

ECEX - Health and Safety Policy

www.ecex.co.uk

Version number	8
Last Review Date	January 2012
Next review	January 2013

Terms of reference:

Chemicals (Hazard Information and packaging for supply) Regulations (CHIP3) 2002
Chemicals (Hazard Information and packaging for supply) (Amendment) Regulations 2005
Control of Substances Hazardous to Health Regulations 2002 (COSHH)
Control of Substances Hazardous to Health (Amendment) Regulations (COSHH) 2004
Control of Asbestos regulations (CAR) 2006.
Confined Spaces Regulations (CSR) 1997
Control of Lead at work Regulations (CLAW) 2002
Control of vibration at work Regulations (CVWR) 2005
Construction (Head Protection) Regulations (CHPR) 1989
Control of Noise at Work Regulations (CNWR) 2005
Dangerous Substances and Explosive Atmosphere Regulations (DSEAR) 2002
Electricity at Work Regulations (EWR) 1989.
Environmental Protection Act (EPA) 1990
Hazardous waste Regulations (HWR) 2005
Health and Safety (Consultation with Employees) Regulations (HSCER) 1996
Health and Safety (First Aid) Regulations (FAR) 1981
Health and Safety Information for Employees Regulations (IER) 1989
Health and Safety (Miscellaneous Amendments) Regulations (MAR) 2002
Health and Safety (Safety signs and signals) Regulations (SSSR) 1996
Health and Safety at Work Act 1974 (HASAWA)
Health and Safety (Display Screen Equipment) Regulations 1992. (DSE)
Ionising Radiations Regulations (IRR) 1999
Lifting Operations and Lifting equipment Regulations 1998 (LOLER)
Management of Health and Safety at Work Regulations 1999. (MHSWR)
Management of Health and Safety at work and Fire precautions (workplace) (amendment) Regulations 2003
Manual Handling Operations Regulations 1992 (MHOR)
Personal Protective Equipment at Work Regulations (PPER) 1992
Provision and Use of Work Equipment Regulations 1998 (PUWER)
Regulatory Reform (Fire Safety) order (RRFSO) 2005
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
Safety Representatives and Safety committee Regulations (SRSC) 1977
Supply of Machinery (Safety) Regulations (SMSR) 1977
Waste (England and Wales) Regulations 2011
Work at Height Regulations (WAH) 2005
Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR)

Health and Safety Guidance

HSE HSG33 Health and Safety in Roof Work.
HSE HSG53 The selection, use and maintenance of respiratory protective equipment.
HSE HSG65 Successful health and safety management.
HSE HSG85 Electricity at work – safe working practises.
HSE HSG107 Maintaining portable and transportable electrical equipment.
HSE HSH115 Manual handling – solutions you can handle.
HSE HSG129 Health and safety in engineering workshops.
HSE HSG137W Health risk management.
HSE HSG149 Backs for the future – Safe manual handling in construction.
HSE HSH155 Slips and trips.
HSE HSG183 Five steps to risk assessment.
HSE HSG194 Thermal comfort in the workplace.
HSE INDG 197 Working with sewage – the health hazards.
HSE HSG204 Health and safety in arc welding.
HSE HSG213 Introduction to asbestos essentials.
HSE INDG 214 First Aid at Work.
HSE INDG 297 Safety in gas welding, cutting and similar processes.
HSE INDG 284 Working on roofs.
HSE L8 Legionnaires Disease Approved Code of Practise and Guidance.
HSE PM16 Eyebolts
HSE Noise at Work INDG 362 (rev 1) Guidance on the 2005 Regulations.

Accreditation / Membership

British Safety Council Membership 139428-BSC valid to 31st October 2012

<http://www.ecex.co.uk/certs/BRITISH%20SAFETY%20COUNCIL.pdf>

Safe Contractor N00027257 valid to 26th January 2012 - renewed and awaiting certificate for 2013

<http://www.ecex.co.uk/certs/SAFEcontractor%20Accreditation%20to%2026.01.12.pdf>

Contractors Health and Safety Assessment Scheme (CHAS) <http://www.ecex.co.uk/certs/CHAS%20Compliance.pdf>

Valid to December 2012

NEBOSH (National General Certificate in Occupational Safety and Health) Accredited personnel

Ian Moir

Charlotte Metcalfe

FOREWORD

The business operations of **ECEX** have the potential to harm people whether those people are employees, sub-contractors or the public at large.

This policy encompasses overall procedures to cover normal business operations of a routine nature.

The policy also contains procedures to cover business operations of a non-routine nature. For example, **ECEX** may use the services of sub-contractors to carry out building or refurbishment work on company premises. In this example **ECEX** would have the overall responsibility for the health & safety of the sub-contractors on company premises.

Employees should not be dismissive of any procedure in this policy that at first glance does not appear to be relevant to them. Some or all of the procedures contained in this policy may be relevant on a particular occasion. Therefore, employees should make frequent reference to this policy according to the demands of the business, and in particular, the policy should be consulted prior to a new business operation being undertaken.

The overall objective of **ECEX** is that, as far as is reasonably practicable, employees are able to work in a safe environment. To achieve that objective the management will appreciate the assistance of all employees and requests that, at all times, all employees consider the health & safety welfare of fellow employees, inexperienced workers, sub-contractors and members of the public.

RESPONSIBILITIES Page 7-11

Health and Safety Statement
Overall Responsibility for Health & Safety
On Site and Off Site Working
Responsibilities of Employees
The Company's Health & Safety Officer
Duties of the Health & Safety Officer
Duties of the On-Site Safety Officer
Communication
Co-operation & Care
Safety Training
Safety Training Officer
Inspections in the Workplace
New or Expectant Mothers

PERSONAL PROTECTIVE EQUIPMENT Page 12-13

Personal Protective Equipment Regs
Safety Helmets
Safety Footwear
Eye Protection
Ear Protection
Hand Protection
Body Protection
Respiratory Protection
Safety Harness
Hot Work

EQUIPMENT Page 14-21

Equipment Regulations
Vehicles, Plant & Machinery in General
Electrical Appliances
Compressed Air Equipment
Lifting Appliances/Tackle
Slings
Abrasive Wheels
Gas
Asbestos
Encountering Asbestos
Grit Blasting
Ladders
Scaffolding
Towers
Mobile Elevated working platforms
Cradles
Roof work
Overhead Work
Ground Work
Safe Access/Egress
Security
Display Screen Equipment
Substances Hazardous to Health
COSHH Precautions

FIRE PROCEDURES Page 22-26

Fire Safety Regulations
Reducing Fire Risk
Fire Safety Officer
General Fire Procedures
Fire Detection Equipment
Ventilation procedures
General Fire Alarm
Other Emergency Procedures
Escape Routes
Fire/Evacuation Emergencies
Discovery of Explosives, Bombs Suspicious Packets
Designated fire assembly points
Fire Fighting Equipment
Location of Fire Extinguishers
Fire Doors
Fire Exits
Lifts
Smoking
Designated Smoking Areas

ACCIDENT PROCEDURES Page 27-31

Accident Investigation & Reporting
Accident Procedure
First-Aid
Accident Procedure
First aid kits
Personnel trained in First Aid
First-Aid Boxes
Travelling First-Aid Kits
Supplementary Equipment
General Guidance Card on First-Aid
Treatment Position
Minor Accidents
Serious Accidents
Dangerous Occurrences

GENERAL PROCEDURES Page 32-35

General Office Safety
General Housekeeping
General Hygiene & Health Conditions
General Procedures
Walkways and Passageways
General Tools Equipment & Machinery General Manual
Handling
Responsibilities of Sub-Contractors
Sub-Contractor's Declaration

Health & Safety General Policy Statement of ECEX

Important: All employees must read this statement and be familiar with the Company's policies.

It is the policy of the Company to comply with the obligations under the Health and Safety at Work Act 1974 and other supporting legislation concerning Health and Safety. At all times the Company will endeavour to provide and maintain a healthy and safe working environment for its employees as well as to take steps to protect the health and safety of all visitors to the company including contractors from other firms and temporary workers, as well as any members of the public who might be affected by our operations.

The overall objective of the Company's health and safety policy is to minimise the number of instances of occupational accidents and illnesses. The ultimate objective is not to have any such instances. The Company will do all that is reasonably practicable to ensure the health and safety of its employees however health and safety at work is the responsibility of each and every individual associated with the company. Everyone requires constant vigilance and concern for the welfare of others.

It is also the duty of each employee to take reasonable care of his or her own welfare and to report any situation which may pose a threat to the well being to him or herself or any other person. Such hazards in the workplace such as frayed electrical cables dangerously defective equipment, unsafe structures, possible fire risks, loose floor tiles etc should be reported as a matter of routine and no member of staff will be penalised for complaining if such hazards are not rectified by the management or designated Safety Officer. It is therefore every worker's responsibility to report immediately any situation that could endanger the well being of them or others and the reporting of injuries however small sustained by a person at work must never go unrecorded. Accident records are crucial to the effective monitoring and revision of the Company policy and must therefore be accurate and detailed.

The Company believes that the success of its Health and Safety Policy can only be achieved through the cooperation of all personnel. Experienced employees must have due regard for inexperienced employees by not allowing those inexperienced workers especially young workers to unknowingly put their health and safety at risk. On the other hand an inexperienced worker (despite prior training) or untrained worker should not attempt to do hazardous work if they do not feel competent or have not been trained for such work. If any inexperienced or untrained worker is in any doubt about his or her competence in carrying out hazardous work they must immediately cease to do such work and inform their immediate supervisor or Safety Officer. Employees will be provided with the required equipment, information, training and supervision as is necessary to implement the Company's health and safety policy.

This health and safety policy will be continually monitored and improvements to the policy will be implemented from time to time. The Company invites all employees to put forward any suggestions for improvements, or complaints, regarding the health and safety policy either informally or in writing directly to the designated Safety Officer.

A handwritten signature in black ink, appearing to be 'Richard Anthony Betts', written over a horizontal line.

Signed for and on behalf of ECEX

Richard Anthony Betts – Managing Director – 05-01-2012

HEALTH & SAFETY POLICY of ECEX

(Important: all employees must make themselves familiar with this policy)

The persons with executive responsibility for the overall health and safety policy of the Company are:

Mr. Richard Betts – Managing Director (CSM,AIIRSM).

ECEX

Unit 3, Ashfields Farm, Priors Court Road
Hermitage, Thatcham, Berkshire RG18 9XY
Tel: 01635 244 100
Fax: 01635 244 101

E-mail sales@ecex.co.uk

Mr John Grenville – Sales Director (National General Certificate in Occupational Safety and Health)

ECEX

Unit 3, Ashfields Farm, Priors Court Road
Hermitage, Thatcham, Berkshire RG18 9XY
Tel: 01635 244 100
Fax: 01635 244 101

E-mail sales@ecex.co.uk

On Site and Off Site Working

If work is carried out on behalf of **ECEX** off-site on clients' premises employees must be aware that when working on client premises the client has the overall legal responsibility for the health and safety of all personnel whether such personnel are client's employees, sub-contractors or members of the public. Therefore, employees of **ECEX** must make themselves aware of the health and safety procedures of our clients when working on their premises and employees are instructed to fully comply with the health and safety procedures of any clients as well as complying with safe working practices contained in this policy and/or any instructions given by any on-site Safety Officer or Supervisor appointed by **ECEX**.

In every respect the most rigorous control measures should be adopted to ensure maximum safety for all personnel.

Employees should address any immediate concerns with regard to health and safety to the respective clients when working on their premises and/or to the On-Site Safety Officer or Health & Safety Officer of **ECEX** if those concerns are not addressed.

Regardless of where employees work, employees of **ECEX are responsible for safe-working practices at all times and this document sets out the Company's policy and principles as to health and safety procedures.**

RESPONSIBILITIES OF EMPLOYEES

All employees irrespective of status have a personal responsibility with regard to Health & Safety as follows:

- To be familiar with the Company's Health & Safety Policy and with the standards and procedures it contains and to co-operate and implement its contents.
- To understand and comply with all instructions, working procedures and safety rules which apply to their work. Some rules have a general application like those pertaining to fire risks and emergencies. Other rules pertain to specific jobs and equipment; for example, those relating to driving fork lift trucks, correct use of lifting equipment and the safe means of access/egress etc.
- To work with due care and attention at all times. Whilst it is the management's responsibility to provide and maintain the necessary equipment for safe working, it is equally the employee's responsibility to use that equipment properly and in many cases there is a legal obligation to do so.
- Not to operate plant, tools or equipment unless the employee is trained and authorised to do so.
- To wear or use personal protective equipment as instructed or when circumstances dictate its use.
- To report any hazards seen and if appropriate make suggestions for their elimination and control prior to commencing any task.
- To report any defects in plant, tools or equipment.
- To ensure their work area is kept clean and tidy.
- To develop a personal concern for the safety of themselves and others.
- To report all accidents, injuries, dangerous occurrences and 'near misses' no matter how trivial.
- To raise any safety matter with the appropriate person.

The designated Health & Safety Officers of the Company are:

Mr. Ian Moir – National General Certificate in Occupational Safety & Health (NEBOSH).

Miss. Charlotte Metcalfe – National General Certificate in Occupational Safety & Health (NEBOSH).

THE RESPONSIBILITIES OF THE HEALTH & SAFETY OFFICER

The Company Health and Safety Officer(s) have overall responsibility for all health, safety and welfare matters within the organisation. He / She will ensure that there is an effective policy for health and safety, the provision of regular reviews to its efficiency and the provision of adequate staff, funds and materials to meet the policy's requirements.

He / She will ensure:

- That responsibility for safety is properly assigned and accepted at all levels.
- That the on-site Safety Officer or Supervisor is appointed and trained.
- Arrangements are in place for the provision of suitable and sufficient safety training for all employees.
- That personnel are informed of any relevant changes in health and safety legislation and that health and safety documents are up-dated as necessary.
- That a regularly updated library of relevant HSE guidance notes and Approved Code of Practice documentation be made available for all personnel at all times.
- That health and safety monitoring is regularly undertaken at all sites where the company is operating.
- That information is obtained from suppliers on the safe use of plant, equipment and materials and that all relevant health and safety information and guidance are provided to employees as required.
- Records of statutory inspections and other appropriate records are kept.
- Records of injuries and work-related diseases are maintained and that appropriate reporting action is undertaken.
- That appropriate resources are allocated to allow for the elimination and/or control of known hazards and to safeguard against the introduction of new risks.
- That all sub-contractors tenders include adequate provision for safe working.
- That appropriate health and safety arrangements are made with clients and building occupiers and that relevant matters are taken into account when submitting tenders.

He / She will also ensure that arrangements are made for the following:

- The provision of suitable plant and equipment necessary to ensure safe access, safe working or ease of handling including the requirements for any specialised safety and storage equipment.
- The provision of all necessary items of personal protective equipment, safety signs and relevant health and safety documentation.
- The provision of any specialised training requirements and a training matrix for all personnel involved in working for **EC EX** (including all sub-contractors) is maintained.
- The provision of adequate welfare and first aid for all work areas including those "off site".
- The action to be taken in the event of fire or other emergency and the provision of suitable fire fighting equipment.
- The protection of the public.
- To carry out risk assessments of any hazards that could arise and determine the most appropriate order and method of working. To this end he will liaise with clients and building occupiers over health and safety arrangements.

RESPONSIBILITIES OF THE ON-SITE SAFETY OFFICER OR SITE SUPERVISOR

Should an On-Site Safety Officer or Site Supervisor be appointed by the Health & Safety Officer that person should be familiar with the requirements of the Health & Safety at Work Act 1974 and all associated legislation concerning a particular working practice. He or she should also be familiar with all Company health and safety policies and procedures.

They are responsible for the safe working conditions of their subordinates in relation to the areas under their direct control. They are also responsible for ensuring that safety rules and procedures are notified to their subordinates.

The principal health and safety duties of the On-Site Safety Officer or Site Supervisor are as follows:

- To ensure all relevant health and safety matters are discussed with prospective clients and to liaise with clients and building occupiers over health and safety arrangements.
- To implement health and safety arrangements made with clients or building occupiers and ensure personnel within their control comply with these arrangements.
- To co-ordinate work of sub-contractors and liaise with main contractors where applicable.
- To ensure all policies, approved codes of practice and company procedures on health and safety are communicated to and implemented by personnel within their control.
- To instil safety awareness in their personnel through personal contact and to give full support to all safety activities organised by management.
- To ensure that employees are only allocated work according to their ability and that they have been given the appropriate instructions and/or training to enable them to carry out their work in a safe manner.
- To ensure all personnel within their control are instructed on safe working methods and that they are made aware of the procedures for the reporting of hazards, faulty equipment and ideas for improvements.
- To inform their subordinates of any potential hazards associated with their work and that all necessary precautions are brought to their attention (COSHH records for example).
- To ensure that employees and sub-contractors are informed of welfare, first aid and emergency arrangements and that equipment to facilitate such arrangements are adequately maintained.
- To conduct regular safety inspections and samples on the premises by monitoring all operations (under their control) and to review control measures and practices as necessary.
- To monitor health and safety procedures to ensure that all directly employed and sub-contractors employees operate in accordance with any legal requirements and Company policy.
- To arrange a programme for the progressive elimination of known hazards within their work area or department through the progressive introduction of measures required by any new relevant legislation or approved codes of practice.
- To acquire, hold and make available where required information on the potential hazards of articles and substances used by personnel within their control and to ensure that all necessary COSHH assessments are carried out.
- To take prompt corrective action whenever unsafe acts are noticed or reported to them.
- To ensure all scaffolds, cradles, working platforms etc, are properly erected and safe before allowing them to be used by personnel within their control.
- To ensure that weekly inspections of scaffold and lifting equipment are undertaken and that the results are certified.
- To ensure that cleanliness, tidiness and all that contributes to 'good housekeeping' is maintained.
- To ensure that all accidents are reported and that attention given by medical or first aid staff is appropriate.
- To investigate, report and find the cause of all incidents/accidents on the site including those which result in only minor injuries or cause loss or damage to plant or materials with no injury and to take appropriate remedial action to prevent re-occurrence.

Communication

The Company will endeavour to ensure that employees are familiar with the contents of the Company health and safety policy and will communicate with employees' orally through supervisors and in writing in the form of directives and this policy.

A regular Health and Safety Committee Meeting is held where all matters relating to the safety and welfare of **ECEX** staff, sub-contractors and visitors are discussed. All staff are invited to attend and details of all topics discussed, resulting actions and recommendations for improvement are freely distributed to all members of staff.

Co-operation & Care

Employees are expected to co-operate with the Health & Safety Officer and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

New or Expectant Mothers

A risk assessment will be carried out in respect of risks to new or expectant mothers. Where risks to new or expectant mothers are identified, adjustments to working conditions will be made to avoid such risks. Where adjustments are not possible and no alternative work can be found the new or expectant mother will be suspended from work on full pay.

Safety Training

Safety training is essential for all effective health and safety procedures. All workers will be trained in safe working practices and procedures relevant to their duties. Training will also include advice on the use and maintenance of personal protective equipment, if applicable.

Training sessions will be held as often as is deemed necessary. Despite training sessions, employees can raise concerns regarding health and safety at any time with their immediate supervisor or directly to the Safety Training Officer.

The person with responsibility for safety training is:

Miss Charlotte Metcalfe – NEBOSH

Inspections / Audits in the Workplace

The Company will endeavour to comply with the Workplace (Health, Safety & Welfare) Regulations 1992. This requires that a regular audit and inspection of the workplace be carried out. Inspections will be of a routine nature or as a result of an event or a planned change in working procedures. Inspections will always provide the opportunity to review the continuing effectiveness of safe working practices and therefore implement changes where necessary.

Audits will be completed annually to include all sub-contractor information where applicable. Samples will be completed regularly within the workplace *and* on client premises where site teams are working to maintain maximum health and safety awareness and ensure that all personnel comply with their duties and responsibilities as outlined within this policy document.

Personal Protective Equipment Regulations

The Company will comply with the **Personal Protective Equipment at Work Regulations 1992 (as amended)**.

This requires that all employees who may be exposed to a risk to their health and safety while at work will be provided with properly fitting, suitable and effective personal protective equipment or clothing.

All personal protective equipment or clothing provided by the Company will be maintained in good working order and all employees provided with such protective equipment or clothing must wear or use such protective equipment properly. Employees must report defective personal protective equipment or clothing to their immediate supervisor or Health & Safety Officer as soon as it is found to be defective.

Employees provided with personal protective equipment will receive training and information on the use, maintenance and purpose of the equipment.

Safety Helmets / Bumcaps

If applicable safety helmets or scalp protectors of the appropriate EN standard will be provided on all contracts and are to be worn on site unless instructed to the contrary.

Safety Footwear

If applicable foot protection of the appropriate EN standard will be issued to all employees and self-employed personnel working under the Company's control. These are to be worn on site at all times.

Eye Protection

If applicable suitable eye protection of the appropriate EN standard will be provided and employees have a duty to wear the protection when there is a foreseeable risk.

Ear Protection

If applicable suitable ear protection of the appropriate EN standard will be provided and employees have a duty to wear the protection when there is a foreseeable risk.

Hand Protection

If applicable suitable hand protection will be provided of the appropriate EN standard and must be worn as instructed when completing **any task** that could harm the skin.

Body Protection

Protective clothing will be provided of the appropriate EN standard as required by the task.

Respiratory Protection

- Dust is a health hazard and suitable masks of the appropriate EN standard will be provided. These must be worn when conditions dictate.
- Approved respirators of the appropriate EN standard must be worn for grit blasting or when necessary in the presence of some chemicals or other substances identified by a risk assessment.

Safety Harness

- Where there is the risk of falling and it is not reasonably practicable to install any other system of protection a safety harness will be provided and must be worn.
- A safety harness must also be worn when working in cradles if secondary safety ropes are not fitted.
- A safety harness must conform to EN 361 and if used in conjunction with a fall arrest device or lanyards these devices must conform to EN 353-1, EN 353-2, EN 354, EN 358 and EN 360 or as specified within the relevant risk assessment.
- Employees who required using a safety harness or fall arrest device will be instructed on the use of the equipment. Personnel are prohibited from using such equipment unless trained and authorised to do so.
- It is the responsibility of the user to carefully inspect all harnesses and fall arrest devices before use.

Hot Work

ECEX will at all times observe the **Fire Precautions (Workplace) Regulations 1997** as amended by the **Fire Precautions (Workplace) (Amendments) Regulations 1999**.

It is every employee's duty when working on a client premise to identify and familiarise with all emergency escape routes prior to commencing any task classified as "hot works".

These tasks **must** be identified to the building occupier who will (in accordance with their own fire risk assessment) issue the relevant permit to work as applicable.

Precautions for the safety of people, plant, equipment and machinery must be taken before any hot work (e.g. welding) is undertaken and in any event the operator must not commence any hot work without an authorised "Hot Work" permit issued for a particular operation.

All personnel should also ensure the availability of the relevant extinguisher in accordance with BS EN 2 fire classification.

Equipment Regulations

Provision and Use of Work Equipment Regulations 1998 (PUWER)

The Company will comply with the law as set out in the **Provision and Use of Work Equipment Regulations 1998 (PUWER)** and will try at all times to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used. Employees will be provided with adequate information and training to enable them to use relevant equipment safely and such equipment must only be used by such authorised and trained employees.

Work equipment must be maintained in good working order and repair. Employees must report defective work equipment to their immediate supervisor or Health & Safety Officer as soon as it is found to be defective. Employees will be provided with such protection as is reasonably practicable to protect them from dangers occasioned by the use of work equipment and such work equipment will be clearly marked with health and safety warnings as appropriate.

Vehicles, Plant & Machinery in General

- Only authorised and if applicable certificated drivers and operators may use any vehicles, plant or machinery.
- Users of any vehicles, plant and machinery must ensure that such equipment is in good working order and well maintained. (Defects must be brought to the attention of the On-Site Safety Officer/Site Supervisor or Health & Safety Officer immediately).
- Regular inspections appropriate to each vehicle plant and machine must be made and any defects brought to the attention of the On-Site Safety Officer/Site Supervisor or Health & Safety Officer.
- Unsafe, faulty or unsuitable vehicles, plant or machinery must not be used and should be immobilised until made safe.
- Official notices or instructions on vehicles, plant and machinery must be obeyed.
- Vehicles, plant or machinery must not be left running whilst unattended and if unattended must be left in a safe place and condition.
- All guards must be kept in position at all times whilst machinery is being operated. Defects must be brought to the attention of the On-Site Safety Officer/Site Supervisor or Health & Safety Officer immediately).
- No equipment must be used beyond the marked safe working load, except for the purpose of testing, which must be supervised by a competent person.
- All loading gates must be kept closed, except where loading or off-loading is in progress.
- On the completion of work for the day all practical steps must be taken to secure all vehicles, plant and machinery.
- It is forbidden for any person to ride on hoists not constructed for the carriage of passengers.
- It is forbidden for any person other than the driver to ride on dumpers not constructed for the carriage of passengers.
- Anything carried in/on a dumper must be contained within its skip.
- The driver of any Company vehicle must ensure that a clear access is required to reverse a vehicle by ensuring that no people are obstructing that access before reversal and by making use of rear view mirrors and by using the guidance of experienced lookouts if required.

Electrical Appliances

Electricity at Work Regulations (EWR) 1989.

- It is the duty of every employee to inspect all equipment prior to use with particular emphasis of portable power tools and leads.
- All electrical equipment whether fixed or portable is to be subject to periodic testing and appropriate records kept.
- Except for internal jobbing 110v tools and equipment must always be used.
- Waterproof fittings must be used for external work.
- Leads must not be allowed to trail as this may cause a tripping hazard.
- Frayed electrical leads **must** be repaired or replaced immediately by a competent person.
- Operators must ensure that they are familiar with any safety instructions (including manufacturers instructions) relating to any equipment before use.
- It is forbidden to interfere with any electrical appliance.
- The operator must check all electrical tools, leads, plugs of any electrical equipment before bringing into use.
- Any obvious sign of irregular operation of electrical equipment should be reported at once to the supervision.
- If any electrical appliance whilst in use is found to be faulty it must be withdrawn from use and the fault reported immediately to the On-Site Safety Officer/Site Supervisor or Health & Safety Officer.
- It is **forbidden** to carry out any repairs or fit any plug to an electrical appliance **unless** authorised to do so.
- No electrical appliance may be connected to an electrical system by any means other than the correct plug or connection.

Compressed Air Equipment

- Obtain all necessary personal protective equipment including mufflers required from the On-Site Safety Officer/Site Supervisor or Health & Safety Officer before using compressed air equipment.
- Report all defects to equipment immediately to the On-Site Safety Officer/Site Supervisor or Health & Safety Officer and ensure the defects are rectified prior to its further use.
- Do not start a compressor until sure it is safe to do so.
- Compressed air tools must not be connected to the compressed air supply line until the tap to which your air hose is connected has been turned off.
- It is forbidden to interfere in any way with the compressor unit unless you are trained to do so.
- No appliance may be connected to the compressed air system by means other than the correct connector.
- It is forbidden for any person to misuse compressor air in any way.

Lifting Appliances/Tackle

Lifting Operations and Lifting equipment Regulations 1998 (LOLER)

- All lifting appliances/tackle must have up-to-date records of inspection and testing.
- Such records must be available for inspection at any time.
- Such appliances/tackle must be marked with its safe working load (SWL) and a SWL table must be available or displayed where such tackle is used/stored.
- Only trained and authorised personnel should operate/use such appliances/tackle.

Slings

Lifting Operations and Lifting equipment Regulations 1998 (LOLER)

- Check lifting gear daily and examine all wire slings for kinks and frays and nylon slings for cuts and tears.
- Do not use improvised slings.
- Ensure the correct pin is used in all shackles and that it is properly screwed home.
- Always see that the crane hook is centrally placed over the load to prevent swinging when the load is lifted.
- Do not hang slings or ropes on the teeth of excavator buckets.
- Nylon slings must not be used in close proximity to chemical substances or hot surfaces such as engine exhausts and steam pipes - unless specifically designed for this purpose.

Abrasive Wheels

Provision and Use of Work Equipment Regulations 1998 (PUWER)

Abrasive wheels are only to be mounted by persons who have been appointed, in writing, by the management. The competence of operators will be established and documentary evidence of their training seen before such appointments. The company will keep a register of appointed persons. This register will indicate the class or description of abrasive wheel for which persons are appointed. Training in the use and mounting of abrasive wheels will be arranged as necessary.

- Do not change or adapt any abrasive wheels unless trained and certificated to do so.
- Obtain any necessary protective equipment that you need from the On-Site Safety Officer/Site Supervisor or Health & Safety Officer whilst using this type of equipment.
- Abrasive wheel cutters and the cutting discs used with them must not be used for surface grinding.

Serious injuries can arise from the use of abrasive wheels and can result from:

- Particles being thrown out during the grinding process. Eye protection (box goggles or face shield to EN 166) must be worn.
- The bursting or disintegration of a wheel or disc caused by the misuse of the tool, incorrect mounting of the wheel or the use of the wrong wheel or disk.

Gas

Provision and Use of Work Equipment Regulations 1998 (PUWER)

- All Calor, propane or similar gas bottles must not be used or stored inside any unauthorised hut, store or vehicle. When not in use they should be stored under lock and key.
- If a smell of gas is detected, open all doors and windows immediately and report the occurrence to the On-Site Safety Officer/Site Supervisor or Health & Safety Officer.
- If a gas leak can be stopped by turning off a known source by means of a gas tap – turn off the source.
- **DO NOT USE A NAKED FLAME**
- Allow a period of at least 20 minutes for a gas leak to disperse and check for leakage at all internal joints within the workplace.
- Finally, check the gas has completely cleared at both head level and floor level.
- Do not enter a confined space where dangerous/explosive gases may be present until proved safe to do so. If in doubt consult the On-Site Safety Officer/Site Supervisor or Health & Safety Officer.

Asbestos

Control of Asbestos regulations (CAR) 2006.

Asbestos dust can kill. It can cause lung damage and cancer. The dust particles that harm are too small to see with the naked eye and the diseases that develop can take many years. **There is no cure.**

Asbestos can be found in most buildings and is used in asbestos cement products such as sheets, tiles, tanks, gutters, down pipes, decorative finishes, insulation board, fire doors, ceiling tiles, sprayed coatings, and insulation and lagging to pipe work and plant, caulking materials and fire protection materials.

If you discover or encounter Asbestos

If you suspect asbestos or think you have disturbed asbestos based material, **STOP WORK**, inform the On-Site Safety Officer/Site Supervisor or Health & safety Officer and do not recommence this work until the hazard has been cleared by appropriately trained personnel. Make sure your work colleagues are made aware of the hazard of the asbestos.

Grit Blasting

Reputable sub-contractors will carry out grit blasting however the On-Site Safety Officer/Site Supervisor or Health & Safety Officer is responsible for ensuring that all proper precautions are taken for the protection of the workforce and the public in particular that:

- Suitable protection (e.g. heavy duty overalls, gauntlets, 'air-line' helmet and ear defenders) is worn by the operator of the air pressure gun.
- Suitable protection (e.g. goggles, respirators, heavy duty overalls, gauntlets and ear defenders) is worn by other members of the grit blasting team.
- The area is close sheeted so that escaping dust is reduced to a minimum.
- Scaffolding is adequately tied to allow for additional sheeting loads.
- Barriers are positioned to prevent unauthorised persons gaining access to the blasting area.

Working at Height

ECEX will at all times adhere to the **Work at Height Regulations (WAH) 2005**

'Every employer shall ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely otherwise than at height'

Ladders

- No ladder may be used unless it is of sound construction, of the correct length, and either secured or footed.
- All ladders used **must** be Class 1 for Industrial Use and of the appropriate construction for the task in hand.
- Ladders should be angled to minimise the risk of slipping outwards (75 degrees from the horizontal) and should extend approximately 1m above the landing place.
- Defective ladders must be withdrawn from use and reported immediately to the On-Site Safety Officer/Site Supervisor or Health & Safety Officer.
- Only light work, of short duration, is to be carried out from a ladder.

Scaffolding

- A reputable scaffold contractor will erect scaffolds. (Exceptionally, trestle scaffolds and proprietary tower scaffolds may be erected by company employees following the relevant training and under the direction of the On-Site Safety Officer/Site Supervisor or Health & Safety Officer).
- It is forbidden to alter misuse or overload, adapt or remove any scaffolding or part thereof e.g., ties, bracing, guard-rails, toe boards, planks etc. Where alterations are required, consult the On-Site Safety Officer/Site Supervisor or Health & Safety Officer.
- A guard rail must be fitted which should be at least 910mm above any edge from which a person is at risk of falling.
- A toe board of at least 150mm high should be fitted and the gap between the top of the toe board and the guard rail should not exceed 470mm.
- Plank run-ups must not be used.
- Never throw anything from scaffolding - lower it carefully.
- A competent person should inspect the scaffolding at least every week and if damaged or following extreme weather and all inspections must be recorded.

Cradles

- Cradles will be erected, maintained and dismantled only by properly experienced scaffolding contractors.
- Such equipment is not to be used until the On-Site Safety Officer/Site Supervisor or Health & Safety Officer has inspected it and a 'Hand-over Certificate' obtained from the scaffolding contractor.
- The On-Site Safety officer/Site Supervisor or Health & Safety Officer will instruct operatives on all operating and safety features of the equipment and will closely supervise the work.
- The equipment must be checked daily before use. Additionally the On-Site Safety Officer/Site Supervisor or Health & Safety Officer must inspect the equipment including winches, pulleys and the roof rig counterweights or fixings at least once a week.
- Precautions such as protective fans and warning must be taken to protect any person who might be below.
- The Safe Working Load (SWL) of a cradle must be clearly marked on it and this SWL must never be exceeded.
- If a secondary rope is not fitted to the cradle to hold its weight in the event of a main rope breaking then safety harnesses **must** be worn by persons in the cradle. Harnesses **must** be attached to certified anchorage points on the building or steel structures which are independent of those supporting the equipment and positioned at a level higher than the place of work.
- A notice **must** be displayed at the power source that work is in progress and that the power must not be switched off.
- When work has finished for the day cradles and equipment **must** be safely secured to prevent interference by unauthorised persons and to prevent movements in the event of high winds.

Towers

- Towers should be erected following a safe method of work. There are two approved methods recommended by the Prefabricated Access Suppliers' and Manufacturers' Association (PASMA), which have been developed in co-operation with the Health and Safety Executive.
- The first method, an advance guard rail system, makes use of specially designed temporary guard rail units, which are locked in place from the level below and moved up to the platform level. The temporary guard rail units provide collective fall prevention and are in place before the operator accesses the platform to fit the permanent guard rails. The progressive erection of guard rails from a protected area at a lower level ensures the operator is never exposed to the risk of falling from an unguarded platform.
- The second method of erection is the 'through-the-trap' This allows the person erecting the tower to position themselves at minimum risk during the installation of guard rails to the next level. It involves the operator taking up a working position in the trap door of the platform, from where they can add or remove the components which act as the guard rails on the level above the platform. It is designed to ensure that the operator does not stand on an unguarded platform, but installs the components to a particular level while positioned within the trap door of that same level.
- There must be a safe way to get to and from the work platform. This must be on the inside of the tower by an appropriately designed built-in ladder. It is not safe to climb up the rungs on the end frames unless the rungs have been specifically designed for the purpose of getting to and from the working platform – these have rung spacing's of between 230 and 300 mm and an anti-slip surface. If you are in doubt, consult the instruction manual
- Falls must be prevented where there is a risk that a fall could result in personal injury. The working platform must be provided with suitable edge protection and toe boards. Guard rails should be at least 950 mm high and an intermediate guard rail should be provided so the unprotected gap does not exceed 470 mm.
- Towers should only be erected by trained and competent people.
- To prevent the use of incorrectly erected or damaged mobile access towers, they must be inspected by a competent person. This is someone with the experience, knowledge and appropriate qualifications to enable them to identify any risks that are present and decide upon the measures required to control the risks. The requirement for inspection is different for small towers under 2 m, and for towers of 2 m and above.
- According to the **Working At Height Regulations 2005** the hierarchy of protection with personal fall arrest equipment being the last resort where there is no better alternative available.
- Both the **HSE** and **PASMA** recommend that safety harnesses are NOT attached to mobile towers as in the case of an arrested fall the tower is not capable of withstanding the shock loads transmitted.
- The main concern would be that an arrested fall would pull the tower over onto the fall victim and any others in the vicinity if the section of the tower where the harness was attached did not break.
- The main reason for using a mobile access tower, is that built correctly it provides collective fall protection for all users and not, as in the case of a safety harness, only the person wearing it.
- If a harness is worn it should be attached to a suitable point outside of the tower. Also, if harnesses are to be worn all operatives must be trained in their use and there must be a rescue plan in force.

Mobile Elevated Working platforms

- ECEX adhere to the following guidance for safe use of Mobile Elevated working platforms.
- http://www.ipaf.org/fileadmin/user_upload/documents/us/USMCWPSafeUseGuidelines.pdf
- ECEX engineers will only operate / use mobile elevated equipment if they have been certified to IPAF to the correct level of 1a, 1b, 3a or 3b covering the necessary training for the use of equipment.
- Use of Mobile elevated working platforms to be used in conjunction with **Working At Height Regulations 2005** and **Provision and Use of Work Equipment Regulations 1998 (PUWER)**

Roof work

- Do not enter upon any existing roof until authorised to do so.
- Unless safe handholds and footholds are provided by the roof battens properly constructed and secured roof ladders or crawling boards must be used for work on sloping roofs with a pitch of more than 30 degrees. Roof ladders or boards must also be used on roofs with a lesser pitch if the surface is slippery.
- Crawling boards must be used on any fragile roof materials or glass roofs.
- Never walk along the line of the roof bolts above the purlins or along the roof edge of a fragile roof.
- Except for very minor repairs edge protection must be provided for work on sloping roofs. Edge protection must also be provided for work near the edge of flat roofs. Where it is not reasonably practicable to provide edge protection, safety harnesses must be worn.
- Never throw materials down from the roof or scaffold where this could cause injury to people below. Use enclosed debris chutes or lower the debris in skips or baskets.
- If you are unused to working on roofs or at roof heights inform the On-Site Safety Officer/Site Supervisor or Health & Safety Officer.

Overhead Work

- Permission from authorised personnel must be sought before any overhead work is carried out.
- Where practicable a safety harness must be worn with lines attached or safety nets should be installed - to ensure safe working conditions.
- No work shall be carried out until all necessary precautions have been taken to ensure the safety of workers below (or who may pass below) any overhead working.

Ground Work

- Trench sides can collapse suddenly whatever the nature of the soil. Any excavation deeper than 1.2 metres must have the sides sloped or supported in accordance with BS 6031 Code of Practice (Earthworks) and following HSG185 (Health and Safety in Excavations) guidance notes. .
- Dig well away from underground services e.g. electric cables, gas pipes etc.
- If the work has to be undertaken in the vicinity of underground services, use service plans, locators and safe digging practices to avoid danger.

Safe Access/Egress

- Roads, gangways, passageways, staircases and working platforms must be kept free from obstruction and, where necessary, adequately lit.
- Work areas must be kept tidy and materials stored safely.
- Nails protruding from timber must be hammered down or removed.

Security

Sites must be made secure at the end of the working day. All ladders must be removed, or boarded over, and tools and equipment removed or locked away.

Display Screen Equipment

- The Company will comply with the **Health and Safety (Display Screen Equipment) Regulations 1992**.
- The risks to users of VDU screens will be reduced as much as is reasonably practicable.
- Employees regularly using VDU screens will be allowed periodic breaks during their work.
- Employees regularly using VDU screens are recommended to have eye tests.
- Where necessary the Company will provide VDU screen employees with the necessary corrective equipment such as glasses or contact lenses. However, the Company will only pay for spectacles/contact lenses if "special" ones (for example, prescribed for the distance at which the screen is viewed) are needed and normal ones cannot be used.
- VDU screen employees will be given appropriate and adequate training on the health and safety aspects of this type of work.

Substances Hazardous to Health

- The Company will comply with the **Control of Substances Hazardous to Health Regulations 2002**.
- Risk assessments will be undertaken of all work involving exposure to hazardous substances.
- The Company will ensure that exposure of workers to hazardous substances is minimised and controlled.
- Employees who will come into contact with hazardous substances will receive training and information on the health and safety issues concerning such substances. Employees working with hazardous substances must follow Company procedures relating to the substances.
- Employees must assume that all substances are hazardous unless proved otherwise and you must abide by all the hazard information provided on Assessment Sheets. If you are in doubt as to the substance or its method of use ask the On-Site Safety Officer/Site Supervisor or Health & Safety Officer.
- Substances hazardous to health are any natural or artificial substances (including micro-organisms), which can be toxic, harmful, corrosive or irritant to any employees exposed to them.
- In the event of contamination, the employee should find out the substances and its source and, if injury occurs he/she should contact the First-Aider, his/her own doctor or the Local Hospital (Casualty Department) for treatment without delay.
- COSHH Risk assessments are provided with every job to support the Materials Data sheet for the product in use

COSHH Precautions

The following precautions should be taken:

- Handle hazardous substances with care and use the personal protective equipment supplied as it is supposed to be used.
- Make sure you are familiar with the rules (e.g. COSHH) for using substances. (Refer to COSHH Assessments).
- Before eating, drinking and smoking it is very important to ensure that hands are washed.
- Remove lids/stoppers only when the substance is to be used.
- Store highly flammable substances as per manufacturers/suppliers recommendations.
- Only minimum quantities, required for immediate use, are to be kept in a workplace.

Fire Safety Regulations

Fire risk assessments will be undertaken as required under the Fire Precautions (Workplace) Regulations 1997 and as amended by the **Fire Precautions (Workplace) (Amendments) Regulations 1999**.

However, employees must bring to the attention of the Health & Safety Officer or Fire Officer any potential fire risks that they may become aware of.

Reducing Fire Risk

Prevention is better than cure when it comes to fire safety and one of the most important areas of fire prevention is to minimise and/or isolate combustible materials as follows:

- Highly inflammable liquids such as oils, fuels and paints or other inflammable material, must be removed from the business premises if not normally required for business operations. If inflammable liquids/materials are used for business operations such liquids/materials must be kept to a minimum and securely stored in appropriate closed metal containers within a properly designed storage facility well away from sources of ignition.
- Gas leaks are another possible source of fire or explosion and the detection of such a gas leak must be reported to the Health & Safety Officer or Fire Officer or the on-site management immediately. All equipment with gas taps including gas bottles not in use should be constantly checked to ascertain that the gas taps are turned off and not leaking.
- Any waste such as paper waste and other waste such as oily rags must not be allowed to accumulate and must be disposed of in appropriate containers.
- Smokers must only smoke in designated areas and discarded cigarette butts must be properly extinguished in ashtrays. Smokers must not extinguish or throw cigarette butts into waste paper bins.
- Faulty electrical equipment is a common source of a fire, therefore, electrical equipment not in use must be switched off and any observable defect of electrical equipment must be reported to the Health & Safety Officer or Fire Officer.

Fire Safety Officer

The Company's fire and emergency policy and procedures take account of special fire hazards in specific areas of the workplace with the cooperation and advice from the local fire service.

The Health & Safety Officer has the overall responsibility for the Company's fire and emergency policy and training. All supervisors are responsible for implementing such policy and all employees are responsible for carrying out the instructions of the policy.

The person responsible for the maintaining and testing of fire alarms, detection equipment and fire fighting equipment is:

Mr Ian Moir – Health and Safety Manager

General Fire Procedures

All personnel associated with the Company must familiarise themselves with this fire and emergency policy

If there is any doubt that a fire cannot be extinguished immediately without risk or injury to individual persons, all employees must immediately report any fire to the local fire service (dial 999).

Employees must conduct their operations in such a way as to minimise the risk of fire, and in particular, employees must not smoke near combustible materials and only smoke in areas designated by the Company as smoking areas. All combustible materials must be separated from sources of ignition.

Fire Detection Equipment

Smoke detector alarms and general fire alarms are located at points throughout the workplace. Employees must familiarize themselves with the location of such detectors and alarms. If a smoke detector alarm sounds, employees must activate a general fire alarm.

General Fire Alarm

The sounding of the general fire alarm is the signal that the building must be evacuated. The alarm may be raised for a fire or any other dangerous situation such as an unsafe structure, a gas leak, a bomb scare, and no employee must assume that a situation is not serious because there are no visible signs of an emergency in their immediate locality. When the general alarm sounds all employees must leave the building by the nearest available exit and assemble at the designated assembly point. Employees must also order visitors to the company including contractors from other firms and temporary workers as well as any members of the public to leave the building by the exit routes.

Ventilation Procedures

ECEX ensure that the following points as recommended by the HSE under 'COSHH essentials for welding, hot work and allied processes':

General

- Access

Access is only permitted to authorised personnel on any ECEX site

- Equipment

Use low-level air inlets and high-level air vents or extractor fans to clear hot fume.

Keep the air inlets free of obstructions. Inlet air may need warming in winter.

Provide a good standard of general ventilation; 5-10 air changes per hour, with a through draught. Any overhead travelling crane will need a clean air supply to the driver's cabin

- Procedures

Remove grease and all surface coatings first, unless they are meant to be welded or cut through.

Arrange work so that the worker's head is out of the fume.

Confirm that any ventilation fans are turned on and working.

Check for any gas leaks

- Maintenance, ventilation and testing

Follow the instructions in the manual - keep equipment in effective and efficient working order.

If any equipment is faulty, repair it straight away.

Daily, look for signs of damage.

Get a competent ventilation engineer to examine the system thoroughly and test its performance regularly.

Keep records of all examinations and tests for at least five years.

Review records - failure patterns show where preventive maintenance is needed

- PPE

Ensure that adequate storage is available for clean and contaminated

- RPE

This should not be required

- Other PPE

Provide and ensure that workers use a welding helmet, flame-resistant overalls and protective gloves.

Use a properly equipped contract laundry or a suitable equivalent to wash work clothing.

Skin creams help in washing contamination from the skin. After-work creams to help replace skin oils

- Training and Supervision

Tell workers that fume from welding and cutting can cause serious lung diseases.

Working in the right way and using the controls correctly is important for exposure control. Train and supervise workers.

Other Emergency Procedures

In the absence of the alarm sounding supervisors will warn employees or members of the public in the case of a fire or other dangerous situation being detected by word of mouth to evacuate the premises. They may order evacuation in the case of a fire or any other dangerous situation such as an unsafe structure, a gas leak, a bomb scare, and no employee must assume that a situation is not serious because there are no visible signs of an emergency in their immediate locality. Immediately supervisors give instructions all employees must leave the building by the nearest available exit and assemble at the designated assembly point. Employees must also order visitors to the Company, including contractors from other firms and temporary workers, as well as any members of the public to leave the building by the exit routes.

NB: Employees must be aware that the elderly, disabled people or children may need assistance to leave the premises and that people using toilets or other ancillary rooms may not be aware of the emergency.

Fire Escape Routes

All specified means of escape for the site premises must be properly maintained and kept free of obstruction. It is essential that all personnel are familiar with the means of escape and the route to be followed in case of fire.

Fire/Evacuation Emergencies

A fire/emergency evacuation procedure is in force at the premises of **ECEX** (See General Fire Alarm above) and it is the duty of ALL personnel to familiarise themselves with this procedure. When working on other sites, personnel should request the information they require from the On-Site Safety Officer/Site Supervisor.

It is the responsibility of the On-Site Safety Officer/Site Supervisor or Health & Safety Officer to:

- Ensure that the workplace is clear of people in the event of an evacuation for FIRE or BOMB ALERT, and to be in full knowledge of the types, positions and use of the first aid/fire appliances in their respective areas.
- Ensure employees within their control are aware of the Fire Drill in their areas, and that they are aware of the location of the first aid/fire appliances.
- Carry out fire safety tours within their respective areas of responsibility from time to time.

Discovery of Explosives, Bombs, Suspicious Packets

- DO NOT touch anything suspicious
- Warn the On-Site Safety Officer/Site Supervisor or Health & Safety Officer.
- Before leaving, take all necessary measures so that nobody, even mistakenly, comes into contact with dangerous object before the arrival of the police.

The designated assembly point is the Main Car Park Area, North Side.

Practice fire and emergency drills will be conducted from time to time.

Fire extinguishers are located throughout the workplace. Employees should tackle a fire themselves in the first instance provided their personal safety is not at risk. If it is not possible to tackle the fire in the first instance the general fire alarm must then be activated.

Regular inspections are completed by the site Health and Safety Officer but should any employee suspect that the extinguishers have been tampered with then this should be reported immediately.

Location of Fire Extinguishers

There are fire extinguishers located at the rear door, main entrance door and kitchen area. These are serviced annually under contract and should never be tampered with.

Fire Doors

Fire doors must never be blocked, jammed or left open.

Fire Exits

Fire Exit doors and corridors must never be locked or blocked.

Smoking

Smoking is prohibited in all areas of the workplace except those areas which have been designated as smoking areas. Even in such designated smoking areas cigarette butts must not be carelessly discarded and smokers must ensure that their discarded cigarette butts are extinguished. Combustible materials must never be stored or allowed to accumulate in designated smoking areas.

The designated Smoking Area is the Main Car Park Area, North Side.

Accident Investigation & Reporting

The Company will comply with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR '95)**. The Health & Safety Officer is responsible for reporting under the Regulations. This will entail the Health & Safety Officer or other designated personnel making reports and the cooperation of all relevant personnel involved is essential in order to establish:

- The circumstances of an accident or dangerous occurrence or disease.
- The nature and severity of the accident or dangerous occurrence or disease.
- The identity of eyewitnesses.
- The time, date and location of the accident or dangerous occurrence or disease.

Eyewitness accounts for the report will be collected as near to the time of the accident as is reasonably practicable.

The Company will study the completed report and will attempt to discover why the accident or dangerous occurrence or disease happened and then take action to prevent a recurrence of the accident or dangerous occurrence or disease.

Issues such as liability, proceedings or damages will be assessed following the completed report and if necessary the Company will take appropriate professional legal advice.

Accident Procedure

As well as applying first aid if there is any doubt as to the severity of an injury or the health (such as a heart attack) of any person on the Company's premises employees must not hesitate to dial 999 and ask for the ambulance service.

All accidents or injuries must be reported to the immediate supervisor of the relevant department and/or the Health & Safety Officer.

First-Aid

All employees must have ready access to first aid facilities. On most contracts arrangements will be made with the building occupiers or main contractor to share first aid facilities. The On-Site Safety Officer or Site Supervisor or Health & safety Officer will inform personnel of these arrangements. (Such arrangements must be recorded in writing).

When shared facilities are not arranged sites will be provided with a first aid kit in the charge of the "appointed person". Where only one or two employees are involved on work of very short duration or in vehicles on company business small travelling first aid kits will be available.

- First-Aid is only to be carried out by a trained First-Aider.
- Every first aid box will be of the appropriate size and have the correct contents.
- The location of the first aid box shall be clearly identified.
- It is the trained First-Aider's responsibility to ensure that the stock is replaced in the boxes as necessary.
- In cases of more serious injury employees will be sent or taken to the nearest hospital.

Accident Procedure

All staff will be instructed precisely and clearly of their duties relating to the Company's accident procedure. It is the duty of ALL Personnel to ensure they are familiar with the procedure and comply with it at all times. They must ensure they report to the appropriate person, any potentially unsafe items of equipment or working situations, as well as all accidents, personal injuries or 'near misses'.

- The employee, the On-Site Safety Officer or the Site Supervisor or Health & Safety Officer must record ALL ACCIDENTS no matter how trivial in the Accident Book.
- Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, employees must report to the On-Site Safety Officer/Site Supervisor or Health & Safety Officer any accident at work which results in personal injury and will be encouraged to identify incidents where injury was fortuitously avoided (i.e. near miss accidents).
- The On-Site Safety Officer/Site Supervisor or Health & Safety Officer will undertake investigation of accidents, initially, and, where practicable, means of preventing a recurrence will be recommended.
- All serious (reportable) accidents will, additionally, be investigated by the Health & Safety Officer.

First aid kits are located within the kitchen facility for all departments.

The person responsible for First Aid and First Aid Training is:

Miss Charlotte Metcalfe – Health and Safety Manager.

First-Aid Boxes

The First-Aid box should be made of suitable material and so designed to protect the contents. All boxes should be clearly marked (recommended marking - white cross on green background).

First-Aid boxes and travelling First-Aid kits should contain sufficient quantities of suitable First-Aid materials and nothing else. For most First-Aid boxes sufficient quantities may be considered as:

- A general guidance card on First-Aid.
- 20 individually wrapped, sterile, adhesive dressings (assorted sizes) appropriate for the work environment.
- 2 sterile eye pads, with attachment.
- 6 individually wrapped, triangular bandages.
- 6 safety pins.
- 6 medium sized, individually wrapped, sterile, un-medicated wound dressings (approx. 10cm x 8cm).
- 2 large, individually wrapped, sterile, un-medicated wound dressings (approx. 13cm x 9cm).
- 3 extra large, individually wrapped, sterile, un-medicated wound dressings (approx. 28cm x 17.5cm).

In situations where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline solution (0.9%), in sealed disposable containers should be provided. Each container should hold 300ml and at least 900ml provided. Once opened, they must not be reused. The use of eye baths/cups or refillable containers is not recommended.

Extra equipment, or items required for special hazards (i.e. antidotes) may be kept in or near First-Aid boxes but only where the First-Aider has been specifically trained in their use.

To ensure a sufficient supply of materials, the contents of First-Aid boxes should be replenished as soon as possible after use. All First-Aid boxes should be checked regularly to ensure the contents are not used after their expiry date.

Travelling First-Aid Kits

The emphasis is for the contents to reflect the circumstances in which they may be used but as a minimum the following should be included:

- A general guidance card on First-Aid.
- 6 individually wrapped, sterile, adhesive dressings (assorted sizes) appropriate for the work environment.
- 2 individually wrapped triangular bandages.
- 2 safety pins.
- 1 large individually wrapped sterile, un-medicated wound dressing (Approx. 10 x 8cm).
- Individually wrapped, moist cleansing wipes.
- 900ml of sterile water or sterile normal saline solution (0.9%), in sealed disposable containers. Each container should hold 300ml.

Supplementary Equipment

This may include suitable means for the transportation of casualties, blankets, disposable rubber gloves (for the protection against blood etc.), aprons and other suitable protective equipment and blunt ended stainless steel scissors (min length 12.7cm). Consideration should also be given to the provision of plastic disposable bags for the safe collection and disposal of soiled dressings.

Where such equipment is considered necessary it should be stored in the vicinity of First-Aid boxes.

General Guidance Card on First-Aid

The card, as detailed below can be reproduced and placed into First-Aid boxes.

HEALTH & SAFETY (FIRST-AID) REGULATIONS 1981

General Guidance for First-Aid at Work

NOTE: TAKE CARE NOT TO BECOME A CASUALTY YOURSELF WHILST ADMINISTERING FIRST-AID AND WHERE NECESSARY USE PROTECTIVE CLOTHING AND EQUIPMENT.

Treatment Position

When being treated casualties should be seated or lying down in the prone position or as appropriate.

If you need help send for it immediately. If an ambulance is needed arrangements should be made for it to be directed to the scene without delay.

Minor Accidents

- To be treated if possible (first aid box, chemist, doctor, hospital etc.) during work.
- Note detail in accident book
- Inform the On-Site Safety Officer/Site Supervisor or Health & Safety Officer immediately.

Serious Accidents

- Give first aid where possible/where appropriate.
- Get in touch with a specialised service immediately (depending on the place of the accident).
- Inform the On-Site Safety Officer/Site Supervisor or Health & Safety Officer immediately.

Dangerous Occurrences

Everyone must report to the On-Site Safety Officer/Site Supervisor or Health & Safety Officer the circumstances of any occurrence which might give rise to an accident or injury, i.e. a 'near miss' accident. Management must investigate all such reports.

Following such investigation management should take whatever action is necessary to remove particularly dangerous situations and practices from the work place in order to reduce the potential for accidents.

General Office Safety

All office personnel have a duty to assist in reducing the risk of accidents and fire.

The following rules and precautions are to be observed:

- Keep desks tidy and ensure that waste paper is disposed of regularly.
- Use a safe method of lifting any article and, if necessary, seek assistance.
- Never leave filing cabinet drawers open.
- Never open more than one filing cabinet drawer at a time.
- Ensure that cable and connections on all electrical equipment are sound before use.
- Ensure all passageways, stairs and exits are kept clear of any obstruction.
- Ensure all flammables are kept in fire resistant storage.
- All personnel must be familiar with the location of all fire fighting equipment and its use.
- Access to fire fighting equipment must never be obstructed.

Housekeeping

Accidents happen more frequently in an uncontrolled or untidy environment. It is necessary to maintain a high standard of cleanliness and the proper and safe storage of all goods and supplies must be ensured. Regular inspections shall be carried out by management to ensure optimum standards at all times.

Hygiene & Health Conditions

- Paying meticulous attention to good habits in relation to personal body hygiene will greatly help to reduce the spread of diseases and viruses in the workplace. The most important of these good habits is the thorough washing and drying of hands after toilet use and the co-operation of all employees in this regard is requested.
- If handling food or drink (including tea/coffee making operations) or handling crockery or utensils that are ready for use by others (kettles or cups for example) employees should wash their hands before such handling.
- Employees should be aware of the danger of the spread of viruses through the use of shared telephone handsets and such handsets should be periodically wiped with a clean damp cloth containing detergent or disinfectant. Where possible use dedicated telephone hand set extensions.
- Employees should ensure that workplaces are adequately lit, well ventilated and adequately heated. Any concerns in this regard must be brought to the attention of the Health & Safety Officer.

General Procedures

- All personnel must follow the rules and procedures contained in this policy.
- All personnel must immediately report any unsafe practices or conditions in the workplace to their immediate supervisor or the Health & Safety Officer.
- Personnel under the influence of alcohol or drugs are prohibited from the workplace.
- Any act including horseplay which might endanger the health and safety of others is strictly prohibited.
- An employee who is unfit due to injury, illness or fatigue will not be allowed to work if the impairment might put at risk the health and safety of that employee or other persons.
- Employees must not modify, adjust, move or tamper with any electrical equipment or machinery outside the scope of their duties unless instructed by a senior member of the Company.
- Waste materials particularly combustible materials and oily rags must be disposed of carefully, and in such a way that they do not constitute a fire hazard or other hazards.
- Employees should not undertake a task which appears to be unsafe to him or her or other personnel.
- Employees should not undertake tasks that require safety training without receiving such training.
- All injuries must be reported to the immediate supervisor of the relevant department and/or the Health & Safety Officer.
- Protective guards and safety devices must be properly fitted and used where appropriate. Defects in such guards and safety devices must be reported to the employee's immediate supervisor and/or the Health & Safety Officer.
- Only authorised employees are permitted to use chemicals in the workplace.
- Employees must wear suitable clothing and footwear at all times and personal protective equipment must be worn where appropriate.

Walkways and Passageways

- Walkways and passageways must be kept clear from obstructions including trailing wires, ropes and cables wherever possible.
- Walkways or passageways that become slippery should be clearly marked with warning signs until the slippery surface has dried or has been removed.
- Changes in the floor elevation of any walkway or passageway must be clearly marked.
- Long or sharp edges to objects stored in or around walkways or passageways must be covered to ensure the prevention of injury to persons.
- Warning signs must be placed as appropriate to indicate any hazard that may injure or obstruct the accessing persons.

Tools Equipment and Machinery

- Tools equipment and machinery are only to be used if in good working order and by qualified and authorised personnel. Defective tools equipment and machinery must be reported to the employee's immediate supervisor and/or the Health & Safety Officer.
- Protective guards and safety devices must be properly fitted and used where appropriate when using tools equipment and machinery. Clothing, jewellery or long hair that might pose a risk to safety when using tools equipment and machinery must not be worn.
- Employees must not use any tools equipment and machinery for any purpose other than what the tools equipment and machinery are designed for.

Manual Handling Operations

The Company will comply with the **Manual Handling Operations Regulations 1992**.

Manual handling operations should be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account all factors such as the feasibility of the manual handling operation, the load, the working environment and the capabilities of employees and risk to their safety.

- The lifting of objects should be done by using mechanical devices rather than manual handling where such devices are provided and the devices should be appropriate for the task.
- The object to be lifted or moved must be inspected for sharp edges and other hazards such as wet or greasy patches and appropriate steps taken to remove or reduce such hazards.
- If lifting or moving objects with sharp or splintered edges. Clean dry gloves must be worn to ensure a firm grip.
- The route over which the object is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage or other hazard.
- Employees must not attempt to lift or move an object which is too heavy and which might damage their health.
- Where the lifting or moving of an object is to be done by more than one person one of the persons should be designated as the supervisor of the operation so as to coordinate the lifting or moving.
- Employees should assume a squatting position by keeping the back straight and allowing the knees to take the weight of an object rather than the back when lifting a heavy object off the ground.

RESPONSIBILITIES OF SUB-CONTRACTORS

- All sub-contractors will be expected to comply with **ECEX** Health & Safety Policy and must ensure that their own company policy is made available on-site whilst work is carried out.
- All sub-contractors will be provided with a copy of **ECEX** Health & Safety Policy and will be required to sign a declaration confirming they have read, understood and agree to comply with this Policy.
- All sub-contractors are to provide evidence (including proof of payment – to demonstrate validity) of a minimum of £2 million cover for both employers and public liability insurance for the duration of any contract. This evidence must also be produced for any other sub-contractor required to fulfil the contracted work.
- All work must be carried out in accordance with the relevant statutory provisions and take into account the safety of others on the site and the general public.
- Scaffolding used by the sub-contractors employees (even where scaffold has been erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.
- Sub-contractors employees are not permitted to alter any scaffold provided for their use, or use or interfere with any plant or equipment on the site unless authorised.
- All plant or equipment brought on to site by the sub-contractor must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for Industrial use and in good condition. All portable electrical appliances should be tested, identified and recorded in a register which must be available for inspection.
- Any injury sustained or damage caused by sub-contractors' employees must be reported immediately to the Company's Site Representative.
- Sub-contractors' employees must comply with any safety instructions given by **ECEX** representative.
- Sub-contractors informed of any hazards or defects noted during inspections will be expected to take immediate action.
- Sub-contractors will provide **ECEX** with the name of the person they have appointed as the Safety Supervisor.
- Suitable welfare facilities and first aid equipment in accordance with the Health & Safety Regulations must be provided by sub-contractors for their employees unless arrangements have been made for the sub-contractors' employees to have the use of **ECEX** facilities in which case a certificate will be issued detailing facilities provided.
- Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Health & Safety Regulations and current recommendations and that information (e.g. COSHH Assessments) must be provided to any other person who may be affected on-site.
- Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials etc. cleared as work proceeds.
- The Sub-contractor shall not permit the consumption or presence of any intoxicating alcoholic liquor or drugs on any of **ECEX** sites at any time.
- The Sub-contractor shall not permit anyone employed by the contractor or sub- contractor to be present on the site if such person is judged to be under the influence of any intoxicating liquor or drugs.

SUB-CONTRACTOR' S DECLARATION

I/we (Name/s)

Acknowledge receipt of **ECEX** Health and Safety Policy. I/We have read, understood and will ensure compliance with it at all times whilst working for or on their behalf.

I/We also understand fully our legal obligations to carry out all work within the scope of Statutory Requirements, relevant Regulations and Codes of Practice and will ensure that these are complied with in every respect.

I/We guarantee that copies of **ECEX** Health & Safety Policy will be available to all contractors/sub-contractors supervisory personnel at all times and that they will be brought to the attention of all personnel in their respective occupations.

Name of Contractor/Company:

Address of Contractor/Company:

Name & Title/Position of Representative:

Signature:

(For and on behalf of Contractor)

Date:
