which is not used for any purpose, other than storage of LPG or acetylene Cylinders. Complete with LPG signage.

Never store below ground etc. – heavy gasses will not disperse.

4.06 Access to Work Areas

All visitors to site must first report to the Site Manager/Foreman.

Clear and safe routes must be maintained from the gates of the site to the mess cabins and offices to the various locations where work is being carried out, with warning, signs posted, as necessary to suit site requirements.

Barriers will be erected and maintained to segregate transport and machinery from operatives.

Passages and gangways must be of sound construction and must be regularly checked and properly maintained. They must be free of obstructions and of any substances liable to cause persons to trip, slip or fall.

Elevated gangways and stairways must be equipped with substantial handrail on open sides and also with a lower rail. Openings in floors should be securely fenced or covered and warning signs posted.

Sites should be adequately signed and fenced to protect the public from staying on site.

4.07 Fire Precautions

A written Fire Safety Plan & Fire Risk Assessment will be prepared prior to construction activity and amended as the contract proceeds.

Fire Points will be established around the sites will consist of fire extinguishers, route maps and a means of raising the alarm and inspected weekly and maintained.

Each site will have at least one trained fire marshal.

No smoking will be permitted on site. Smoking is only allowed in designated areas.

All on site must take all practical steps to prevent fires; operatives must ascertain where fire appliances are kept and be familiar with their use.

4.08 Personal Protective Equipment (PPE)

Personal Protective Equipment is available for the use of all operatives on site. When equipment has been specified for certain work assignments or areas. It must be used correctly.

Such items must be maintained and examined regularly.

All MBE Construction contracts are designated hard hat, high visibility vest or jacket and toe protection footwear sites, unless a written relaxation notice is agreed between the Contracts Manager and the Site Manager and a risk assessment undertaken.

All site employees and staff will be notified of risk assessment. This will be posted on site notice board.

4.09 Clothing

All operatives must wear clothing suitable for the work they are carrying out. **Shorts are not acceptable.**

4.10 Eye and Face Protection

Appropriate protective eye or face protection must be worn when operations or machinery present potential eye or face injury from physical.

Face masks or goggles must be worn when exposed to flying chips, sparks, metal filings, dusts and similar flying objects.

4.11 Foot Protection

Steel toe capped boots or shoes must be worn. Sneakers/Trainers, sandals, open toed shoes are **not** permitted.

Rubber boots must be worn for work in concrete or caustic type materials.

4.12 Hand Protection

Suitable gloves must be worn when handling rough, sharp, hot or any other material likely to cause hand injury.

Electricians using insulated gloves must test them daily for defects and record the findings.

4.13 Head Protection

All employees, visitors and sub-contractors must wear hard hat on the job/site.

All MBE Construction contracts are designated hard hat sites, unless a written relaxation notice is agreed between the Contracts Manager and the Site Manager.

4.14 Respiratory Protection

Respiratory protection may be required in areas where health hazards exist due to accumulation of dust, fumes, mists and vapours.

4.15 Hearing Protection

Protective ear devices must be worn when exposed to loud and sustained noises. (Ear protective devices are always available on site).

The Control of Noise at Work Regs 2005 will be used as a baseline requirement.
All employees are required to co-operate with the company.

4.16 Working at Heights

The Work at Heights Regulations 2005 (WAHR) define work at heights as being on any place, including at or below ground level, including access and egress from such a place of work where, if measures required by the Regulations were not taken, a person could fall a distance liable to cause personal injury.

Working at height duty holders must:

- Avoid work at height where they can
- Use work equipment or other measures to prevent falls where they cannot avoid working at a height
- Where they cannot eliminate the risk of falls, use work equipment or other measures to minimise the distance and consequences of a fall, should one occur

MBE Construction will ensure that as far as is reasonably practicable that:

- All work at height is properly planned
- All work at height takes account of weather conditions which could endanger Health & Safety
- Those involved in work at height are trained and competent
- The place where work at height is carried out is safe
- Equipment for work at height is appropriately inspected
- The risks from fragile surfaces are properly controlled
- The risks from falling objects will be controlled

Tested and certified Safety Harnesses and life-lines must be used when other safeguards, such as approved nets or scaffolding cannot be used. Be sure all such safety lines are independent of their rigging.

4.17 Electricity on Site

The Electricity at Works Regulations 1989 came into force in April 1990. All precautions that came into force under these regulations must be taken, in order to prevent risk of death, or personal injury, from electricity in work activities.

4.7.01 Temporary Electrical Installation

All electrical installations will be installed by a competent and qualified electrician.

They will be tested upon installation and will be tested on a regular basis during the course of the contract.

Earth leakage devices will be incorporated in all installation.

The qualified electrician, the Contracts Manager and the Site Manager will discuss and agree a distribution system to take into account the changing nature of the construction process as far as possible.

All mains cables are to be armoured and as far as practicable. All 110v cables to be taken to central points for location distribution and routed at high level wherever possible to reduce trip hazards and potential damage to cables.

Temporary lighting is to be considered in a similar manner.

A written emergency route and lighting plan will be prepared and amended as construction progresses.

Emergency routes will have maintained lighting and direction signs, which will be tested at appropriate intervals.

High level halogen lighting is acceptable in large areas; in smaller areas fluorescent lighting and festoons with protective cages.

4.17.02 Electrical Appliances/Tools

Only 110v power tools, leads and appliances to be used on site. Each must carry a Portable Appliance (PAT) certificate at all times.

It is forbidden to carry out any repairs or fit any plug to an electrical appliance, unless authorised by Site Manager/Foreman. Electrical installation and repairs to be undertaken by a qualified electrician.

No appliance may be connected to an electrical system by any means other than the correct plug or connection.

It is forbidden to interfere with an electrical appliance.

If any electrical appliance is found to be faulty, it must not be used and must be reported immediately to the Site Manager/Foreman.

All electrical appliances must be tested regularly.

4.17.03 Mains Electric 240v/415v

Where mains voltage 240v/415v. Is installed in a building, adequate safeguards should be taken to ensure that all operatives are aware of the current status.

For Example:

- **Refurbishment and demolition**
A qualified electrician should test, isolate and issue a notice confirming that areas are isolated before alteration or demolition work is carried out. It must always be assumed that any cabling uncovered during this type of work is live and the above procedure should be implemented.
Any authorised use of mains power should be via a local transformer and 110v tools used. All mains panels are to be locked and only accessed by a qualified electrician.
- **New Construction**
At some stage during new construction circuits are made live.
They should only be made live in a planned sequence, known and discussed by the Site Manager or Electrical Contractor.
No further work is to be carried out to any circuit that has been made live, unless an approved Method Statement has been agreed.
Any authorised use to mains power should be via a local transformer and 110v tools used. All mains panels are to be locked and only accessed by a qualified electrician.

4.17.04 High Voltage Underground Cables and Substations

Prior to excavating, the local Electricity Authority must be contracted to provide details of services in the vicinity.

If cables are known to exist, they must be located by electronic means/hand excavation, prior to work proceeding.

Before commencing excavation the possible presence of electric cables should be checked for on every occasion by use of a cable locator, even though prior consultation with the Electricity Board has taken place and information has been obtained about the location of cables.

The use of the cable locator should not be restricted to a single sweep of the area before breaking out the ground service. The area should be continually monitored as ground is excavated so as to improve the pinpointing of the position of the cable.

Before an excavation is extended, its side(s) should be swept with cable locator, using a vertical scanning motion, in addition to any appropriate use at the surface level.

It is essential that cable locators are maintained in good working order and used only by trained operatives. Once located, they are to be identified and no machine excavation carried out in the designated area.

No access is allowed to live substations or transformer compounds without qualified supervision.

4.17.05 High Voltage Overhead Cables

Where overhead electricity cables pass across the site, the Construction Phase Plan (if prepared by MBE Construction) will include measures to be taken.

When details are not provided in a Safety Plan, the Site Manager should consult the Contracts Manager. As a minimum the following procedures must be followed:

- Plot access and egress routes
- Ensure that such routes are clearly marked
- Ensure that goal posts are erected (one pair each side of the cables) at each point where a route passes under the cables.
- Ensure that adequate instructions are given to drivers of high load vehicles.
- Ensure that suitable warning notices are displayed
- Under no circumstances are crane/machines operated near overhead cables.

Should electricity cables pass in close proximity to where work is to be carried out, the Contracts Manager will contact the relevant Electricity Authority (in writing) to ascertain whether such cables can be removed diverted or otherwise made safe and accept any advice given by such authority.

4.18 COSHH (Control of Substances Hazardous to Health)

They require that all substances likely to prove to be a hazard to health are identified and assessed as to risk. Such information and recommendation for the safe use of the material will be provided to each site for distribution.

The Company will comply with the requirements of relevant legislation including the Control of Substances Hazardous to Health Regulations.

In most instances the substances/products in use by the company within the office environment are general house-hold or office supplies, the hazard information and instructions for use provided on the packaging are adequate. All staff must use these substances in accordance with the instructions for use; substances must not be decanted into alternative containers.

The majority of products to which COSHH regulations apply used by the company will be found on construction sites, wherever possible the company will endeavour to use an alternative product which is not hazardous, however it is recognised that this may not be practical in all cases.

The Company will:

- Review safety data sheets and as a result, provide written assessments for all those products that have been assessed as hazardous to health.
- Provide employees with written copies of COSHH assessments and ensure that employees fully understand the contents of those assessments.
- Ensure employees are given clear instructions that hazardous substances should not be used until all the identified control measures within the assessments have been fully complied with.
- Ensure that the appropriate PPE and RPE is provided to employees, and to ensure that a suitable storage and cleaning facility is readily available.
- Ensure that those required to use any personal protective or respiratory equipment are adequately trained in its use
- Provide suitable storage facilities for any hazardous substances and ensure that only the minimum required quantities are retained

Employees will be made aware of the hazards of any materials they will be asked to use. The Company will provide written assessments for all those products that have been assessed as hazardous to health.

The Company will keep records of all assessments, data sheets, and medical surveillance as required in the regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

4.19 Sub-Contracting

The company sometimes acts as a sub-contractor. All company personnel must adhere, so far as is reasonably practicable, to whatever safety precautions the Principal Contractor or Client imposes.

Each operative must seek to make, and keep, all work places safe.

4.20 Confined Spaces

Before work is carried out in confined spaces, i.e. sewers, manholes, tanks, underground reservoirs etc. the following procedures will be observed:

- Entry into confined spaces is subject to 'permit to enter' notices being issued. Only trained persons (CSTS) to enter confined spaces.
- In addition a CSTS trained person must be in attendance on standby at all times for rescue purposes, and must have tripod and lifting equipment to set up
- Erect barrier and road signs where necessary to protect the working site and other persons who may be affected by the operation
- Open other access points, if any
- The atmosphere therein must be tested to check on the presence of gas, fumes, dust chemical deposits and, where appropriate, on the adequacy of the supply of oxygen
- Whilst work is being carried out within a confined space an adequate supply of air, fit for breathing, must be maintained and the atmosphere must be monitored continually
- If the air cannot be made fit to breathe, workers must wear self-contained underwater breathing apparatus (scuba)
- Workers within a confined space should wear a rescue harness with a lifeline attached to a secure point outside the confined space at all times
- Resuscitation apparatus will be make available, if appropriate
- Entry, exit and evacuation procedures will be designed to suit the particular circumstances of the confined space in which work is to be carried out

4.21 Excavations and Trenching

The work at Height Regulations 2005 (WAHR) define work at heights as being on any place, including at or below ground level, including access and egress from such a place of work where, if measures required by the Regulations were not taken, a person could fall a distance liable to cause personal injury.

All statutory authorities must be consulted with regard to existing services before excavation commences.

No excavations to be commenced without a 'permit to dig' notice being issued.

General Definition

When the depth of an excavation exceeds its width it is regarded as a trench; when the width exceeds the depth it is an excavation. Advice should be sought on temporary support works.

All excavation, shoring, and bracing shall be inspected daily and after rainstorms to ensure that they are safe for work operations.

Walkways and runways shall be kept clear of excavated material and or other obstructions.

Walkways or bridges of adequate strength with standard guardrails must be provided where employees and equipment are required or permitted to cross over, or near excavations and trenches.

Adequate barricades, signs and warning lights must be provided and maintained as required on or near trenches ditches, and other excavations.

Where vehicles or equipment operate near excavations or trenches, the sides of the excavations must be shored and braced as necessary to withstand the forces exerted by the superimposed load. Also stop logs or other substantial barricades must be installed at the edges of such excavations.

Materials used for sheeting, shoring, or bracing must be in good condition. Timbers must be sound and free from large or loose knots and of adequate dimensions. Do not proceed beyond the protection of the shoring.

Water must not be allowed to accumulate in or around a trench or other excavation.

Excavations

The sides of all excavations must be sloped at an angle which takes into consideration the type of ground i.e. safe angle of response.

Remember: Trenches and excavations can be classed as a confined space

Safe access egress must be provided into all excavations by means of ladders, stairs or ramps.

Trenching

Sides of trenches in unstable or soft material of any depth shall be shored, braced, sloped or otherwise supported by means of suitable timbers/systems.

Sides of trenches in hard or compact soil, including embankments, shall be shored or otherwise supported when the trench is more than 1.25m in depth and 250m or more in length, or identified by risk assessments.

Ladders are required in and out of trenches, as defined by the Risk Assessment.

Ladders shall be located no more than 8m from working areas and shall extend not less than 1 m above the top of the trench and be properly secured to prevent movement during use.

4.22 Manual Handling

MBE will endeavour to provide employees and sub-contract personnel with a safe and healthy working environment and recognises the importance of implementing the Manual Handling Regulations 1992. In all cases, a suitable and sufficient risk assessment will be carried out in accordance with the regulations and training will be given. All personnel are to:-

- Avoid hazardous manual handling activities so far as is reasonably practicable.
- Assess any hazardous manual handling activities that cannot be avoided.
- Reduce the risk of injury, so far as is reasonably practicable.
- Provide or obtain information on the load to be handled.
- When considering how to deal; with manual handling activities, we will consult with The HSE MAC Charts and ensure that the below factors are addressed:
 - The task.
 - The load.
 - The working environment.
 - Individual capacity.

- Other factors that may affect the activity.
- Make full and proper use of handling aids.
- Inform their supervisor of any physical or medical condition that might affect their ability to undertake manual handling operations in a safe and controlled manner.
- Inform a supervisor immediately of any injury incurred through manual handling.

4.23 Lifting Appliances and Cranes

Before taking any lifting appliances into service the service, the Site Manager will:

- Satisfy himself that there is a current Test Certificate in respect of such lifting appliance in accordance with Lifting Operations & Lifting Equipment Regulations 1998 (LOLER)
- Satisfy himself that it has been erected in a proper manner.
- Satisfy himself that the S.W.L is clearly marked on the appliance.
- Ensure that the driver is provided with an experienced banksman.
- Instruct the driver to record his weekly inspection and tests in the appropriate Register
- Ensure a safe method of lifting and working to be used before commencement, as detailed in the Lifting Plan prepared by a competent person.
- Ensure that the driver/operator has the relevant license to operate the machinery.

4.24 Vehicles and Machinery

All drivers/operators must be properly trained and instructed by the company before using vehicles/machines.

It is forbidden for any person, other than the driver, to ride on dumpsters not constructed for the carriage of passengers. Whilst dumper is being loaded, drivers must securely apply the handbrake, turn off the ignition and dismount the machine.

It is forbidden for any persons to rise on hoists not constructed for the carriage of passengers.

Hoist gates must be kept closed, except when and where loading or off-loading is in progress.

Drivers of vehicles must immediately report defects such as faulty steering etc. to the site Manager/Fireman and isolate the machine if necessary.

All guards must be kept in position at all times whilst the machinery is being operated.

Vehicles and machinery must not be left running whilst unattended and must be left in a safe position.

Mobile phones must not be used whilst a vehicle is in motion.

4.25 Road Works

The main hazards associated with road works are inadequate information for operatives, plant, transport outside signed areas and pedestrians not protected.

Where lifting appliances are used on roadworks, safety helmets and high visibility clothing will be worn by personnel. Department of Transport booklet 'Traffic Warning Signs for Roadworks' or similar Chapter 7 requirements will be issued to all supervisors.

The particular hazards of each job and the best means of overcoming them, must be considered so that a safe method of work can be established.

4.26 Roof Works

For all working at height tasks, a detailed written Method Statement and Risk Assessment shall be prepared and notified to all involved.

The system of work should take into account:

- The person carrying out the work
- Others who may be effected by the work (other employees or members of the public).

Suitable equipment shall be provided to give safe access to the roof (ladders, tower scaffolds, independent scaffold, mobile elevated work platforms etc.).

Appropriate precautions against falls will be determined by the type of roof and the nature of work to be carried out. Roofs with a pitch of less than 10 shall be considered to be flat. Toe boards at least 215mm high, and guard-rails with no more than 470mm gap above the top of the toe boards and 950mm to 1.5m above roof level shall be provided. Either by conventional tube counterweight systems.

Non-fragile sloping roofs perimeter edge shall be protected by either:

- Barriers and platform shall be high and strong enough to stop an operative who is rolling or sliding down the roof slope and so positioned that they will stop a fall from the roof.
- An intermediate guard-roll or other barrier shall be needed.
- A barrier at the gable edge shall also be considered.

Fragile Roofs:

Before any roof is used as a means of access or as place of work during operation, whether it is construction repair, maintenance, it is essential to identify parts covered with fragile materials and decide on the precautions to be taken.

The appearance of some roof coverings is misleading and can give a false sense of security to those who are working on or passing across them. Although such coverings may be capable of carrying a significant distributed load and appear solid, they will not in fact carry a concentrated load such as the applied by the heel of a person walking or by a person stumbling and falling. For example, asbestos and non-asbestos cement sheeting is liable to shatter without warning under people's weight, even the newly installed, and it will usually become more brittle with age.

Never walk along the line of roof bolts above the purlins!

Other materials which must be regarded as fragile include:

- Roof Lights
- Plastic Materials
- Corrugated steel sheeting (rusty)
- Glass (including wired glass)
- Liner trays
- Starboard slabs

In some circumstances, wood wool slabs may also be liable to fracture and these should be regarded as fragile.

When work is carried out on this type of roof, Roof Ladders, Span decks with handrails, or crawling boards shall be provided. The number of boards or ladders required will depend on the nature of the work the type of roof and the access to it and the number of persons carrying out the work.

Never step onto a fragile roof to move a board or ladder

When required, Safety Harnesses, belts and nets shall be provided. Ensure that suitable anchorage points capable of withstanding any anticipated shock load are available. When nets are provided they will be erected and inspected by a competent person. A rescue plan will also be included to safely and quickly remove persons from falling into nets.

When work from a roof may endanger the public by falling materials, brick guards/fans, fenced off areas, or other similar precautions shall be provided.

Where necessary, specific training shall be given to cover such matters as:

- Requirements for roof edge protection
- Safe use of scaffolding and mobile towers
- Working on fragile roofs
- Precautions at the leading edge
- Means of access and egress to and from roofs
- Safe use of safety harnesses, belts and nets
- Use of lifting appliances (hoists, gin wheels etc.)
- Safe working with LGP and bitumen
- Health risks e.g. asbestos, dermatitis etc.

4.27 Asbestos

- Whilst our company does not set out to have direct asbestos involvement
- There may be occasions where asbestos is present. Work must stop immediately and a senior operative should be informed on site
- They will inform management who will contact the client and deal with the situation accordingly. All relevant staff are to receive asbestos awareness training.
- Any asbestos is to be removed by specialist prior work commencing
- Survey information provided by clients who will be used to ensure an action plan is in place

4.28 Work Equipment

Work Equipment will be suitable and sufficient for purpose and comply with The Provision and Use of Work Equipment Regulations 1998. In particular we will: -

- Maintain equipment in an efficient state, in efficient working order and in a good state of repair.
- Ensure that all equipment and plant shall be inspected as required with records of inspections kept.
- Ensure the use of any equipment will be restricted to persons who have received adequate training, information, instruction and supervision as necessary.
- Ensure that persons are protected against dangerous parts of machinery.
- Ensure that equipment will only be used in a stable or stabilised condition.
- Suitable and sufficient lighting to be available if necessary.
- Ensure employees are not carried on mobile work equipment unless it is so designed and equipped.
- Ensure that where there is a risk of mobile work equipment rolling over, then roll over protection and operative restraints will be provided, used and maintained in good order.
- Ensure remote controlled self-propelled work equipment will be fitted with a means to stop automatically once it leaves its control range and has guards to prevent impacts.
- Ensure appropriate personal protective equipment is provided and worn.

4.29 Lifting Operations & Lifting Equipment

- The Lifting Operations and Lifting Equipment Regulations 1998 will be complied with in all respects.
- All lifting operations will be planned and supervised by a competent person.
- A method statement will be prepared before any lifting operations are commenced.
- Lifting equipment will only be operated by competent and authorised personnel.
- Evidence of thorough examination of all lifting equipment must be provided.
- Structures and ground surfaces from which lifting equipment will operate will be suitable for purpose.
- Slings and banks-men will be trained and authorised.
- Barriers and fencing will be erected to protect operatives and members of the public during Lifting Operations.
- Safe working loads must be clearly displayed and not exceeded.
- Routine inspections will be carried out every 7 days and recorded.

4.30 CDM Regs 2015

What projects are covered

- CDM 2015 applies to all construction projects in Great Britain including domestic projects.
- All projects over 30 days with 20 or more persons on site or exceeding 500 person days must be notified to HSE (or Office of Rail Regulation or Office for Nuclear Regulation).
- The definition of "construction work" is similar to CDM 2007. Site surveys and pre-construction archaeological investigations are notable works excluded from the definitions of construction work under CDM 2015.

Client Duties in Pre-construction Phase

- Make suitable arrangements for managing a project and ensure they remain in place throughout the project (time and other resources).
- Arrangements should be appropriate to the nature of the works and enable other duty holder to carry out their work without risk to themselves or anyone else who may be affected
- The management arrangements should:
 - Include how project is to be run taking account of any risks to public.
 - Explain selection and appointment of designers and contractors to ensure they have necessary capabilities to undertake the works required.
 - Allocate sufficient time and resources to each stage of the project.
 - Ensure suitable welfare facilities are in place before works start.

- For projects including more complex work and significant risk the management arrangements should also include:
 - What is expected of design team to ensure due consideration is given to health and safety during construction, maintaining and using the building.
 - The arrangements for procuring the design and construction team including establishing that designers and contractors are adequately trained and have right skills and experience of health and safety.
 - Arrangements for monitoring designers' and contractors' performance (progress meetings).
 - Format for the health and safety file or building manual that includes the health and safety file.
- If there is to be more than one contractor working on the project then the Client must appoint a Principal Designer and a Principal Contractor, appointments must be in writing.
 - If these are not made then the duties default to the Client.
- Provide pre-construction Information as soon as is practicable.
- Notify the HSE if appropriate.
- Take reasonable steps to ensure the Principal Designer is carrying out their duties.
- Ensure the Construction Phase Plan as prepared by the Principal Contractor is adequate for the work. The CPP must be project specific, take into account pre-construction information and be proportionate to the site risks.
- Ensure suitable welfare facilities are on site from the very start.
- Ensure the arrangements made for managing health and safety during construction are working successfully.
- Take reasonable steps to ensure the Principal Contractor complies with their duties.
- Check the Health and Safety File has been prepared (by Principal Designer or Principal Contractor).

Domestic Clients

- On a project where there is more than one contractor the client duties must be carried out by the Principal Contractor.
- Or the Principal Designer where there is a written agreement that they will fulfil these duties.
- If the domestic client fails to make the appointments the duty of Principal Designer falls to the designer in control of the pre-construction phase.

Notification

- A project is notifiable if it is scheduled to:
 - Last more than 30 working days and have more than 20 workers working simultaneously at any time.
 - Exceed 500 person days.
- The Client must give this notice as soon as practicable prior to construction phase commencing. Or request this be done on their behalf.
- The Client must ensure the up to date copy is displayed in the construction office.

Principal Designer

- A Principal Designer takes on duties previously carried out by the CDM Co-ordinator.
- The PD is only required where a project has more than one contractor.
- The PD must be a designer on the project and be in a position to have control over the design and planning stage.
- The PD may be an individual or organisation with:
 - Technical knowledge of the construction industry.
 - The understanding and skills to manage and coordinate the pre-construction phase including any design work carried out after construction begins.

Principal Designer Duties

- The PD is to plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase.
- Assist the Client in identifying, obtaining and collating the pre-construction information.
- Provide the pre-construction information to designers, Principal Contractor and contractors
- Ensure designers comply with their duties and cooperate with each other.
- Liaise with the Principal Contractor for the duration of PD appointment.
- Prepare the health and safety file.

Principal Designer/Principal Contractor

- If the Principal Designers appointment finishes before the end of the project then the Principal Designer must ensure the Principal Contractor has all the necessary information so that they:
 - Are aware of the risks that have not been eliminated in the designs.
 - Understand the means employed to reduce or control these risks.
 - Understand the implications for implementing the design work during the remainder of the project.
- The Principal Designer should also arrange for handover of the Health and Safety File and make them aware of any issues that need to be taken into account in reviewing, updating and completing it.

The Construction (Design and Management) Regulations 2015 (CDM) apply to construction work in Great Britain and its territorial sea. CDM is intended to protect the health and safety of people working in construction, and others who may be affected by construction activities. The regulations require systematic management of projects from concept to completion; hazards must be identified and eliminated where possible, and the remaining risks reduced and controlled. Under the regulations there are five key duty holders, these being the Client, Principal Designer, designers, Principal Contractor and contractors.

The Company will comply with requirements of these regulations whenever fulfilling the role of Principal Contractor under the regulations.

The regulations cover the working environment on construction sites and details specific requirements for items/activities such as the following:

- Places of work.
- Stability of structures.
- Demolition and dismantling.
- Explosives.
- Excavations.
- Cofferdams and Caissons.
- Prevention of drowning.
- Traffic routes.
- Doors and gates.
- Vehicles.
- Prevention of risk from fire.
- Emergency routes and exits.
- Emergency procedures.
- Fire detection and fire fighting.
- Welfare facilities.
- Temperature and weather protection.
- Lighting.
- Good order.
- Training.

Duties of the Principal Contractor

The Company whenever it is employed or appointed by a Client as the Principal Contractor under the Regulations will ensure that the following requirements under the regulations are fully complied with.

- Satisfy themselves that client's are aware of their duties, that for notifiable projects a Principal Designer has been appointed and HSE notified before they start work.
- Ensure that they are competent to address the health and safety issues likely to be involved in the management of the construction phase.
- Ensure that the construction phase is properly planned, managed and monitored, with adequately resourced, competent site management appropriate to the risk and activity.
- Ensure that every contractor who will work on the project is informed of the minimum amount of time which will be allowed for planning and preparation before they begin work on site.
- Ensure that all contractors are provided with the information about the project that they need to enable them to carry out their work safely and without risks to health. Requests from contractors will be met promptly.
- Ensure safe working and co-ordination and co-operation between contractors.
- Ensure that a suitably developed construction phase plan is:
 - Prepared before construction work begins.
 - Developed in discussion with and communicated to, contractors affected by it.
 - Implemented.
 - Kept up to date as the project progresses and reviewed prior to any significant changes.
- Satisfy themselves that the designers and contractors that they engage are competent and adequately resourced.
- Ensure suitable welfare facilities are provided from the start of the construction phase, including any sanitary conveniences, washing facilities, drinking water, changing rooms and secure storage, facilities for

rest including suitable arrangements to ensure meals can be prepared and consumed and a means of boiling water.

- Take reasonable steps to prevent unauthorised access to the site.
- Prepare and enforce any site rules.
- Provide copies of (or access to) relevant parts of the plan and other information to contractors, including the self-employed, in sufficient time for them to plan their work.
- Liaise with the Principal Designer on design by specialist contractors, and any implications this may have on the plan. Communication with parties under the control of the Principal Contractor must be directed via the Principal Contractor.
- Promptly provide the Principal Designer with any information relevant to the health and safety file.
- Ensure that all workers have been provided with suitable health and safety induction, information and training.
- Ensure that the workforce is effectively consulted about health and safety matters.

Display the completed project notification (Form F10).

4.31 Alcohol & Drugs

The Company recognises its duty to protect its employees, and others who may be affected by the Company's activities, from the risk associated with the excess use of alcohol and the misuse of drugs by an employee. The Company will not knowingly allow an employee under the influence of alcohol or drugs to continue working.

Any employee who believes they may have an alcohol or drug related problem which may affect their work is encouraged to approach their functional Director/Line Manager, the Company will provide assistance where possible. Employees can expect matters of this nature to remain confidential.

The Company may take disciplinary action against any of its employees who misuse drugs or are under the influence of excess alcohol whilst at work.

The Company requires any employee who believes that another of the Company's employee's is working whilst under the influence of excess alcohol or affected by drugs to report this to their Manager.

4.32 Noise

The Company will comply with the requirements of relevant legislation including The Control of Noise at Work Regulations 2015 and also the Health and Safety at Work Act 1974.

The day-to-day operation of the Company within the office does not expose employees to levels of noise above action levels. However, some activities on construction sites will exceed noise action levels. All employees will ensure that ear protection is worn as recommended by the site manager or required by the risk assessment.

The Company recognises that there is a quantifiable risk of hearing loss from exposures between 80 dB(A) and 85 dB(A), and a residual though small risk below 80 dB(A). The Company in addition to taking the steps required by the Noise Regulations to reduce exposure below the second action level will where possible use a positive purchasing policy to control noise exposure.

Where noise levels are suspected of being above the statutory level the Company will inform its external Health and Safety Consultants and request that they carry out full noise surveys, the staff 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.

The Company undertake to, so far as reasonably practicable, to:

- Reduce noise at source.
- Use sound dampening devices.
- Reduce the time that operatives are exposed to the noise.
- Issue PPE, instructions, information and training.
- Designate ear protection zones and post signage accordingly.

Employees who feel they are experiencing any affects from excessive noise while at work are expected to raise the matter with their supervisor.

Action Levels

The Noise Regulations require specific action to be taken at certain action values. These relate to:

- The levels of noise employees are exposed to averaged over a working day or week: and
- The maximum noises (peak sound pressure) to which employees are exposed in a working day.

The values are:

Lower exposure action values

- Daily or weekly exposure of 80 dB;
- Peak sound pressure of 135 dB

Upper exposure action values

- Daily or weekly exposure of 85 dB
- Peak sound pressure of 137 dB

Levels of noise exposure which must not be exceeded:

Exposure limit values:

- Daily or weekly exposure of 87 dB
- Peak sound pressure of 140 dB

- Ear Protection
The Company will, in accordance with the Regulations provide employees with ear protection.
- Rule of Thumb
As a general guideline if a person using equipment can talk to someone 2m away without having to shout to be understood it is unlikely that hearing protection is necessary, if shouting is necessary the noise level is probably loud enough to damage hearing. Action should be taken, hearing protection should be offered, and a suitable and sufficient assessment of the noise levels made. The results of the assessment will determine if any further action is necessary.

4.33 Vibration

The Company recognises that they have a general duty to protect the health of employees and a specific duty under the Control of Vibration at Work Regulations 2005 to protect employees from harm caused by vibration. We have set out the following policy and procedures to provide protection to our employees and to ensure a practical approach to providing this protection. We have developed our controls in accordance with the guidance provided by the Health and Safety Executive.

Hand-arm vibration (Extract from INDG175 Control the risks from hand-arm vibration)

Hand-arm vibration is vibration transmitted from work processes into workers hands and arms. It can be caused by operating hand-held power tools such as road breakers, and hand guided equipment, such as powered lawnmowers, or by holding materials being processed by machines, such as pedestal grinders. Regular and frequent exposure to hand-arm vibration can lead to permanent health effects. This is most likely when contact with a vibrating tool or work process is a regular part of a person's job. Occasional exposure is unlikely to cause ill health. Hand-arm vibration can cause a range of conditions collectively known as hand-arm vibration syndrome (HAVs), as well as specific diseases such as carpal tunnel syndrome.

There are a large number of different types of hand-held power tools and equipment which can cause ill health from vibration, those which are more common on our sites would include:

| | |
|---------------------------------|------------------------------|
| Concrete breakers/road breakers | Cut-off saws (for stone etc) |
| Hammer drills | Hand held grinders |
| Jigsaws | Drills |
| Power hammers and chisels | Powered sanders |
| Scabblers | Vibrating pokers |

The Exposure Action Value

The exposure action value (EAV) is a daily amount of vibration exposure above which employers are required to take action to control exposure. The greater the exposure level, the greater the risk and the more action employers will need to take to reduce the risk. For hand-arm vibration the EAV is a daily exposure of 2.5 m/s².

The Exposure Limit Value

The exposure limit value (ELV) is the maximum amount of vibration an employee may be exposed to on a single day. For hand-arm vibration the ELV is a daily exposure of 5 m/s². It represents a high risk above which employees should not be exposed.

MBE will use the HSE Vibration Calculator to assess exposure limits to ant affected employees.

Procedures

The Company will:

- Assess the vibration risk to our employees
- **If they are likely to be exposed above the daily exposure action value (EAV) we will put in controls which; eliminate risk, or reduce exposure to as low a level as is reasonably practicable; we will provide health surveillance to any employees who continue to be exposed above the action value.**
- **If any employees are likely to be exposed above the daily exposure limit value (ELV) we will take immediate action to reduce their exposure to below the limit value.**
- Provide information and training to employees.
- Consult with employees.
- Record risk assessments and control actions.
- Keep health records for employees under health surveillance
- Review and update our risk assessment.

PART 5 OFFICE HEALTH & SAFETY

5.1 Office Health and Safety

All office staff shall assist in minimising the risk of accidents, ill health and fire within the office environment. Hazards will be minimised by:

- Properly storing materials.
- Protecting against or eliminating trailing electrical cables.
- Closing filing cabinet drawers.
- Keeping staircases and fire exits clear and unobstructed.
- Where there is a risk of injury from manual handling, a suitable and sufficient risk assessment will be carried out and appropriate procedures established.
- Chemical hazards will be subject of COSHH assessments.

Electrical hazards will be minimised by ensuring:

- That all cables and connections are maintained in good condition.
- Equipment is properly earthed and correctly fused.
- Sockets are not overloaded.
- Water kept away from electrical installations.
- Electrical equipment shall be subject to regular checking every 12 months.

5.2 Visual Display Equipment

Risk Assessments will be completed and should cover the following points:-

- Work station must have adequate lighting without glare or distracting reflections.
- Adequate space to be provided to allow postural changes and leg room.
- All work stations should be tailored to suit individual operators and records of training kept.
- Equipment provided must be appropriate to the task.
- Work surfaces must allow for flexible arrangements.
- Work chair to be adjustable and have 5 points of contact with the floor.
- Footrest to be provided if required.
- User to take frequent short breaks away from the screen area.
- Eye sight test to be provided at request of user.
- Damaged or faulty equipment will be taken out of use and reported to management.

5.3 Office Fire Emergency Procedures

- A risk assessment will be completed under The Regulatory Reform (Fire Safety) Order 2005
- All staff will be instructed in the 'emergency evacuation' procedures.
- Emergency evacuation drills will be carried out and recorded.
- Alarms and Fire fighting equipment will be serviced and maintained.
- Fire and emergency evacuation instructions will be posted in conspicuous positions.
- Visitors will be 'booked' in and out and escorted from the office in the event of an emergency.

Fire hazards will be minimised by:-

- Keeping fire doors closed.
- Keeping fire extinguishers in place.
- Keeping paper and other flammable materials to a minimum.
- A 'no smoking' policy in conformance with the Smoke-free (Premises and Enforcement) Regs 2006.

5.4 Driving of Motor Vehicles on Company Business

- Drivers will comply with the Road Traffic Act 1974, all subordinate legislation and the Highway Code.
- Only persons with full driving licences will be permitted to drive that class of vehicle.
- Driving licences will be checked annually.
- All employees are required to report any driving convictions or points on their licence.
- A system of recording accidents/incidents will be established to identify training needs.
- Training will be provided where a need is identified.
- All employees who use their own vehicles on company business are required to provide evidence of insurance that covers such use.

- Vehicles and trailers will be visually inspected daily.
- No vehicles or trailer will be used in an un-roadworthy condition.
- All vehicle defects will be reported immediately.
- Mobile telephones will not be used whilst driving.
- No one will drink alcohol, take drugs or medication which could affect their ability to drive.
- Drivers and passengers will not smoke in company vehicles.
- All employees driving on Company business will be the subject of risk assessment.

The company has appointed SKW as out safety advisers to prepare the Office health & Safety Manual and Procedures Handbook.

Every office is based employee, and those employees who visit the office on a regular basis in furtherance of their duties, have undergone induction on the procedures and have been issued with a copy of the Employee Safety Handbook.

These documents are maintained at Head Office and copies are available on request.