



Health and Safety Policy



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HEALTH AND SAFETY POLICY

The Casey Group of Companies covered by this policy	Page 1
Section 1 - Company Health and Safety Policy	Page 2
Company Health and Safety Policy Statement	Page 3
Health and Safety at Work Policy Statement	Page 4
General Statement of Intent	Page 6
Environmental Statement	Page 7
Section 2 - Organisation and Responsibilities	Page 9
Introduction	Page 10
Health and Safety Management Structure	Page 11
Directors	Page 12
Group Health and Safety Advisors	Page 13
Senior Management (Projects / Contracts Managers)	Page 15
Site Managers / Site Supervisors	Page 16
Technical Staff - Planners / Designers / Design Co-ordinators	Page 18
- Buyers	Page 19
- Estimators and Quantity Surveyors	Page 20
- Site Engineers	Page 21
- Temporary Works Co-ordinators (TWC)	Page 22
- Temporary Works Supervisors (TWS)	Page 24
Tenant Liaison / Resident Liaison Officers	Page 25
Site Operatives / Plant Operatives	Page 26
Health and Safety Contacts (Representatives of Employee Safety)	Page 28
Company Vehicle Drivers	Page 29
Company Statement for Subcontractors	Page 30
Pre-qualification Questionnaire for Subcontractors	Page 34
Section 3 - Arrangements	Page 36
Introduction	Page 37
The Management of Health and Safety at Work Regulations 1999	Page 38
Risk Assessment Procedures	Page 40
Employment of Young Persons	Page 41
Protection of Employees, the Public, Residents and Visitors	Page 42
Lone Working	Page 44
Temporary Works	Page 44
The Workplace (Health, Safety and Welfare) Regulations 1992	Page 47
The Health and Safety (Display Screen Equipment) Regulations 1992	Page 49
The Manual Handling Operations Regulations 1992	Page 50
The Personal Protective Equipment Regulations 1992	Page 51
The Provision and Use of Work Equipment Regulations 1998	Page 52

Safe Use of Abrasive Wheels	Page 53
Cartridge Operated Tools	Page 54
The Lifting Operations and Lifting Equipment Regulations 1998	Page 55
The Control of Substances Hazardous to Health Regulations 2002	Page 56
The Gas Safety (Installation and Use) Regulations 1998	Page 58
The Electricity at Work Regulations 1989	Page 59
Avoidance of Danger from Overhead Electric Power Lines	Page 61
Avoidance of Danger from Underground Services	Page 62
The Construction (Design and Management) Regulations 2015	Page 64
Traffic Management	Page 69
Excavations	Page 71
Confined Space Entry	Page 72
Safety in Sewers	Page 73
Leptospirosis (Weil's Disease)	Page 75
The Work at Height Regulations 2005	Page 76
Safe Use of Mobile Elevated Work Platforms	Page 78
Safe Use of Power Operated Mast Work Platforms	Page 80
Safe Use of Tower Scaffolds	Page 82
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Page 84
Procedures for Accidents / Incidents / Dangerous Occurrences	Page 86
First Aid on Site	Page 87
Emergency Procedures for Fire and / or Explosion	Page 88
The Control of Noise at Work Regulations 2005	Page 90
The Control of Vibration at Work Regulations 2005	Page 91
Work on Contaminated Sites	Page 94
The Control of Asbestos Regulations 2012	Page 96
Demolition	Page 91
Site Documentation	Page 99
Site Inspections and Audits	Page 101
Site Inductions	Page 102
Health and Safety Training	Page 103
Consultation with Employees	Page 105
Rules Covering Misconduct	Page 106
Supplementary Policies	Page 107
Health and Safety Policy Authorisation	Page 108



The Casey Group of Companies Health & Safety Policy

THE CASEY GROUP OF COMPANIES

For the purpose of this Health and Safety Policy, The Casey Group of Companies includes the following companies:

The Casey Group Limited

P Casey & Co. Limited

P Casey (Land Reclamation) Limited

P Casey (Developments) Limited



SECTION ONE

HEALTH AND SAFETY STATEMENT AND POLICY



COMPANY HEALTH & SAFETY POLICY STATEMENT

THE HEALTH AND SAFETY AT WORK ETC ACT 1974

The Company recognises that under the Health and Safety at Work etc. Act. 1974, the Company has a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, all members of the public and all users of its premises.

The Board of Directors of the Company accepts this duty and it will continue to be the policy of the Company, as it has always been, to give the greatest importance to these matters, considering that safety is a management responsibility at least equal to that of any other function. It is equally the legal duty of every employee to take responsible care for the health and safety of themselves and any other persons who may be affected by their acts or omissions at work and to co-operate with management in ensuring the safety, health and welfare of employees as a whole.

The Board and management of the company believe that, given such care and co-operation by employees, it is possible for it to conduct its operations in such a way that injury to employees, and loss or damage to property can be reduced to a minimum. To achieve this, the company will continue to make available safety training, to provide personal protective equipment where necessary and to regularly review its safety organisation and procedures.

The company maintains OHSAS 18001 certification.

Group Managing Director: *Chris Casey*

Mr. C. P. Casey

Date: 27th January 2017

HEALTH AND SAFETY AT WORK POLICY STATEMENT

The Health and Safety at Work etc. Act 1974 imposes statutory duties on employers and employees, and to enable these statutory duties to be carried out, it is the policy of this Company, so far as is reasonably practicable, to ensure that responsibilities for safety and health are properly assigned, accepted and fulfilled at all levels of the Company, and that all practicable steps are taken to safeguard the health, safety and welfare of all Company employees and visitors to the premises or operations under our control.

It is the intention of our Company, so far as is reasonably practicable, to ensure:

- a) The provision and maintenance of plant and systems of work are safe and without risks to health.
- b) The provision of a safe place of work, with safe access and egress at all times.
- c) The provision of a safe working environment that is without risks to safety and health.
- d) Adequate information is available to ensure safety and absence of risks in the use, handling, storage and transport of all articles and substances used at work.
- e) Provision of adequate welfare facilities and arrangements for welfare at work.
- f) The provision of any necessary information, including information on legal requirements, to ensure the health and safety of all our employees.
- g) The provision of competent and adequate supervision, as is necessary, to ensure the health and safety of all our employees.
- h) The provision of adequate instruction and training, as is necessary, to ensure the health and safety of all our employees.
- i) The use of the best practical means of preventing noxious or offensive substances from entering the atmosphere and making any substances that do enter the atmosphere harmless or inoffensive.
- j) Insofar as is reasonably practicable, the conduct of our activities does not endanger persons not in our direct employment who may be affected by operations under our control, e.g. employees of sub-contractors or the public in general.
- k) Consultation with workplace appointed health and safety representatives.



The Casey Group of Companies Health & Safety Policy

- l) Consultation with all employees on matters relating to health and safety.
- m) No levy will be charged, or will permit any employee to be charged, for anything required to be provided by statute.



The Casey Group of Companies Health & Safety Policy

GENERAL STATEMENT OF INTENT

It has been, and will remain to be, Company policy to maintain the highest practicable level of health, safety and welfare for all employees within the Company, at the same time guarding the health and safety of other persons whose health and safety may be endangered by the execution of operations undertaken by the Company or its agents or sub-contractors.

However, it must be stressed that co-operation from all employees is essential and necessary if our record for health and safety is to be maintained and bettered in the future. In this context, the word employee extends to every person employed by the Company, inclusive of staff, site staff, operatives and employees of sub-contractors.

It has been, and will remain to be, Company policy to observe not only the provisions but also the spirit of the Health and Safety at Work Act at all times.

The Company regards the health and safety of its employees and any other persons who may be affected by its operations of greater importance than all other considerations.

The Company employs full-time safety advisors to carry out an inspection and advice service for all Company activities.

The Company safety advisors are directly accountable to the director responsible for administering this policy.

The following information details the organisation, arrangements and resources for the implementation of the policy statement.



ENVIRONMENTAL STATEMENT

Policy Statement

The Casey Group understands the impact that our operations may potentially have on the environment. We are therefore committed to minimising this risk by employing environmental management techniques at every stage of our operations. The Group is further committed to ensuring that our operators are fully compliant with current Environmental legislation.

Aims and Objectives

Aims

1. To minimise the environmental impact of our operations.
2. To operate within full compliance of Environmental Law.

Objectives

1. Identify areas where environmental impact may result from our operations.
2. Employ environmental practices to identify the most effective and efficient methods of minimising or eliminating environmental impact.
3. Manage operations to ensure compliance with best practice.
4. Through training and support, ensure that all staff are aware of their responsibilities under Environmental Law and how compliance can be achieved and maintained.

Policy Implementation

The Company is an environmentally conscious organization and as such we acknowledge the potential impact that our operations may have on the environment.

This policy (as defined in the 'scope' of our Environmental Management System) has been endorsed by our Board of Directors who give their full support to its implementation. They are responsible for ensuring that it is understood, implemented and maintained at all levels within the Company.

We are committed to the prevention of pollution and continual improvement of our environmental performance. This has been facilitated through the setting and reviewing of objectives based on our significant environment aspects. As well as ensuring that these are regularly monitored, our objectives have been targeted and documented through 'implementation programs' and communicated throughout the organization and



The Casey Group of Companies Health & Safety Policy

to our clients, suppliers and contractors. The Group as an organization will ensure that we-

- Comply with all applicable legal requirements and Approved Codes of Practice which relate to our environmental aspects;
- Provide all employees with the necessary resources, equipment, information, instruction and training to fulfil the requirements of this policy;
- Maintain an Environmental Management System in accordance with ISO 14001;
- Minimise waste to landfill by anticipating waste generation and segregating that which can be practically reused or recycled to protect and preserve the natural environment;
- Use energy, materials and other natural resources as efficiently as possible, giving particular regard to the long-term sustainability of consumable items.

All employees and organizations associated with the Group are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others of the environment.



SECTION TWO

ORGANISATION AND RESPONSIBILITIES



The Casey Group of Companies Health & Safety Policy

INTRODUCTION

The Health and Safety at Work etc. Act 1974, requires that the ultimate responsibility for health and safety in each workplace lies with the highest management, but in practice duties have to be delegated and it is this delegation that forms the administration and control of the policy.

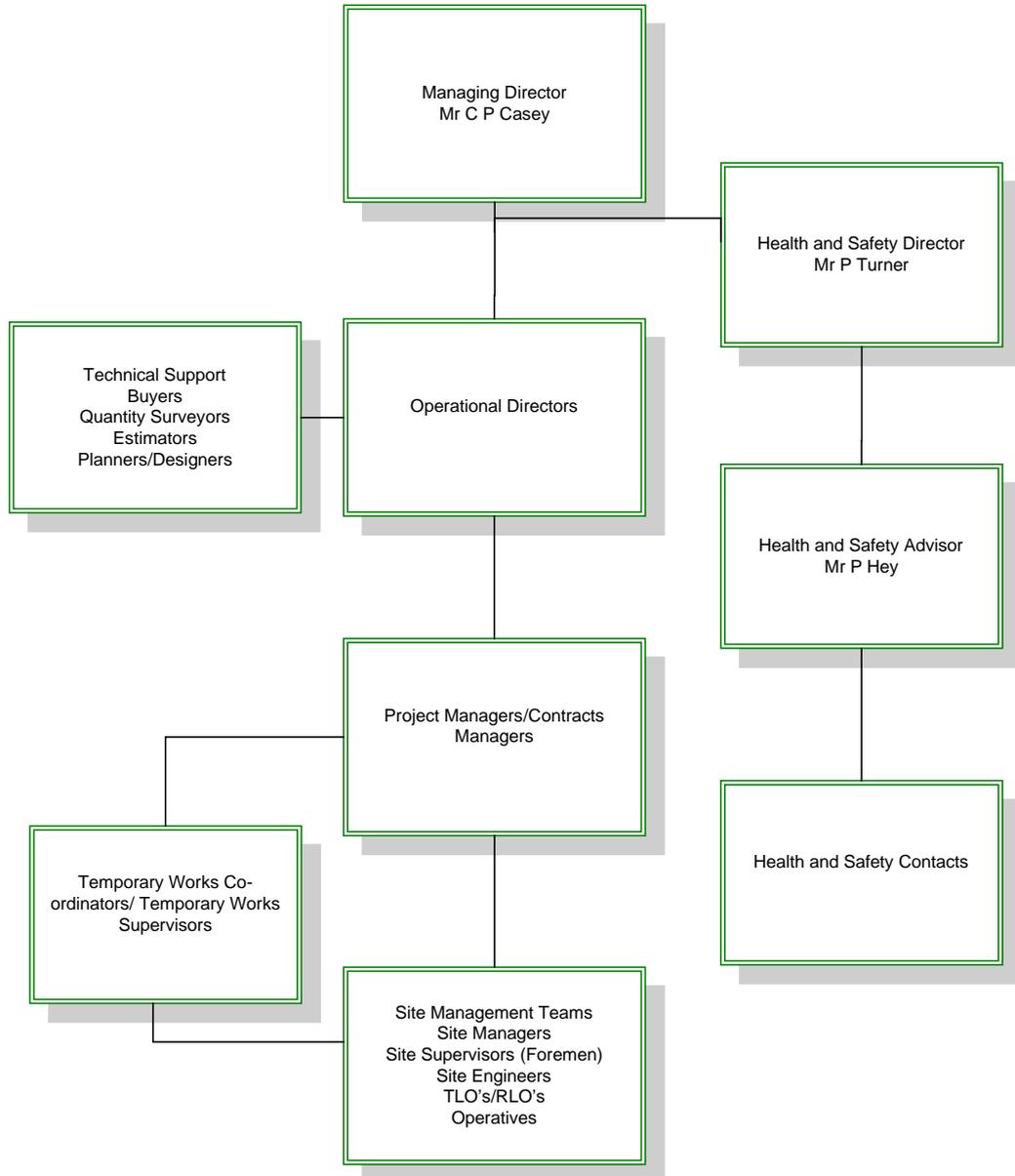
All persons within the company must know what lines of communication and levels of responsibility exist to ensure that health and safety matters are dealt with efficiently.

Certain individuals have been allocated specific responsibilities and are required to monitor their areas of control and the performance and activities of subordinates to ensure that acceptable standards are maintained.

The Company will, in order to implement this aim lay down certain procedures, details of which follow this statement.

The management structure shown relates directly to health and safety and not necessarily to other management functions.

HEALTH & SAFETY MANAGEMENT STRUCTURE



HEALTH AND SAFETY RESPONSIBILITIES

DIRECTORS

Having responsibility for:

1. Ensuring that the objectives of the Health and Safety Policy are fully understood and observed by all levels of management and employees.
2. Continually monitoring the effectiveness of the Health and Safety Policy and procedures and ensuring that any necessary changes are made and maintained in line with development.
3. Seeking to generally improve the record of the Company in respect of health, safety and welfare matters.
4. Carry out un-announced visits and audits to assess compliance with regards health and safety matters in the workplace. Provide written advice and instruction where breaches of statutory legislation and good practice occur.
5. Taking a direct interest in the policy and publicly supporting all persons enforcing the policy.
6. The reprimanding of any employee failing to satisfactorily discharge the duties and responsibilities allocated to him/her in respect of health, safety and welfare matters.
7. Ensuring that adequate communication channels are maintained, so that information concerning Health and Safety matters which may affect any or all employees is communicated to them and any matter concerning health and safety brought up by an employee is directed to the appropriate member of management so that any necessary action can be taken.
8. Discussions with the Company Health and Safety Advisor regarding new legislation, regulations and relevant codes of practice.
9. Delegating responsibilities for health and safety matters to the appropriate level of management as identified within the Health and Safety Policy, and ensuring that they are adequately trained and instructed to undertake these responsibilities.
10. Setting a personal example by wearing personal protective equipment at appropriate times whilst in the workplace.
11. Promoting and setting a personal example by adhering to health and safety regulations at all times whilst in the workplace.

HEALTH AND SAFETY RESPONSIBILITIES

GROUP HEALTH AND SAFETY ADVISORS

Having responsibility for:

1. Overall enactment of the Company Health and Safety Policy.
2. Keeping up to date with the requirements of relevant Acts, Regulations and all new and current legislation.
3. Advising management and supervisors of their duties and responsibilities imposed by legislation.
4. Advising management and supervisors on:
 - i) Accident and damage prevention.
 - ii) Improvements to existing methods.
 - iii) Suitability, from a health and safety viewpoint, of new and hired plant and equipment and the validity of all test and thorough examination certificates.
 - iv) Changes in legislation.
5. The carrying out of health and safety audits to monitor whether:
 - i) Safe systems of work are being used.
 - ii) All regulations are being observed.
 - iii) Plant and equipment are in a safe condition.
 - iv) Welfare and first aid arrangements are being maintained.
6. Liaising, where necessary, with main contractors, sub-contractors and others, towards co-ordinating safe conditions.
7. Developing throughout the Company an understanding that injuries, damage and wastage have a direct and adverse effect on the Company.
8. Investigating accidents and dangerous occurrences and reporting and recommending means of preventing recurrences.



The Casey Group of Companies Health & Safety Policy

9. Advising and making recommendations on the provision and use of personal protective equipment and plant.
10. Maintaining a regular and efficient programme of workplace inspections.
11. Ensuring that periodic tests, inspections and maintenance are carried out.
12. Carrying out risk assessments as required by the Management of Health and Safety at Work Regulations 1999 and other relevant Regulations.
13. Liaising with the Health and Safety Executive and Local Authority Environmental Health.
14. Setting a personal example by wearing personal protective equipment at appropriate times whilst in the workplace.
15. Promoting and setting a personal example by adhering to health and safety regulations at all times whilst in the workplace.

HEALTH AND SAFETY RESPONSIBILITIES

SENIOR MANAGEMENT (PROJECT/CONTRACTS MANAGERS)

Having responsibility for:

1. Participating in the Company's Health and Safety Policy and advising on or recommending amendments, as necessary. Ensuring that the requirements of the relevant statutory provisions, including the management of Health and Safety at Work Regulations, are met and are incorporated into the Company health and safety procedures.
2. Seeking to prevent injury to persons involved in or affected by our operations by planning safe methods of work.
3. Ensuring that assessments of the risks to health and safety of employees, and anyone else who may be affected by any work activity, are undertaken prior to the relevant work activity commencing.
4. Ensuring that all staff are informed of the Company's Health and Safety Policy and that they receive adequate instruction and training regarding its effective implementation.
5. Ensuring that means of implementing the policy are available within the Group.
6. Making proper allowance in the preparation of tenders for safety provisions in the methods of work proposed.
7. Using their experience to point out potential hazards and advise staff on appropriate precautions.
8. Seeking to reduce the damage and waste to Company property, plant and equipment.
9. Ensuring they are aware of, observing and ensuring that, the requirements of the health and safety legislation and the relevant statutory provisions, including The Management of Health and Safety at Work Regulations are implemented.
10. Liaising with the Company Health and Safety Advisor on all matters relating to health, safety and welfare.
11. Setting a personal example by wearing personal protective equipment at appropriate times whilst in the workplace.
12. Promoting and setting a personal example by adhering to health and safety regulations at all times whilst in the workplace.

HEALTH AND SAFETY RESPONSIBILITIES

SITE MANAGERS / SITE SUPERVISORS

Having responsibility for:

1. Understanding the Company's Health and Safety Policy, along with Company health and safety procedures and is familiar with the requirements of relevant statutory provisions, including The Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015.
2. Assessing the risks to health and safety of employees, sub-contractors and others who may be affected by the work activity and recording the significant findings of the assessment.
3. Making arrangements for putting into practice the health and safety measures that follow from the risk assessments, including planning, organisation, and control, monitoring and reviewing of procedures.
4. Giving clear guidance to all subordinates and ensuring that all sub-contractors comply with the Company standards of health and safety, when on site.
5. Planning and maintaining a tidy site, organising the work to be carried out with the minimum risks to men, equipment and materials.
6. Checking that plant is maintained in a good, safe condition, including critical appraisal of sub-contractors' and hired plant.
7. Ensuring that all cranes and lifting gear are tested / certificated and properly equipped for the duties to be carried out.
8. Completing, as necessary, all statutory registers held on site.
9. Ensuring that suitable and sufficient protective equipment is available used and properly cared for.
10. Setting up suitable and adequate first aid arrangements on site.
11. Preparing for serious accidents by knowing, in advance, where to obtain medical help and ambulance services and liaising with the Fire Service on such matters as fire prevention.
12. Ensuring that suitable and sufficient fire extinguishers are available on site.



The Casey Group of Companies Health & Safety Policy

13. Advising and co-operating with the selection and release of men from site for safety training.
14. Setting a personal example by wearing personal protective equipment at appropriate times whilst in the workplace.
15. Promoting and setting a personal example by adhering to health and safety regulations at all times whilst in the workplace

HEALTH AND SAFETY RESPONSIBILITIES

TECHNICAL STAFF - PLANNERS/DESIGNERS/DESIGN CO-ORDINATORS

Having responsibility for:

1. Reading and understanding the Company's Health and Safety Policy, along with Company health and safety procedures, Safety Systems of Work etc., and familiarity with the requirements of all relevant statutory provisions, including The Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015.
2. Where appropriate, eliminate or control all hazards at source by either eliminating them or making all necessary recommendations to adequately control them. Where risks are reduced and controlled, detailed records must be kept to substantiate decisions taken.
3. Maintain close liaison with estimators to ensure tender figures are adequate to cover all safe methods of work and adequate welfare facilities.
4. Keep abreast of best practice, ensuring employment of competent sub-contractors, whilst ensuring that all substances, materials, plant and equipment specified are suitable for the work to be undertaken.
5. Ensure that all works are programmed, sequenced and phased within an adequate timescale.
6. Promoting and setting a personal example by demonstrating a clear commitment to health and safety matters and by wearing the appropriate personal protective equipment or clothing and adhering to health and safety regulations when in the workplace.

HEALTH AND SAFETY RESPONSIBILITIES

TECHNICAL STAFF - BUYERS

Having responsibility for:

1. Reading and understanding the Company's Health and Safety Policy, Safe Systems of Work and all other current relevant statutory provisions.
2. Ensuring that all equipment or materials purchased by the company are to the standards required by Company policy and The Health and Safety at Work Act 1974.
3. Ensuring that all suppliers are requested to provide full information on any potential hazards associated with any equipment, substances or materials supplied, along with details of any necessary precautions required. They must always ensure this information is readily available prior to delivery on site and that all information is passed on to the relevant site supervision.
4. Ensuring that all suppliers are fully informed of any site constraints, such as proximity hazards, restricted delivery times, safe access routes, road widths etc. and any safe working loads of plant used for handling materials on site, so that materials are delivered to site in suitable sizes and loads.
5. Promoting and setting a personal example by demonstrating a clear commitment to health and safety matters and by wearing the appropriate personal protective equipment or clothing and adhering to health and safety regulations when in the workplace.

HEALTH AND SAFETY RESPONSIBILITIES

TECHNICAL STAFF - ESTIMATORS/QUANTITY SURVEYORS

Having responsibility for:

1. Reading and understanding the Company's Health and Safety Policy, Safe Systems of Work and all other current relevant statutory provisions such as the Provision and Use of Work Equipment Regulations 1998 (PUWER '98) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER '98).
2. Ensuring tender figures are adequate to cover safe methods of work and adequate and suitable welfare facilities.
3. Having knowledge of the various statutory requirements governing the company's work.
4. Keeping abreast of best practice, employing only competent, adequately resourced sub-contractors and ensuring that all substances, materials, plant and equipment specified are suitable for the work to be undertaken.
5. Ensuring that all potential sub-contractors provide the Company with suitable and adequate proof of competency, as required by the Construction (Design and Management) Regulations 2015, prior to any sub-contractor being appointed.
6. Ensuring that all sub-contractors provide suitable and adequate information, such as job specific risk assessments, method statements, COSHH data sheets, proof of staff training etc., and prior to mobilisation on site.
7. Ensuring that all potential sub-contractors are supplied with all necessary information relating to health and safety on each specific site, including a copy of the Company Health and Safety Policy, Safe Systems of work, The Company Code of Conduct and relevant sections of the Construction Phase Plan, to allow them to allocate sufficient and adequate resources to the project.
8. Reporting immediately to site management any unsafe working practices observed whilst visiting sites.
9. Promoting and setting a personal example by demonstrating a clear commitment to health and safety matters and by wearing the appropriate personal protective equipment or clothing and adhering to health and safety regulations when in the workplace.

HEALTH AND SAFETY RESPONSIBILITIES

TECHNICAL STAFF - SITE ENGINEERS

Having responsibility for:

1. Reading and understanding the Company Health and Safety Policy, Safe Systems of Work and all other current relevant statutory provisions and ensuring that this information is brought to the attention of all employees under your control.
2. Ensuring that information affecting the health and safety of any person on site is brought to the attention of the Projects / Contracts Manager or Site Manager, in particular:
 - a) The existence of overhead electricity cables
 - b) The existence of underground services
 - c) Ground conditions affecting the stability of excavations or safety of site operatives (soil condition, water table levels or existence of toxic or harmful substances, gases etc).
3. Carrying out your own work in a safe manner and taking all necessary precautions when working on or near public roads and highways.
4. Ensuring that records are maintained of any underground services installed on site and that, wherever possible, these are defined by marker posts and signs during the construction period.
5. Obtaining all available relevant information from statutory authorities regarding underground services before allowing any excavation procedures to commence.
6. Ensuring that all necessary precautions are taken when employing laser-surveying equipment, as required by company policy.
7. Ensuring suitable eye protection is provided to chainmen using masonry nails for setting out purposes.
8. Ensuring that any design calculations for unusual scaffolds, falsework, etc. are independently checked and approved.
9. Reporting immediately to site management any unsafe working practices observed whilst on site.
10. Promoting and setting a personal example by demonstrating a clear commitment to health and safety matters and by wearing the appropriate personal protective equipment or clothing and adhering to health and safety regulations when in the workplace.

HEALTH AND SAFETY RESPONSIBILITIES

TEMPORARY WORKS CO-ORDINATORS (TWC)

Having responsibility for:

1. Reading and understanding the Company's Health and Safety Policy, Temporary Works Procedures and all other relevant statutory provisions.
2. Ensuring that information affecting the health and safety of any person on site is brought to the attention of the Projects / Contracts Manager or Site Manager.
3. Liaising between Designers and Contractors to ensure the success and effectiveness of any temporary works.
4. Ensuring adequate design input is requested and carried out prior to engaging works on site.
5. Ensuring that any residual risks assumed during construction such as loadings and construction methods are discussed and included.
6. Ensure a safe system of work is provided and implemented as necessary.
7. Ensure the temporary works are safely constructed, and where necessary subsequently dismantled.
8. Ensure that permanent works are able to support temporary works.
9. Provide formal permission to load or dismantle.
10. Ensure that drawings, calculations and other relevant documents relating to the final design of the temporary works are recorded and kept on file for inspection.
11. Ensure where required a design check is carried out by someone not involved in the original design – for concept, structural adequacy and brief compliance.
12. BS 5975 recommends that a Temporary Works Supervisor (TWS) be appointed on larger sites or where a Project / Contracts Manager considers it necessary. In the event a TWS is appointed to handle the day to day responsibilities he or she will be responsible to the TWC.
13. Promoting and setting a personal example by demonstrating a clear commitment to health and safety matters and by wearing the appropriate



The Casey Group of Companies Health & Safety Policy

personal protective equipment or clothing and adhering to health and safety regulations when in the workplace.

HEALTH AND SAFETY RESPONSIBILITIES

TEMPORARY WORKS SUPERVISORS (TWS)

Having responsibility for:

1. Reading and understanding the Company's Health and Safety Policy, Temporary Works Procedures and all other relevant statutory provisions.
2. Ensuring that information affecting the health and safety of any person on site is brought to the attention of the Projects / Contracts Manager or Site Manager.
3. Liaising fully with the Temporary Works Co-ordinator and Designers and Contractors as necessary to ensure the success and effectiveness of final temporary works.
4. Ensuring adequate design input is obtained, understood and carried out prior to engaging works on site.
5. Ensure a safe system of work is provided and implemented as necessary.
6. Ensure the temporary works are safely constructed, and where necessary subsequently dismantled.
7. Advise the Temporary Works Co-ordinator of any changes or unforeseen conditions.
8. Not changing any detail without consultation with the Temporary Works Co-ordinator and other relevant parties.
9. Promoting and setting a personal example by demonstrating a clear commitment to health and safety matters and by wearing the appropriate personal protective equipment or clothing and adhering to health and safety regulations when in the workplace.

HEALTH AND SAFETY RESPONSIBILITIES

TENANT LIAISON / RESIDENT LIAISON OFFICERS

Having responsibility for:

1. Reading and understanding the Company Health and Safety Policy, Safe Systems of Work and all other current relevant statutory provisions.
2. Ensuring they attend all personal safety training courses available to them and follow the Company guidelines on safe practices whilst visiting residents' properties.
3. Ensuring at all times that they are polite, tactful and diplomatic in their dealings with residents, whilst always mindful of their own safety.
4. Ensuring that suitable arrangements are made with the Site Manager so that he / she is always aware of where you are going and how long you will be expected to be.
5. Setting a personal example by wearing all necessary personal protective equipment at appropriate times whilst on site.
6. Reporting immediately to site management any unsafe working practices observed whilst in the workplace.
7. Promoting and setting a personal example by demonstrating a clear commitment to health and safety matters and by wearing the appropriate personal protective equipment or clothing and adhering to health and safety regulations when in the workplace.



The Casey Group of Companies Health & Safety Policy

HEALTH AND SAFETY RESPONSIBILITIES

SITE OPERATIVES / PLANT OPERATIVES

Having responsibility for:

1. Co-operating with the Company at all times in connection with duties imposed on the Company by the Health and Safety at Work etc. Act 1974 and associated legislation.
2. Working within the safe system of work specified by the Company.
3. Using, in the proper manner, the correct plant, machinery, equipment and tools for the work in hand.
4. Reporting immediately, any defective plant, machinery, equipment or tools to management.
5. Avoiding improvisation, which usually entails risks.
6. Wearing and using the necessary personal protective clothing or equipment when on site.
7. Taking reasonable care for the health and safety of themselves and any other persons who may be affected by their operations.
8. Not intentionally or recklessly interfering with, or misuse of, anything provided in the interests of health and safety.

Plant Operatives

In addition to the above, plant operatives must:

1. Ensure that you know and operate your machine in accordance with both legal and manufacturers requirements.
2. Make daily inspections of your machine prior to starting work and complete the Daily Plant Sheet.
3. If your machine is classed as a Lifting Appliance, ensure that you complete the Weekly Statutory Inspection Sheet.
4. Ensure that when operating your machine other persons are well clear, especially if reversing or slewing.



The Casey Group of Companies Health & Safety Policy

5. All towing operations must be carried out in accordance with the Company Towing Procedure.
6. Check, prior to starting work, with the Site Manager or General Foreman, the location of underground or overhead power lines. Do not approach or excavate within the distances of services given in the Company Health and Safety Policy.
7. Do not operate mobile phones whilst operating plant, wait until the vehicle / machine is stationary and in a safe position.

HEALTH AND SAFETY RESPONSIBILITIES

HEALTH AND SAFETY CONTACTS (REPRESENTATIVES OF EMPLOYEE SAFETY)

Having responsibility for:

1. Raising the profile of health and safety. N.B. The role of a Health and Safety Contact carries no additional legal responsibilities, other than those of any other employee.
2. However, in order to assist the Company in meeting its health and safety obligations, a Contact is asked to:
 - Liaise with the Site Management Team
 - Continually monitor the standards of safety in the workplace and play a part in enforcing health and safety requirements
 - Assist, if necessary, in investigating accident or dangerous occurrences in the workplace
 - Represent employees in discussions with the employer on health, safety or welfare issues and in discussions with HSE or other enforcing authorities
 - Attend Health and Safety Meetings:
 - i. Periodic site health and safety meetings
 - ii. Periodic Health and Safety Committee meetings
 - iii. Site meetings following an accident or incident investigation
3. Promoting and setting a personal example by demonstrating a clear commitment to health and safety matters and by wearing the appropriate personal protective equipment or clothing and adhering to health and safety regulations when in the workplace.



The Casey Group of Companies Health & Safety Policy

HEALTH AND SAFETY RESPONSIBILITIES

COMPANY VEHICLE DRIVERS

Company vehicle drivers are responsible for their own vehicles:

1. They must carry out routine checks on their vehicles (e.g. oil, water, lights and brakes) on a daily basis.
2. They must not overload or misuse the vehicles in their care.
3. All defects must be reported to their Site Supervisor or the Company Plant Department immediately.
4. All vehicles must be returned to the Company Plant Department for all repairs and routine servicing.
5. All repairs and servicing must be carried out in strict accordance with manufacturers instructions and recommendations.
6. All drivers must be in possession of a full driving licence for the category of vehicle they are operating.
7. Do not drive if under the influence of alcohol or drugs.
8. Do not smoke in Company vehicles.
9. The use of mobile telephone equipment must be in strict accordance with the Company Vehicle Policy and statutory requirements.

COMPANY SAFETY STATEMENT FOR SUB-CONTRACTORS

1. All sub-contractors must be competent and adequately resourced to carry out the work.
2. They must ensure co-ordination and co-operation with the Principal Contractor at all times.
3. They must ensure that all their employees have received adequate training.
4. They must supply the Principal Contractor with information of the main findings of their risk assessments and method statements and details of how they intend to carry out high-risk operations.
5. They must ensure that their staff and operatives comply with any site rules that may have been set out in the Construction Phase Plan.
6. All sub – contractors will be expected to comply with the Company Policy for health, safety and welfare and must ensure that their own Company Safety Policy is made available to the Principal Contractor.
7. All their work must be carried out in accordance with the relevant statutory provisions whilst always taking into account the health and safety of site users and the public in general.
8. Scaffolding used by sub-contractors employees (even when scaffold is 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 correctly and is fit for its intended purpose.
9. Sub-contractors employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on the site unless authorised to do so.
10. All plant and equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with all necessary guards and safety devices and with any necessary certificates available for inspection. Information on noise levels of plant, equipment or operations to be carried out by sub-contractors must be provided to our Company Health and Safety Advisor before work commences.
11. No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use and in good condition.

The Casey Group of Companies Health & Safety Policy

12. Any injury sustained or damage caused by sub-contractors employees must be reported immediately to the Site Manager.
13. Sub-contractors employees must comply with any safety instructions issued by the Company Site Representative.
14. The Company has a Company Health and Safety Advisor to inspect sites and report on health and safety matters. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate remedial action. Sub – contractors will provide the Site Manager with the name of the person they have appointed as Safety Supervisor.
15. The sub – contractor must provide suitable welfare facilities and first aid equipment in accordance with the regulations for their employees unless arrangements have been made with the Principal Contractor to share the facilities available on site.
16. Any material or substance brought on site which has a health, fire or explosion risk must be used and stored in accordance with regulations and current recommendations and that information must be provided to any other person who may be affected on site. Assessments of any risk associated with any substance or process hazardous to health, which will be used on the site, must be made available to the Company Health and Safety Advisor and to site management before work commences.
17. Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc., cleared as work proceeds.
18. All operatives, sub-contractors, visitors' etc., on the Company's sites will wear safety helmets at all times other than in areas specifically designed as "No Risk" areas by site management. Sub-contractors' personnel must comply with signs erected on site that safety helmets must be worn.
19. A detailed method statement will be required from sub-contractors carrying out high risk activities, e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces etc. The method statement must be agreed with the Contracts Manager and the Company Health and Safety Advisor before work begins and copies made available on site so that compliance with the agreed method statement can be maintained.
20. Sub-contractors must submit assessments in connection with COSHH Regulations for any materials, substances or processes that they intend to use during the course of the work before the work commences.
21. Sub-contractors must monitor all noise and vibration levels produced by any items of plant and / or machinery that they intend to employ and advise site management of findings and protective measures.

SUB-CONTRACTORS CO-ORDINATION

Prior to a sub-contractor starting work on any site, site management will brief the sub-contractor about relevant hazards, precautions to be taken and the divisions of responsibility. This will be carried out either by written notifications or verbally at a subcontractor start up meeting.

Items that require to be discussed prior to the sub-contractor commencing work on site are to include:

- a) Health and safety information to be made available to sub-contractors:
 1. Company Safety Policy Statement.
 2. Relevant parts of the Construction Phase Plan, including any specific conditions or restrictions.
 3. Details of any site-specific hazards.
 4. General Site Rules, including any conditions or restrictions.
 5. Health and Safety Code for Sub-contractors and Pre-Contract Questionnaire.

- b) Information to be submitted by the sub- contractor:
 1. Health and Safety Policy Statement.
 2. Job Specific Risk Assessments and Method Statements.
 3. Completed Pre-Contract Questionnaire - copy attached.
 4. Liability Insurance Certificate.
 5. Health and Safety Code for Contractors - Acknowledgment Slip.
 5. Copies of test certificates for all items of plant or machinery to be employed on site.
 6. Copies of Training Certificates for all plant operators to be employed on site.

- c) Discuss arrangements for safety awareness training and, in particular, induction training.



The Casey Group of Companies Health & Safety Policy

- d) Identify hazards / hazardous work and discuss appropriate precautions and work methods.
- e) Consider what plant and equipment is necessary and agree who provides, maintains, uses and inspects it.



PRE-QUALIFICATION QUESTIONNAIRE FOR SUB-CONTRACTORS

Project:			
From:			
Organisation name:	Telephone:		
Address:	Facsimile:		
To:	Reference:		
Organisation name:	Telephone:		
Address:	Facsimile:		
Completed by:	Reference:		
Date:	Position:		
	Signature:		
Please answer the following questions and supply relevant information as requested providing supporting details and documentation separately.			
1. Provide examples of work carried out previously which is comparable in size and nature to this project. Examples enclosed:	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 0 20px;">Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No		
2. If more than five people are employed, provide a copy of your organisation's safety policy, as required by S.2 (3) of the Health and Safety at Work Act etc., 1974 . Copy of policy enclosed:	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 0 20px;">Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No		
3. Provide details of your organisation's health and safety management procedures which will ensure the health and safety of your own workforce and others who could be affected by your activities on this project. Details enclosed:	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 0 20px;">Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No		
4. Supply examples of risk assessments prepared in accordance with the Management of Health and Safety at Work Regulations 1999 . Examples enclosed:	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 0 20px;">Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No		



The Casey Group of Companies Health & Safety Policy

**PRE-QUALIFICATION QUESTIONNAIRE FOR
SUB - CONTRACTORS CONTINUED**

5.	Who in your organisation has day-to-day responsibility for the management of health and safety? Name: _____ Position: _____ Telephone: _____ Address: _____ Facsimile: _____
6.	Provide details of the experience and qualifications of the person named at 5 above. Curriculum vitae enclosed: <p style="text-align: right;">Yes No</p>
7.	Who will be responsible for site health and safety on this project? Name: _____ Position: _____ Telephone: _____ Address: _____ Facsimile: _____
8.	Provide details of the experience and qualifications of the person named at 7 above. Curriculum vitae enclosed: <p style="text-align: right;">Yes No</p>
9.	Provide details of the health and safety training which will be provided for your employees and others to ensure they are competent to carry out their designated responsibilities whilst employed on this contract. Details enclosed: <p style="text-align: right;">Yes No</p>
10.	What measures would you adopt to ensure the competence of contractors to whom you propose to award work on this project? Details enclosed: <p style="text-align: right;">Yes No</p>
11.	Have any formal notices been issued or legal proceedings been taken against your organisation by the Health and Safety Executive in the last 3 years. <p style="text-align: right;">Yes No</p> If yes, please provide details separately.
12.	Provide details of any accidents/incidents reported by, or on behalf of, your organisation to the Health and Safety Executive during the last 3 years (as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). Details enclosed. <p style="text-align: right;">Yes No</p>
13.	What resources (including staff, equipment and technical facilities) as required by the Construction (Design and Management) Regulations 2015 , does your organisation intend to allocate to this project? Details enclosed: <p style="text-align: right;">Yes No</p>



SECTION THREE

ARRANGEMENTS AND SAFE WORKING PRACTICES



The Casey Group of Companies Health & Safety Policy

INTRODUCTION

Standard health and safety procedures exist for general activities on sites or in workplaces to cover good working practice and to comply with current legislation.

These procedures will be updated as legislation requires or on further advice from the Company Health and Safety Department.

The procedures are for general guidance. Further information on any particular operation can be obtained from the Company Health and Safety Department.

THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

The regulations provide a framework for workplace health and safety management.

The Regulations require employers to:

1. Assess the risks to health and safety of employees and of anyone else who may be affected by the work activity and record any significant findings of the assessment in writing.
2. Make arrangements for putting into practice the health and safety measures that follow from the risk assessments, including planning, organisation, control, monitoring and review of procedures.
3. Provide appropriate health surveillance for employees where the risk assessment shows it is necessary.
4. Appoint competent persons to assist in advising or applying the measures necessary to comply with the requirement of the legislation.
5. Set up emergency procedures.
6. Provide employees with information they can understand about health and safety matters. Co-operate with other contractors sharing or workplaces / sites.
7. Ensure that employees have adequate health and safety training and are competent to do their jobs.
8. Provide temporary workers with training and health surveillance where the risk assessment shows it is necessary.
9. Consult employee's health and safety representatives, if elected, and provide resources for them to fulfil their role.

RISK ASSESSMENT PROCEDURES

The Management of Health and Safety at Work Regulations 1999, require that every employer shall carry out a suitable and sufficient risk assessment of all aspects of his work activities.

The assessment should take into account:

1. The risks to the health and safety of his employees to which they are exposed whilst they are at work.
2. The risks to the health and safety of persons not in his employment arising out of, or in connection with, the conduct by him of his undertaking.

A risk assessment will involve:

- a) Identifying the hazards involved in any undertaking.
- b) Evaluating the extent and severity of the risks involved.

The three main factors to be considered in any risk assessment are:

1. Hazard

Something with the potential to cause harm (this can include substances, machines, methods of work and other aspects of work organisation).

2. Risk

The likelihood that the harm from a particular hazard is realised.

3. Extent

The extent of the risk covers the population, which might be affected by a particular risk i.e. the number of people who might be exposed to the risk and the possible consequences for them.

Risk therefore reflects both the likelihood that harm will occur and its possible severity.

Within the Company risk assessments are produced for high and medium risk activities, by the Company Health and Safety Department. These assessments are inserted into the Construction Phase Plans for each specific contract and form a basis and outline for Site Supervisors to carry out their own site specific risk assessments on all high and medium risk operations.



The Casey Group of Companies Health & Safety Policy

The overall effectiveness of controls and recommendations are monitored by the Health and Safety Department by regular site visits, inspections and safety audits by the Company Health and Safety Advisors.

EMPLOYMENT OF YOUNG PERSONS

A young person is defined as any person who is above school leaving age but who has not attained the age of eighteen.

It is the duty of the employer to carry out an assessment of the risks to the health and safety of young persons whilst at work.

When making the assessment, the employer must take account of:

- a) The inexperience, lack of awareness of risks and the immaturity of the young person.
- b) The fitting out and layout of the workplace and the workstations.
- c) The nature, degree and duration of exposure to physical, biological and chemical agents.
- d) The form, range and use of work equipment and the way in which it is handled.
- e) The organisation or processes and activities.
- f) The extent of health and safety training provided, or to be provided to young persons.

Employees should be provided with comprehensive and relevant information on all risks to health and safety as identified in the risk assessment.

In addition, The Working Time Regulations, impose certain constraints on young persons.

Daily Rest: A young worker is entitled to a rest period of not less than twelve consecutive hours in each 24-hour period during which he / she works for his / her employer.

Weekly Rest: A young worker is entitled to a rest period of not less than 48 hours in each seven-day period during which he / she works for his / her employer.

Rest Breaks: Where a young worker's daily working time is more than four and a half hours, he / she is entitled to a rest break of at least 30 minutes, which should be consecutive, if possible.

PROTECTION OF EMPLOYEES, THE PUBLIC, RESIDENTS AND VISITORS

All adequate and necessary precautionary measures must be taken to ensure that, in addition to persons engaged on or about the work area, no risk is caused to the health and safety of members of the public, residents of dwellings within the work area or authorised visitors.

Members of the public must be excluded from the site or work areas generally and adequate fences, barriers and warning signs and notices must be erected. Only persons with bona-fide reason should be admitted on site. Visitors to site including representatives of Clients, Architects, Quantity Surveyors or HSE. Inspectors should have proper credentials and identification, which must be presented to the site supervision before permission is given to enter the site. All such visitors must conform to all existing site rules and regulations, including the wearing of relevant PPE, whilst on site.

All areas where work is taking place must be protected at the end of each working day in a safe and secure manner, in order to prevent any persons, particularly children gaining access to work areas. Particular attention needs to be paid to scaffolding, excavations and compound /storage areas.

It is essential that full and proper co-operation with the safety representatives of other bodies involved in the works e.g. of the Client, regulatory and enforcing authorities, sub-contractors, statutory undertakers etc. be fostered and maintained at all times.

The construction industry as a whole has a high accident/incidence rate, due to the very nature of the type of work involved. Management, staff and site operatives should endeavour to foster greater co-operation with each other and apply the utmost caution at all times to ensure their own health and safety and the health and safety of any other persons who may be affected by their acts or omissions.

Everyone has a duty under current legislation covering the construction industry to adhere to all rules, regulations and safe procedures. It is their duty to inform company management through the correct safety procedure, of any shortcomings, unsafe working practices or faulty or unsafe machinery immediately.

'A clean site is a safe site'. Good housekeeping is essential in improving accident statistics. Management and site operatives must endeavour to keep the work area clean and tidy. Site supervision must ensure that materials are stacked or stored in a safe manner. Materials must not be stored in areas where they could create a hazard to the public.



The Casey Group of Companies Health & Safety Policy

Hand tools, especially electrical tools must not be left lying around unattended. Particular care must be paid to electric cables. They must not be left in such a position that they could create a tripping hazard.

PPE must be worn at all relevant times on all Company sites. The Company must provide PPE free of charge.

The Company Health and Safety Department will ensure that no Company employee is exposed to the risk of injury or ill health due to the failure of the company to provide the necessary protective equipment and to also ensure that adequate supplies of necessary protective equipment are always available.

LONE WORKING

There is no general prohibition on a person working alone, but there are specific instances where legislation requires more than one person to be involved in the work operation. In these cases, the work will be planned and organised for the relevant number of persons required to carry out the work safely.

The main hazards associated with Lone working include-

- 1 Accidents / Illness
- 2 Fire
- 3 Equipment failure
- 4 Unsafe access / egress
- 5 Manual handling of tools and equipment
- 6 Operation of tools and equipment
- 7 Physical condition of individual employee
- 8 Lack of suitable training and experience
- 9 Physical violence

Work operations where lone working is **not** permitted would typically include:

- Entry into confined spaces
- Supervision of diving operations
- Working over or near deep water
- Fumigation and similar type of work

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

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

Lone Workers shall also receive adequate instructional information and training dependant upon the role they undertake.

Solitary workers should not be exposed to significantly more risks than workers who work together.

TEMPORARY WORKS

Temporary Works are engineered solutions used to support or protect an existing structure or the permanent works during construction, or to support an item of plant or equipment, or the vertical sides or side slopes of an excavation, or to provide access. Reference: HSE - SIM 02/2010/03.

Temporary works are generally 'temporary', but can in some situations remain in position for future use i.e. for maintenance solutions.

Examples of Temporary Works include, but are not limited to:

- Structures: site hoarding and signage, site fencing, formwork, falsework, propping, façade retention, needling, shoring, edge protection, scaffolding, temporary bridges, cofferdams.
- Earthworks: trenches, excavations, temporary slopes and stockpiles.
- Equipment / Plant Foundations: tower crane bases, supports, anchors and ties for construction hoists and mast climbing work platforms (MCWPs), groundworks to provide suitable locations for plant erection, e.g. mobile cranes and piling rigs.

Temporary Works Procedures

Temporary Works must be carried out in line with the Company Temporary Works Procedures.

These include:

- Appointment of Temporary Works Co-ordinators (TWC), in writing
- Completion of a Temporary Works Schedule
- Production of Design Briefs
- Completion of a Temporary Works Register
- Production and checking of temporary works designs, including risk assessments and method statements
- Pre-use inspections of temporary works materials and components
- Control and supervision of the erection, safe use, maintenance and dismantling of temporary works, including Permits to Load and Dismantle
- Checks to ensure that temporary works have been erected in accordance with the design, including Permits to Load, where necessary
- Checks to ensure that permanent works have attained adequate strength to allow dismantle of temporary works, including Permits to Dismantle, where necessary



The Casey Group of Companies Health & Safety Policy

The Temporary Works Co-ordinator must be competent for the works required with the underpinning knowledge and managerial skills to bring together separate organisations, suppliers, designers whilst having a good understanding of design and associated risks.

Temporary Works Supervisors (TWS) may be appointed on larger sites or where a Project Manager considers it necessary. In the event a TWS is appointed to handle the day to day responsibilities he or she will be responsible to the TWC.

THE WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992

The Regulations cover aspects of health, safety and welfare in the workplace.

The Regulations apply to all places of work except:

Means of transport, construction sites and sites where extraction of mineral resources or exploration for them is carried out.

The Regulations cover:

Working Environment

1. Temperature in indoor workplaces.
2. Ventilation.
3. Lighting including emergency lighting.
4. Room dimensions and space.
5. Suitability of workstations and seating.

Safety

1. Safe passage of pedestrians and vehicles, e.g. traffic routes must be wide enough and marked where necessary.
2. Windows and skylights (safe opening, closing and cleaning).
3. Transparent and translucent doors and partitions (use of safety materials and safe marking).
4. Doors, gates and escalators (safety devices).
5. Floors (construction and maintenance, obstructions and slipping and tripping hazards).
6. Falling a distance, and into dangerous substances.
7. Falling objects.

Facilities

1. Toilets.
2. Washing, eating and changing facilities.
3. Clothing storage.
4. Drinking water.
5. Rest areas (and arrangements to protect people from the discomfort of tobacco smoke).
6. Rest facilities for pregnant women and nursing mothers.



The Casey Group of Companies Health & Safety Policy

Housekeeping

1. Maintenance of workplace, equipment and facilities.
2. Cleanliness.
3. Removal of waste materials.

It is necessary to ensure that workplaces comply with the Regulations. Other persons connected with the workplace - such as the owner of a building which is leased to one or more employers or self-employed persons also have to ensure that requirements falling in their control are satisfied.

THE HEALTH & SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992

The Regulations apply to display screens where there is a user that is an employee who habitually uses display screen equipment as a significant part of normal work.

The Regulations cover equipment used for display of text, numbers and graphics regardless of the display process used.

Management have duties to:

1. Assess display screen equipment workstations and reduce any risks that are discovered.
2. Ensure that workstations satisfy minimum requirements, which are set for the display screen itself, keyboard, desk and chair, working environment and task design and software.
3. Plan display screen equipment so that there are breaks or changes of activity.
4. Provide information and training for display screen equipment users.

Eye and Eyesight Tests

Where a user experiences visual difficulties, which may reasonably be considered to be caused by work on display screen equipment, the Company must ensure that they are provided, on request, with an appropriate eyesight test as soon as is practicable.

Should the request of the eyesight test show the need for Special Corrective Appliances, then such appliances must be provided.

Special corrective appliances provided to meet with the requirements are those prescribed to correct the vision defects at the viewing distances usually specifically for display screen work.

The Company's liability for costs is restricted to payment for the eyesight test and basic corrective appliances, i.e. of a type and quality for its function. If users wish to choose more costly appliances, the user must meet the additional cost.

The Company reserves the right to appoint suitably qualified and competent people to carry out eyesight tests and provide any necessary basic corrective appliances.

THE MANUAL HANDLING OPERATIONS (MHO) REGULATIONS 1992

These Regulations apply to any manual handling operations that may cause injury at work. These operations will be identified by the risk assessment carried out under the management of Health and Safety at Work Regulations 1999.

They will include not only the lifting of loads, but also the lowering, pushing, pulling, carrying or moving of them, whether by hand or other bodily force.

There are three important considerations:

1. Avoid hazardous material handling operations. An ergonomic assessment should look at more than the weight of the load. Consider the shape and size of the load, the way the task is carried out (e.g. the handler's posture), the working environment (e.g. is it cramped or hot), the individual's capability (e.g. is unusual strength required). Unless the assessment is very simple a written record of it will be needed.
2. A good assessment will not only show whether there is a problem but will point out where the problem lies. That is the starting point for improvements (for example, if the load is bulky or heavy, it may be possible to use mechanical aids or break down the load). If handlers have to adopt an awkward posture it may be necessary to rearrange the task. Additional training may be required.
3. The Regulations are supported by general guidelines that include some numerical guidelines that help to identify the more serious risks that deserve a more detailed assessment.

Employee's duties require that they make full and proper use of any safe system of work provided for use by the company.

THE PERSONAL PROTECTIVE EQUIPMENT (PPE) REGULATIONS 1992

PPE is defined as all equipment designed to be worn or held to protect against risk to health and safety. This includes most types of protective clothing and equipment such as eye, foot and head protection, safety harnesses, life jackets and high visibility clothing.

PPE should be relied upon only as a last resort. Where risks are not adequately controlled by other means, the Company has a duty to ensure that suitable PPE is provided, free of charge, to employees exposed to these risks.

The regulations state what is meant by 'suitable' PPE, a key point in ensuring that it effectively protects the wearer. PPE will only be suitable if it is appropriate for the risks and working conditions, takes into account the employees needs and fits properly, gives adequate protection and is compatible with any other item of PPE worn with them.

PPE includes both the following when they are worn for protection of health and safety.

- a) Protective clothing - gloves, safety footwear, safety helmets and high visibility protective clothing for adverse weather conditions.
- b) Protective equipment - eye protectors, life jackets, respirators and safety harnesses.

Management has a duty to:

1. Assess the risks and the PPE intended for issue to ensure it is suitable.
2. Maintain, clean and replace PPE as necessary.
3. Provide suitable storage for PPE when not in use.
4. Ensure that PPE is always properly used.
5. Give training, information and instruction to all employees on its use and how to look after it.

Advice, information and training on the selection and use of PPE is available from the Company Health and Safety Department.

THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998 (PUWER)

These regulations require that the risks to employee's health and safety, from the equipment that they use at work, be prevented or controlled.

In General

'WORK EQUIPMENT' is broadly defined to include everything from a hand tool, through machines of all kinds, to complete plant such as a refinery. "USE" includes starting, stopping, repairing, modifying, installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

The General Duties require that:

1. Equipment is suitable for the use it is intended.
2. The working conditions and hazards in the workplace are taken into account when selecting equipment.
3. Equipment is used only for operations for which, and under conditions for which, it is suitable.
4. Equipment is maintained in an efficient state, in efficient working order and in good repair.
5. Adequate information, instruction and training is undertaken.
6. Equipment conforms with EC Product Safety Directives.

Specific Requirements cover:

1. Guarding of dangerous parts of machinery.
2. Protection against specific hazards, i.e. falling/ejected articles and substances, rupture/disintegration of work equipment parts, equipment catching fire or overheating, unintended or premature discharge of articles and substances and explosions.
3. Work equipment parts and substances at high or very low temperatures.
4. Isolation of equipment from sources of energy.
5. Stability of equipment.
6. Lighting.
7. Maintenance operations.
8. Warnings and markings.

THE SAFE USE OF ABRASIVE WHEELS

All employees of the Company must comply with the safe use of Abrasive Wheels at all times. Operatives must not wilfully misuse or remove any guard or rest.

Only persons who have been trained and appointed in writing are permitted to mount Abrasive Wheels or Cutting-Off Discs onto power driven spindles.

ABRASIVE WHEEL means any wheel, cylinder, disc or cone consisting of abrasive particles held together by mineral, metallic or organic bonds. Wheels should be stored in a dry area, not subject to extremes of temperature, and under the control of a responsible person to prevent unauthorised mounting.

Instructions to persons mounting wheels, includes:

1. Check spindle speed, wheels must not be mounted on machines which are not clearly marked with the spindle speed in rpm.
2. Check that on/off controls are in good working order.
3. Check speed of wheel. Wheels must not be mounted on machines unless the wheel or its washer is clearly marked with the maximum permissible speed in rpm. Maximum rpm of wheel should be greater than maximum rpm of spindle.
4. Check that wheel is suitable for the work to be done i.e.
 - a) For cutting steel - wheel should be marked 'STEEL'.
 - b) For cutting stone - wheel should be marked 'STONE'.
5. Only reinforced wheels are to be mounted on portable machines.
6. Check that wheels are undamaged, clean, dry and that washers are in place.
7. Check that flanges are of equal diameter, equal bearing surfaces, at least one third diameter of the wheel size but smaller than the washers.
8. Depressed centre wheels must only be fitted with the proper flange assembly.
9. Tighten the flanges only sufficiently to ensure they drive the wheel. Excessive force can damage the wheel. **DO NOT OVER TIGHTEN.**
10. Check the flanges are properly seated and in contact with the wheel all the way round.
11. Check guard is in position and properly adjusted.
12. Eye protection must be worn at all times (BS EN 166 GRADE S)
13. Ensure everyone is standing clear and run machine at full revs.
14. Report all defects to the Site Supervisor.

CARTRIDGE OPERATED TOOLS

Only persons over the age of eighteen years, and in possession of a current Training Certificate, are allowed to use Cartridge Operated Tools.

Site management must ensure that:

1. Only responsible and competent persons must supervise and check the acquisition, issue, use, return and maintenance of this type of equipment.
2. Tools are stored unloaded at all times.
3. Different strengths of cartridges are clearly identified and kept separate.
4. Manufacturer instructions are available on site and are strictly followed at all times.
5. Eye protection - Goggles to BSEN166 Grade IA, are provided and worn at all times when using this type of tool or cartridges.
6. Ear defenders are provided and worn.
7. Safety of other persons is considered when using tools and cartridges.
8. Tools and cartridges are not to be used in areas where a flammable atmosphere may exist.

THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998 (LOLER)

These Regulations aim to reduce risks to employee's health and safety from lifting equipment provided for use at work.

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it. The Regulations cover a wide range of equipment including, cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts etc.

Any persons using any lifting equipment must ensure that the requirements of LOLER are met and that all lifting equipment is:

1. Sufficiently strong, stable and suitable for its proposed use. Similarly, the load and anything attached, for example, timber pallets, lifting points etc., must also be suitable.
2. Positioned or installed to prevent the risk of injury, for example, from the equipment or the load falling or striking people.
3. Visibly marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads. All accessories, slings, clamps etc., should also be similarly marked.

Additionally, all persons must ensure that:

1. All lifting operations are planned, supervised and carried out in a safe manner by people who are competent.
2. Where appropriate, before lifting equipment is used for the first time, it is thoroughly examined by a competent person.
3. Following a thorough examination or inspection of any lifting equipment, a written report is submitted by the competent person to the company so that appropriate action can be taken.

THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (COSHH)

The basic principle of the COSHH Regulations is to safeguard the health of employees (and any other persons who may be affected by their operations and undertakings) that by reason of their employment with the company may come into contact with materials or substances which, under certain circumstances, could present a risk to their health.

A substance is defined as any material that is liquid, solid, gas, dust, vapours or fumes. Common chemicals such as cleaning solvents and pesticides could, if not properly used and controlled be hazardous to your health.

Common types of health hazards could include:

- Poisoning
- Skin burns and irritation
- Asphyxiation
- Long term health effects such as cancer.

With most hazardous substances, there are four main entry routes into the body.

Inhalation

Is it likely some of the substance (e.g. fumes, vapours, gases, dust particles) will be breathed in?

Ingestion

Is it likely to be swallowed following contamination of fingers, clothing etc.?

Injection

Is likely when working with high pressure hydraulic or water systems?

Absorption

Is it likely to cause skin contamination or be absorbed through the skin following direct skin contact with the substance?

Before carrying out any work operations involving potentially harmful substances ensure you are in possession of the manufacturers or suppliers' health and safety data sheets and the Company's COSHH assessment records. These documents will supply you with all the information you need to control the hazard and use the substance safely.

This information must include:

- A list of harmful ingredients
- Emergency first aid measures
- Control measures to be adopted
- Safe storage measures
- Fire precautions
- Health surveillance measures
- Transport and spillage requirement.
- Waste disposal recommendations
- Handling precautions
- Type of protective equipment to be worn

All requests for COSHH assessment records from the Company Health and Safety Department must include the following information:

- 1) Contract number
- 2) Contract title
- 3) Site location
- 4) Full name of product or substance
- 5) Name, address and telephone number of manufacturer

Subcontractors intending to use any products falling within these regulations will be required to submit full details, data sheets and COSHH assessments prior to commencement on site.

The COSHH regulations require all employees to:

- Co-operate with the employer in meeting COSHH obligations.
- Make full and proper use of recommended control measures such as ventilation and storage facilities
- Select, wear, maintain and store personal protective equipment properly.
- Practice good hygiene and follow Company rules.
- Learn and follow proper means of using, handling, storing and disposing of hazardous substances.
- Know what to do in case of an emergency.
- Report promptly any inadequacies or defects in control measures or protective equipment.
- Practice sensible, safe work habits.

THE GAS SAFETY (INSTALLATION AND USE) REGULATIONS 1998

All relevant work involving gas installations must be carried by trained and competent persons only, i.e. Gas Safe Registered Engineers, and completed in accordance with design specifications and manufacturer's instructions.

The term 'work' in relation to a gas fitting includes any of the following activities:

- Installing or reconnecting a fitting.
- Maintaining, servicing, permanently adjusting, disconnecting, repairing, altering or renewing the fitting or purging it of air or gas.
- Where the fitting is not readily movable, changing its position and removing the fitting.

Whilst the term 'work' does not include the 'disconnection and reconnection' of cooker bayonet fittings this activity must also be carried out by Gas Safe Registered Engineers.

Gas Safety Tests and Inspections must be carried out in accordance with our Company Gas Safety Procedures.

A Gas Safety Test and Inspection must be completed before any gas 'work' or cooker bayonet 'disconnection' takes place. N.B. This must be completed and recorded in writing by a Gas Safe Registered Engineer and no adjacent work must take place until a Gas Safe Registered Engineer has confirmed that it is safe to do so.

All works will be carried out and completed in accordance with design specifications and manufacturer's instructions.

All works, including any cooker bayonet 'reconnection', must be Tested, Inspected and Commissioned before use and in accordance with the relevant statutory and best practice requirements.

A suitable fire extinguisher must be maintained readily available in the property during work operations and hot works will cease not less than 1 hour before the working shift ends and be thoroughly inspected prior to leaving the work area.

Only Gas Safe Registered Engineers are permitted to fit 'new' and 'used' gas appliances such as fires and cookers. Before fitting any 'new' or 'used' appliance the Gas Safe Registered Engineer must be satisfied that any appliance is visually sound and is accompanied and fitted in accordance with the Manufacturer's Instructions. **If there are no Manufacturers Instructions, the appliance must not be fitted.**

No Gas Safe Registered Engineer will be permitted to carry out any work without proof of competence i.e. A Gas Safe Register card with the appropriate categories of work.

THE ELECTRICITY AT WORK REGULATIONS 1989

Electrical equipment of some type is used on virtually every construction site. Everyone is familiar with it, but not all seem to remember that electricity can kill. Electrical systems and equipment must be properly selected, installed, tested, used and maintained.

All work involving electrical must be carried by trained and competent persons only.

Electrical equipment on construction sites particularly power tools and other portable equipment and their leads and cables, face harsh conditions and rough use. Equipment is likely to become damaged and become dangerous. Modern double insulated tools are well protected, but their leads and cables are still vulnerable to damage and must be regularly checked. The following rules regarding electricity on site must be followed at all times:

- Where possible portable electrical equipment used on site must be rated 110v
- All items of portable electrical equipment, especially hand-held tools carry a test label with the date of its next test and inspection clearly marked
- Operatives must not use equipment beyond its marked test date.
- Site supervisors must ensure electrical equipment is returned on or before the expiry date for testing.
- Operatives must report any defects or damage to the site supervisor immediately.
- All damaged or defective electrical equipment must be taken out of service immediately.

Electrical equipment should be regularly checked and maintained. Everyone using electrical equipment should know what to look for. Before any electrical hand tool, cable, transformer or RCD is used, check that:

- No bare wires are visible
- The cable covering is not damaged and is free from cuts and abrasions
- The plug is in good condition (e.g. the casing is not cracked, the pins are not bent and the key way is not blocked with loose material)
- There are no taped or other non-standard joints in the cable.
- The outer covering of the cable is gripped where it enters the plug, or the equipment.
- The coloured insulation covering of the internal wires should not be visible.
- The outer casing of the equipment is not damaged or loose and all screws are in place.
- There are no overheating or burn marks on the plug, cable or equipment.
- The trip devices (RCD's) are working effectively, by pressing the 'test' button every day.



The Casey Group of Companies Health & Safety Policy

If work is to be carried out in areas where there is a risk of flammable vapours, such as in a chemical works or confined space, it may be necessary to select specially designed electrical tools and equipment to prevent it acting as a source of ignition, due to sparks or overheating. Specialist advice for these situations may be necessary.

Any incident of any kind involving a electrical appliance, installation or meter regardless of severity or outcome must be immediately reported to the Site Supervisor.

If mains voltage has to be used, residual current devices (RCD's) with a rated tripping current not greater than 30mA with no time delay must be used.

AVOIDANCE OF DANGER FROM OVERHEAD ELECTRIC POWER LINES

Any work near overhead electric distribution cables or railway power lines must be carefully planned and organised to avoid accidental contact.

The most common operations leading to contact with overhead cables are:

- Handling long scaffold tubes
- Handling long metal roof sheets
- Handling long ladders
- Operating cranes, excavators and other lifting plant
- Raising the body or inclined container of tipper lorries
- Using mobile elevated work platforms (MEWPs)

Where possible, all work likely to lead to contact with overhead cables should be carried out in an area well clear of the line itself.

In some cases, it may be possible to alter the work to eliminate the risk, for example, by reducing the length of scaffold tubes, ladders, to ensure that the cable cannot be contacted accidentally.

As a general rule no vehicles, plant or equipment should be brought closer than:-

- 15m of overhead lines suspended from steel towers.
- 9m of overhead lines supported on wooden poles.

In cases where closer approach is likely, it will be necessary either to have the power lines made dead or to erect barriers and goal posts to prevent approach to them. Where work is to take place close to overhead lines, detailed precautions must be discussed with a representative of the Power Company concerned. Their advice and recommendations must be followed at all times.

AVOIDANCE OF DANGER FROM UNDERGROUND SERVICES

Many accidents occur when underground services are damaged during excavation and other work involving ground penetration. If the proper precautions are not taken it is all too easy for workers to hit these services, resulting in risk:-

- a) to themselves and anyone nearby from the heat, flame and molten metal given off when an electricity cable is struck; from escaping gas when a gas pipe is hit; or from flooding of the excavation when a water pipe is damaged
- b) from the interruption of services to hospitals, emergency services etc.,

Wherever possible, plans or other suitable information about all buried services in the area must be obtained before excavation work starts. Use these service plans to see whether the place intended for digging will involve working near buried underground services. Look out for signs of services such as manholes, valve covers, street lights, illuminated traffic signs etc. However, the absence of such indications does not necessarily mean that there are no buried services. Check for pipes and cables before starting to dig.

Contact with underground services can be avoided by proper planning and execution. A Safe System of Work depends upon the use of:-

- cable and other service plans
- cable and service locators
- safe digging practices

Wherever possible, keep excavations well away from existing services. Before digging commences, always ensure that:

- the person who is going to supervise the digging on site has all the necessary service plans and is trained in how to use them
- all operatives involved in the digging know about safe digging practice and emergency procedures and that they are properly supervised
- the service locator is used to trace, as accurately as possible, the actual line of any pipe or cable, or to confirm that there are no pipes or cables in the way and the ground has been marked accordingly
- there is an emergency plan in place to deal with damage to pipes and cables. Have a system for notifying the service owner in all circumstances. In the case of gas pipe damage, ban smoking and naked flames. Carry out evacuation

procedures whenever necessary (this may include people in nearby properties likely to be affected by the leak). Erect suitable signs to warn everyone of the danger.

Excavate using safe digging practice:

- keep a careful watch for evidence of pipes or cables during digging and repeat checks with the service locator. If unidentified services are found, stop work until further checks can be carried out to confirm it is safe to proceed
- hand dig trial holes to confirm the position of the pipes or cables. This is particularly important in the case of plastic pipes which cannot be detected by normal locating equipment
- hand dig near buried pipes or cables. Use spades and shovels rather than picks and forks which are more likely to pierce cables
- treat all pipes or cables as 'live' unless it is known otherwise. What looks like a rusty pipe may be a conduit containing a live cable. Do not break or cut into any service until its identity is certain and it is known that it has been made safe
- do not use hand-held power tools within 0.5m of the marked position of an electricity cable. Fit check collars onto the tools so that initial penetration of the surface is restricted
- do not use a machine to excavate within 0.5m of a gas pipe
- support all services once they are exposed to prevent them from being damaged
- report any suspected damage to any services immediately
- backfill around pipes or cables with fine material. Backfill which is properly compacted, particularly under cast or rigid pipes, prevents settlement which could damage the pipes at a later date
- once new services have been laid, all service plans must be updated, showing the precise location of all new services. The updated plans must be passed to the Client in the Health and Safety File, as required by the CDM Regulations.

THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

The Construction (Design and Management) Regulations 2015 came into force on 6th April 2015.

OBJECTIVES

The emphasis on CDM 2015 is to bring together the project team at inception of the start of the design work and ensure health and safety and adequate project planning is established at the earlier possible stage.

The new regulations recognise the Client as the head of the supply chain and as the duty holder best placed to set the standards throughout a project.

APPLICATION

The CDM Regulations apply to all construction projects. However:-

- additional duties apply where a project is “notifiable”.
- a project is notifiable if the construction work on a construction site is scheduled to:
 - last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
 - exceed 500 person days.

CLIENT RESPONSIBILITIES

The Client:

- Has overall responsibility for health, safety and welfare of the project.
- Needs to produce a Brief about the health and safety expectations for the project.
- Needs to allow sufficient time and resources for all parties for the planning and execution of the project.
- Needs to ensure and check that adequate welfare is in place for the project
- Needs to procure the design/construction team ensuring they have sufficient skills and relevant experience
- Needs to formally appoint duty holders Principal Designer and Principal Contractor making sure they carry out their respective duties
- Has to notify the project to the HSE
- Needs to agree the format and information required in the Health and Safety File with the Principal Designer
- Needs to ensure the Construction Phase Plan is adequate and in place

- Has to ensure the Health and Safety File has been prepared

PRINCIPAL DESIGNER RESPONSIBILITIES

Principal Designers must Plan, Manage, Monitor and Co-ordinate health and safety in the Pre-construction Phase of the project, identifying, eliminating or controlling foreseeable risks that may arise during construction and the maintenance once finished.

A Principal Designer must:

- Take account of the general principles of prevention and where relevant the content of:
 - Pre-construction Information
 - Any construction phase plan, in relation to further design work
 - Any existing Health and Safety file
- Focus on ensuring design work in the pre-construction phase contributes to a good project in relation to health and safety, bringing together designers (checking competence) and ensuring the team are carrying out their duties by means of regular design team meetings. Ensuring they are discussing relevant risks, deciding on control measures and agreeing the scope and content of pre-construction information. They must eliminate, reduce and control significant risks to an acceptable level.
- Ensure that parties involved in the project co-ordinate and co-operate with each other, this can be in the form of regular design meetings with all parties involved in the process.
- Evaluate/assess the client's pre-construction information, establish if it's suitable and direct/assist in the obtaining of relevant information the Client already holds.
- Liaise with the Principal Contractor, in the pre-construction phase. This will be the sharing of information that will affect the planning, management and co-ordination of the construction phase, this will be the information the Contractor needs to prepare his Construction Phase Plan. The Principal Designer may also carry on into the construction phase to deal with ongoing design and the preparation and obtaining information to be included in the Health and Safety File.
- If the Principal Designer appointment finishes before the end of the project starts on site they must ensure the Principal Contractor has all the relevant information, Pre-construction Information, associated construction risk registers and health and safety file that should have been started from project start so he can;
 - Be aware of the risks that have not been eliminated in design.
 - Understand the means employed to reduce and/or control the risks.
 - Understand the implications for implementing design works for the rest of the project.

DESIGNERS RESPONSIBILITIES

A design is defined by drawing, sketches, design details, specifications, product selection or calculations prepared for constructing, modifying or use on a building structure.

A Designer must:

- Make their Client aware of their duties as Client
- Eliminate, reduce and control risks through design of the project
- Co-operate and co-ordinate with other designers and the project team
- Gain information from others in relation to health and safety of the project, including Contractors, use of plant, machinery, buildability and intended usage of building
- Ensure there is a design process in place and that regular reviews are carried out
- Highlight risks in design and possible controls and pass these onto parties such as the Principal Designer for inclusion into the Pre-construction Information
- Highlight any assumptions made in relation to temporary works or sequencing in relation to design
- Use a Design Risk Register system that highlights significant risks and identifies control measures

PRINCIPAL CONTRACTOR RESPONSIBILITIES

Principal Contractor is the Contractor involved in the overall control of the site and works - they may or may not carry out the works.

A Principal Contractor must:

- Have the correct skills and knowledge to be capable of carrying out the role (for example SSIP/PAS91)
- Plan, manage, monitor and co-ordinate the construction activities phase to ensure health and safety risks are minimised
- Ensure the site is secured
- Ensure suitable welfare facilities
- Manage and carry out site inductions and provide information and training to ensure works are carried out without risks to health and safety
- Liaise on design issues with Contractors, Principal Designers and Designers
- Take responsibility for all other Contractors on site, including co-ordinating their works
- Ensure compliance with Part 4 of the Regulations

CONTRACTORS RESPONSIBILITIES

The main duty of a Contractor is to plan, manage and monitor the work under their control.

A Contractor must:

- Comply with any instructions from the Principal Designer or Principal Contractor
- The relevant sections of the Construction Phase Plan
- If the sole contractor on a project:
 - Apply the general principles of prevention; and
 - Prepare and development the Construction Phase Plan
- Appoint competent people to ensure the health and safety of anyone on site
- Provide supervision, instructions and information to ensure works are carried out without risks to health and safety. This must include site inductions, if not carried out by the Principal Contractor and information on emergency procedures and risk assessments
- Ensure the site is secured
- Provide suitable welfare facilities
- Comply with Part 4 of the Regulations

PRE-CONSTRUCTION INFORMATION

Pre-construction Information must include proportionate information on:

- The project, such as the Client Brief and key dates for the construction phase
- The planning and management of the project such as resources and time
- Arrangements to ensure co-operation between duty holders
- The health and safety hazard on site; and
- Any relevant information in any existing Health and Safety File

CONSTRUCTION PHASE PLAN

The Plan should include:

- A description of the project including key dates and details of key members of the Project Team.
- Information on the management of the work including:
 - The health and safety aims of the project
 - The site rules
 - Arrangements to ensure cooperation between Project Team members and co-ordination of their work.
 - Arrangements for involving workers
 - Site inductions
 - Welfare facilities; and

- Fire and emergency procedures
- The control of any specific site risk relevant to the works involved.

HEALTH AND SAFETY FILE

This is a record of information which tells those who might be responsible for the future projects the risks that have to be managed during maintenance, repair or renovation.

The File should include:

- A brief description of the works carried out
- Any hazards that have not been eliminated through the design and construction process
- Key structural principles
- Hazardous materials used
- Information regarding the removal or dismantling of installed plant and equipment
- Information about the equipment provided for cleaning or maintenance
- The nature, location and markings of significant services
- Information and as built drawings of the building, its plant and equipment

PART 4 OF THE REGULATIONS

Part 4 of the CDM Regulations details the requirements for the management of health and safety in relation to:

- a) Safe places of construction work
- b) Good order and site security
- c) Stability of structures
- d) Demolition or dismantling
- e) Explosives
- f) Excavations
- g) Cofferdams and Caissons
- h) Reports of inspections
- i) Energy distribution installations
- j) Prevention of drowning
- k) Traffic routes
- l) Vehicles
- m) Prevention of risk from fire, flooding or asphyxiation
- n) Emergency procedures
- o) Emergency routes and exits
- p) Fire detection and fire fighting
- q) Fresh air
- r) Temperature and weather protection
- s) Lighting

TRAFFIC MANAGEMENT

Supervisors must consider:-

1. Vehicular / Pedestrian Movements

- All work involving vehicular or pedestrian traffic is planned and organised.

2. Unauthorised operators / drivers

- Only trained and authorised operatives to operate site plant / vehicles (CPCS / NPORS or Casey Permit).
- Site Management to monitor the use of site plant / vehicles.

3. Contact between site plant / vehicles / site user vehicles and pedestrians

- Only trained and authorised operatives to operate site plant / vehicles (CPCS / NPORS or Casey permit). Ensure that operatives have a valid driving licence if operating on adopted highway.
- Segregate site plant from public vehicles - if this is not practicable then:-
 - Ensure minimal construction vehicle movements / journeys by good planning / sequencing of work.
 - Ensure that the route of least inconvenience and most safe is used at all times.
 - Ensure that pedestrians at work wear high visibility vest / coats.
 - Deploy a banksman whilst depositing or removing materials in the build areas from adopted highways.
 - Ensure that plant is operated at a safe speed as site conditions permit (e.g. gradient, weather etc.) and does not exceed the specified site speed.
 - Ensure that site plant has suitable warning devices - flashing beacons, reversing alarms as appropriate.
 - Ensure that plant / vehicles are maintained to manufacturers standards.
 - Erect suitable signage.
 - Ensure that plant / vehicles operating on adopted highways have the appropriate Road Fund Licence (Road Tax).

4. Terrain - working / travelling on gradients

- Only trained and authorised operatives to operate site plant / vehicles (CPCS / NPORS or Casey permit).
- Ensure that the machine is operated within the safe operating capability of the machine.
- ROPs are fitted as required.
- Consideration should be given to the travelling surface.
- Ensure that the route of least inconvenience and most safe is used at all times.

- Ensure that plant is operated at a safe speed as site conditions permit (e.g. gradient, weather etc.) and does not exceed the specified site speed.

5. Material deliveries / storage

- Ensure that there is no un-authorised access to any unloading /storage area. - set up an exclusion zone. Provide Banksmen as required.
- Limit deliveries to periods of low pedestrian / vehicular traffic.
- Ensure that materials are unloaded / loaded in a safe and controlled manner using the correct plant / equipment.
- Ensure that any plant used during this activity is maintained and used in accordance with the manufacturers instructions and current legislation.

6. Compound areas

- Ensure that consideration is given to the position of compound areas e.g. safe access and egress.
- Ensure that the compound is situated safe from structures and overhead services.
- Ensure that there is no un-authorised access to compound area.
- In the event of un-authorised access ensure that materials, substances are stored in a safe manner to further prevent the risk of injury or damage.

7. Road clearance

- Ensure that roads are kept free from debris.
- Ensure road cleaning plant / vehicles are provided with flashing beacons.

EXCAVATIONS

Supervisors must ensure that:-

1. All proposed excavations are to be subject to a risk assessment and, where deemed necessary, must be supported or battered to prevent a collapse of earth from the sides.
2. The method of support or angle of batter is decided before excavation is started and appropriate instructions given to those carrying out the work.
3. If the any sides are to be supported approved support must be available before work commences.
4. All proposals for any excavations are checked by a competent engineer.
5. Location of services are checked before starting work.
6. Excavated materials are kept well back from the excavation edge.
7. Operatives are instructed to keep within supported sections.
8. Ladder access is provided where necessary, ladders are secured and extended 1.05m above any landing or platform.
9. Unauthorised access is prohibited.
10. All excavations are fenced where the general public, particularly children, have access.
11. Plant and vehicles are kept clear of the excavation edge.
12. Stop blocks are provided for vehicles tipping.
13. Gangways with guard rails and toe boards are provided for access across excavations.
14. All excavations are inspected at the start of every shift.
15. A thorough examination of all excavations is carried out at least once in every seven days.

Additional intermediate examinations are made to excavations affected by explosives, falls of earth or adverse weather conditions. Results of examinations are entered in Register of Weekly Inspections.

16. All defects must be reported to site management immediately.

CONFINED SPACE ENTRY

Confined spaces include:-

- a) Closed vessels/tanks.
- b) Ducts/sewers/enclosed drains.
- c) Open top tanks where heavier than air gases /vapours may be present.
- d) Poorly ventilated areas where welding/flame cutting/painting/the use of adhesives/solvents is carried out.

Oxygen enriched atmospheres increase the risk of combustion / cause spontaneous combustion.

Safe working in confined spaces depends on strict laid down systems of work.

Tests for the presence of gas / fumes / chemical deposits / oxygen deficiency are to be carried out before the Company Health and Safety Advisors specify the safety precautions for safe entry.

Breathing apparatus must be of an approved type.

Special training is required for persons using breathing apparatus.

No person may enter or remain in a confined space which has at any time contained or is likely to contain fumes liable to cause a person to be overcome, unless:-

- a) They are wearing approved breathing apparatus.
- b) Entry has been authorised by a responsible person.
- c) They are wearing a harness with attached lifeline.
- d) Persons are keeping watch outside and are capable of pulling the affected person out with the free end of the lifeline.

Persons may enter confined spaces without breathing apparatus, provided:-

- a) Effective steps have been taken to avoid the ingress of dangerous fumes.
- b) Sludge / deposits liable to give off dangerous fumes have been removed.
- c) The space contains no material liable to give off dangerous fumes.
- d) The space has been adequately ventilated and tested.
- e) There is an adequate supply of air for respiration.
- f) A responsible person is satisfied that entry is safe.

All persons employed in this type of operation must be adequately trained in confined space entry and be in possession of a current training certificate.

SAFETY IN SEWERS

The risks to be guarded against include physical injury, dangerous atmospheres (oxygen deficiency), poisonous / flammable / explosive gases, flooding, bacterial infection and radioactive matter.

The following safety and personal equipment must be available and checked and tested to ensure it is in good working order:-

Safety Apparatus

Gas detection equipment
Lifelines and lanyards
Lifting harness /equipment
Hand lamps
First Aid Kit
Breathing Sets

Personal Protective Equipment

Safety harness
Safety / bump helmet
Overalls
Gloves (impervious)
Rubber boots
Barrier cream

INSTRUCTIONS TO SUPERVISORS

a) Before entering manholes or sewers

1. Check position of nearest telephone.
2. Erect guard rails around manholes/erect traffic signs.
3. Open manhole covers upstream and downstream of working area to ensure adequate ventilation and provide emergency exits. At least three manholes should be open when operatives are working below.
4. After sewer has been ventilated, test the air by lowering a properly prepared and tested gas detector to the bottom of the manhole and leave for five minutes. If the sewer is live ensure that the gas detector is suspended above the water line.
5. If the gas detector records dangerous conditions, persons must not enter the manhole.
6. Even if safe conditions are indicated, do not enter manhole if there is an unusual smell or any suspicious circumstances.
7. At least two operatives should remain on the surface as 'top men' unless mechanical lifting equipment is available.
8. No smoking, naked lights, fires or mobile telephones to be permitted within THREE METRES of any manhole.

b) While operatives are in manholes / sewers

1. Covers removed for ventilation / emergency egress must remain open while men are below ground.
2. Personal protective equipment must be worn at all times below ground.
3. Gas detection equipment must always be in use.
4. If unsafe conditions are indicated or suspected, all persons below ground must return to the surface immediately.
5. “Top men” must keep in contact with persons below ground every three minutes.
6. If “top men” receive warning that conditions are likely to become dangerous, all persons below ground must return to the surface immediately.
7. Striking lights or smoking below ground is strictly forbidden.
8. Keep ladders and step irons clean to prevent slipping and undue fouling of the hands.

c) After working in manholes/sewers

1. Check that all men have returned to the surface.
2. Clean, dry and check all equipment ready for further immediate use.
3. Wash thoroughly with soap and warm water containing disinfectant before eating and after finishing work.
4. Report defects or unusual conditions including presence or signs of rats to Site Supervisor.

d) In an Emergency

1. A person receiving any physical injury should be brought to the surface as quickly as possible.
2. In the case of serious injury obtain medical assistance.
3. Report any collapse of persons to the ‘top man’ to enable necessary emergency procedures to be implemented.
4. No further rescue attempt to be made without breathing apparatus.
5. Telephone fire and ambulance services - Dial 999 and inform them where assistance is required.

LEPTOSPIROSIS (WEIL'S DISEASE)

Persons working in certain occupations (sewer work is one) may be exposed to a disease known as Leptospirosis.

The virus that causes the infection is carried in rat's urine and is prevalent in stagnant or slow running water.

The infection can enter the body through breaks in the skin, so First Aid treatment of all wounds is important.

All cuts, scratches or abrasions must be kept covered with waterproof plasters and gloves must be worn at all times.

The early stages of this disease are similar to influenza, so whenever a visit to the doctor is necessary, a Leptospirosis card must be shown, so that the doctor can, if necessary, arrange for a blood test. Early treatment for this disease is essential.

THE WORK AT HEIGHT REGULATIONS 2005

The main aim of the Regulations is to ensure that all work at height is 'planned, organised and carried out safely' and the Regulations deal with the 'selection and use of work equipment' for work at height.

The Regulations set the health and safety requirements for **all** working at height and not just that in construction or that normally associated with scaffolding, ladders, stepladders or roof work. The Regulations therefore include all working at height in all industries.

In addition, the Regulations relate not just to work over 2 metres but to all heights where a person could fall a distance liable to cause personal injury if effective control measures are not taken.

The Regulations also specifically deal with the risks involved with the use of ladders and stepladders. Recommendations include that ladders should only be used in situations where the use of other safety equipment is not possible or justified i.e. where the work is low risk, short duration (<30minutes) or the nature of the work cannot be altered.

How to comply?

The first step is to undertake a risk assessment. The risk assessment should firstly look at the 'hierarchy of control measures' to be considered whilst working at heights.

For example, as far as is reasonably practicable can the risk be eliminated? In other words does the work at height have to be carried out? If working at height cannot be eliminated, then so far as is reasonably practicable falls should be prevented by the use of effective working platforms fitted with guardrails etc. These platforms may include traditional scaffolds, tower scaffolds, MEWPs (Mobile Elevated Working Platforms) and so on. If falls cannot be prevented, then the distance and consequences of the fall should be minimised by the use of fall arrest equipment such as safety nets or harnesses and lanyards. Whichever is finally used it must be **suitable** for work to be carried out.

When carrying out the risk assessment other areas to be considered should include:

1. Access to and egress from the work area;
2. The nature of the task to be performed;
3. What the exposure to risk will be for those carrying out the work;
4. Duration of the work involved;
5. Stability of the structure;
6. What equipment is available and what should be used;
7. Number of people needed to carry out the work;

The Casey Group of Companies Health & Safety Policy

8. Site conditions (i.e. ground needs to be able to support the work equipment);
9. Competence of the workers and how much supervision will be required;
10. Rescue procedures should an incident occur;
11. The effects weather conditions can have on the work area or equipment;
12. Installation and dismantling risks relating to equipment such as scaffolding.

Once complete the risk assessment must be discussed with those carrying out or supervising the work ensuring that they are aware of the potential risks and the control measures required to eliminate or significantly reduce the risk.

SAFE USE OF MOBILE ELEVATING WORK PLATFORMS

Mobile elevating work platforms, commonly referred to as MEWPs, can provide excellent safe access to work at high level. When using a MEWP always ensure that:-

- The operator is fully trained and competent.
- The work platform is provided with guard rails and toe boards or other suitable barrier.
- It is used on firm level ground. The ground may have to be prepared in advance.
- All tyres are properly inflated.
- Any outriggers are extended and chocked as necessary before raising the platform.
- If there is a danger of tools or materials being dropped from the working platform, public and pedestrian access to the area below the platform must be prevented by the use of exclusion zones.
- All moving parts and mechanism should be properly and securely guarded.
- Safety harnesses are worn at all times.
- Loose materials are not allowed to accumulate on the working platform.
- Everyone knows what to do if the machine fails with the platform in the raised position;

When using MEWPs do not:-

- Operate MEWPs close to overhead cables or other dangerous machinery.
- Allow the knuckle or elbow of an articulated boom to protrude into a traffic lane, always ensure adequate clearance is available.
- Move the equipment with the platform in the raised position unless the equipment is specially designed to allow this to be done safely (check the manufacturer's instructions).
- Load the platform beyond its safe working load (SWL).
- Attach the safety harness to any point outside the working platform.

- Operate the equipment in wind speeds in excess of 30mph (Beaufort Scale 6 - strong breeze).
- Use the equipment as a prop, jack, tie or support.
- Use the equipment primarily for the transfer of goods or materials.

Some MEWPs are described as suitable for 'rough terrain'. This usually means that they are safe to use on some uneven or undulating ground. Always check their limitations in the manufacturer's handbook before taking them onto unprepared or sloping ground.

There are three main types of mobile elevating work platforms in general use.

- **Scissors Lifts:**
Vertical lift only, may be fitted with outriggers, depending on size and height to which it extends.
- **Telescopic boom:**
Gives vertical height and outreach, platform may also be manoeuvrable.
- **Articulating and Telescopic Boom:**
Usually vehicle mounted. Gives a wide range of reach and height with platform mobility. Nearly always equipped with outriggers. There are specialised types giving, for instance, access to the underside of bridges from above.

Some units have 'travel while elevated' ability and four wheel drive. Rough terrain MEWPs have been specially developed for construction site work. Care must be taken to ensure that the operator only operates the type of unit he has been trained and authorised to use. Persons trained to operate a vehicle-mounted MEWP on site, will not be allowed to drive it on the public highway, unless they hold a large goods vehicle licence.

SAFE USE OF POWER OPERATED MAST WORK PLATFORMS

Power operated mast work platforms usually referred to as mast platforms or mast climbers are often used when carrying out repairs or refurbishment's to high rise buildings. Mast platforms are designed to provide safe and easy access to high working positions. A great advantage of using mast platforms is that the persons working on them can be protected from adverse weather conditions, as many types can be provided with protective screens and even a roof to the platform. Unfortunately, enclosures to platforms can increase wind loads and resistance. These factors must be taken into account when deciding on how to stabilise the equipment.

Only specialists must erect, alter or dismantle mast platforms. It is particularly important that the correct sequence is followed. Serious accidents have occurred when ties have been removed or outriggers have not been properly extended during alterations.

When mast platforms are used, always ensure:-

- All masts are rigidly secured to the structure against which they are operating and outriggers are used where necessary.
- Working platforms are provided with suitable and sufficient guard-rails and toe boards.
- The operator is sufficiently trained to operate the platform safely and efficiently and is competent to carry out his duties.
- The controls only operate from the working platform.
- A safe and easy means of access to the platform is provided.
- The area bounded by the MWP platform at ground level is provided with a complete enclosure to a height of at least 2 metres to prevent persons gaining access to the machine.
- Emergency trip switches are fitted to the underside of the work platform to prevent movement of the platform should it come into contact with any obstruction.
- Safety helmets are worn at all times.

When using mast platforms, do not:-

- Use the platforms as material hoists.
- Load the platform beyond its safe working load (SWL).

The Casey Group of Companies Health & Safety Policy

- Attach safety harnesses to any point outside the work platform.
- Operate the platform in wind speeds in excess of 30 mph (Beaufort scale 6 - strong breeze).
- Allow unauthorised persons to enter the exclusion zones.
- Exceed the maximum persons allowed on the platform.

At the beginning of each shift, the following items must be checked:-

- **Tyre pressure:** if pneumatic tyres are fitted.
- **Brakes:** ensure they are working correctly.
- **Lights:** if fitted.
- **Fuel, Water and Oil:** on appliances powered by internal combustion engines.
- **The Supporting Structure:** ensure it is sound and free from defect.
- **All Powered Mechanisms:** ensure they are working properly and that any hydraulic systems are free from obvious leaks, defects, etc.,
- **Any Communication System:** for correct functioning between the platform and the ground.
- **Mast Sections:** ensure they are secured with the specified number of bolts.
- **Ties:** ensure they are secure between the building and the mast.
- **All Protective Guards:** ensure they are in correct position and secure.

The mast platform must be checked regularly (usually every 50 operational hours or the period recommended by the manufacturer) by a competent, properly trained and authorised person and these checks should include:-

- All the daily checks carried out by the operator.
- A full operational check of the mast platforms.
- The condition of the chassis, mast, powered mechanism and the work platform itself.

A written report should be made on the condition of the MWP and any faults corrected immediately or the MWP must be withdrawn from service. These reports must be retained until the next 6 monthly thorough examination.

SAFE USE OF MOBILE TOWER SCAFFOLDS

Mobile Tower Scaffolds must be erected, altered and dismantled by competent persons only. In this regard this means someone who has successfully attended a suitable PASMA training course.

If a Tower is going to be used:-

- The manufacturer's instructions for erection, use and dismantling must be followed.
- Ensure a copy of the manufacturer's instruction manual is available. If the Tower is on hire, the hire company should provide this information.
- The Tower must be vertical and the legs should rest properly on firm, level ground.
- Any wheels on the Tower or outriggers must be locked when in use.
- A safe way to get to and from the work platform must be provided, for example, internal ladders. Climbing up the outside of the Tower is not permitted.
- Edge protection (e.g. guard rails or other suitable barriers and toe boards) must be provided on all platforms from which a person could fall and suffer injury.
- Guard rails and toe boards must be provided to any intermediate platforms which are also being used as working platforms or for storing materials.

The Tower must be secured rigidly to the structure it is serving if:-

- The Tower is sheeted.
- It is likely to be exposed to strong winds.
- It is being used for carrying out grit blasting or water jetting.
- Heavy materials are being hoisted up the outside of the Tower.
- The overall Tower height exceeds the recommended height to base ratio.

If ties are needed, ensure they are put in place as required when the Tower is erected. Ensure they are checked regularly and that all necessary ties are kept in place when the Tower is dismantled. All component parts of Towers must be inspected before use. All damaged and defective parts must be taken out of service immediately.

When using a Tower scaffold, do not:

- Use a ladder footed on the platform or apply other horizontal loads or pressures which could tilt the tower.
- Overload the working platform.

When moving a mobile Tower scaffold:-

- Check that there are no overhead power lines or overhead obstructions in the way.
- Ensure that there are no holes or dips in the ground.
- Do not allow people or materials to remain on the scaffold as Towers can tip over very easily whilst being moved.

THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013 - RIDDOR

ACCIDENT AND DANGEROUS OCCURRENCE REPORTING

All accidents, dangerous occurrences and 'near misses' must be reported immediately to the Site Supervisor. All accidents must be recorded in the workplace Accident book. All accidents, dangerous occurrences and 'near misses' must be reported immediately to the Company Health and Safety Department for further action and investigation.

N.B. The term 'accident' has been defined to include acts of violence done to people at work and acts of suicide on railways and other relevant transport systems.

Reportable injuries to people not at work (e.g. members of the public) and now deaths, and any injuries which cause a person to be taken directly to hospital from the scene of the accident, by whatever means.

RECORDS

Records of incidents are important. Records must be kept of:

- Any reportable death, injury, occupational disease or dangerous occurrence; and
- All occupational accidents and injuries that result in a worker being away from work or incapacitated for more than 7 consecutive days (not counting the day of the accident but including any weekends or other rest days)

REPORTABLE ACCIDENTS

A reportable accident is one resulting in an injury (not included in the list of specified injuries) involving an absence from work of 7 days or more.

All of these accidents must be reported by telephone, to the Incident Contact Centre on 0845 300 9923 or at www.hse.gov.uk/riddor within 15 days of the accident.

A 'specified injury' includes:

- A fracture, other than to fingers, thumbs and toes;
- Amputation of an arm, hand, finger, thumb, leg, foot or toe;
- Permanent loss of sight or reduction of sight;
- Crush injuries leading to internal organ damage;
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- Scalpings (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;

- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

REPORTABLE DANGEROUS OCCURRENCES

A full and comprehensive list of reportable dangerous occurrences is contained in the Regulations and are available from the Health and Safety Department.

All dangerous occurrences must be reported to the incident contact centre. The dangerous occurrence number must always be quoted when making a report.

REPORTABLE OCCUPATIONAL DISEASES

These include:

- Carpal tunnel syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis;
- Hand-arm vibration syndrome;
- Occupational asthma;
- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer; and
- Any disease attributed to an occupational exposure to a biological agent.

All occupational diseases must be reported to the incident contact centre and the Company Health and Safety department immediately a written diagnosis is received from the employee's doctor or hospital.

PROCEDURES FOR ACCIDENTS / INCIDENTS / DANGEROUS OCCURRENCES & 'NEAR MISSES'

The arrangements with regard to the above are as follows:

1 METHOD OF REPORTING

Any employee who sustains an injury, experiences a dangerous occurrence or 'near miss' whilst on company premises or site, or otherwise engaged in company activities shall report all the details to their immediate Manager or Supervisor before leaving the premises or site.

The Manager / Supervisor to whom the accident has been reported shall complete the Accident Book, which will be maintained in all company site offices. The Group Health and Safety Advisor should be informed, as soon as is reasonably practicable, of the accident / incident in order that further action, if necessary, can be taken.

2 INVESTIGATION

The degree of investigation will depend on the type of injury, or the nature of the occurrence or 'near miss'. Initially, all incidents will be investigated by the Site Manager or Supervisor responsible for that particular workplace.

For those of a more serious nature and classed as a 'Specified Injury' or 'Dangerous Occurrence', a more thorough investigation will take place and will be subject to a full report.

3 FATAL ACCIDENT

In the event of a fatal accident, major injury or a dangerous occurrence, as defined in the RIDDOR, such must be reported by the Site Manager / Supervisor to the company head office immediately.

In the absence of the Company Health & Safety Advisors, the Director responsible for that particular division or department has the responsibility of informing the relevant enforcing authority immediately.

4 OTHER

The other type of accident, which must be reported, is one where the injured person is absent from work for more than 7 consecutive days as a result of injuries incurred in the accident.

FIRST AID ON SITE

A First Aider will be appointed for all workplaces and sites. Their responsibility will be to render emergency first aid treatment, as far as possible, to all injuries and accidents. Their duties and responsibilities will include:-

- 1) To be available to render first aid and emergency life saving procedures at all times during normal working hours.
- 2) To have the facilities and knowledge to summon emergency medical assistance.
- 3) To have received adequate first aid training and be in possession of a current first aid certificate.
- 4) To attend such instruction courses as are available to him / her.
- 5) To inform the management of any shortcomings, either practical or theoretical, as become apparent to them.
- 6) To keep the First Aid box adequately replenished and to ensure any first aid equipment is kept in good condition.
- 7) To keep all records of first aid treatment up to date and available for inspection at all times.

PROCEDURE IN CASE OF AN ACCIDENT

- 1) Administer first aid and obtain assistance as required.
- 2) Telephone a doctor or ambulance for assistance.
- 3) Enter details in the Accident Book.
- 4) Contact the Company Health and Safety Advisor, giving a full and detailed report as soon as possible.
- 5) Complete a Company accident at work report, giving as much information as possible, for Company records.
- 6) Where necessary, report the accident to the Local Enforcing Authority as soon as possible.
- 7) A copy of company procedure in case of accident or emergency, stating precise location of site and nearest hospital is posted over the telephone in all site offices.

EMERGENCY PROCEDURES FIRE AND / OR EXPLOSION

All Company staff and personnel on site or in Company offices must be made aware of procedures and precautions to be adopted in the event of a fire or explosion.

1. Suitable and sufficient steps shall be taken to prevent the risk of injury to any person during the carrying out of work activities from fire or explosion. These controls will be supplied via the site specific Fire Risk Assessment which will be completed before any works takes place on site.
2. Appropriate fire fighting equipment must be provided in all work places and must be checked regularly by a competent person.
3. It is the duty of all employees to ensure that all working areas are kept clean and tidy and all waste is disposed of promptly. Care must be taken to ensure that waste collection areas are kept well away from flammable material storage areas.
4. Ensure that flammable liquids and L.P.G.'s are stored correctly, and numbers are kept to a minimum on site.
5. Ensure that gas and electric supplies are correctly installed and are maintained and inspected regularly by a competent person.
6. Ensure that all fire extinguishers kept on site are maintained and inspected at regular intervals, but at least every twelve months.
7. Ensure that suitable and sufficient emergency routes and exits are provided and maintained to enable persons to reach a place of safety quickly in the event of an emergency. All designated fire escape routes and exits must be clearly indicated by suitable signs.

In the event of a fire or explosion, the following emergency procedures must be followed.

1. Raise the alarm by the most expedient means.
2. Telephone the relevant emergency services, giving the precise location of the site or premises, the telephone number and the nature of the emergency.
3. Evacuate all personnel and visitors from the area by the nearest and safest route.
4. Close all doors and windows behind you.
5. Report to your designated fire assembly point.
6. Carry out the roll call procedure to ensure all persons are accounted for.

The Casey Group of Companies Health & Safety Policy

7. Give all possible information and assistance to the arriving emergency services, whilst bearing in mind that the safety of personnel and the general public is of paramount importance.
8. Keep all persons well away from the danger area. Do not attempt to return to the work area, or allow any other person to return; until you are informed it is safe to do so by the officer in charge.
9. A full and detailed report on the incident must be sent to the company Health & Safety Department as soon as possible, after the event.
10. All company employees are reminded that they must only attempt to fight a fire if they are sure it is safe to do so and have been trained in the correct use of fire extinguishers.

For advice and information on the safe storage of flammable materials and substances and the correct type of extinguishing media refer to the C.O.S.H.H. data sheets and assessment records. For further advice and information, contact the company Health & Safety Department.

It is the duty and responsibility of all company employees to take all necessary precautions to prevent the outbreak or spread of fire. All company sites and premises are supplied with fire extinguishers and all company personnel are trained in their correct use on all types of fires.

THE CONTROL OF NOISE AT WORK REGULATIONS 2005

The Regulations require noise assessments to be carried out at such places as sites and workshops to ascertain the noise levels likely to be encountered. This is therefore carried out based on plant and equipment chosen for the particular site activities.

The Regulations set two action levels:-

First Action Level is 80dB (A).

Second Action Level is 85dB (A).

Between the first and second action levels, hearing protection must be freely available, as there may be some risk to hearing.

At the second action level, hearing protection is compulsory at all times.

Ear protection zones, where the use of hearing protection is compulsory, must be clearly marked or employees informed. Ear protection signs must be placed around the work site, at the boundary of the 85dB (A) noise level. An employee going into marked zones, even for short periods, must wear hearing protection.

As a rough guide, noise levels of 90dB (A) are exceeded when it is necessary to shout, in order to carry out a conversation at 1 metre distance.

Advice and information is available at all times from the Company Health and Safety Advisors.

It must be stressed that the provision of hearing protection must only be used as a last resort. Where possible noise levels from machinery and equipment must be eliminated or reduced at the source. This can be achieved by, for example, fitting mufflers to breakers, drills, etc. Keeping the covers closed on compressors can help in keeping noise levels down. Most modern compressors are designed to run with all the covers closed, even in hot weather. Noise levels can be further reduced by ensuring that the exhausts of compressors, generators and other items of plant are directed away from the work area. Screens faced with sound absorbent materials can be placed around the plant. Materials or spoil heaps can be used to act as noise barriers.

THE CONTROL OF VIBRATION AT WORK REGULATIONS 2005

The purpose of the Control of Vibration at Work Regulations 2005 is to make sure that people do not suffer damage to their health from hand-arm vibration.

The regulations identify an Exposure Action Value (EAV) of 2.5m/s^2 and Exposure Limit Value (ELV) of 5.0m/s^2 for Hand-Arm Vibration.

Vibration Risk Assessment

All the required information in order to assess and carry out a vibration risk assessment can be found in Section 19 of our Compliance Manual and the Health Section in the Risk Assessment Manual.

Control Measures

Elimination: At all relevant times work will be planned and organised to avoid exposure to vibrating tools and equipment.

Where this is not possible, then:

Purchasing Policy: Purchase low vibration models of tools and equipment.

Inspections: Items of tools and equipment will be inspected and records made at intervals not exceeding 7 days to comply with Company Policy. Any defects will be reported immediately to the supplier by the nominated person and repair or replacement sought. Any defective tool or equipment will not be used.

Items of tools and equipment will be maintained in accordance with manufacturers' recommendations and instructions.

Items of tools and equipment must be returned to the supplier for inspection and essential servicing as detailed in their service agreements.

Maintenance: Ensure tools and equipment are maintained in effective working condition and tips, blades etc. are kept sharp so as to reduce unnecessary vibration levels.

The Casey Group of Companies Health & Safety Policy

- Monitoring:** Exposure to vibration will be monitored both during and by:
- Site Health and Safety Visits and Inspections carried out by our Group Health and Safety Advisor and Director of Health, Safety and Risk Management.
 - Completion and review of Personal Exposure Record Forms by our Site Managers, Group Health and Safety Advisor and Director of Health, Safety and Risk Management.
 - Completion and review of Practical Observation Record Forms by our Site Managers, Group Health and Safety Advisor and Director of Health, Safety and Risk Management.
- Information and Training:** All users and supervisors of vibration producing tools and equipment will be provided with suitable information and training on:
- What is hand-arm vibration?
 - What is hand-arm vibration syndrome?
 - The cause and effects of hand-arm vibration
 - The exposure levels and limits of vibration
 - The HSE's Hand-Arm Vibration Exposure Calculator
 - The Ready Reckoner for calculating daily exposure levels
 - How to help reduce the risk of hand-arm vibration
- N.B. Information on vibration will be maintained readily available for reference on Site Health and Safety Notice Boards and where possible, vibration levels will be clearly marked on tools and equipment.
- System of Work:** 'Trigger time' will be effectively monitored and a Job Rotation Scheme implemented to reduce exposure.
- Supervision:** All work will be planned and organised and be accompanied by regular checks on work in progress carried out the Site Supervisor.
- Periodic Observational Checks will be carried out on work in progress and recorded again by the Site Supervisor and Group Health and Safety Advisor.
- Health Surveillance:** We will implement and monitor a Health Surveillance Programme to meet the requirements of The Control of Vibration at Work Regulations 2005 and in line with the HSE's Tiered Approach.



The Casey Group of Companies Health & Safety Policy

- PPE:** HAV is more prevalent in cold weather. Suitable gloves will be provided to keep hands warm especially in cold weather.
- Communication:** We will promote a positive culture, with clear lines of communication, for employees to report matters of concern to the Company in a supportive environment.
- Other:** Hand-arm vibration is known to be more prevalent in those who smoke. Access to a smoking cessation programme and support will be provided if requested.

Implementation

The above controls will be conveyed those concerned through the provision of information, instruction, training and supervision provided by and through the Company's Health and Safety Management System.

Responsibility

The responsibility for implementing, monitoring and reviewing the controls measures will rests with the Company Director of Health, Safety and Risk Management.

WORK ON CONTAMINATED SITES

Building Construction and Engineering works can often involve redevelopment of land which has been contaminated by industrial processes once carried out on the site in the past, or by materials stored or dumped there. In some cases naturally occurring contamination may be present. Contamination may be a potential health risk to those working on the site or to members of the public, unless adequate precautions are taken.

When contaminated land sites are adjacent to public areas, there is often considerable public concern. Therefore, all necessary precautions must be taken to ensure the protection of the public in general and children in particular from the dangers of contamination.

The main dangers to health on contaminated sites are by four main routes:-

1. Ingestion - swallowing contaminated materials.
2. Inhalation - by breathing in harmful dust or fumes.
3. Injection - contact with contaminated material through puncture wounds.
4. Absorption - skin contact with contaminated material, or contact with cuts, scratches or abrasions.

PROTECTIVE MEASURES FOR OPERATIVES ON CONTAMINATED SITES

1. Always separate yourself from contaminated material by wearing the protective clothing and equipment provided.
2. Always wash yourself in the shower at the end of each working day.
3. Do not smoke on site. The process of smoking could lead to ingestion of contaminated material.
4. Do not eat or drink on site. This could lead to ingestion of contaminated material.
5. If you should make skin contact with any tar like substances, you should wash immediately with soap and water or proprietary skin cleaner and discard any contaminated clothing.
6. If you have even the slightest cut or scratch, have it thoroughly cleaned and covered with a waterproof dressing.

The Casey Group of Companies Health & Safety Policy

7. Leave all non-working clothes in the lockers provided and put on overalls before commencing work. Clean overalls will be provided as necessary. Work clothes and overalls must not be taken home.
8. When leaving work, put your protective clothes in your locker, shower and wash thoroughly with soap and water provided.
9. You must report any health disorders to the site supervision immediately i.e. headaches, dizziness, stomach-aches, nausea etc.,
10. You must not enter any trench, pit or other confined space without proper training and supervision and the express permission of the Site Manager or Supervisor.
11. Report immediately to your Site Manager or Supervisor if:-
 - a) you see any patches of thick black material, or blue or yellow powdery material. KEEP WELL CLEAR
 - b) you smell anything unusual, especially the odour of rotten eggs. KEEP WELL CLEAR
 - c) you see any signs of fire
 - d) you find any old drums or containers, especially if they are carrying hazard warning labels.
12. Because of the dangerous nature and complexity of this type of work, all operations must be carried out in strict accordance with the HSE Publication "Protection of workers and the general public during the development of contaminated land".
13. Before any work of this nature is commenced, all Company operatives and sub-contractors operatives must receive safety training from the Company Health and Safety Advisors.
14. All work of this nature is to be carried out in strict accordance with the HSE Guidance Booklet "Protection of Workers and the General Public during the development of contaminated land.

THE CONTROL OF ASBESTOS REGULATIONS 2012

These Regulations apply to all work activities involving asbestos or products containing asbestos, including repairing, construction, demolition, removal and disposal.

All work involving asbestos containing materials must be effectively planned and organised to prevent the exposure and spread of asbestos materials.

Before any work commences involving or likely to involve asbestos containing materials information in the form of a Register or Samples must be available on site for reference. Until information is available to the contrary, relevant materials must be assumed to contain asbestos and stringent precautions taken.

The Regulations require a written assessment to be produced before work commences.

This must include:-

- a) Identification by analysis of the type of asbestos to which employees are liable to be exposed.
- b) Nature and degree of exposure which may occur in the course of the work.
- c) All reasonably practicable steps to be taken to prevent or reduce that exposure to the lowest possible level.

Licensed Asbestos must be notified to the HSE and removed by an Approved and Licensed Contractor only.

'Notifiable non-licensed work' (NNLW) must also be notified to the HSE but can be removed by a non Approved or Licensed Contractor. However, NNLW and indeed unlicensed works must be carried out by trained Operatives only.

All asbestos must be removed in accordance with a Risk Assessment and full safe method statement. The method statement and risk assessment must be issued to and discussed with the Operatives involved.

Before the work commences the following criteria and requirements must be met and fulfilled:-

1. Notification must be sent to the local HSE for Licensed and Notifiable Non-Licensed Work (NNLW) as required.
2. Only trained Operatives must be involved in any works involving asbestos containing materials.
3. A full and comprehensive Risk Assessment and Method Statement must be produced shared with those involved.



The Casey Group of Companies Health & Safety Policy

4. Suitable and adequate washing and changing facilities must be provided.
5. Suitable and adequate personal protective equipment must be provided.
6. Secure storage for personal clothing, not worn during working hours must be provided.
7. All necessary precautions must be taken to protect operatives and the public from contact with, or exposure to, asbestos material or airborne asbestos fibres or dust.
8. All asbestos removal subcontractors must provide proof of certification, medical surveillance and personnel training.
9. Asbestos removal must be secured in lockable skips or container and clearly marked.
10. All asbestos waste must be disposed of in strict accordance with current health and safety and environmental legislation.

DEMOLITION

Management responsibility:-

To ensure that demolition can be carried out safely, a careful preliminary investigation must be made.

A competent person experienced in this type of work must be appointed to supervise the work.

Where cutting reinforced concrete, steelwork or ironwork forming part of the building or structure is involved, the advice and expertise of a structural engineer must be taken, if necessary, to prevent unplanned progressive collapse.

Sub – contractors should be checked to ensure relevant experience and that their supervision is competent.

Cutting of any structural members must be carried out under the immediate supervision of a competent foreman with adequate experience and by experienced workmen.

To ensure structures are not overloaded with debris.

To ensure scaffolds are complete with guard rails and toe-boards and proper access is provided as for construction work.

To ensure fans, barriers and warning notices are provided as necessary to protect the public. Children and the aged are to be given particular consideration.

Ensure services are made safe.

Fixed Storage Tanks

Notice must be sent to the Principal Construction Inspector for the district prior to demolition.

Lead / Lead Paint

Where persons are likely to be exposed to lead in any form, the nature and degree of exposure must be determined prior to work commencing.

Precautions to be taken include provision of respiratory equipment, protective clothing, additional washing facilities and arrangements for clearing contaminated waste.

Medical surveillance may also be necessary.

SITE DOCUMENTATION

Statutory or Company documentation is a requirement for every site and must be available at the commencement of every contract, and made available to all employees as necessary

The amount of documentation is dependant upon the work to be undertaken on site, and consultation with the Company Health and Safety Advisor will ensure that only the relevant documents are used.

A full site documentation pack consists of the following:-

Notices, registers and information to be displayed / kept on site and referred to as required, along with:

- Company Health Safety Policy Statement
- Accident Book
- Managing Health and Safety in Construction LI44
- Health and Safety in Construction HS(G)150
- Protecting the Public HS(G)151
- Health & Safety in Excavations - Be Safe & Shore HS(G)185
- Safety in Roof Work HS(G)33

Notices - Posters

- Health & Safety Law - What you should know
- First Aid - General Guidance on Incidents
- Electric Shock Resuscitation Poster
- Certificate of Insurance
- First Aid Location
- Accident/Emergency Procedure Sheets

Casey Group Posters

- Personal Protective Equipment
- Manual Handling
- Management Regulations Requirements
- Fire Extinguisher Identification



ADDITIONAL INFORMATION

Inspection and Training Manual (Red Manual)

CONTENTS

INTRODUCTION

SECTION 1	Health & Safety Induction
SECTION 2	Personal Protective Equipment
SECTION 3	Plant Inspections
SECTION 4	Lifting Appliance Register
SECTION 5	Scaffold / Excavation Inspections
SECTION 6	Safe Systems of Work
SECTION 7	Accident investigation
SECTION 8	Fire and / or Explosion
SECTION 9	Permit to Work
SECTION 10	Management of Sub – Contractors
SECTION 11	Health and Safety Inspections
SECTION 12	Health and Safety Enforcement Procedure
SECTION 13	Safety Alerts
SECTION 14	Site Rules
SECTION 15	Tool Box Talks
SECTION 16	Consultation with Employees
SECTION 17	Site Starter Pack
SECTION 18	Health and Safety Instructions / Memorandums
SECTION 19	Occupational Health
SECTION 20	Environmental Management

Risk Assessment Manual (Blue Manual)

CONTENTS

SECTION 1	General Risk Assessments (Management of Health & Safety at Work Regulations 1999)
SECTION 2	COSHH Assessments (Control of Substances Hazardous to Health Regulations 2002)
SECTION 3	Manual Handling Assessments (Manual Handling Regulations 1992)
SECTION 4	PPE Assessments (Personal Protective Equipment Regulations 1992)
SECTION 5	Traffic Management Plan (HSG144 & HSG 151)
SECTION 6	Safe Systems of Work



The Casey Group of Companies Health & Safety Policy

SITE INSPECTIONS AND AUDITS

The monitoring and measurement of health and safety compliance and performance is an essential part of our management of health and safety.

Our Site Managers are responsible for health and safety on a day to day basis and are equipped to manage health and safety through the delivery of quality training and the 'ownership of responsibility' created through our approach to health and safety.

Our Health and Safety Advisors carry out site inspections on monthly basis or more frequently if required to monitor compliance with all aspects of health and safety. The visit involves a joint inspection with the Site Manager during which any matters of concern are highlighted and remedial, if required, are agreed. The Site Manager receives both positive and, if required, constructive feedback. The visit is recorded on an inspection report and the performance of the site noted.

Copies of all reports are left with the Site Manager, with copies circulated to the relevant Directors for reference. Copies of all reports are also kept by the Health and Safety Department.

In addition, our Directors also undertake their own periodic site health and safety audits, which are again recorded and circulated.

SITE INDUCTIONS

The Site Manager or Department Head carry out inductions for all new personnel.

The induction includes as a minimum details of:-

- 1) Location of telephone
- 2) Accident / Emergency Procedure
- 3) Site First Aider
- 4) Location of First Aid Box
- 5) Location of Fire Extinguishers
- 6) Fire Assembly Point
- 7) Toilet / Canteen
- 8) Site Safety Booklet
- 9) Site Rules - including the importance of PPE
- 10) Known Potential Site Hazards
- 11) Visitors Book
- 12) Accident Reporting Procedure
- 13) Next of Kin Form for New Starters

Any other matter specific to your place of work.

HEALTH AND SAFETY TRAINING

One of the most effective ways of reducing accidents and improving quality and efficiency is to provide a well managed, safe and healthy environment. The Board and Management at the Casey Group are committed to this.

Our Training and Development Policy, ensures that all our staff and employees have equal access to training.

To support our approach, we have developed and delivered a comprehensive rolling programme of health and safety training which is delivered both internally by our Team of Health and Safety Advisors and our CITB Accredited Training Officer and externally by industry recognised Training Providers.

In brief, training for Site Managers and Supervisors includes, but is not restricted, to:

- The Site Management Safety Training Scheme
- First Aid at Work
- Asbestos Management
- Advanced Scaffold Inspection
- NRSWA
- Safety Awareness and Update Courses

Health and Safety Training for Operatives includes, but is not restricted, to:

- Safety Awareness Day Training Course
- Occupational Health, including Noise, Vibration, Manual Handling
- Operatives thereafter are trained in accordance with the findings of our risk assessments. Typical training includes:
 - Confined Spaces
 - Plant and Equipment Operations
 - Work at Height
 - Abrasive Wheels
 - Easi Dec and Tower Scaffolds

It is also important to consider the training needs of new recruits and young employees or when new machinery, plant or new working techniques are introduced.

When new plant or machinery is introduced to the workplace, all machine operators will receive full training on its operation by either the Company's or the Manufacturer's Training Officer.



The Casey Group of Companies Health & Safety Policy

Should any specific, specialised training be required by any employees, requests for information should be addressed to the Company Training Officer at Company Head Office.

To manage the above training we have developed a Companywide Training and Development Plan, which is maintained available at Head Office.

CONSULTATION WITH EMPLOYEES

Employees have the option to nominate, either through on-site consultation, or through consultation with a recognised Trade Union, their Safety Representatives. It is at the option of those employees concerned as to whether a Safety Representative is appointed for any one particular division, site or group of sites. Whosoever is appointed Employees' Safety Representative should inform the Company Health and Safety Advisor immediately upon his or her appointment and present any credentials which he or she considers necessary. Employees may at any time change their Safety Representative.

It is recommended that where the appointment or subsequent change of appointment is made by on-site consultation, the Company Health and Safety Advisor should be informed immediately.

Under The Health and Safety (Consultation with Employees) Regulations 1996, the Company will, as required, undertake consultation with non-union employees to:-

- Provide adequate information on what is proposed.
- Give those affected sufficient time to express their views.
- Listen to and take account of the responses.

Health and safety consultation will take place, particularly:-

- Before introducing any new measures.
- Regarding the arrangements to appoint or nominate 'competent' persons.
- Concerning the provision of any health and safety information.
- Over the planning and organisation of health and safety training.
- To discuss the consequences of planning and introduction of new technologies into the workplace.

RULES COVERING MISCONDUCT

An employee or sub – contractor will be liable to summary dismissal if he / she is found to have acted in any of the following ways:-

- 1) A serious or wilful breach of the safety rules.
- 2) Use of physical and or threat of physical violence during or in connection with employment.
- 3) Being under the influence of alcohol or drugs (unless prescribed) during hours of employment.
- 4) Unauthorised removal or interference with any guard or protective device.
- 5) Unauthorised operation of any item of machinery, plant or equipment.
- 6) Wilful damage to, misuse of, or interference with, any item provided in the interests of health and safety or welfare at work.
- 7) Unauthorised removal or defacing of any label, sign or warning notice or device.
- 8) Misuse of chemicals, flammable or hazardous substances or toxic materials.
- 9) Smoking in a designated “No Smoking” area.
- 10) Smoking whilst handling flammable substances.
- 11) Horseplay or practical jokes which could cause accidents.
- 12) Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- 13) Misuse of compressed air, pneumatic, hydraulic or electrical equipment.
- 14) Dangerously overloading any item of lifting equipment.
- 15) Overloading or misuse of any company vehicle.



The Casey Group of Companies Health & Safety Policy

SUPPLEMENTARY POLICIES

- Equality and Diversity
- Environmental
- Smoking Policy
- Mobile Phones
- Company Vehicle
- Stress at Work
- Drugs and Alcohol
- Grievance & Disciplinary Procedures
- Training and Development Policy

Information relating to the above Policies can be obtained from head office on request



The Casey Group of Companies Health & Safety Policy

THE CASEY GROUP OF COMPANIES

HEALTH AND SAFETY POLICY

HEALTH AND SAFETY AUTHORISATION

The Company hereby states that all Company Health and Safety Policies, Procedures, Construction Phase Plans, Method Statements, Risk and COSHH Assessments and Safe Systems of Work must be adhered to at all times by all employees of the Company. Failure to comply with the contents thereof will be treated as Industrial Misconduct in connection with the National Working Rule and Contracts of Employment.

The operation and overall effectiveness of this Health and Safety Policy will be monitored and revised on a regular basis by the Director of Health, Safety and Risk Management and Group Health and Safety Advisor.

Signed: **C P Casey**

Mr C. P. Casey
Group Managing Director

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