



LCBCONSTRUCTION

LCB Construction Ltd Health & Safety Policy

Health and Safety Policy Statement

LCB Construction Ltd will:

Establish and implement a Health and Safety Management System to manage the risks associated with our premises and activities.

Regularly monitor our performance and revise our Health and Safety Management System as necessary to ensure we achieve our objective of continuous improvement.

Provide sufficient resources to meet the requirements of current Health and Safety legislation and aim to achieve the standards of 'Good Practice' applicable to our activities.

Actively promote an open attitude to Health and Safety issues, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.

Communication and consult with our staff on all issues affecting their health and safety and, in doing so, bring this policy to their attention.

Provide adequate training for our staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.

Carry out and regularly review risk assessments to identify hazards and existing control measures. We will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level.

Maintain our premises and work equipment to a standard that ensures that risks are effectively managed. Ensure that responsibilities for Health and Safety are allocated, understood, monitored and fulfilled. Employ a full time H&S Manager while retaining access to competent advice and assistance through the support of CDM Consult Ltd, thereby ensuring that we are aware of relevant changes in legislation and 'Good Practice.'

Provide health surveillance for staff where appropriate and maintain records.

Co-operate with other organisations on construction sites to ensure that they are aware of any risks to their employees and other people posed by our activities, that we are aware of any risks to our employees from their activities, and that we comply with the requirements of relevant legislation.

It is the duty of all of us when at work:

- To take reasonable care of our own safety
- To take reasonable care of the safety of others who may be affected by what we do or fail to do
- To co-operate so that we can all comply with our legal duties
- To ensure we do not interfere with or misuse anything provided in the interests of health and safety.

Signed:

Date: 06/01/2020

Position: Director



ORGANISATION AND RESPONSIBILITY FOR SAFETY

Health and Safety Responsibilities

Director

The Director of LCB Construction Ltd will be responsible for defining and documenting the Company's policy and Objectives for, and commitment to health and safety in the form of a formal statement, which shall be signed by: -

Liam Bevan

General Responsibilities

To adhere to the general policy of the Company, set out in the Company Health and Safety Policy Statement.

Specific Responsibilities

The Director of LCB Construction Ltd so far as is reasonably practicable, is responsible for ensuring the Health and Safety and Welfare at Work of all Company employees. This will be achieved by:

- Ensuring that all aspects of the Company's Health and Safety Policy are carried out effectively within their areas of responsibility.
- Providing adequate staff, funds and materials to meet Health and Safety requirements.
- Ensuring that responsibility for Health and Safety is properly assigned, accepted and carried out at all levels.
- Ensuring that necessary preventive and/or corrective action is taken to rectify identified risks and maintain required Health and Safety standards.
- Appraise, assess, discuss and action Health and Safety matters on a regular basis with relevant personnel.
- Notifying those persons responsible of changes and requirements of all legislation, regulations and codes of practices etc. concerned with Health and Safety at Work.
- Ensuring effective liaison with outside authorities on matters concerned with Health and Safety and the Environment.
- Ensuring that there is a high level of Health and Safety Awareness across the Company.

The Site Managers Duties

- To read, understand and implement LCB Construction Safety Policy, organisation and arrangements, co-ordinate site works with minimum risk to Health and Safety and to adhere to all relevant regulations.
- To ensure that, Approved Codes of Practice (ACOP's), safe systems of work, risk assessments & method statements are agreed and in place prior to works commencing on site.
- To ensure that employees and operatives are given induction training and toolbox talks in respect of health and safety
- To ensure that the storage of materials and substances on site are safe and comply with statutory requirements and Principal Contractors site rules.
- To maintain a safe site access and egress. To monitor the effects of traffic from public roads and highways to the site, to ensure the general public's safety.
- To ensure that all work at height is risk assessed and persons working at height are competent to do so in accordance with the Working at Height Regulations 2005
- To ensure the site is kept as tidy as is reasonably practical and all operatives clear the work area of rubbish and unwanted materials as the work progresses.
- To ensure that all plant and equipment on site is safe to use and correctly maintained.
- To control and co-ordinate, all sub-contractors and visitors to avoid confusion, regarding health,



safety and welfare issued.

- To ensure that accidents are entered in the accident book BI 510 and implement LCB Construction's accident reporting procedures.
- To meet with inspectors and visitors to the site and maintain a record of all site visitors in the site visitor's registration book.
- To bring to the attention of the Director/Safety Advisor issues relating to safety on the site. To rectify as a matter of high priority all defects highlighted by the HSE Inspector or Clients representatives.
- To appoint a competent person to take charge during temporary absence.
- To set a good example of behaviour with regard to health, hygiene and safety.
- To supervise young persons and new entrants to site and ensure that suitable induction training is given. (A young person is someone under the age of 18 and specific risk assessments are required to be made)
- To ensure all operatives are given information, instruction, training and supervision in order to ensure that safe operation of tools, equipment and plant that they will be using.
- To ensure that all daily maintenance of plant and equipment is carried out in accordance with the manufacturers or suppliers instructions.
- To ensure that all defects, injury, or accidents are reported to the Director of LCB Construction
- To ensure that all trained specialists on plant and equipment have the statutory register and are certificated to use or operate such plant or equipment.
- To take disciplinary action against operatives who fails to comply with LCB Construction's Policy or procedures and to report this to the Directors immediately for further action.
- To ensure the supply and use of adequate Safety and Personal Protective Equipment (PPE).
- To ensure combustible materials are not burnt on site unless authorised by Permit to Burn procedure properly supervised, monitored and controlled.
- To ensure that site tidiness is maintained and all combustible rubbish is properly disposed of regularly. Fire extinguishers appropriate to the risk will be made available and site Emergency Procedure notice will be displayed along with any necessary "NO Smoking" notices
- To ensure that provision exists for:--
 - Suitable and sufficient welfare facilities on site, shored or otherwise and daily maintenance of them as stated in The Construction (Design and Management) Regulations 2015
 - Where appropriate, a qualified first aider or appointed person, suitable first aid equipment and facilities.
 - To ensure persons are appointed under the First Aid Regulations 1981, and display their names and location of First Aid boxes.
 - Identify to the workforce, the first aid arrangements.

Company Driver's Duties

- No driver shall be under the age of 18 years and will have passed the appropriate test. All drivers shall be capable of operating the vehicle and related equipment safely and shall receive continuing instruction and training as appropriate.
- The drivers shall be mature with a responsible reliable attitude and be capable of performing their duties with due care and attention to other road users.
- Prior to taking out a vehicle all drivers shall carry out basic safety and maintenance checks (e.g. check that the tyres are properly inflated, oil, water and batteries are full and working)
- Under no circumstances will a driver operate a vehicle whilst under the influence of alcohol, drug or medication likely to affect his own judgement and therefore the health and safety of others.
- All drivers shall not operate a vehicle unless he is emotionally, intellectually and physically fit to do so.
- All drivers shall comply with LCB Construction's policy, method statements and risk assessments.
- All drivers shall pay special attention to risks associated with unsafe working practices, e.g. driving too fast, turning too sharply or driving on gradients.
- All drivers shall wear the appropriate clothing and footwear conducive to the work. They will use and take reasonable care of the issued Personal Protective Equipment (PPE)
- All drivers shall report any defective vehicle to the Site Manager.
- All drivers shall not allow any person to travel on LCB Construction plant or hired plant vehicles



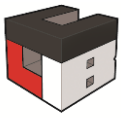
unless a permanent ride on seat is available.

Sub-Contractors - Self Employed Duties

- The operative shall ensure he has received, understands and complies with LCB Construction Policy, method statements and risk assessments.
- The owner/driver or sub-contractor shall ensure that his vehicle and plant meets with all of LCB Constructions health and safety requirements and carries all statutory testing and licences.
- All sub-contractors shall provide LCB Construction with a machine, plant and vehicle inspection report covering essential safety components and ensure his vehicle is suitable for the task.
- The self-employed and sub contractors shall satisfy themselves that the measures they take to comply with their legal duties are adequate.
- Under no circumstances shall sub contracted or self employed staff operate a vehicle or plant whilst under the influence of alcohol, drugs, medication or any medical condition likely to affect his own judgement and therefore the health and safety of others.
- The sub contracted and self-employed shall not operate a vehicle, plant or machinery unless he is emotionally, intellectually, and physically fit to do so. The person can ensure this by undertaking to have annual medical checkups.
- All delivery drivers shall ensure that he receives from the management all available information reference the Clients work environment, the Clients permit systems, unloading the loading instructions. In cases where no prior information is available the driver shall make all necessary enquiries at the entrance of the Clients workplace before proceeding to the loading and unloading areas.
- All sub contractors or self-employed persons shall pay special attention to risks associated with unsafe working practices, for example driving too fast, turning too sharply or driving on unsafe gradients.
- The standard of driving within the Client's workplace shall be regulated by the site rules and shall be at least the same as that required on public roads.
- All drivers whilst within the Clients workplace shall proceed with extra caution due to the unfamiliar work environments and shall be extra diligent with regards to pedestrian and light vehicular traffic.
- The sub contractor and self-employed persons shall wear the appropriate clothing and footwear conducive to the work environment and use and store correctly any of the issued Personal Protective Equipment (PPE).

All Employees Including Sub-Contractors

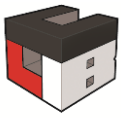
- Read, understand and adhere to LCB Construction Safety Policy arrangements, procedures and to all rules issued.
- Take care of you own health and safety whilst working for LCB Construction and ensure you activities do not adversely affect the health and safety of others.
- Co-operate with LCB Construction in all matters of health, safety and welfare and make your contribution to reducing accidents.
- Promote and develop an attitude that is conducive to safety, both on a personal level and for others in your work environment, particularly towards new employees and young persons.
- Never undertake hazardous operations nor operate any items of plant or equipment unless trained and authorised to do so.
- Always work in accordance with LCB Construction method statements and risk assessments as provided or issued in the case of sub-contractors.
- Set a good personal example towards safety at all times.
- Feel free to speak about and suggest ways of improving safety LCB Construction
- Report to your immediate supervisor all incidents, which could result in personal injury or property damage.
- Report to your immediate supervisor any defects in pant or equipment or unsafe methods of work. Always ensure that all plant, and premises are left in a safe and secure state or place at cease



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work or when left unattended.

- Avoid unsafe improvisation. Refrain from 'horseplay' and the abuse of welfare facilities.
- Keep tools and equipment in good condition.
- Always use the correct tools and equipment for the job. Always use safety equipment and personal protective equipment that is made available and issued when required.
- Take care of any Company property entrusted to you.
- Report any personal industrial injury or industrial disease to your immediate supervisor and ensure an entry is made in the accident book at your place of work.



Health and Safety Policies and Procedures

- Accident and Incident Reporting and Investigation Procedure
- Communication and Consultation
- Communication Procedure
- Consultation Procedure
- Company Vehicles
- Construction Design & Management
- Control of Substances Hazardous to Health
- Display Screen Equipment (DSE) Safety Procedure
- Electrical Safety
- Fire Safety Procedure
- First Aid Policy
- First Aid Notice Form
- Gas Safety Policy
- Health Surveillance
- Hazard Reporting
- Lifting Operations, Equipment and Accessories Policy Lifting Operations,
- Lone Workers
- Maintenance Policy
- Maintenance Procedure
- Manual Handling Operations
- Procedure Monitoring
- Noise at Work Procedure
- Personal Protective Equipment (PPE) Policy Personal Protective Equipment (PPE) Procedure
Pressure Systems
- Risk Assessment
- Training
- Work Activities
- Work Equipment
- Working at Height Policy
- Workplace Welfare Policy



Accidents Policy

INTRODUCTION

An accident is an unplanned or uncontrolled event that may or may not result in personal injury, damage to equipment, premises or environment. Accidents where no personal injury occurs may be referred to as incidents. We have adopted this policy and related procedures to assist us in the management and control of accidents and their causes. There are legal requirements placed on us by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) which are referred to in this policy.

It is our policy to:

- Record all injuries in our Accident Book and instruct employees on the procedure to be followed.
- Keep records of all accidents/incidents involving non-employees, ensuring the details of their status e.g. visitor, contractor etc. is recorded.
- Seek advice from our H&S Manager on any situation reportable under RIDDOR and any serious 'near miss' incident.
- Report all injuries, industrial diseases and dangerous occurrences, as detailed in RIDDOR, to the Enforcing Authority.
- Keep records of all accidents/incidents, detailing those that are reportable and how they were reported.
- Keep details of occupational ill health, including how this was reported to the Enforcing Authority where appropriate.
- Investigate all accidents, including 'near miss' incidents, to prevent recurrence.
- Ensure first aid provision is readily available.
- Contact our H&S Manager if in doubt.



Communication and Consultation Policy

INTRODUCTION

We recognise the value of effective methods of communication and consultation in achieving a positive health and safety culture in our business, to ensure not only that up to date information is available when required, but also that our workers are fully involved with our management of health and safety.

It is our policy to:

- Establish effective lines of communication both internally and externally as required.
- Involve and consult with workers on issues affecting their health and safety at work and to take account of their views on these matters. Communication and consultation takes place through:
 - Individual conversations
 - Staff meetings
 - Notice-boards
 - Internal publications
 - Health and Safety Committee meetings
- Provide information on performance, lessons learned from incidents, plans, standards, procedures and systems etc.
- Display the following:
 - The 'Health and Safety Law – What You Should Know' poster
 - Our current Certificate of Employers' Liability Insurance
 - Our Health and Safety Policy Statement
- Consult with workers when changes to processes, equipment, work methods etc. are introduced into the workplace that may affect their health and safety at work
- Notify all workers of the arrangements for appointing a competent person.



Company Vehicles – Vehicles Policy

INTRODUCTION

We recognise the specific hazards and risks that are inherent in the use of specialist vehicles for work-related activities.

It is our policy to:

- Ensure that all operatives are fully trained, insured and in a fit state of health to operate specialist vehicles for work-related activities.
- Provide specialist training, including refresher training, where appropriate, to comply with any licensing or other requirements.
- Ensure that vehicles provided to employees are suitable for the purpose and the environment they are used in, and are safe to use.
- Check all driver licenses and certificates on a periodic basis.
- Ensure that vehicles are maintained in safe condition and that any examinations e.g. lifting equipment, MOTs etc. are carried out, as require



Construction, design and management regulations (CDM) 2015

INTRODUCTION

The Construction (Design and Management) (CDM) Regulations 2015 cover a very broad range of construction activities such as building, civil engineering, construction work, demolition, site preparation, site clearance, renovation, decoration, installation, maintenance, and dismantling of structures.

Under the CDM Regulations, legal duties apply to the following duty holders; Clients, Designers, Contractors and Workers for all construction projects even for simple, short duration work. Additional duty holders called 'Principal Designer' and 'Principal Contractor' are legally required to be appointed where projects involve or are likely to involve more than one contractor working on the project at any time. CDM applies to both non-domestic and domestic premises.

For those projects that are likely to take more than 30 days and have more than 20 workers working simultaneously or involve more than 500 person days of construction work, then the projects are notifiable in writing to the Health and Safety Executive, HSE.

Each duty holder must beware of the CDM Regulations and the responsibilities of other duty holders under these Regulations. Organisations or individuals are permitted to undertake more than one duty holder role but they will need to demonstrate they have sufficient skills, experience, knowledge, training and organisational skills (if they are an organisation) and the ability to adequately fulfil each of the duties and maintain health and safety.

Anyone working on projects under the control of others must report to them any situation likely to endanger their own health and safety or that of others.

Designers, contractors, the Principal Designer and the Principal Contractor must consider the 'principles of prevention' to as far as reasonable practicable to eliminate foreseeable risks and if this is not possible, reduce risks or control of them.

This arrangement is applicable to organisations who may have construction work undertaken on the premises / structures they are responsible for.

Client's responsibilities

Clients are defined as companies, organisations or individuals for whom a construction project is carried out.

For all projects, Clients will: -

- Appoint designers and contractors with appropriate skills, knowledge, skills, experience and who are adequately resourced. If they are an organisation, they should have suitable organisational capabilities.
- Take reasonable steps to ensure duty holders carry out their relevant duties before and during the construction phase.
- Ensure so far as reasonably practicable that the construction work is carried out without risks to health and safety.
- Ensure the HSE are notified of the project for 'notifiable' projects.
- Make suitable arrangements for managing, maintaining and reviewing the project for its duration with regularly liaison with all duty holders. This should include allocating sufficient time to assess risks, creating the project team, ensuring roles and responsibilities are clear, stipulating that regular meetings are held or regular progress reports are issued, and requiring co-operation, communication and co-ordination between parties.
- Appoint competent / specialist persons to advise on managing health and safety risks for the project, where needed.
- Ensure that adequate welfare facilities are in place before the commencement of a project and are available throughout the construction phase.



- Provide information ('Pre-Construction Information') about e.g. the site's hazards, site rules, Client's brief as soon as possible, to duty holders who are designing, bidding and planning for the work. If information is not available, the Client must take reasonable steps to acquire such information.
- If there is only one contractor involved with the project, ensure a Construction Phase Plan is drawn up by the contractor.
- For projects, which involve more than one contractor working on the project at any one-time Clients will additionally: -
 - Appoint as soon as possible in the design process, a **Principal Designer** to control the pre-construction phase and appoint a **Principal Contractor** as soon as practicable before the construction phase begins to control the work. Clients should regularly liaise with these duty holders throughout the duration of the project and take reasonable steps to ensure they comply with their duties.
 - Provide information ('Pre-Construction Information') as early as possible to the Principal Designer and Principal Contractor.
 - Ensure that work does not start before the Construction Phase Plan has been prepared by the Principal Contractor.
 - Ensure the Principal Designer prepares, regularly reviews and revises a Health and Safety File whilst they are employed (this duty passes to the Principal Contractor if the Principal Designer's contract has ended).
 - Retain and revise the Health and Safety File as new information becomes available, including after project completion, and provide access to others e.g. new owners and those who undertake further works on the site.

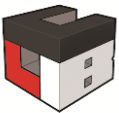
Where a project has more than one Client, then it is recommended that one of the parties accepts, by contract, to fulfil the role of the Client as defined by CDM.

Where CDM related activities are undertaken, LCB Construction. will ensure: -

- That it's duty as a Client under the CDM Regulations is complied with.
- That where relevant, it is aware of the responsibilities of other CDM duty holders* (i.e. Principal Designers, Designers, Principal Contractors and Contractors) and CDM workers.
- That it is competent to perform, where required, other CDM duty holder roles, to comply with the requirements, set out in the CDM Regulations.



CDM Duty holders* – Who are they?	Summary of role/main duties
Clients	
<p>Clients - are organisations or individuals for whom a construction project is carried out.</p>	<p>Make suitable arrangements for managing a project. This includes making sure:</p> <ul style="list-style-type: none"> <input type="checkbox"/> other duty holders are appointed; <input type="checkbox"/> sufficient time and resources are allocated; <p>Making sure:</p> <ul style="list-style-type: none"> <input type="checkbox"/> relevant information is prepared and provided to other duty holders; <input type="checkbox"/> the principal designer and principal contractor carry out their duties; <input type="checkbox"/> Welfare facilities are provided.
Domestic Clients	
<p>Domestic clients - are people who have construction work carried out on their own home, or the home of a family member that is not done as part of a business, whether for profit or not.</p>	<p>Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the contractor, on a single contractor project; or; <input type="checkbox"/> The principal contractor, on a project involving more than one contractor. <p>However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties.</p>
Principal Designers	
<p>Principal designers** – are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p>	<p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> identifying, eliminating or controlling foreseeable risks; <input type="checkbox"/> ensuring designers carry out their duties; <p>Prepare and provide relevant information to other duty holders;</p> <p>Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.</p>
Designers	
<p>Designers – are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<p>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> <input type="checkbox"/> construction; and <input type="checkbox"/> The maintenance and use of a building once it is built. <p>Provide information to other members of the project team to help them fulfil their duties.</p>



Principal Contractors	
<p>Principal contractors – are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</p>	<p>Plan, manage, monitor and coordinate the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Liaising with the client and principal designer; <input type="checkbox"/> Preparing the construction phase plan; <input type="checkbox"/> Organising cooperation between contractors and coordinating their work. <p>Ensure:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Suitable site inductions are provided; <input type="checkbox"/> Reasonable steps are taken to prevent unauthorised access; <p>1 Workers are consulted and engaged in securing their health and safety; and welfare facilities are provided.</p>
Contractors	
<p>Contractors – are those who do the actual construction work and can be either an individual or a company.</p>	<p>Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety;</p> <p>For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor;</p> <p>For single-contractor projects, prepare a construction phase plan.</p>
Workers	
<p>Workers – are the people who work for or under the control of contractors on a construction site</p>	<p>They must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Be consulted about matters which affect their health, safety and welfare; <input type="checkbox"/> Take care of their own health and safety and others who may be affected by their actions; <input type="checkbox"/> Report anything they see which is likely to endanger either their own or others' health and safety; <input type="checkbox"/> Cooperate with their employer, fellow workers, contractors and other duty holders;

* Organisations or individuals can carry out the role of more than one duty holder, provided they have the skills, knowledge, experience and (if an organisation) the organisational capability necessary to carry out those roles in a way that secures health and safety.

** Principal designers replace the role undertaken by CDM co-ordinators under CDM 2007.



Control of Substances Hazardous to Health Policy

INTRODUCTION

Hazardous substances can be brought into the premises for use in various activities and processes and can also be generated as a result of a process or activity. Exposure to hazardous substances can result in short and long term ill-health and injury, and even to fatalities.

It is our policy to:

- Ensure that those responsible for managing work likely to result in exposure to hazardous substances are adequately trained and competent.
- Ensure no new substances are introduced into our work activities without approval of a designated manager, and before an assessment of the risk are carried out.
- Maintain records of all hazardous substances used or created on the premises and keep manufacturers safety data sheets, where appropriate.
- Assess the risks to health from exposure to hazardous substances, and determine the control measures needed.
- Record the assessments, and review them periodically or when changes occur.
- Introduce effective control measures to ensure exposure to substances hazardous to health is eliminated or reduced to the lowest possible level.
- Monitor exposure to hazardous substances, and undertake an appropriate form of health surveillance, where necessary.
- Inform, instruct and train employees about the risks and the precautions to be taken to protect themselves from the harmful effects of hazardous substances.
- Maintain in effective working order, all plant and equipment provided to control exposure to hazardous substances, and fulfil our legal duties in relation to statutory examinations, where required.



Display Screen Equipment (DSE) Policy

INTRODUCTION

We recognise that incorrect use of display screen equipment may result in ill health such as pains in the arms, neck, elbows, wrists, hands and fingers, temporary eyestrain and headaches, fatigue and stress.

It is our policy to:

- Identify 'Users' of DSE as defined under current legislation. In general we interpret 'users' as staff who use this equipment for at least an hour or more at a time, or more or less daily.
- Carry out a specific risk assessment of each workstation, taking into account the DSE, the furniture, the working environment and the user.
- Take the necessary measures identified in the assessment to reduce risks to the lowest reasonably practicable extent.
- Ensure that risk assessments are regularly reviewed.
- Advise staff of the findings of the assessments on their own workstation.
- Advise 'Users' of the opportunity for free eye and eyesight tests and the purchase of any corrective lenses, at our expense, when they are required specifically for using our DSE.
- Ensure the software we use is suitable for our tasks.
- Provide information and training for staff on the risks to health from using DSE and how to avoid them.



Electrical Safety – Fixed Installation Policy

INTRODUCTION

The fixed installation consists of the switchgear and electrical distribution systems throughout our premises. We recognise that electrical equipment is potentially hazardous and will identify risks to persons and reduce those risks in accordance with current safety legislation and guidance.

It is our policy to:

- Ensure that a competent electrician inspects and tests all fixed installations at the intervals recommend in current guidance and that the appropriate report is issued and retained.
- Inform employees that they must not carry out any electrical fault finding or repairs unless trained and authorised to do so.
- Ensure that all employees are informed of the need to speedily report any problems encountered in connection with electrical supplies, circuitry or switches.
- Ensure that those who carry out work on electrical systems are competent, and use the correct equipment.
- Isolate or take out-of-service any faulty electrical system or equipment.
- Test electrical circuits following repair and prior to reinstating their use.
- Provide emergency and first aid information to cover the actions to be taken in the event of electric shock or burns.



Electrical Safety – Portable Appliances Policy

INTRODUCTION

We recognise that the use of portable electrical appliances is potentially hazardous. We will identify risks to people, managing those risks in accordance with current safety legislation and guidance.

It is our policy to:

- Maintain a register of all portable electrical appliances used by us and ensure that a competent person inspects and, where required, tests all such equipment at intervals identified in our risk assessment.
- Prohibit personal portable electrical appliances from being brought into our premises unless prior approval has been given and the equipment has been inspected by a competent person before use.
- Provide instruction to users of portable electrical appliances so that they are aware of the hazards and are able to spot visible defects prior to use.
- Inform staff that they must not carry out any electrical fault finding or repairs unless trained and authorised to do so.
- Ensure that all staff are aware of the need to stop using portable electrical appliances if problems are encountered and report any defects immediately.
- Isolate or take out of service any faulty electrical equipment.
- Test electrical appliances following repair and prior to reinstating their use.
- Provide emergency and first aid procedures to cover the actions to be taken in the event of electric shock or burns.
- Take all reasonable precautions to ensure that any hired electrical equipment is safe to use.



Fire Safety Policy

INTRODUCTION

We recognise that fire prevention is an important obligation for all organisations, including ours, and that fire has the potential to present significant risks to our health and safety

It is our policy to:

- Assess the risks from fire at our premises and implement appropriate control measures.
- Ensure good housekeeping to minimise the risk of fire.
- Provide means of detection and giving warning in case of fire.
- Inspect and/or test fire safety equipment at the appropriate intervals.
- Provide and maintain safe means of escape from premises in the event of a fire.
- Maintain all fire detection, fire fighting equipment and installations.
- Implement a procedure for the action to be taken in the event of a fire.
- Train and instruct staff in fire safety including the carrying out of fire drills.
- Keep records of all fire safety matters
- Ensure that all visitors are made aware of the fire precautions and emergency arrangements.
- Identify people with any disability or impairment who may require assistance in the event of a fire.



Fire Notice

FIRE ALARM:

IF YOU DISCOVER A FIRE:

- Operate the nearest fire alarm
- Immediately vacate the premises by the nearest available exit and proceed to the assembly point indicated below. Do not use lifts.

DO NOT RE-ENTER THE BUILDING TO COLLECT PERSONAL BELONGINGS.

IF IT IS SAFE TO DO SO AND IF YOU HAVE THE AUTHORISATION AND APPROPRIATE TRAINING, attack the fire with the fire fighting equipment provided

- Always ensure there is a safe exit route before attempting to extinguish any fire.
- Leave the building immediately if you cannot control the fire or your escape route is threatened.

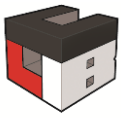
WHEN INFORMED OF A FIRE:

- Immediately vacate the premises by the nearest available exit
- Proceed to the assembly point indicated and await roll call.
- Close all doors behind you.

Report to the person in charge of your assembly point which is located at:

...Entry gates to the building.....

DO NOT RE-ENTER THE BUILDING UNLESS TOLD TO DO SO BY THE FIRE MARSHAL



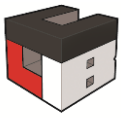
First Aid Policy

INTRODUCTION

We recognise that by providing suitable first aid facilities, having regard to the nature of our undertaking and the number and location of our staff, we may reduce the immediate impact of any accident.

It is our policy to:

- Appoint and train suitable numbers of first aid personnel.
- Provide and maintain suitable and sufficient first aid facilities
- Ensure that first aid facilities, equipment and personnel are readily available.
- Provide additional training for first aid personnel as necessary to take into account any specific hazards.



Gas Safety Policy

INTRODUCTION

If gas appliances and pipework are incorrectly installed and inadequately maintained, staff and others may be at risk from carbon monoxide poisoning, explosions and fire.

It is our policy to:

- Use gas appliances which conform to appropriate standards.
- Ensure gas appliances and pipework are installed and maintained by a competent person.
- Keep records relating to gas appliance and pipework maintenance and safety checks.
- Create an emergency plan to deal with gas leaks, fire or explosions and train staff in its implementation.



Health Surveillance

INTRODUCTION

Safety-Critical Work (SCW) medicals identify if there is any risk or likelihood of employees developing a health problem that could cause them to be suddenly taken ill, whilst undertaking their work, and there are certain tests that can be done to highlight any such chances and reduce the risk to employee and others.

It is important that safety-critical workers are not suffering from medical conditions or undergoing any medical treatment which is likely to cause sudden loss of consciousness or incapacity, impairment of awareness, concentration, balance or coordination or significant limitation of mobility.

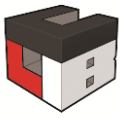
In the construction industry the following roles have been defined as 'safety critical':

- *Asbestos licensed worker*
- *LGV/HGV Driver*
- *Plant Operators*
- *Scaffolder/Rigger*
- *Slinger/Signaller/Banksman/Traffic Marshall*
- *Steel Erector Structural/Fabricator*
- *Steeplejack*
- *Tunnel Boring Gangs*
- *Roadside (high speed)*
- *Tunnelling*
- *Confined Space workers*
- *Working at Height where control measures not practicable*

There are a large number of substances and or processes that may have an adverse effect upon the health of persons that are exposed to them. The extent of the health effects depends upon the inherent hazard of the substance/process, the time of exposure to the hazard and the concentration to which the person is exposed. Exposure to those substances known to be inherently very hazardous is controlled by specific sets of Regulations which in many cases require those persons exposed to them to undergo regular health surveillance to ensure that the control measures used remain effective.

It is our policy to:

- Identify all substances/processes that may cause adverse acute/chronic health effects.
- Prepare and maintain an inventory of all such substances/processes.
- Eliminate the use of such substances/processes or substitute them by less hazardous substances/processes where practicable.
- Identify staff who may be at risk from substances/processes having an adverse health effect.
- Undertake risk assessments on the work activities where hazardous substances/processes are used.
- Inform staff of the health risks associated with use of the substances/processes.
- Train staff in the safe methods of work and in particular the use of the control measures.



- Provide health surveillance for those members of staff potentially at risk.

Hazard Reporting Policy

INTRODUCTION

We recognise that staff have an invaluable monitoring role within the workplace in helping to identify hazards before they cause an injury or accident. In addition, staff also have a legal duty to report conditions that might cause them.

It is our policy to:

- Have an effective system for the reporting of hazards found by staff in their workplace.
- Ensure all reported hazards are dealt with expediently and efficiently.
- Check that action has been taken following receipt of a hazard report.
- Complete checklists for hazard spotting at prescribed intervals.
- Train staff to verbally report the following circumstances immediately:
 - Discovery of a fire
 - Ineffective, defective or missing guards
 - Damaged or ineffective personal protective equipment or clothing
 - Faulty equipment that cannot be operated safely
 - Insufficient training or information to carry out your work safely
 - Insufficient information on the use and handling of a hazardous substance
 - Spillage of a hazardous substance
 - Potential incident or dangerous occurrence



Lifting Operations, Equipment and Accessories Policy

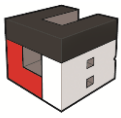
INTRODUCTION

The result of failure in use, or misuse, of this type of equipment can lead to serious injuries or death, not only to users but also to those in the vicinity of lifting operations.

Lifting equipment includes equipment used for carrying persons, and lifting accessories are such items as chains, strops, slings, ropes and 'D' shackles.

It is our policy to:

- Provide lifting equipment and lifting accessories that are suitable for the lifting operation on which they are to be used.
- Uniquely identify each accessory and item of lifting equipment, and maintain a register, and mark equipment to show it can be used for lifting persons.
- Install lifting equipment in such a way as to reduce the risk of the equipment or load striking a person.
- Ensure all lifting equipment and accessories are marked to indicate their safe working load and provide any other marking appropriate to the configuration of use and for reasons of health and safety.
- Subject all items of lifting equipment and lifting accessories to thorough examinations by a competent person at intervals required by the examination scheme and where exceptional circumstances could jeopardise safety.
- Ensure that, prior to putting into use, we have evidence that all items of lifting equipment and lifting accessories are thoroughly examined by a competent person.
- Store equipment and accessories in such a way as to prevent damage or degradation.
- Keep all records of thorough examinations, tests, inspections and defect reports throughout the lifetime of the lifting equipment and in the case of lifting accessories for 2 years.
- Carry out risk assessments on all lifting operations and take action on their findings.
- Ensure that all lifting operations are properly planned by a competent person, are supervised and carried out in a safe manner.
- Provide suitable training for all users of lifting equipment and those involved in lifting operations.
- Take out of use and segregate any dangerous or faulty equipment or accessory until the item is repaired, tested and returned to service, or the item is rendered unusable and disposed of.



Lone Working Policy

INTRODUCTION

We recognise that staff who works alone may be exposed to hazards that are not usually present when working with other staff. We additionally recognise that extra precautions are required to safeguard the health and safety of lone working staff.

It is our policy to:

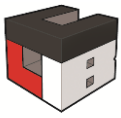
- Carry out a suitable and sufficient risk assessment for lone working activities.
- Provide a safe system of work for staff.
- Provide appropriate information and training to all lone working staff.
- Make adequate first aid provision for all alone working staff.

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

- Periodic supervisory checks
- Periodic contact by telephone or radio
- Automatic warning devices if not periodically cancelled by the lone worker
- Emergency alarms operated manually or in the absence of any activity

In certain circumstances, lone working is not permissible and the worker will be physically supervised, e.g. young person's operating prescribed dangerous machinery, persons undergoing training.

Devising safe working arrangements for solitary workers will usually be no different from organising the safety of other employees.



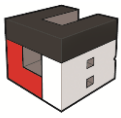
Maintenance Policy

INTRODUCTION

There is a legal requirement to ensure all workplaces and equipment used at work are adequately maintained.

It is our policy to:

- Carry out routine maintenance to our premises, plant and equipment to ensure that there are no significant risks to the health and safety of our staff and others who could be affected.
- Ensure that those who carry out maintenance are competent to do so and, where appropriate, provide documentation and records of their maintenance activities.
- Ensure that where specialised examinations or inspections are required, they are carried out by a competent person, e.g. fire safety equipment.
- Routinely maintain items of fabric, plant and equipment that are not included in the statutory examination and testing arrangements in line with relevant regulations (e.g. PUWER, LOLER.).
- Ensure that maintenance is carried out in such a way that it does not present significant risks to the health and safety of those undertaking the work, or others who may be affected by the maintenance activity.
- Establish the frequency at which maintenance activities are carried out to ensure that:
 - Safety related features always function correctly
 - Manufacturers' guidance is followed
 - Operating conditions such as the working environment, intensity and frequency of use do not affect equipment safety to such an extent as to create an increased risk to health and safety.
 - Agree specific maintenance responsibilities with companies that supply us with leased or hired work equipment.
 - Carry out inspections of work equipment prior to use for the first time and following re- installation after moving, to ensure correct installation and that the equipment can be used and maintained safely.
 - Record these inspections when the safety of the equipment depends on the installation.
 - Operate a planned maintenance scheme which includes safety related features of all out plant and equipment.



Manual Handling Operations Policy

INTRODUCTION

We recognise that manual handling causes a third of all accidents and injuries to persons at work and that these injuries may result in both temporary and permanent disability.

It is our policy to:

- Avoid, as far as is reasonably practicable, the need for members of staff to carry out manual handling tasks that involve a risk of being injured.
- Carry out an assessment of manual handling activities which cannot be avoided.
- Take appropriate steps, based on the risk assessment, to reduce the risk of manual handling injuries.
- Consider the use of mechanical handling aids to reduce the need for manual handling.
- Inform members of staff of their duties.
- Train members of staff as appropriate.



Monitoring and Checking Policy

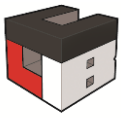
INTRODUCTION

We recognise the importance of carrying out monitoring and checking to ensure that our performance standards and specified objectives are met. Where they are not met, corrective action is taken to ensure that accidents and incidents do not occur as a result.

We also recognise that for the monitoring system to be effective both active and reactive monitoring must be carried out. Active monitoring and checking will be used to ensure any potential problems are identified and dealt with before they result in an accident, ill health or injury. Reactive monitoring will be carried out in the event of such an incident occurring the matter will be investigated fully so that steps can be taken to prevent recurrences.

It is our policy to:

- Carry out monitoring and checking as part of our health and safety arrangements at agreed frequencies, i.e. active monitoring.
- Carry out reactive monitoring following an accident, ill health or incident to ensure lessons are learnt from the event.
- Designate key employees to undertake monitoring and checking activities.
- Provide training and support to those employees undertaking monitoring and checking activities.
- Ensure all policies, procedures and activities are covered by monitoring and checking.
- Have all completed monitoring and checking forms validated by a senior management.
- Implement any required corrective actions identified by the monitoring and checking as soon as is reasonably practicable.
- Keep records of the monitoring and checking.



Noise at Work Policy

INTRODUCTION

We recognise that exposure of staff to excessive noise may result in both temporary and/or permanent hearing deterioration or loss. It is important, therefore, to ensure that we control exposure to excessive noise.

It is our policy to:

- Reduce the risk of hearing damage to staff to the lowest level reasonably practicable.
- Consider all other control measures before providing personal protective equipment to employees.
- Carry out assessments of exposure and maintain assessment records.
- Establish hearing protection zones, where required.
- Provide ear protection for staff exposed to excessive noise.
- Maintain and ensure staff use personal protective equipment.
- Provide relevant information, instruction and training to members of staff.
- Ensure that manufacturer information regarding noise levels generated by plant and equipment is provided to members of staff, where relevant.



Personal Protective Equipment (PPE) Policy

INTRODUCTION

The requirement for provision of Personal Protective Equipment (PPE) is usually determined by risk assessment. PPE is only used as a last resort where risks to health and safety cannot be controlled adequately by other means.

It is our policy to:

- Provide personal protective equipment where a risk assessment concludes that personal protective equipment is required.
- Ensure all personal protective equipment will adequately protect the individual from the hazard, fits properly and is as comfortable as possible.
- Provide personal protective equipment that conforms to relevant British and European standards.
- Provide members of staff using PPE with relevant information and training.
- Supervise and monitor staff to ensure the personal protective equipment is being used correctly.
- Keep a record of all personal protective equipment issued.
- Discipline employees who repeatedly refuse to use PPE in the correct way.



Pressure Systems Policy

INTRODUCTION

Pressure systems have the potential to cause significant injury or damage to property in the event of an unexpected release of stored energy as a result of system or component failure. The correct installation, maintenance, examination, testing and use is vital.

It is our policy to:

- Ensure that pressure systems are installed by, a competent person
- Install new pressure systems in positions which, would minimise injury and damage in the event of unexpected releases of stored energy.
- Establish safe operating limits of pressure systems prior to use and ensure that they are clearly marked on the system.
- Have a competent person draw up a written scheme of examination for systems where steam or fluid is stored, including its pipe work, at above 0.5 bar.
- Ensure that a competent person carries out all such maintenance, thorough examinations and tests as prescribed in the written scheme of examination.
- Ensure that all systems not subject to a written scheme of examination are maintained in accordance with the manufactures recommendations.
- Rectify without undue delay any repairs arising from any reports on the condition of the systems or from any fault reporting system.
- Provide operators with adequate and suitable instruction of the safe operation of pressure systems and any emergency procedures.
- Retain all relevant records i.e. manufacturers safety information, written schemes, examinations reports, modifications sand examination postponements at the location of the pressure system to which it refers.



Risk Assessment Policy

INTRODUCTION

We recognise that risk assessments are the most important part of effective health and safety management. Risk assessments help us to prevent accidents and ill health by considering the hazards that exist and how we manage them. From these assessments, we can develop safe systems and methods of work and ways to prevent problems occurring.

Risk Assessments are held in our 'Risk Management' documentation.

'Specific' risk assessments are required by certain regulations. These regulations may contain a specific reference to the requirement for risk assessment or may refer to the Management of Health and Safety at Work Regulations for this requirement.

It is our policy to:

- Appoint a competent person or persons to carry out risk assessments, recording their details on our Health and Safety Law poster.
- Carry out detailed risk assessments on hazardous activities.
- Identify and carry out site specific risk assessments
- Implement the control measures and further actions required to reduce risk identified in the assessments.
- Bring the significant findings of the risk assessments to the attention of those affected.
- Amend our risk assessments when changes occur, and review them regularly to ensure they are kept up to date.
- Train staff on the principles of risk assessment, in particular the identification of hazards, and the implementation of control measures to remove or reduce the risk.



Training Policy

INTRODUCTION

Training is a vital part of our strategy to effectively manage health and safety issues within our business. When carried out effectively, it can change our staff's perception of risk and result in significant improvements in health and safety performance, preparing our staff to work safely and reducing accidents and damage to our premises and equipment, it is also a general factor in motivating staff, so that improvements are often found in overall commitment and work performance, and ensures that staff are competent and confident when carrying out their work, it is our legal responsibility to provide adequate Health and Safety training.

It is our policy to:

- Identify the health and safety training needs associated with our work activities.
- Keep records of all training.
- Provide the following health and safety training for our staff:
 - Induction training for new starters
 - Training on our health and safety policies and procedures
 - Work activity training relevant to the member of staff, including the use of any equipment
 - Training required by specific legislation
 - Training on Fire and Emergency procedures including alarm raising
 - Training on the recognition, handling and use of hazardous substances
 - Awareness training for management staff
 - Refresher training where identified in our training needs analysis



Visitors Policy

INTRODUCTION

As an employer and occupier of premises and acting Principal Contractor, we have a duty of care towards all visitors including contractors, and we need to have regard to their health and safety, particularly as they may be unfamiliar with our premises, activities and hazard controls.

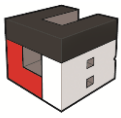
It is our policy to:

- Ensure, as far as is reasonably practicable, the health, safety and welfare of all visitors to our premises.
- Control the access of visitors, including contractors, to ensure the health, safety and security of our staff.
- Ensure visitors are aware of our rules and procedures.
- Accompany visitors wherever possible or, if unaccompanied, warn them of any danger areas or foreseeable risks.
- Take or direct visitors to the fire assembly point in the event of an evacuation of the premises.
- Record all injuries to visitors in the Accident Book and carry out a thorough investigation. Inform the H&S Manager to determine if the incident is reportable under RIDDOR.
- Inform visitors of our smoking policy.

Visitors' Rules

ALL VISITORS MUST:

- Follow the fire procedures displayed on the premises
- Adhere to our No Smoking policy
- Park vehicles in such a way as to not obstruct fire escape routes, roads, access or other vehicles
- Either be (a) accompanied or (b) authorised to enter the premises
- Remain within authorised areas and not enter any restricted areas unless accompanied
- Not take anything from the premises without permission
- Report all incidents and/or injuries to the host



Work Activities Policy

INTRODUCTION

Our work activities are diverse and may present significant hazards to our health and safety which must be controlled. This policy outlines the actions to be taken to identify hazards and control risks and illustrates our commitment to those controls.

It is our policy to:

- Carry out risk assessments on activities which present hazards to health and safety
- Provide appropriate control measures to minimise risks arising from work activities including information, instruction, training and supervision.
- Train staff to carry out their work in a safe manner
- Develop work instructions where necessary to control health and safety, over and above our health and safety rules.



Work Equipment Policy

INTRODUCTION

We recognise that work equipment can present hazards and risks to all our staff, not just those using it. We must therefore introduce controls to ensure that the risks associated with the use of work equipment are minimised.

It is our policy to:

- Provide work equipment for staff that is suitable and safe for the tasks intended.
- Ensure that all work equipment is maintained, inspected and tested
- Restrict the use of equipment where specific risks have been identified.
- Provide information, training and instruction where appropriate to all staff who use work equipment.
- Ensure that all work equipment is CE marked where relevant.
- Control access to dangerous parts of work equipment.
- Provide suitable protection against specified hazards.
- Provide protection against high or low temperatures.
- Ensure that all controls, including controls for starting or making a significant change in the operating condition, stop controls and emergency stop controls, are provided where necessary, and are suitable for the equipment and location.
- Ensure that all control systems are safe.
- Provide suitable means of isolating the work equipment from sources of energy.
- Provide suitable environmental conditions for the safe use of work equipment.
- Provide all necessary markings and warnings.



Workplace Environmental Policy

INTRODUCTION

We recognise that a safe and healthy work environment is not only a legal requirement but also contributes to staff satisfaction, can increase productivity and may lower absenteeism, which in turn will assist us in achieving our wider objectives.

It is our policy to:

- Provide a comfortable work environment which is safe and without risk to health.
- Control the following factors affecting our general working environment to ensure compliance with legislation:
 - Temperature
 - Ventilation
 - Lighting, including emergency lighting
 - Individual workspace requirements
 - General layout of work areas
 - Waste disposal, including contaminated or hazardous waste
- Provide and maintain safe access to and egress from the workplace.
- Segregate pedestrian and vehicle movements wherever possible to avoid the risk of injury.
- Ensure safe materials are used in glazed panels and windows and that maintenance and cleaning can be carried out in a safe manner.
- Keep floors and walkways clean, and free from obstruction and slipping and tripping hazards.
- Provide and maintain the following welfare facilities:
 - An adequate number of toilets for the gender mix at our premises
 - Washing, changing and clothing storage facilities where appropriate
 - Rest areas, including arrangements for non smokers to avoid inhalation of smoke
 - Rest facilities for pregnant workers and nursing mothers
- Ensure the workplace, its equipment, services and facilities are maintained
- Monitor our arrangements to ensure we maintain acceptable standards of hygiene and cleanliness in our workplace and facilities.



Work at Height

INTRODUCTION

Falls from height are a major cause of injuries at work, often where the work at height is of short duration and from 'low' heights of less than 2 meters. Common causes of such accidents include:

- Overreaching or over balancing;
- Climbing with loads;
- Using inappropriate equipment such as desks / chairs;
- Not securely fixing access equipment;
- Placing access equipment on unsuitable surfaces;
- Falls from roofs with unprotected edges;
- Falls through fragile materials.

LEGAL REQUIREMENTS

The Work at Height Regulations apply to all work situations from where a person could fall a distance liable to cause personal injury, or access to and from such a place, this includes work at ground level where there is a risk of falling into an excavation etc.

RESPONSIBILITIES

LCB Construction shall identify a nominated competent person responsible for all work at height activities on site. This person shall receive adequate training to complete the role and in the majority of the cases will be the Site Manager

The nominated person shall ensure:

- All work at height is properly planned and organised;
- The use of access equipment is restricted to authorised users;
- All those involved in work at height are trained and competent to do so;
- The risks from working at height are assessed and appropriate equipment selected;
- A register of access equipment is maintained
- All access equipment is inspected and maintained;
- The risks from fragile surfaces is properly controlled.

RISK ASSESSMENT FOR WORK AT HEIGHT

Work at height should never be considered as being incidental to the actual job to be undertaken. Thus for all activities involving work at height a risk assessment must be conducted and the findings recorded. This assessment should consider both the work to be done and the most appropriate access equipment to be used (not just what is available on site) to achieve a safe system of work.

There is a simple hierarchy of controls for work at height as follows:

- a) Avoid the risk by not working at height, for example by working from existing platforms, using long reach equipment etc. If it is not practicable to do the work safely in some other way then:
- b) Use work equipment or other measures to prevent falls; and
- c) Where the risk of a fall cannot be eliminated further controls to minimise the distance and consequences of a fall should one occur.



The detail of the assessment will depend on the level of risk involved; further advice is available from the Health & Safety Manager if needed. As a general guide the risk assessment should consider:

- The task and activity involved
- The people (medical conditions etc.)
- Equipment to be used including erection and dismantling
- The location (proximity to roads, overhead electrical cables etc.)
- The environment, poor conditions and slippery surfaces (weather, temperature etc.)
- The effect on pedestrians, falling objects

SELECTING EQUIPMENT

In selecting appropriate equipment for working at height priority should always be given to collective protective measures to prevent falls (e.g. guardrails and working platforms) before other personal measures. (e.g. fall arrest equipment)

Access equipment should be selected appropriate to the nature of the work being undertaken, taking account of such factors as:

- working conditions;
- duration and frequency of use;
- complexity of work;
- distance and consequences of a fall.

Ladders and stepladders should be used only for light duty, short duration work which has been approved by LCB Construction nominated person.

For example, whilst a ladder may reach the workplace, if the task requires strenuous work, carrying bulky / heavy equipment or likely to take > 30 mins then an alternative means of access such as a tower scaffold or podium steps would be more appropriate.

USE OF EQUIPMENT FOR WORK AT HEIGHT

Equipment identification / inspection

Each establishment should compile a register of such equipment (excluding kick stools), Where there is more than one piece of equipment each should be indelibly marked with an identifying number.

Equipment for work at height, should be inspected prior to use and by a competent person termly/6 monthly. The inspection will depend upon the complexity of the equipment.

Where work equipment is hired to the user, it is important that both parties agree, in writing, exactly what inspection has been carried out and that this information is passed to those working at height. In the case of tower scaffolds a competent person must inspect these prior to its first use and thereafter every 7 days that it remains in place.

Reviewed	Signed