



COMPANY POLICY DOCUMENT ON HEALTH, SAFETY, WELFARE & THE ENVIRONMENT

Issue No.
Date of Issue:
Next Review:

5
July 2017
July 2018

TLG GUTTERS

POLICY ON HEALTH, SAFETY, WELFARE AND ENVIRONMENT

REVISION	DATE
Upgrade of Policy Statement to full Policy following increase in number of employees	July 2014
Review of whole document following CDM 2015 Regulations	July 2015
Review of document to include: Removal of numbers from 'continued' sections New section 'Monitoring, Audit & Review' in Preliminary Procedures New RIDDOR telephone number 0345 300 9928	July 2016
Review of whole document to include new Table of Contents and changes as follows:- Add Traffic Management Systems to Preliminary Procedures Section Add Site Induction to Induction of New Employees Section Replace Welfare and First Aid Section with a complete new section Replace 'Electricity at Work' with complete new section 'Working with Services' Replace Fire and Emergency Arrangements with a complete new section Replace Vibration section with new section Amendment to paragraph in Use of Company Vehicles and Driving at Work Section relating to new law regarding the use of mobile phones and driving.	July 2017

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POLICY ON HEALTH, SAFETY, WELFARE AND ENVIRONMENT

INTRODUCTION

The contents of this Health, Safety, Welfare and Environment Policy document
will apply to
all employees, contractors, and visitors
who will be
advised of site rules and their responsibilities as appropriate.

In addition this document sets out the Company's intentions with regards to minimising the environmental
impact of our activities.

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POLICY ON HEALTH, SAFETY, WELFARE AND ENVIRONMENT

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36.0 Numerous Acts, Regulations, A.C.O.P's and H.S.E. Guidance Notes are applicable to the activities of TLG Gutters.71

POLICY STATEMENTS

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POLICY ON HEALTH, SAFETY, WELFARE AND ENVIRONMENT

1.0 STATEMENT OF INTENT

It is the objective of TLG Gutters to ensure that it satisfies its duties under the Health and Safety at Work etc. Act, 1974 and other pertinent legislation and achieves the highest possible standards with regard to health, safety and the environment in all of the Company's activities.

As the person responsible for safety, it is my responsibility to ensure that the Company's Policy is implemented and to allocate sufficient resources to provide and maintain safe and healthy working conditions, suitable equipment and systems of work for all employees; and such information, instruction, training and supervision as is needed for this purpose.

The Company will promote and encourage safe working attitudes by active participation from **ALL** employees, and accepts responsibility for the health and safety of persons other than its own employees who may be affected by its work activities.

The General Statement, Organisation and Arrangements sections of the Health Safety and Welfare Policy define the key areas that help to maintain the Policy.

Employees are reminded of their responsibilities under the Act, which are as follows:

- To take reasonable care for the health and safety of themselves and to other persons who may be affected by their acts or omissions;
- To co-operate with the company in meeting all its statutory requirements;
- To observe the provisions of the Act wherever applicable to themselves or to matters within their control;

This Policy will be reviewed on an annual basis unless statutory regulations require an immediate amendment.

The Company has an excellent health and safety record and I stress the need for all employees to help to maintain this record by supporting the Health and Safety Policy and by striving to eliminate any foreseeable losses which may result in personal injury or illness, damage to property, fires or security losses.

SIGNED..... (electronic signature accepted)

Proprietor

Date

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2.0 GENERAL STATEMENT

TLG Gutters recognise that they must ensure the health and safety of other persons who may be affected by the Company's work activities as well as its own employees. All reasonable efforts will be made to liaise with other Contractors who may share the same workplace to ensure that everyone is working to provide the high standards of health and safety throughout.

All employees, including Contractors will ensure that every effort is made to protect the general public from the Company's work activities and will further ensure that as far as is practicable a courteous approach to members of the public is adopted with the minimum possible disruption.

Every effort will be made to exclude unauthorised persons from the Company's sites and workplaces.

All employees, including contractors and contractors' employees will be advised of their legal duty to carry out their work in a safe manner, and to co-operate with the Company, its Managers, Supervisors and its Advisers whilst they are at work.

All Contractors will be advised that under no circumstances will they be permitted to allow inexperienced, untrained, or uncertified-certified (where applicable) persons to work on the Company's sites unless they are properly supervised or undergoing appropriate training.

In order to maintain compliance with The Construction (Design and Management) Regulations 2015 (C.D.M.), the Company will make all reasonable efforts to establish the applicability of the Regulations and its role in compliance with them.

In order to maintain co-operation between Contractors and the safe co-ordination of operations, all Contractors employed by the company will have to satisfy the requirements of the Company's Selection of Contractors procedures. Contractors failing to co-operate with the completion of the "Selection of Contractors Questionnaire", or comply with the Company's "Rules for Contractors" will not be employed.

When required, the Company will prepare a developed Construction Phase Plan from the information available via the Client's site investigations and pre-construction information. When appropriate any ongoing modifications or additions to such plans will be relayed to the Principal Designer for verification.

The co-ordination of all health and safety will, as far as is possible using available information, be indicated in the developed Construction Phase Plan and will be implemented by the site management team. Any modifications to the plan requiring variations to the co-ordination of health and safety will be dealt with by the management team as and when necessary, with the amendments relayed to the Principal Designer.

Wherever there are on-site hazards and risks which may need to be brought to the attention of any operatives then a variety of methods may be used, dependent on the prevailing circumstances and the information available (e.g. general posters or signs, assessments, method statements, written notices, pay slip insertions etc.)

All employees and Contractors will be given the opportunity to comment on any health and safety aspect which they feel may affect themselves or others during the course of an operation. When appropriate, all Contractors will be instructed to ensure a suitable representative attends all pertinent health and safety meetings.

In order to assist with the preparation of the health and safety files, TLG Gutters will agree to any requests from Principal Designers to provide, as far as is possible from information available, all relevant health and safety information which may be required for insertion into any such health and safety file (e.g. drawings, plans, specifications, including modifications etc.) and will endeavour to provide a free flow of any other health and safety information to whoever it may concern.

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This Company will agree to abide by any relevant, written rules which the Principal Designer or Client may lay down regarding health and safety, but reserves the right to inquire how the rules were achieved if they appear to be impractical or could, in the opinion of the Company, create a greater hazard or risk to its employees, Contractors or others.

When working on the premises of other employers this Company will agree to any induction training required by the host employer and will agree to be represented, whenever required at health and safety related meetings.

If this Company is required to carry out any design work we will agree to co-operate with the Principal Designer and, if requested, will explain how the design was achieved and how health and safety will be maintained.

All employees, including any Contractors, will be expected to adhere to all relevant health and safety legislation, to co-operate with the Company and its Health and Safety Advisers, and to report any unsafe plant, equipment or situations to their supervisor immediately.

The Company will arrange for all necessary assessments, method statements and safe systems of work required by statute to be carried out before operations commence or before any person's health and safety is affected. The Company will also ensure that all necessary assessments, method statements and safe systems of work its Contractors have to provide will be available for verification before operations commence and before any persons health and safety is affected.

TLG Gutters employ's the services of a Safety Adviser, Hudson Health & Safety Services, who's duties include making frequent site safety inspection visits.

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3.0 ENVIRONMENTAL POLICY STATEMENT

TLG Gutters will implement an Environmental Management System that draws on the intentions and principals of BS EN ISO 14001: 2015 Environmental Management System. This Statement identifies the objectives, commitment and responsibilities of all the Company's employees to control the environmental impact whilst in the execution of their duties.

To ensure the implementation of this statement at all levels in the Company, TLG Gutters shall appoint personnel who will have responsibility, along with their other duties, for continuing development and maintenance of the system.

This statement affirms the need for all employees to:

- make every effort to conserve the use of materials and energy and, where viable, collect waste materials for recycling;
- wherever viable, use materials and products from sustainable sources that are also re-usable or recyclable;
- identify that whilst construction is in progress, all reasonable precautions will be taken against environmental damage, disruption or nuisance on or adjoining the project;
- that as a good environmental practice all places of work, including sites will be kept clean and tidy;
- avoid pollution of the air, ground and waste by unnecessary noise, fumes, dust or the disposal of construction materials;
- establish targets against which environmental performance can be measured;
- regularly assess the need for further environmental investigations or surveys;
- comply with the appropriate Codes of Practice.

Arrangements for Environmental Management

Waste Management

All waste generated from our works will be, where practicable, segregated and disposed of to a licensed tipping facility utilising registered and licensed waste disposal Contractors. Transfer notes will be retained for all waste removed from site.

In the case of hazardous waste, all products will be removed and disposed of in accordance with relevant local enforcing bodies, with all licenses obtained, and transfer notes retained as proof of correct disposal. Where there is more than 500kg of hazardous waste to be removed from site, the premises will be registered with the Environmental Agency as required by the Hazardous Waste Regulations 2009.

Where site conditions allow debris skips will be utilised and all waste will be segregated into inert and general waste.

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All waste carriers will have the appropriate licence and all Waste Consignment Notes will be stored on site recording the category of waste removed and the destination of the waste.

Where specific segregated waste storage facilities are cross contaminated, the waste will be removed as per the most hazardous waste contained within. The requirement for waste segregation where possible, will be fully explained during the induction process onto site. Information will be communicated to relevant site operatives and clear signage will be displayed at each waste storage facility.

Noise

Where practicable the company will ensure noise generated is reduced to an acceptable level for Contractors on site and the general public in the local vicinity. All plant and equipment will be fitted with efficient noise suppression or controls to assist in attaining reduced noise output levels.

Any complaints concerning noise emissions from our sites will be investigated and appropriate corrective and preventive measures taken to prevent reoccurrence.

Emissions into the Atmosphere and Water Courses

Emissions into the atmosphere and watercourses are to be controlled by the best available means practicable. Environmentally safe products will be used attempting to minimise the effects of our works on the environment.

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PRODUCT	CONTROL TECHNIQUE
Diesel & Petrol Accident Spillage	Where possible, generators and fuel powered machinery should be positioned in a bunded area to contain spillage. Ensure bund has the capacity to contain the maximum amount of fuel stored in the machinery plus 10%.
Paints, Thinners and Cleaning Fluids	Utilise water based products where possible, negating the need for the use of spirit based products. Prevent products from entering the drainage systems.
Hazardous Dusts generated from: MDF (Dust and Formaldehyde) Gypsum Cement based products	Use of a safer alternative (ply, blockboard, natural timber products etc) Prepare materials off site to minimise cutting and dust generation. Utilise dust extraction equipment and provide screening to contain dusty atmospheres. Damp down working areas.
Smoke	Company policy prohibits the lighting of fires on sites. Extinguish accidental fires immediately. Maintain areas clear of combustible materials.

Spillages

Any spillages that occur on site must be contained and prevented from entering any watercourse and harming the local environment. COSHH information for all substances being stored and used on site will be available. Spillage kits of appropriate sizes will be available on site, if required, and will be used in accordance with the manufacturer's instructions.

General

Monitoring of these requirements will be undertaken by the Site Manager and shall be carried out at regular intervals to ensure the environmental controls are effective. The monitoring will take the form of audits, which will be reported formally and used as a basis for identifying improvement

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Where environmental problems are encountered during the works it will be brought to the attention of the Proprietor who shall review the problem and, where applicable, propose an acceptable solution.

It will be the responsibility of the Proprietor to ensure that the Company's Environmental responsibility is communicated to all staff and that each individual is encouraged to input into the environmental system such that all can contribute to minimising the impact on the environment.

SIGNED.....(electronic signature accepted)

Proprietor

Date

ENVIRONMENTAL MANAGEMENT SYSTEM: INITIAL OBJECTIVES

TLG Gutters to keep abreast of all Environmental Legislation pertaining to its activities.

The use/reuse of materials on all TLG Gutters contract's will be reviewed and monitored to ensure that consumption is minimised and the use of commercially viable recycling is maximised – see Health, Safety, Welfare and Environmental Policy, Waste Management section.

To initiate the recycling of cardboard, paper and paper products

Where considered appropriate "environmentally friendly alternatives" should be offered to Clients. This should be done as a separately costed option.

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4.0 EQUAL OPPORTUNITIES POLICY

Our Company is an equal opportunities employer.

The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins; sex, sexual orientation or marriage status; or disability. Nor will they be disadvantaged by conditions or requirements which are not justified.

Recruitment, Promotion and Training

Selection criteria and procedures will be reviewed regularly to ensure that individuals are selected, promoted and treated on the basis of their merits and abilities. All employees will be given equal opportunity, and where appropriate, training to progress within the organisation.

The Company encourages applications from women, ethnic minorities and the disabled in areas where they have been previously under-represented.

The Company will advertise vacancies as widely as possible.

Monitoring of our Equal Opportunities Policy

The person responsible for making sure that this policy works in practice is the Proprietor. Any employee who feels they have not been fairly treated in terms of this policy should contact him.

Racial or sexual harassment within this company will be considered a disciplinary offence.

Signed **(electronic signature accepted)**

Date

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5.0 POLICY ON SMOKING, ALCOHOL AND DRUG ABUSE

INTRODUCTION

In July 2007 England became smokefree. The new law covers virtually all enclosed public places and workplaces, including work vehicles. Any person failing to comply with the new law will be committing a criminal offence and could face fines of up to £200 for smoking in a smokefree place.

This statement sets out the policy of TLG Gutters in respect of any employee or contractor whose performance at work is, or may be, impaired as a result of drinking alcohol or taking non-prescribed drugs.

The Company takes seriously its Duty of Care responsibilities for employees and wants to ensure a safe working environment.

The Company will take all reasonable steps to make employees and contractors aware of its policy.

POLICY

It is the requirement of the Company that no employee or contractor shall:

- Report or endeavour to report to work while their performance is impaired through the consumption of alcohol or under the influence of drugs.
- Be in possession of drugs of abuse at the workplace or in a Company vehicle whilst away from the workplace.
- Consume alcohol on the Company's premises without the specific authority of the Proprietor of the Company.

STANDARDS OF BEHAVIOUR

Employees are required to conduct themselves in a safe and responsible manner at all times when at the workplace, or driving Company vehicles.

It will be regarded as serious misconduct for an employee:

- to be impaired on Company premises, or on a Company vehicle, by alcohol or misused legal or illegal drugs.
- to have illegal drugs in the body or any level of alcohol in excess of the legal limit for driving in the UK or Europe, on Company premises or whilst driving on Company business.
- to use, possess, distribute or sell illegal drugs whilst on Company premises or on Company business.
- to consume alcohol on Company premises (including Company vehicles) or on Company business without the specific authority of the Proprietor of the Company.

The Company reserves the right to take any reasonable steps to:

- detect the use of drugs by both existing and potential employees.

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- detect the use of alcohol and/or drugs by person(s) involved in a safety critical incident where there are grounds to suspect that the actions of the person(s) led to the incident.
- detect the use of alcohol and/or drugs where abnormalities of behaviour prompt managerial intervention which may include a demand for a medical examination. Wherever possible, any judgement must be based on objective evidence such as abnormal speech or appearance, heavy smell of alcohol on breath, or repeated abnormal behaviour that may suggest drug or alcohol abuse. Whenever reasonably possible the most senior manager on site must be informed and involve himself/herself.

HELP AND SUPPORT

The Company recognises alcohol or drug dependence as an illness and encourages employees who believe that they have such a dependency to seek Company medical advice at the earliest opportunity. The Company Doctor will treat all such cases in the strictest confidence.

Signed

Date:

ORGANISATION / RESPONSIBILITIES SECTION

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6.0 THE PROPRIETOR will:

Familiarise himself with the relevant Health and Safety Legislation and understand its implementation.

Accept overall responsibility for all matters, including those regarding health, safety and welfare;

Insist that sound working practice is observed;

Take into account the health and safety of employees and other persons when considering new or revised methods of work;

Ensure that a system exists for the co-ordination of safety activities between main Contractor, sub-Contractors and any other individual Contractors who may be working on the same site. Insist on a method statement when the operation requires one.

Establish the procedure to ensure the proper reporting of any accident or disease listed in THE REPORTING OF INJURIES, DISEASES OR DANGEROUS OCCURRENCES REGULATIONS 2013 and to monitor and analyse accident trends with a view to reducing them.

In accordance with the REPORTING OF INJURIES, DISEASES OR DANGEROUS OCCURRENCES REGULATIONS 2013, will notify the Health and Safety Executive or the Local Authority Environmental Health Officer as follows:

Immediately in the case of a fatal accident or major injury.

Within 15 days in the case of an accident resulting in absence from work for 7 or more days

Immediately in the case of a notifiable dangerous occurrence.

Ensure that all information regarding Health and Safety Law is made available to all employees, and to provide all information, instruction, training and supervision as is necessary to maintain the health and safety at work of all employees.

Ensure that all Supervisors and Operatives are aware of their individual responsibilities for health and safety at work.

Instruct all personnel to permit direct contact with themselves as and when required by health and safety advisers and the Health and Safety Executive.

Establish and review the Purchasing Policy to ensure it includes health and safety requirements, the health and safety aspects of the selection of all materials, substances, plant and equipment are considered to have the highest priority.

Ensure that a fire risk assessment is carried out and the control measures identified are implemented for the offices. Also ensure that fire-fighting equipment is maintained, exits kept clear and emergency procedures are practised on a regular basis.

Make certain that in tendering and at planning stage, arrangements are made for the provision of adequate manning, welfare facilities and equipment to ensure implementation of the Company's Policy;

Ensure when specifying any protective equipment, (eye protectors, ear defenders, breathing equipment, dust masks, boots, gloves, overalls, safety helmets etc.) that they meet the required British and European Standards and to liaise with the company safety adviser when in doubt.

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Assess intended working methods and proposed precautions with the Site Manager before operations commence.

Provide and review, as required by the Management of Health and Safety Regulations 1999, all necessary assessments to enable compliance with the relevant Regulations, and to enable the continuance of safe working places and practices. Ensure that these assessments are made before any person is exposed to any hazard or danger, and that the person carrying out the assessment on behalf of the Company are competent to do so, and that all records of assessments are properly maintained, monitored and, where necessary, kept for the required period. These assessments will include those required under the following Regulations:- RISK (MANAGEMENT OF HEALTH AND SAFETY); COSHH; NOISE; VIBRATION, PERSONAL PROTECTIVE EQUIPMENT; MANUAL HANDLING; VISUAL DISPLAY SCREENS, CONSTRUCTION (DESIGN AND MANAGEMENT), WORK AT HEIGHT.

Ensure that all repair and maintenance work on plant and equipment is carried out by a competent person and that the results of any inspection, maintenance, repair and periodic examinations are recorded in the appropriate registers.

Ensure as far as is possible that all required Statutory Regulations are observed, that competent persons are appointed to complete registers, records, assessments, reports etc. and all statutory posters, documents etc. are available and displayed where necessary.

Ensure that welfare facilities are provided or made available, commensurate with the numbers of employees on site, and the expected duration of the Contract.

Ensure that procedures are established for the action to be taken in the event of an emergency and to ensure that First Aid provisions are adequate, including the appointment of a Nominated Person, responsible for raising the alarm and calling the emergency services in the event of an accident or personal injury. Ensure that First Aiders are clearly identified to all site personnel by way of notices etc.

Give the Site Manager precise instructions on his responsibilities for correct working methods and ensure that he does not require or permit anyone to take risks. Ensure that operatives are competent to operate the items of plant, machinery or equipment which they are required to operate. Seek advice from the Company's safety advisers when in doubt.

Ensure that adequate information is obtained to maintain records regarding the health and safety aspects of all materials substances and equipment used during the Company's activities;

Keep records of COSHH training of operatives.

Ensure that any employee failing to discharge satisfactorily the responsibilities allocated to him is disciplined in accordance with Company procedure.

Take such decisions on safety and health as are necessary to implement advice given by a member of the Health and Safety Executive or the Company's safety adviser.

Set a personal example by wearing appropriate protective clothing.

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7.0 THE COMPANY SAFETY ADVISOR will:-

The Company employs Hudson Health & Safety Services to provide advice on health and safety matters and to generally co-ordinate all aspects of the Company's safety effort. They will advise on the introduction and maintenance of safe systems of working procedures to minimise the risk of personal injury, fire and hazards to plant and property etc.

They will specifically:-

Carry out inspection of the construction sites and places of work of all employees, in the company with the person immediately responsible for that section and advise on all aspects of Health, Safety and Welfare.

Ensure that relevant safety legislation is being complied with and that statutory registers are being maintained.

Advise on safety training matters and assist in identifying safety training needs.

Investigate all reportable accidents, and as far as is reasonably practicable inquire into the cause of non-reportable accidents.

Ensure that the requirements concerning First Aid personnel and equipment are met, and regularly reviewed.

Act as Liaison Officer between Company Management and official bodies such as the Health and Safety Executive.

Although the Safety Adviser's duties will in the main be of an advisory and administrative nature, he has executive authority to order the discontinuance of any unsafe method of working of which he becomes aware and to require the provision of all information necessary to carry out his duties effectively.

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8.0 SITE MANAGER'S will:

Understand the Company Health & Safety Policy and bring its requirements to the notice of all operatives on site.

Organise sites so that work is carried out to the required standard of safety with minimum risk to persons, equipment and materials, and adhere to the advice contained in the Company Health and Safety Manual.

Know the requirements of the Construction Regulations and other relevant legislation, and be accountable for the relevant Statutory Workplace inspections and reports.

Be responsible under the Health and Safety (First Aid) Regulations 1981 for site first aid equipment, making its location known to employees and know how to summon emergency services.

Plan and maintain a tidy site.

Ensure that hazards from material stacking, positioning of plant and installation of electricity supply are minimised.

Give others precise instructions on responsibility for safe working methods and ensure that persons do not take unnecessary risks, and in particular that work activities do not put members of the public at risk.

Make sure that suitable protective clothing (including goggles, ear defenders etc., where appropriate) is available and that it is used.

Ensure that all fixed temporary electrical supplies are installed, repaired or altered by competent electricians and tested in accordance with IEE regulations and that all power cables and temporary lighting equipment are installed clear of access ways and preferably above head height. Only properly constructed sets of temporary lights and moulded on fittings will be used. All fixed electrical installations should be certified prior to taking into use.

Ensure that all machinery and plant (including power and hand tools) is maintained in good condition, and report any defects to the relevant Contract Manager or the provider of Plant immediately.

Ensure that appropriate firefighting appliances are maintained on site, and that an emergency plan is prepared and displayed on site.

Maintain all necessary statutory documents and records on site.

Collect information for inclusion in the Health and Safety file in collaboration with the Contract Manager, for passing to the Principal Designer.

Co-operate with the Company Safety Officer and act on his recommendations and accompany Health and Safety Executive Inspectors on site visits.

Review work hazards and methods with new or transferred employees.

Carry out Safety Induction Training of all new personnel when they first arrive on site, recording induction under the signatures of the individuals concerned.

Be responsible for monitoring the workplace and bring to the attention of the Contract Manager, any issues giving cause for unease regarding safety.

Set a personal example on site.

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9.0 RESPONSIBILITIES OF EMPLOYEES GENERALLY (INCLUDING ALL CONTRACTORS)

Comply with the conditions of employment, regulations and procedures of the Company.

Use the correct tools and equipment for the job.

Use safety equipment and protective clothing which is made available and issued when required. (Use of most protective clothing and equipment is a legal requirement)

Ensure good personal hygiene. Wash before using the toilet, or eating, drinking or smoking - never eat, drink or smoke whilst handling chemicals, or where contamination from the atmosphere is possible.

Do not enter confined spaces etc. without a Permit to Work issued by a competent person. Tests may have to be made to confirm that it is safe.

If you discover asbestos, or what appears to be asbestos, inform the Site Manager immediately. **DO NOT REMOVE IT OR DISTURB IT FURTHER.** Once identified, the Health & Safety Executive may need to be notified and the asbestos removed by a competent person or licensed asbestos remover. This is a requirement of the Control of Asbestos Regulations 2012.

Keep tools in good condition and only use 110 volt power tools. When 240 volts appliances (e.g. battery chargers) must be used ensure that an RCD is incorporated into the circuit. Inspect all electrical equipment for damage before use and only use equipment which has a current certificate of electrical safety.

Report to immediate superior any defects in plant or equipment and ensure that plant, equipment and substances are in a safe and secure state when unattended.

Develop a concern for personal safety and for the safety of others, particularly new employees, young persons and members of the public.

You must not leave any unsafe situations unattended or unprotected, e.g. access to treated areas, scaffolding, plant and equipment or vehicles.

Employees of TLG Gutters are expected to treat visitors, clients and members of the public courteously, and to minimise any disruption their work activities may create.

Avoid improvising which entails risk or taking any unsafe chances.

Co-operate with the Company in carrying out its statutory duties to maintain a safe working environment and contribute to reducing accidents.

Report any personal industrial injury or industrial disease to your immediate supervisor and ensure that an entry is made in the Accident Book.

Take care of company property entrusted to you and refrain from horseplay and the abuse of welfare facilities.

Suggest ways to eliminate or reduce hazards.

Never ignore, override or deviate in any way from any instruction given to you by your supervisor regarding any matters of health and safety, without obtaining permission.

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Under the Management of Health & Safety At Work Regs 1999 and Employment Rights Act, Section 44, every employee has the right to refuse to carry out work which is unsafe. If any issues cannot be resolved with their line manager, the employee can refuse to carry out the activity in question. The Proprietor will then carry out an inquiry into the circumstances and reasonableness of the refusal to work. No disciplinary action will be taken against any individual who uses the Refusal to Work Procedure because they genuinely believe they are in danger.

Ensure that you are aware of any hazards that may affect your health and safety whilst you are at work. (your employer has a legal duty to inform you of any circumstances involved with your job which may put your health and safety at risk.)

Maintain a good personal example.

ARRANGEMENTS AND GENERAL GUIDANCE

TLG GUTTERS

POLICY ON HEALTH, SAFETY, WELFARE AND ENVIRONMENT

10.0 PRELIMINARY PROCEDURES

a) TENDERING AND PLANNING

At tendering, negotiating and planning stages, the requirements of this Policy on Health, Safety and Welfare must be taken into account.

Any aspects of work not covered by this Policy must be planned by the management, in conjunction with the Company's Safety Adviser when necessary, and written procedures defined.

b) TRAINING

All supervisory staff will receive training in their responsibilities as defined in this policy. A Training Matrix will be established to identify training needs to include refresher training of the Proprietor, supervisory staff and employees. Employees will be consulted on a regular basis to ensure that they are competent to undertake their job function correctly.

The operatives required to do key tasks (e.g. working at heights, operating plant, working in confined spaces, mounting abrasive wheels etc.) will be provided with necessary training.

c) SUB-CONTRACTORS

The selection of sub-Contractors will take into account their response to the Company Health and Safety Questionnaire, accident record and previous performance with respect to accident and ill health prevention on site. All sub-Contractors will receive a copy of the Company Rules for Contractors detailed in this Policy.

d) SUPPLIERS

The Proprietor will ensure that adequate information is obtained regarding the health and safety aspects of all materials, substances and equipment purchased for use during the Company's activities. Details where applicable will be requested and tests or examinations carried out, safety data sheets, and full instructions for the safe use of any articles or substances.

Following an assessment of the risks inherent in the use of any material or substance, information will be passed to the Site Manager for implementation or reference on site.

e) NOTIFICATIONS

The Proprietor will make any necessary notifications in respect of HSE etc. and will notify relevant Service Companies/Authorities as required by specific Policy sections, e.g. Underground or overhead services, explosives, etc.

f) PROTECTION OF THE PUBLIC

All necessary measures required for the protection of the public will be allowed for and planned. In particular, taking into account the recommendations contained in HSE Guidance Note GS7 "Accidents to Children on Construction Sites"

When acting as Principal Contractor on any sites TLG Gutters are aware of their responsibilities under The Construction (Design and Management) Regulations 2015 to restrict access to the site by unauthorised persons.

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g) DOCUMENTATION

The Proprietor will ensure that a complete copy of the Policy for Health, Safety and Welfare is issued to the Site/Workplace for reference; also a copy of all Statutory Notices and Regulations, including the current Employers' Liability Insurance Certificate, and the F10 (revised) (where applicable) are issued for display, together with all necessary registers and accident report forms.

The Site Manager must ensure that all documentation supplied is displayed as necessary and that Regulations and Company Policy are available for reference as required.

The Site Manager must ensure that all registers, site inspection reports and other documentation relating to health and safety are returned to the office for safe keeping at the end of the Contract. This documentation must be retained in a safe place for a minimum of 3 years.

h) JOINT CONSULTATION

In accordance with the Health and Safety (Consultation with Employees) Regulations 1996 every facility will be afforded to allow for consultation with all employees or their elected representatives on matters affecting their health and safety.

Consultation with staff will be conducted on any such matters including:
Any changes which may substantially affect their health and safety at work, for example in procedures, equipment or way of working.

The arrangements for getting competent people to assist them in satisfying health and safety laws.

The information that employees must be given on the likely risks and dangers arising from their work, measures to eliminate or reduce these risks and what they should do if they have to deal with a risk or danger.

The planning of health and safety training.

The health and safety consequences of introducing new technology.

INDIVIDUALS WITH LANGUAGE DIFFICULTIES (English is not their first language)

It is the responsibility of the employer to ensure that individuals who do not have English as their first language are treated as a special group and a risk assessment is completed identifying that they are particularly at risk and control measures will be introduced to reduce this risk to an acceptable level.

It is the responsibility of the employer to communicate the information contained within such documents as the method statement and risk assessment and supervise the work undertaken, ensuring employees comply with safe systems of work.

If it is evident that an individual does not understand the information given to them they will not be allowed to work unsupervised.

j) DISPLAY SCREEN EQUIPMENT

All reasonable steps will be taken by the Company to comply with the Display Screen Equipment Regulations 1992 and to secure the health and safety of all employees who work with D.S.E. The company will, in conjunction with all display screen users:-

Carry out assessments of each work station, taking into account the display screen equipment (D.S.E.), the furniture, the working environment and the employee.

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Take all necessary steps to reduce any risks found as a result of the assessment.

Review software to ensure suitability for the task.

Arrange for eye sight tests prior to and at regular intervals during employment.

Provide for the free supply of prescription lenses for specific use with D.S.E.

RADIATION AND PREGNANCY

No adverse effects have been found to arise due to radiation exposure while using D.S.E. Scientific research has proven that pregnant women suffer no health problems through the use of D.S.E.

SAFE SYSTEMS OF WORK

Unnecessary discomfort can be avoided by following these simple precautions:-

Make sure all your furniture and equipment functions normally.

Adjust your furniture and equipment for comfortable working.

Vary your activities to avoid long periods of D.S.E. work.

Use your entitlement to eye and eyesight tests.

Report symptoms of discomfort or ill health promptly.

Inform your employer of your training needs.

Do not tamper with electrical equipment, ask for assistance.

The person responsible for implementing this policy is the Proprietor.

j) MONITORING, AUDIT AND REVIEW

All employees will be expected to bring to the notice of their immediate supervisor any areas where the Company Policy on Health and Safety appears to be inadequate or not being complied with. The suggestions or concerns will be passed to the Proprietor for consideration and possible action.

The Safety Adviser/ Proprietor will visit Company sites/premises at regular intervals and will report on any hazards, non-compliance's or breaches of Regulations. This report will be made available to the Proprietor and Site Supervisor, where action will be taken to prevent reoccurrence and correct any non-compliance.

An annual meeting will be held between the Safety Adviser and the Proprietor to discuss the Health and Safety arrangements for the coming year. These arrangements will detail areas where improvements in Company procedures, training, etc. could be made to review and, where necessary, revise the Company Policy for Health Safety Welfare and the Environment.

k) TRAFFIC MANAGEMENT SYSTEMS

The Contract or Site Manager is responsible for ensuring a Traffic Management System is in place on all construction sites. Traffic Management Systems should include separate areas for loading and unloading

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vehicles, locating the waste skips allowing room for reversing and separate walking areas for pedestrians. A risk assessment should be undertaken recording all the hazards. Hazards can include:

- Being struck by a vehicle;
- Injuries when loads are moved by hand;
- Falls from vehicles; and
- Risk from using cranes or other lifting equipment such as lorry loaders.

Some construction sites may require a simple Traffic Management System where there are designated areas only for loading and unloading where there is limited space. Other sites may require a one way system with segregated contractor and visitor parking in addition to designated areas for loading and unloading and separate walking areas. However large or small the construction site is, vehicular and pedestrian traffic must be managed to ensure the safety of employees and visitors.

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11.0 INDUCTION OF NEW EMPLOYEES AND SITE INDUCTION

In order to ensure the health and safety of all new employees, the Company will provide health and safety training for new employees which will be incorporated into general induction training.

Induction training should take place on the first day of employment so that employees are familiar with basic procedure once they commence work. The Site Manager is responsible for ensuring that this training is completed.

The health and safety component of induction training will contain the following:

a The Health and Safety Policy - The contents of the policy will be covered in detail, including the responsibilities set out in the policy, and will enable the employee to become acquainted with the organisational arrangements. Each employee has access to a copy at all times.

b Accident reporting procedures/first aid - This covers the action to take when an accident has occurred, the person to be informed what to do about first aid treatment.

c Fire procedures and precautions - this section covers fire precautions to be taken during site activities. It includes:-

- 1 Procedure for raising alarm and location of alarm points
- 2 The location of fire exits
- 3 The fire assembly muster points
- 4 The person to whom the employee must report
- 5 The use of extinguishers
- 6 The Code of Practice 'Fire Prevention on Construction Sites'

d The employee is introduced to the most important legislation that applies to the company:-

- 1 The Health and Safety at Work Act 1974
- 2 The Management of Health and Safety at Work Regulations 1999
- 3 The Control of Substances Hazardous to Health Regulations 2002
- 4 The Manual Handling Regulations 1992
- 5 The Construction (Design and Management) Regulations 2015
- 6 The Work at Heights Regulation 2005

e Safety Procedures are explained:

- 1 Personal Protective Equipment

As applicable to specific jobs and activities.

- 2 Safe Manual Handling of Loads

This training generally follows the procedures laid down in the Manual Handling Operations Regulations 1992

- 3 Permits to Work.

As applicable to specific jobs and activities.

f Identification of further training needs and progress review timetable

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ADDITIONAL PROCEDURES FOR NEW EMPLOYEES UNDER 18 YEARS OF AGE

a) Consideration of the work to be carried out, and the young employee's capability will cover the following points:

- Their inexperience, lack of awareness of risks, and immaturity
- The place of work
- Work equipment and how it is to be used
- The extent of health & safety training to be provided
- Any specific risks to their health & safety
- Exposure to physical, biological and chemical agents.

b) Young employees will be prohibited from involvement in activities which:

- Are beyond their physical or psychological capacity
- Involve harmful exposure to agents which are toxic, can cause cancer or heritable damage or chronically affect human health
- Involve harmful exposure to radiation
- Involve risk from extreme heat or cold, noise or vibration.

These prohibitions will not apply where it is necessary to form part of a structured training programme towards attainment of NVQ, SVQ, GNVQ or an equivalent qualification, or where they will be supervised by a competent person, or where risks have been reduced to the lowest level reasonably practicable.

SITE INDUCTION

All employees will attend a site induction prior to commencing work on site. This will include details of welfare facilities, fire assembly point, Risk Assessments and Method Statements for work to be undertaken, Site Rules, site security, contractor parking, identity of First Aiders and First Aid box and environmental issues. All inducted employees will be required to sign to say they have received and understood the induction. This record will be kept on site until the end of the project where it will be moved to the head office.

12.0 YOUNG PERSONS

Under health and safety law, every employer must ensure, so far as reasonably practicable, the health and safety of all their employees, irrespective of age. As part of this, there are certain considerations that need to be made for young people.

If employing a young person for the first time, or employing one with particular needs, an employer will need to produce a specific risk assessment, taking into account the factors for young people before they start. This should be straightforward in a low-risk business, for example an office with everyday risks that will mostly be familiar to the young person.

For work in higher-risk environments, eg construction, agriculture or manufacturing or work involving exposure to toxic substances or extreme temperatures, the risks are likely to be greater and will need more careful attention to ensure they are properly controlled. If a workplace contains these hazards, employers should already have control measures in place.

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:

- lack of experience
- being unaware of existing or potential risks and/or
- lack of maturity

An employer must consider:

- the layout of the workplace
- the physical, biological and chemical agents they will be exposed to
- how they will handle work equipment
- how the work and processes are organised
- the extent of health and safety training needed
- risks from particular agents, processes and work

Employers need to consider whether the work the young person will do:

- is **beyond** their physical or psychological capacity

This doesn't have to be complicated, it could be as simple as checking a young person is capable of safely lifting weights and of remembering and following instructions.

- involves harmful exposure to substances that are toxic, can cause cancer, can damage or harm an unborn child, or can chronically affect human health in any other way
- Be aware of substances a young person might come into contact with in their work, consider exposure levels and ensure legal limits are met.
- involves **harmful** exposure to radiation

Ensure a young person's exposure to radiation is restricted and does not exceed the allowed dose limit.

- involves risk of accidents **that cannot reasonably be recognised or avoided** by young people due to their insufficient attention to safety or lack of experience or training

A young person might be unfamiliar with 'obvious' risks. An employer should consider the need for tailored training/closer supervision.

- has a risk to health from **extreme** cold, heat, noise or vibration

In most cases, young people will not be at any greater risk than adults and for workplaces that include these hazards it is likely there will already be control measures in place.

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A young person, who is not a child, can carry out work involving these risks if:

- the work is necessary for their training
- the work is properly supervised by a competent person
- the risks are reduced to the lowest level, so far as reasonably practicable.

Providing supervision for young workers and monitoring their progress will help employers identify where additional adjustments may be needed.

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13.0 WORKING ON OCCUPIED PREMISES

Whenever TLG Gutters is engaged to carry out any work on occupied premises, then the following rules and procedures apply:-

A responsible person will be appointed to liaise with tenants and co-ordinate all health and safety matters whilst working on occupied premises.

All employees of TLG Gutters will adhere to all Client's rules, specified safe working systems etc. which are applicable to their operations, and, wherever necessary, any method statements, assessments or safe systems of work which relate to any activity to which the Company has control will be provided by the Site Manager .

Whenever induction training is required, then all employees engaged in the operation will be instructed to attend.

Whenever practicable, all operations carried out by this Company will be securely isolated by barriers and appropriate warning signs will be displayed. Access/egress points will be maintained in a safe condition.

Unless previously arranged TLG Gutters will expect Clients to liaise with their managers regarding works or hazards they may encounter and also advise of any fire evacuation or other emergency procedures which may be applicable.

This Company will co-ordinate with managers when arranging for traffic management (both vehicular and pedestrian) as appropriate.

14.0 THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

The CDM Regulations place responsibility for managing the health and safety of a construction project on three main duty holders.

The client has overall responsibility for the successful management of the project and is supported by the **principal designer** and **principal contractor** in different phases of the project. For the successful delivery of a project, good working relationships between the duty holders are essential from the start.

The client ensures that the construction project is set up so that it is carried out from start to finish in a way that adequately controls the risks to the health and safety of those who may be affected.

The principal designer manages health and safety in the pre-construction phase of a project. The role extends to the construction phase through the principal designer's duties to liaise with the principal contractor and ongoing design work

The principal contractor manages the construction phase of a project. This involves liaising with the client and principal designer throughout the project, including during the pre-construction phase.

Depending upon the nature of the project, the principal designer and principal contractor may be supported by designers, contractors and workers.

There are three important phases of a project: before, during and after construction or building work. This guide refers to them as:

- the pre-construction phase: the inception, design and planning stage of a project (before the construction or building work starts), although it is acknowledged design and planning continues into and through the construction phase
- the construction phase: the start-to-finish stage of the construction or building work
- the post-construction phase: the practical completion of the construction or building work, including handover.

Summary of Duties

Clients

Must make suitable arrangements for managing a project. This includes making sure that:

- other duty holders are appointed
- sufficient time and resources are allocated
- notify the project to the enforcing authority where required
- Clients must also make sure that:
 - relevant information is prepared and provided to other Duty Holders
 - the Principal Designer and Principal Contractor carry out their duties
 - welfare facilities are provided.
- agree the structure and content of the Health & Safety File with the Principal Designer and ensure it is handed over at the end of the project.

Domestic Clients

Domestic Clients are in scope of CDM 2015, but their duties as a client are normally transferred to: the Contractor, on a single contractor project, or the Principal Contractor, on a project involving more than one contractor

However, the Domestic Client can choose to have a written agreement with the Principal Designer to carry out the Client duties.

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Principal Designers

Plan, manage, monitor and co-ordinate health and safety in the preconstruction phase of a project. This includes:

- identifying, eliminating or controlling foreseeable risks
- ensuring Designers carry out their duties.
- Prepare and provide relevant information to other duty holders
- Liaise with the Principal Contractor to help in the planning, management, monitoring and co-ordination of the construction phase.
- Prepare and develop the Health & Safety File

Designers

When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:

- construction
- the maintenance and use of a building once it is built.
- Provide information to other members of the project team to help them fulfil their duties.

Principal Contractors

Plan, manage, monitor and co-ordinate the construction phase of a project. This includes:

- liaising with the Client and Principal Designer
- preparing the Construction Phase Plan
- organising co-operation between Contractors and co-ordinating their work.
- Ensure that:
- suitable site inductions are provided
- reasonable steps are taken to prevent unauthorised access
- workers are consulted and engaged in securing their health and safety

Contractors

Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.

For projects involving more than one Contractor, they must co-ordinate their activities with others in the project team, in particular, comply with directions given to them by the Principal Designer or Principal Contractor.

For single-contractor projects, they must prepare a Construction Phase Plan.

Workers

They must:

- be consulted about matters which affect their health, safety and welfare
- take care of their own health and safety and that of others who may be affected by their actions
- report anything they see which is likely to endanger either their own or others' health and safety
- co-operate with their employer, fellow workers, contractors and other duty holders.

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The company recognises and will undertake to comply with its duties as 'Principal Contractor' or 'Contractor' as applicable.

Guidance

Construction (Design and Management) Regulations 2015

Guidance for CDM Regulations 2015

Health and Safety in Construction HSG150 (and other HSG Guidance publications)

Managing Health and Safety in Construction L144

Website: www.hse.gov.uk

15.0 RISK ASSESSMENTS

a) REGULATIONS

The Management of Health and Safety Regulations 1999

The Manual Handling Operations Regulations 1992

The Personal Protective Equipment Regulations 2002

Other Regulations are also referred to in other sections of the Policy

b) PLANNING PROCEDURES

Regulation 3 of the Management of Health and Safety Regulations 1999 is the key Regulation that states the requirement of all employers to assess the risks to workers and others who may be affected by a company's activities.

Significant findings of risk assessments can be recorded in whatever manner is applicable. No specific form is required by the HSE, provided that the information is recoverable and readable.

Risk assessments can be carried out on a single specific task, or on a job as a whole, if the job is not too big. The Contract Manager will ensure that all work is tendered for or negotiated in accordance with the relevant legislation.

c) SUPERVISION

The Site Manager will ensure that the procedures identified in any Risk Assessments / Method Statements are followed by operatives at all times.

d) SAFE SYSTEMS OF WORK

The systematic general examination of work activities, identification of hazards and the development and compliance with Safe Systems of Work to eliminate those hazards is the key to preventing accidents, injury and damage.

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16.0 WELFARE AND FIRST AID

a) REGULATIONS:

The Construction (Design and Management) Regulations 2015
The Health and Safety (First Aid) Regulations 1981

b) WELFARE

When this Company undertakes the role of Principal Contractor, the Contract Manager will ensure that all necessary welfare facilities are provided as laid down by The Construction (Design and Management) Regulations 2015. These include an adequate number of toilets for employees on site, washing facilities, drinking water, heating, changing room and lockers and rest room as a minimum. In some cases it may be possible to have an agreement with the client to use the existing facilities on site. Arrangements should be in place for the facilities to be cleaned and maintained regularly and they must be available from the first day of the project.

c) FIRST AID

The Health and Safety (First Aid) Regulations 1981 together with the Approved Code of Practice and Guidance Note specify the first aid equipment, facilities and personnel required, depending on the type of work and numbers of personnel affected at each site. The Contract Manager will ensure that all first aid facilities are provided and that they are maintained to the required standards. The location of the first aid facilities and the names of qualified First Aiders or Appointed Persons must be known by all site operatives.

d) PLANNING PROCEDURES

All work will be tendered or negotiated taking into account the requirements of the above regulations.

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17.0 ACCIDENT, INCIDENT AND ILL HEALTH REPORTING

All accidents which cause any injury and all near miss incidents must be reported to the Proprietor and recorded via the accident book B1510.

Some injuries and incidents (whether or not they cause injury) have to be reported to the Health and Safety Executive as soon as possible. A telephone service is available for reporting fatal and major injuries **ONLY** - call the Incident Contact Centre on 0345 300 9928 (opening hours Monday to Friday 8.30 am to 5 pm). Other incidents and accidents must be reported by completing the relevant form online at www.hse.gov.uk/riddor It is an offence not to report these. (Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013). Reportable injuries and incidents include fatality; specified injury (skull fracture, most broken bones, amputation, penetration injury to the eye, electric shock); hospitalisation for 24 hours; and **off work for seven days or more** through industrial injury.

If a medical certificate or other written diagnosis from a doctor has been received in respect of an employee who is absent from work and the disease is diagnosed as one of those listed in the Reporting of Injuries Diseases and Dangerous Occurrences Regulations then the Company Safety Adviser must be contacted for advice. A form F2508A must then be completed online at www.hse.gov.uk/riddor.

The Contracts Manager is expected to be the responsible person to take initial charge of any situation in which RIDDOR would apply. He will ensure initially that no other person becomes endangered, ensure that First Aid is provided, the emergency services are summoned (if required) and that the Proprietor is informed. The Proprietor must then ensure that notification is made to the HSE by completing the relevant online form.

If it is suspected that an incident may be reportable under RIDDOR then the Company Health & Safety Adviser must be contacted for advice. In the case of fatality, serious injury or a dangerous occurrence the HSE should be notified by the quickest practicable means. All notifiable injuries or dangerous occurrences must then be advised to the HSE by completing the relevant form online within 15 days.

In the case of an employee of another Company being killed or injured the reporting duty is placed on his/her employer. However, in order to ensure that this Company has fully complied with legal requirements, the Proprietor will notify the HSE as for all other accidents.

18.0 LEPTOSPIROSIS

Two types of Leptospirosis infection can affect workers in the UK, Weil's Disease and the Hardjo form of Leptospirosis.

Weil's Disease is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats. The Hardjo form of leptospirosis is transmitted from cattle to humans.

Anyone who is exposed to rats, rat or cattle urine or to foetal fluids from cattle is at risk. Ground workers, farmers and others who work with or come into contact with infected urine or contaminated water during the course of their work are at risk.

Symptoms for both diseases start with a flu-like illness with severe headache and sometimes vomiting and muscle pain. The bacteria can enter the body through cuts and scratches.

Washing cuts and grazes immediately, covering all cuts with waterproof plasters and wearing the correct protective clothing can help prevent the infection entering the body.

Leptospirosis is a reportable disease under RIDDOR. Anyone suspected of contracting Weil's disease or Leptospirosis should report it to their doctor immediately.

All employees at risk will be issued with the 'Leptospirosis are you at risk' card to carry, which should be shown to their doctor in the event of suspected disease.

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19.0 SHARPS – Safe Working Practices

In today's society sharps (razor blades, needles, syringes and other sharp hazardous objects) can be encountered in the environment that we live in and commonly whilst on a worksite as they are seen as an ideal dumping ground for such wastes. The discovery of sharps poses a potential risk to both human health and to the environment.

It is important to note that sharps are disposed of in accordance with the Special Waste Regulations 1996 as they are classed as clinical waste.

This procedure covers the safe disposal of sharps found on worksites or at depots and is applicable to all of our company activities.

The Local Authority, person or company responsible for the removal of sharps will vary between work sites but the actions to be taken upon the discovery of sharps are detailed below and must be followed specifically.

REMOVAL OF SHARPS FROM SITES

Upon the discovery of sharps on any worksite or depots the Contract Manager or Site Manager must be immediately advised. They will then make arrangements for the removal of the sharps from the worksite. Where the sharps are obstructing the actual work site work must stop until they have been removed. The Contract Manager/Site Manager must ensure that the Local Authority or an appropriate, approved and competent sub-contractor is sought and contacted. Arrangements will then be made for the sharps to be removed from site as soon as possible. The Local Authority or sub-contractor will be responsible for arranging for the disposal of the sharps as clinical waste. Prior to the commencement of work, the Site Manager must ensure that all site employees have been briefed on the requirements of this procedure during site induction.

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20.0 PERSONAL PROTECTIVE EQUIPMENT

a) REGULATIONS

Personal Protective Equipment Regulations 2002

The Construction (Design and Management) Regulations 2015

b) GENERAL

TLG Gutters will make safety and protective clothing and equipment available to all its operatives as necessary. It is the responsibility of individual sub-contractors to provide safety and protective clothing to their employees. TLG Gutters will not provide safety footwear or clothing to visitors and it is expected that visitors shall adhere to this rule and dress accordingly.

It is the duty of all Company personnel to ensure at all times that:

- 1) Protective clothing and equipment is always used when appropriate
- 2) Close attention is paid to warning signs displayed on site relating to protective clothing.
- 3) The protective clothing and equipment provided by the company is available for use at all times.
- 4) Any losses or defects are immediately reported.

c) SAFETY HELMETS

Safety helmets must be worn by all persons who may receive head injury through the nature of their work.

The Company provides head protection to all employees who may be at risk and enforces the wearing of same on building / construction sites where there is any foreseeable risk of head injury.

d) EYE PROTECTION

Eye protection is provided and must be worn commensurate with the risks involved in any of the company's activities.

The highest risk of eye injury during normal company activities is impact from flying objects. Eye protection to BS2092-1 (EN 166B) is provided and must be worn at all times when using drilling, grinding or sawing equipment, or when using a hammer with a cold chisel or masonry pin clips.

e) EAR PROTECTION

Ear defenders must be worn at all times when warning signs are displayed or when hand tools such as abrasive wheels, impact drills or wood saws are being operated - see section - NOISE & VIBRATION

f) SAFETY FOOTWEAR

Steel toe-capped safety footwear must be worn at all times on all building / construction sites where there may be a hazard. It is recognised however that in domestic and public premises where there is no foreseeable risk of foot injury that clients may prefer that softer footwear, such as trainers, be worn.

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g) RESPIRATORY PROTECTION

Appropriate respiratory protective equipment must be worn when working in any environment with a high concentration of airborne particles, this includes lofts and roof spaces where insulation materials have been used and when operating drilling, sawing or grinding equipment in any confined spaces.

h) HAND PROTECTION

Suitable gloves or other hand protection must be worn when specified as a result of the assessment of the risks of handling any substances or carrying out any specified activities such as working in or in close proximity to insulating materials.

i) SAFE SYSTEM OF WORK

All employees have a legal duty to use the protective equipment provided.

Disciplinary action will be taken against any employee not using protective equipment when required to do so.

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21.0 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

a) REGULATIONS

A number of Regulations impose requirements for the safe handling and use of substances which are a risk to health.

The Control of Substances Hazardous to Health Regulations 2002

The Control of Asbestos Regulations 2012

The Control of Lead at Work Regulations 2002

The Personal Protective Equipment Regulations 2002

A wide range of Guidance Notes and advisory literature is available on the precautions required with various substances and all recommendations will be applied as required.

EH40 "Workplace Exposure Limits" (This is updated annually)

EH44 "Dust: General Principles of Protection"

HS(G)53 "Respiratory Protective Equipment: a Practical Guide for Users"

Other Regulations, Codes of Practice, Guidance Notes etc. may be applicable. Information on the requirements of the Regulations and advice on the precautions required to handle, use or dispose of any hazardous substance is available from the Company Safety Adviser as required.

b) PLANNING PROCEDURES

All work will be tendered for or negotiated taking into account the above standards.

The Site Manager will ensure that before work starts on site, information is obtained on any material or substance to be used and that an assessment of the risks in the use of that material or substance is made.

If possible, arrangements should be made for an alternative, less hazardous material to be specified.

The Site Manager will ensure that the results of any such assessment are provided to site together with any necessary control measures or personal protective equipment necessary.

The Contract Manager will ensure that all necessary health surveillance measures are planned before work starts for the protection and health of persons who may be exposed to materials or substances hazardous to health.

c) SUPERVISION

Operatives must be trained to look out for warning signs, e.g. harmful, irritant, corrosive, toxic, etc. on container labels and data sheets and to be aware of any substances controlled by these regulations which may be used on their site.

The Site Manager will ensure that operatives are adequately trained in the handling and use of any material or substance hazardous to health and that all procedures planned to handle or use any hazardous substances are carried out fully and that any protective clothing, equipment or hygiene measures are provided and maintained as required.

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Any necessary air sampling, medical examinations, testing, etc. will be carried out as required and records will be kept on site.

All measures necessary to protect other workers and members of the public from any substance hazardous to health will be provided and maintained

d) SAFE SYSTEMS OF WORK

Almost all chemical materials are potentially dangerous. The following general precautions apply to the handling, transporting and use of all substances.

Chemical products must never be allowed to come into contact with eyes. Contact with skin and mucous membrane must also be avoided. Wear protective equipment and clothing supplied. Always observe good hygiene practice.

Do not swallow materials or use in areas where food and drink is being consumed. Do not smoke when substances are being used.

Inhalation of chemical vapours and dust must be avoided. Suitable respiratory protection should be provided and used when appropriate.

Isocyanates (toxic fumes) may be encountered when using twin pack paints, concrete repair materials and polyurethane insulation foam. Suitable protection and respiratory equipment must be used by operatives where isocyanates may be present.

Facilities for washing and cleaning skin must be made available with any necessary cleaners and barrier creams used.

Store all products in dry ventilated areas away from extremes of temperature.

Clean all spillages instantly and dispose of waste and used containers properly.

Except for transport in closed containers, materials should only be handled by authorised personnel.

Ensure that the correct equipment for handling the product is available.

If any person handling the material shows symptoms which may have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.

Read the COSHH assessment, data sheet, container labels before using any product.

22.0 ASBESTOS

REGULATIONS

Control of Asbestos Regulations 2012

The Construction (Design and Management) Regulations 2015

Reference: Task Sheet A0 Asbestos Essentials Advice on non-licensed work with Asbestos

Asbestos was used extensively in construction and building maintenance during the 1940s-1990s for its insulation and fire-proofing properties. The use of asbestos has been banned since 1999. It may be found in any building built or refurbished before 2000. It can be found in floors, walls, ceilings and roofs, as boards, tiles or textured or sprayed coatings. It can also be present as lagging on pipes or in items such as fire blankets and oven gloves. Asbestos can also be found in contaminated soils.

Asbestos fibres can cause serious diseases and cancer. There are four main diseases caused by asbestos:

- mesothelioma
- lung cancer
- asbestosis
- diffuse pleural thickening.

The Control of Asbestos Regulations (2012) contains an explicit duty to assess and manage the risks from the presence of asbestos. The requirements are placed on duty holders i.e. Client, Tenant, owner of building etc., who should:-

- Take reasonable steps to determine the location of materials likely to contain asbestos
- Presume materials to contain asbestos, unless there are good reasons not to do so
- Make and maintain a written record of the location of the asbestos and presumed asbestos materials
- Assess and monitor the condition of asbestos and presumed asbestos materials
- Assess the risk of exposure from the asbestos and presumed asbestos materials and prepare a written plan of the actions and measures necessary to manage the risk (ie the "management plan")
- Take steps to see that the action above are carried out.

Asbestos Surveys

There are two types of survey, Management Surveys and Refurbishment and Demolition Surveys and these should be undertaken by a competent person.

Management Surveys are a standard survey carried out for the continued management of asbestos in premises. The purpose is to locate the presence and extent of any suspect ACM's (Asbestos Containing Materials) and assess their condition. All areas should be accessed and inspected as far as is reasonably practicable and any areas not accessed must be presumed to contain asbestos and clearly stated in the survey report.

Refurbishment and Demolition Surveys are used to locate and describe all ACM's in the area where refurbishment work will take place or in the whole building if demolition is planned. The survey will involve destructive and intrusive inspection as necessary to gain access to all locations, including those that are difficult to reach. The survey is primarily designed to identify ACM's so that they can be removed in preparation for refurbishment or demolition.

Where appropriate the Contract Manager is responsible for obtaining a copy of the survey from the Client.

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Work With Asbestos Containing Materials:

All employees who may come into contact with ACMs will receive Asbestos Awareness training on an annual basis.

If you suspect that the area where you are working contains asbestos, including hidden materials or dust, you should stop work immediately and inform the Site Manager. The Site Manager or Contract Manager will arrange for samples to be taken and, if asbestos is identified, appropriate action will be taken.

Changes to legislation relating to asbestos removal work now give three choices:-

- Notifiable Licensed Asbestos Removal – which is notifiable to the HSE with 14 days notice (no change to previous legislation).
- Notifiable Non Licensed Work (NNLW) – Friable asbestos or asbestos likely to become friable during the work
- Non-notifiable Non-licensed Work with Asbestos – Non Friable and covered in a Task Sheet in HSG210

Notifiable non-licensed work will normally include short duration maintenance and removal work with asbestos insulation, removal of textured decorative coatings where the material is destroyed eg. by scraping it off, and short duration removal of AIB as part of refurbishment. This work is subject to three requirements:-

- The work must be notified to the HSE
- A written record must be kept
- Persons removing asbestos must have a medical examination

Non-notifiable non-licensed work will include short duration 'maintenance' work involving AIB which is in good condition will not normally need to be notified.

REMEMBER: these diseases will not affect you immediately but later on in life, so there is a need for you to protect yourself now to prevent you contracting an asbestos-related disease in the future.

23.0 NOISE AND VIBRATION

a) REGULATIONS

The Control of Noise at Work Regulations 2005

The Control of Pollution Act 1974

The Control of Vibration at Work Regulations 2005

The Environmental Protection Act 1990

The Personal Protective Equipment Regulations 2002

The Provision and Use of Work Equipment Regulations 1998

Numerous Guidance Notes and British Standards are available including:

INDG363 Noise at Work

HSG 88 Hand-arm vibration

HSG 170 Vibration solutions, practical ways to reduce the risk of hand-arm vibration.

Excessive noise can cause permanent damage to the hearing of those exposed to it, is a source of annoyance and disruption, and may directly or indirectly increase the risk of accidents. There is a statutory duty to control noise and protect employees and others from its effects and TLG Gutters will take all practicable steps to reduce and control it as detailed below:

The Company will wherever possible provide quieter or noise suppressed equipment. This will include ensuring that efficient exhausts and/or silencers are fitted to all appropriate plant and equipment and the use of mufflers, enclosures, and effective siting of equipment such as pumps, compressors and generators etc.

In the event of equipment being provided with inadequate noise control measures, broken silencers, etc. the Site Manager is to report the situation to the Contract Manager for immediate remedial action.

The Control of Noise at Work Regulations 2005 introduced in April 2006 has introduced lower noise exposure levels and replaced first and second action levels with lower and upper exposure action values and introduced 'exposure limit values'. The regulations also allow personal exposure to be measured over a weekly rather than 8 hour period where noise levels vary widely and also give employees the right to hearing checks where a noise assessment indicates that their hearing may be at risk.

Two 'types' of noise may damage the hearing of people exposed to it;

- a) the every day noise that is experienced for example on construction sites which can be averaged over an eight hour (or weekly) period – this is known as the 'daily' (or weekly) personal noise exposure.
- b) sudden sharp bursts of loud noise, arising for example from piling, press operations or the use of some hand tools like cartridge tools. This is known as 'peak sound pressure'.

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Action and Exposure Limit Values

Lower Exposure Action Value: Reached when a daily or weekly personal exposure reaches 80 dB(A) or a peak sound pressure of 135 dB(C) occurs

Upper Exposure Action Value: Reached when a daily or weekly personal exposure reaches 85 dB(A) or a peak sound pressure of 137 dB(C) occurs

Exposure Limit Value: Is the maximum level of noise to which anyone at work may be exposed and is set at 87 dB(A) or when a peak sound pressure of 140 dB(C) occurs.

When applying the Exposure Limit Value employers may take account of any hearing protection being worn – it is the level of noise actually entering the ear.

If employees are likely to be exposed to noise **at or above the lower exposure action value** the Proprietor will ensure that a suitable and sufficient risk assessment is carried out to identify the measures necessary to control the level of noise at work.

The risk assessment should include observing work practices, referring to information from clients and tool and equipment manufacturers and only if necessary, arranging for noise levels to be measured.

If employees are likely to be exposed to noise **at or above the upper exposure action value or the exposure limit value** the risk assessment must include consideration of the type of noise and its duration, the effect the noise may have on the employees exposed to it, control measures to eliminate or reduce the noise, the possibility of warning alarms or other audible systems not being heard and the availability of suitable personal hearing protection.

If employees are exposed to noise **at or above the exposure limit value** the exposure must immediately be reduced, the reason for the exposure limit value being exceeded must be identified, and measures taken to prevent the exposure reoccurring.

If employees are exposed to noise **above the lower exposure action value but below the upper exposure action value** TLG Gutters will make personal hearing protection available to employees and encourage its use. When noise levels reach or exceed **the upper exposure action value** it is a statutory requirement that employees wear the protection provided and it is the responsibility of the Site Manager to ensure compliance.

Where the upper exposure action value is likely to be exceeded an ear protection zone will be created. The area will be identified and demarcated and appropriate warning notices will be prominently displayed.

All personnel entering such a zone, even for short duration visits, must wear suitable hearing protection.

Supervisors and employees will probably know when the noise levels are too high, but as a rough guide if you find it necessary to raise your voice to be heard when only 2 metres apart, then the noise level is above 85 dB(A) and protection should be worn. If you have to raise your voice to be heard when only one metre apart, then the noise level is above 87 dB(A) and protection must be provided by the company and must be worn by the employee.

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Vibration:

Exposure to excessive vibration in the workplace presents a risk to affected personnel and may lead to irreparable injury. Regulations require that employers make provisions to protect their employees from levels of vibration that could pose a risk to their health. It is the policy of this company to comply with the Control of Vibration at Work Regulations 2005, insofar as they affect our own employees and others affected by our work.

A competent person will be appointed to ascertain the nature and magnitude of vibration from equipment we use. If deemed necessary, further measurement will be carried out to assess vibration to which employees are exposed.

If a risk from exposure to vibration is identified, the company will;

- Reduce exposure to a minimum
- Provide information and training to all those affected
- Assess exposure levels
- Carry out a program of measures to reduce exposure and provide appropriate health surveillance when exposure reaches the exposure action value
- Keep exposure below the exposure limit value

Records of usage of specific tools will be recorded to aid assessment of the risks. New and replacement tools will be selected with as low a vibration as possible.

Exposure to excessive vibration can have the following consequences:

- Painful Finger blanching attacks (triggered by cold or wet conditions);
- Loss of senses of touch and temperature;
- Numbness and tingling;
- Loss of grip strength;
- Loss of manual dexterity.

In addition to work, leisure activities may be affected. People may:

- Need to avoid further exposure to vibration, or cold and wet conditions
- Have difficulty handling tools and materials and with tasks requiring fine finger manipulation.

Each piece of vibrating equipment will state in the manufactures instructions the exposure action and limit values, both are listed below;

Action and Exposure Limit Values

Exposure Action Value: The exposure action value (EAV) is a daily amount of vibration exposure above which employers are required to take action to control exposure. The greater the exposure level, the greater the risk and the more action employers will need to take to reduce the risk. For hand-arm vibration the EAV is a daily exposure of 2.5 m/s² A(8).

Exposure Limit Value: The exposure limit value (ELV) is the maximum amount of vibration an employee may be exposed to on any single day. For hand-arm vibration the ELV is a daily exposure of 5 m/s² A(8). It represents a high risk above which employees should not be exposed.

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The company will ensure that an assessment is carried out to ensure no employees are exposed to a level of vibration likely to cause a risk to their health. All control measures used to reduce the risks will be enforced by the Site Manager.

24.0 FIRE AND EMERGENCY ARRANGEMENTS

The Regulatory Reform (Fire Safety) Order 2005 and the Joint Code of Practice on the Prevention from Fire on Construction Sites and Buildings undergoing Renovation 9th Edition 2015, requires employers to ensure that adequate provisions are provided for the protection of persons from a fire risk.

OFFICE ACCOMMODATION

Adequate resources will be made available to enable fire protection measures to be provided for all work activities. A fire risk assessment will be carried out for the office accommodation by a competent person and regular fire drills and emergency light testing will be organised and recorded in the Fire Log book. All fire exit routes will be kept clear at all times and fire alarm systems maintained and serviced in accordance with manufacturer's instructions. A Fire Plan showing the fire assembly point will be displayed on the office notice board and suitable fire extinguishers will be provided and serviced every 12 months. Fire Marshall training will be provided on an ongoing basis.

ARRANGEMENTS FOR SITE

For sites, a site specific fire risk assessment will be carried out after carrying out a fire risk assessment checklist. The fire risk assessment will then be reviewed monthly on new builds and 6 monthly on refurbishments. A specific site fire plan will then be developed from the findings.

Fire Marshall training will be provided for at least one person on site and suitable and sufficient fire extinguishers will be provided and serviced annually.

There will be a weekly site checklist which will cover all aspects of fire safety, which will be carried out by an appointed competent person and recorded in the fire log book. Site Induction will include the location of the fire assembly point and the means of raising the fire alarm. This could be a mobile call point, a klaxon or verbal word of mouth. All fire exit routes will be kept clear at all times

For high risk activities a hot works permit will be issued and recorded.

HSG 168 Fire Safety in construction will be consulted prior to new projects starting and a copy will be available on site (electronic).

In the event of an emergency, the responsible person will ensure all workers make their way to the assembly point without hesitation. The emergency services will be called to the site as soon as possible. The responsible person will check that all workers are accounted for and that no one returns to the site.

25.0 MANUAL HANDLING

Regulations

Manual Handling Operations Regulation 1992
Personal Protective Equipment Regulations 2002
Provision and Use of Work Equipment 1998
Management of Health and Safety at Work Regulations 1999

All operatives and supervisory staff involved in manual handling operations will receive training on manual handling and lifting during induction into the Company. Regular refresher training will be undertaken and records of Manual Handling training will be kept.

The following control measures will apply to all lifting and manual handling operations:

Wherever possible use mechanical means to lift and transport items.
Where the use of mechanical aid is impracticable then sufficient persons must be available to lift the relevant load, taking into account the size, shape and weight of the load.
Consideration of the path and immediate environment e.g. floor conditions, lighting, access etc
Ensure items are lifted correctly with the back straight and using the legs to raise yourself if the load is low. Use a good grip with the feet apart to shoulder or hip width with one foot slightly in front of the other.
Avoid twisting, stooping or reaching to lift or deposit the load
Ensure that access areas are clean and clear and that the lighting is adequate
Keep the load as close to the body as possible

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26.0 WORKING AT HEIGHT

a) REGULATIONS

The Health and Safety at Work etc. Act 1974

The Construction (Design and Management) Regulations 2015

The Management of Health and Safety at Work Act 1999

The Provision and Use of Work Equipment Regulations 1998

The Personal Protective Equipment Regulations 2002

Work at Heights Regulations 2005

Numerous Guidance Notes and British Standards are available including:
BS EN 363

b) PLANNING PROCEDURES

The Site Manager shall, prior to a tender being submitted, ensure that a site survey is undertaken to assess the hazards involved in the proposed works, duration of works, access, fragile materials etc.

At tender or negotiation stage, the requirements of the above standards will be allowed for.

The Site Manager shall ensure that all operatives employed in working at heights are properly trained to enable them to recognise the dangers and know what steps to take to avoid them.

The Site Manager shall ensure that all safety equipment is provided commensurate with the hazards to be encountered during the proposed works.

The Site Manager shall ensure that all working at height is adequately supervised and monitored to ensure that the work progresses safely.

c) SUPERVISION

The Site Manager shall supervise the works and ensure that all hazards are positively identified and steps taken to eliminate all foreseeable risks:

1) Access and Landing Places

All ladders used for access to elevated work positions, working platforms or roofs must comply with the requirements of section 25 of this Policy.

2) Landing Places

All landing places must be of adequate dimensions and provided with guard-rails and toe boards

3) Openings, Corners, Breaks, Edges and Joisting in a Floor

Where persons are liable to fall a distance likely to cause injury, edge protection must be provided.

All holes in floors etc. must be similarly guarded or securely covered. The cover must be of suitable material, securely fixed and clearly marked 'Hole Below'

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Open joists through which a man could fall a distance likely to cause injury must be boarded over to provide safe access to a working place.

Guard rails, toe boards and covers may be removed to allow access to men and materials but must be replaced as soon as possible.

4) Crawling Ladders/Boards

Crawling ladders and crawling boards must be:

- of good construction, strong enough to enable the planned work to be carried out, and properly maintained.
- properly supported so as to provide a safe working platform
- securely fixed to the sloping part of the roof by means of a ridge hook placed over the ridge. Ridge hooks must not bear on ridge tiles or capping tiles.

Crawling boards are not required if strong roof battens afford a safe handhold or foothold

If the spacing of the battens is greater than 400mm and persons could fall through them, roof ladders or crawling boards must be used.

5) Safety Nets, Belts and Harnesses

Safety nets, belts and harnesses must be used where it is impractical to provide standard working platforms with guard rails and toe boards. Even when safety nets are installed every effort must be made to provide a working platform above the net.

In situations where pedestrians and traffic pass beneath the work area, a safety net used in combination with a fine mesh debris net will protect those below from falling objects and hold a man if he falls.

Where safety nets cannot be erected, safety belts or harnesses can be used instead as a last resort, providing that a risk assessment has been completed and the equipment is **always** worn and a safe anchorage is available.

Safety nets, sheets, belts and harnesses etc. must be properly maintained.

d) SAFE SYSTEMS OF WORK

Falls associated with working at heights account for more deaths and injuries in the construction industry than any other activity.

Following safe procedures and the provision and proper use of correct safety equipment, can prevent nearly all deaths resulting from falls from heights.

Operatives must not wilfully misuse anything provided in the interests of safety.

Operatives must use any work equipment or protective equipment in accordance with any instructions or training that has been given.

Operatives must report any defects in equipment or any other risks to health and safety that they become aware of.

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27.0 USE OF ACCESS EQUIPMENT – LADDERS and STEPLADDERS

a) REGULATIONS

Work at Heights Regulations 2005

The Provision and Use of Work Equipment Regulations 1998

The Construction (Design and Management) Regulations 2015

HSE Guidance Notes

b) PLANNING PROCEDURES

The Site Manager will arrange for the required access equipment to be provided when required, taking into account the standards above and the work to be carried out.

Training provided to all operatives will include the hazards and precautions relating to access equipment and its use.

c) SUPERVISION

Access equipment will be checked by the Site Manager before use to ensure that there are no defects and will be checked at least weekly whilst in use.

Where a defect is noticed or equipment is damaged, it will be taken out of use immediately.

Ladders will only be used for work of a short duration i.e. 20 minutes.

Ladders should never be painted.

Always set ladders at their most stable angle - a slope of four units up to each unit out from the base.

Ladders must be guarded against slipping, preferably by securing them at the top, or at the sides or foot. Note that a second person footing a ladder is acceptable only if the ladder extends to a height of less than 6 metres.

Ladders will not be used to provide access or a working platform if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands etc.)

Use a ladder stay or similar device to avoid placing ladders against a fragile surface (e.g. plastic guttering).

Methods of use which will result in damage to the ladder will not be permitted, e.g. securing ladder with scaffold clip, placing board on rung to form working platform or ramp etc.

Never place ladders where there is a danger from moving vehicles, overhead cranes or electricity lines.

Make sure that ladders have a firm and level footing, never use unsteady bases such as oil drums, boxes or planks. Do not support ladders on their rungs.

Extending ladders should only be used if they have an overlap of at least three rungs.

Ladders must not be secured by their rungs; lashings should be secured around the stiles.

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Over-reaching leads to over-balancing. Both thighs and hips must be kept between the stiles. The working position should be not less than 5 rungs from the top of the ladder.

Never slide down ladders, when climbing or descending a ladder grip the styles, not the rungs.

Proper storage must be provided for ladders, under cover where possible and with the ladder supported throughout its length.

Never walk on fragile roofing material such as asbestos cement sheets or glass. Beware particularly of over-painted glass.

Never climb a ladder or access a roof in high wind conditions.

Always ensure that tools and materials cannot fall from a ladder or roof.

d) SAFE SYSTEMS OF WORK

Safe working practices when using access equipment are essential to avoid accidents. The following safety checklists must be adhered too at all times:

- access equipment to be properly stored and inspected
- access equipment must be suited to purpose/use
- No damaged, loose or missing parts; rungs clean and free from mud or grease
- Sufficient persons to handle and place
- Set on firm level ground
- Ladders properly erected and secured
 - projecting at least 1.05 metre above landing place
 - have correct overlap on extension ladders
- Hands free method of raising tools/materials
- Never over-reach
- Wear suitable footwear

Access equipment will be removed to storage or made inaccessible by some means at the end of each working day to ensure that unauthorised access to scaffolds etc. by others, particularly children, is prevented.

Under no circumstances is a ladder constructed from timber nailed or screwed together to be used.

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28.0 SCAFFOLD and MOBILE ACCESS TOWERS

a) REGULATIONS

The Construction (Design and Management) Regulations 2015

The Lifting Operations and Lifting Equipment Regulations 1998

Work at Height Regulations 2005

The Health and Safety at Work etc. Act 1974

Numerous Guidance Notes and British Standards are available including:

NASC Guidance Note SG4:15:
Preventing Falls in Scaffolding and Falsework

A Guide to Practical Scaffolding (CITB Publication)

HSE Guidance Note GS 15 General Access Scaffold

HSE Guidance Note CIS10 (rev4) Tower Scaffolds

Standard BS-EN12811

NASC TG20:13 Technical Guidance Note on the use of BS-EN12811

b) PLANNING PROCEDURES

At tender or negotiation stage, the requirements of the above standards will be allowed for.

If a scaffold is to be erected on a public highway the Site Manager must contact the appropriate highway authority and obtain permission.

The Site Manager shall arrange for the required scaffolding to be provided taking into account the standards above and the work to be carried out.

The Site Manager shall ensure that any scaffolding Contractor employed to provide, erect, modify or dismantle scaffolding is experienced and competent.

c) SUPERVISION

The Site Manager shall ensure that warning notices are displayed on any partially complete scaffold, and that access is blocked.

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The Site Manager shall ensure that when the scaffold is complete a handover certificate is obtained from the scaffolding Contractor specifying:

- Scaffold is complete and complies with The Construction (Design and Management) Regulations 2015
- distributed loads permitted on working platform
- guarding of working platforms
- bracing and ties complete
- inspection required once per week or following exposure to adverse weather
- employer's responsibility for work people
- no tarpaulins to be fixed unless scaffold specifically designed
- no unauthorised modifications or alterations to be made.

The Site Manager shall ensure that where there is any danger of falling objects that brick guards are fitted. If there is no danger of falling objects intermediate guard-rails must be fitted to all working platforms.

INSPECTIONS

The Site Manager must ensure that no scaffold is used unless it has been inspected by a competent person:

- within the previous 7 days,
- after exposure to adverse weather conditions which may have affected its strength or stability,
- or after any substantial modification or alteration.

Findings must be recorded on Form F91, Part 1 Section A or other prescribed form.

If the contract will last more than 6 weeks records must be kept on site.

d) SAFE SYSTEMS OF WORK

Scaffolding must only be erected, altered and dismantled under the supervision of a competent person and by people with adequate experience.

Scaffolds must never be overloaded

Materials must not be stored on scaffolds unless use is intended in a reasonable time.

Materials must be evenly distributed, preferably near to standards

Platforms and gangways must be kept clean and free from rubbish or obstruction

Materials must never be thrown from a scaffold. Where possible mechanical hoists or rubbish chutes should be used.

Work must never be undertaken from platforms which are not fully boarded

Whenever scaffolds are left unattended unauthorised access must be prevented eg by removing all access ladders at ground level.

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MOBILE ACCESS TOWERS

There are many types of mobile access towers available and the manufacturer or supplier has a duty to provide an instruction manual which explains the erection sequence, including any bracing requirements. They should be erected following a safe method of work and should only be erected by trained and competent people. Access to the work platform must be from the inside of the tower by an appropriately designed built-in ladder. The work platform must be provided with suitable edge protection and toe boards with guard rails at least 950mm high.

Never use a tower:

- as a support for ladders, trestles of other access equipment
- in weather conditions which are likely to make it unstable
- with broken or missing parts
- with incompatible components

When moving a tower:

- reduce the height to a maximum of 4m
- check that there are no power lines or other obstructions overhead
- check the ground is firm, level and free from potholes
- push or pull using manual effort from the base only – never use powered vehicles
- never move it while there are people or materials on the tower
- never move it in windy conditions

Towers must be inspected:

- after assembly in any position
- after any event liable to have affected its stability
- at suitable intervals depending on frequency and conditions of use and at intervals not exceeding seven days
- Inspection reports must be kept at the site where the inspection was carried out until construction work is completed and thereafter kept at the office for three months.

When towers are used in public places, extra precautions are required:

- erect barriers at ground level to prevent people from walking into the tower or work area
- remove or board over access ladders to prevent unauthorised access if it is to remain in position unattended.

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29.0 USE OF ABRASIVE WHEELS

a) REGULATIONS

The following Regulations relate to the provision and use of abrasive wheel machines or portable tools:

The Personal Protective Equipment Regulations 2002

The Provision and Use of Work Equipment Regulations 1998

HSE Guidance Notes: HS(G) 17 Safety in the use of Abrasive Wheels
 HS(G)18 Portable grinding machines: control of dust
 PM 22 Training advice on the mounting of abrasive wheels

Other publications Federation of European Producers of Abrasive Wheels (FEPA):
 Safety Code

b) PLANNING PROCEDURES

The Site Manager will ensure that any abrasive wheel machines hired or owned by the Company will be provided and maintained in accordance with the Regulations and that sufficient operatives have been trained in accordance with the Abrasive Wheels Regulations in the mounting of abrasive wheels and discs on the type of machine to be used and that the names of the persons appointed are entered in the Register F2345.

c) SUPERVISION

The Site Manager will ensure that any operative required to change discs or wheels on abrasive wheel tools has been trained and appointed in accordance with the Regulations.

The Site Manager will ensure that suitable storage facilities are available for abrasive wheels and that sufficient quantities of suitable eye protection, dust masks, and other protective equipment is available and issued when required.

Any person required to use an abrasive wheel machine or tool will be given instructions in the precautions required by a person trained under the Regulations above

The Site Manager will ensure that any abrasive wheel machine or tools being used with any defects which could give rise to injury is taken out of use immediately.

d) SAFE SYSTEM OF WORK

The main hazards associated with the use of abrasive wheels are:

Bursting of the wheel or disc.
Injuries from flying particles.
Cuts to hands, legs etc.
Dust from certain types of materials.
Loose clothing tangled in discs.
Electric shock.
Noise.
Fire and explosion.

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30.0 WORKING WITH SERVICES

REGULATIONS

The Electricity at Work Regulations 1989

Gas Safety (Installation and Use) Regulations 1998

The Provision and Use of Work Equipment Regulations 1998

The Personal Protective Equipment Regulations 2002

The implementation of this policy requires the total co-operation of all employees. The Site Manager is responsible for implementing this policy.

Where any problem arises related to electricity or gas at work, employees must inform a responsible person immediately and the Company will take the necessary measures to investigate and remedy the situation.

RECORD KEEPING

Records should be kept of the following:-

Inspection and test results of the following (detailing date tested, name of tester, date of next test) plus details of any modifications or repairs made to:-

- a Fixed installations.
- b Portable and transportable appliances.

The Site Manager is responsible for keeping these records up to date.

ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS

The company will:

Ensure that electrical and gas installations and equipment are installed in accordance with the I. E. E. Regulations (17th Edition) and Gas Safety Regulations.

Only competent and trained persons will be allowed to work on gas and electrical equipment. Gas Engineers will be Gas Safe registered.

Ensure that the fixed installations are maintained in a safe condition by arranging routine safety testing.

Arrange to inspect and test portable and transportable equipment. This includes all office equipment, all power tools, soldering irons etc. All portable appliances, lead lamps and extension leads will be inspected every six months (except static office appliances which will be tested every twelve months).

Promote and implement a safe system of work for maintenance, inspection, installation or testing.

Forbid live working.

Where possible 110v appliances will be used on all sites. If it is necessary to use 240v equipment, then this equipment must be connected to the mains via a 30mA RCD unit. When using 110v equipment

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outdoors or in a workshop, factory or building site environment, the 240v-110v transformer must be connected to the supply via a fixed or portable 30mA RCD unit.

Exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) the company's health and safety arrangements.

Provide personal protective equipment if required, maintaining it in a good condition.

Maintain detailed records as above.

INFORMATION AND TRAINING

The Company will provide information, instruction and training for all employees to enable them to carry out their duties without putting their health and safety at risk. Only competent persons will be allowed to work on electrical and gas systems.

SAFE SYSTEMS OF WORK

Most people are aware of the health and safety hazards associated with electricity and gas. To avoid injury, or worse, it is essential to adopt the following precautions:-

- Report faults immediately. Do not use or continue to use faulty equipment.
- Do not carry out repairs, etc., or even fit plugs, unless you are authorised to do so.

PORTABLE AND TRANSPORTABLE EQUIPMENT

Personal use equipment and extension leads should be visually inspected before use.

Avoid using long extension leads whenever possible.

Never use long 240v extension leads, where necessary always use extension leads from the 110v supply.

Always fully uncoil extension leads before use.

Drills and other appliances must be returned to their cases at the end of each working day. Extension leads and lamps must be correctly coiled.

ELECTRICAL AND GAS INSTALLATIONS

Only approved and registered persons and contractors are authorised to carry out work on fixed electrical and gas systems.

SUMMARY POLICY STATEMENT

Electrical and gas accidents can have very serious consequences. To help prevent them, these rules must be followed:

Report faulty or damaged equipment, do not attempt to use it.

Never use electrical equipment in damp surroundings or where flammable vapours may be present, unless you know that it is suitable for that purpose.

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31.0 USE OF COMPANY VEHICLES & DRIVING AT WORK

All company vehicles must be used in compliance with the **Health and Safety at Work etc. Act 1974, Road Traffic legislation, the Highway Code** and the requirements of this policy.

1. Vehicles must be adequately maintained and serviced in accordance with the manufacturer's instructions.
2. Transportation of personnel, materials and equipment will be planned to ensure the vehicle and driver are capable and competent to perform the task.
3. COSHH assessments will be available for any hazardous substances to be transported.
4. Transport routes will be established and traffic rules adhered to.
5. Drivers, when carrying materials or loads, will ensure the loads are evenly distributed and adequately secured to prevent injury to passengers in the event of an accident.
6. Only authorised, suitably insured drivers, holding a current license for the type of vehicle to be driven, will be permitted to drive company vehicles.
7. Drivers will be issued with adequate information, instruction and training on any hazardous materials to be carried.
8. All accidents involving damage to vehicles, property or third parties must be reported immediately to the driver's supervisor.

Employee Responsibilities

While driving company vehicles, staff must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits when driving on company business. The following actions in company vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:

1. Drinking or under the influence of drugs while driving.
2. Driving while disqualified, or not correctly licensed.
3. Reckless or dangerous driving causing death or injury.
4. Failing to stop after a crash.
5. Any actions which warrant suspension of a licence.
- 6 Any modification, enhancement or tampering with company vehicles without permission.

Drivers of company vehicles must:

Ensure they hold a current driver licence for the class of vehicle you are driving.

Immediately notify their manager if their driving licence has been suspended or cancelled, or has had limitations place upon it

Be responsible and accountable for their actions when operating company vehicles

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Display the highest level of professional conduct when driving motor vehicles

Drive within the legal speed limits, including driving for the conditions

Wear a safety belt at all times.

Report vehicle defects to the Contract Manager before the next vehicle use.

Comply with traffic legislation when driving a company vehicle.

Regularly check the oil, radiator and battery levels, and tyre pressure of company vehicles they regularly use.

Report any near hits, crashes and scrapes to your manager, including those which do not result in injury.

Have an eyesight test if there is any reason to believe that their eyesight is less than the legally required standard.

Drive at a safe distance from other vehicles, allowing extra distance in rain or snow.

Avoid competitive driving.

Maintain good visibility; keeping lights and windows clean and clear.

Use lights early; taking particular care during twilight.

In addition it is required that all drivers:

take regular and adequate rest breaks.

Stop when tired.

Plan the journey, taking into consideration pre-journey work duties, the length of the trip and post-journey commitments.

Take a break of at least 10 minutes every two hours.

Guidance In the event of breakdown:

Pull up near a building, where help may be available, if it is possible to choose your stopping place.

Do not stay inside a vehicle that is disabled at the side of the road, unless you can be sure your vehicle cannot be hit by passing traffic.

Sit in the passenger seat if it is safe to remain in your vehicle, (gives the appearance you are accompanied).

Provide adequate warning to other drivers if your vehicle is incapacitated due to breakdown or accident.

Do not attempt minor repairs (wheel change etc.) unless the location allows it to be done in complete safety.

Do not hitch a lift if you are marooned in the middle of nowhere.

Be cautious of strangers offering help.

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If accepting a lift from a passing vehicle, leave a note of the registration number in your own locked vehicle.

Driving and personal safety:

Plan your route to avoid known dangerous areas.

When stopped, leave room to manoeuvre out of danger by leaving enough space ahead to see the tyres of the next vehicle touch the road.

Do not leave your vehicle to investigate if you have reason to believe you have been bumped intentionally.

Park your vehicle in well lit areas where you can see and be seen by others.

When getting in or out of your vehicle, be aware of what is going on around you.

When returning to your vehicle, have your keys ready and check front and rear seats.

Do avoid anyone who appears to be loitering near your vehicle. If necessary, call the police..

Instructions for mobile phone use:

The law states you must have proper control of your vehicle at all times. The penalties for persons apprehended for breaking the law by using a mobile phone whilst at the wheel are 6 points on your driving licence and a £200 fine. However, young drivers with less than 2 year's driving experience will face disqualification from driving.

Whilst driving, either:-

- (a) switch off your phone
- (b) use the message facility
- (c) let a passenger make or answer a call
- (d) obtain and use an ear piece/headset.
- (e) park in a safe place to make calls or receive messages
- (f) do not text whilst driving

Hands Free Mobile Phones:

- (a) It is safer not to use hands free equipment whilst driving.
- (b) Conversations using hands free equipment can distract your attention.
- (c) If you have to receive a call, say that you are driving, and keep the conversation brief and simple.
- (d) Park in a safe place to make calls or receive messages.

REMEMBER

1. Making or receiving calls, even with a hands free system, can distract your attention from driving and could lead to an accident.
2. When dialling a mobile number, please be aware that the person answering the call may be driving.
3. Responsibility for the safe control of a vehicle **always** rests with the driver.

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33.0 USE OF ROLL FORMING GUTTER MACHINE

a) REGULATIONS

The Management of Health and Safety at Work Regulations 1999

The Provision and Use of Work Equipment Regulations 1998

The Personal Protective Equipment Regulations 2002

b) PLANNING PROCEDURES

The Proprietor will ensure that operatives are properly and adequately trained in the handling and use of the proposed equipment.

c) SUPERVISION

The Site Manager shall ensure that the equipment is maintained and suitable for the task to be carried out.

d) TRAINING

All operatives will receive training on how to operate and maintain the machine on entry to the company and refresher training when necessary.

e) GUTTER MACHINE USE AND MAINTENANCE

Operatives will be trained on how to load a roll into the machine cradle using the bar provided and using no less than two operatives to lift the roll into place. All manufacturer's instructions must be followed and the machine must not be operated without covers and guarding in place.

Keep both the gutter machine and the surrounding work area clean and free of dust, dirt and debris. Routine cleaning of the entire gutter machine will help extend the life of all mechanical and electrical components of the gutter machine.

Every month, oil the following parts with #30 weight motor oil or equivalent:

- All sprockets and roller-chain
- All set-screw pressure adjustments
- Left guide-cranks and right hem-adjusters
- Blade, guides and other moving parts of the cut-off assembly

Every month, grease all gears with axle grease or equivalent. Bearings are self-lubricating, requiring no maintenance.

Cracks on the roller surface will generally scratch or mark painted coil stock. Eliminate this problem by rubbing out any marks on the roll forming surface with fine-grade emery cloth.

Dirty Rollers

Solvents, such as mineral spirits, may be used to remove paint, grease, and dirt from the rollers. Galvanized materials will leave a residue on the rollers that will mark painted stock. If changing from galvanized to painted material, clean the rollers with a galvanization remover. If the gutter machine sits idle for more than one month, the roll formers should be coated with wax to prevent accumulation of dirt and any corrosion of the roll forming surfaces.

34.0 WASTE MANAGEMENT

a) REGULATIONS

Environmental Protection Act 1990

Environment Act 1995

The Environmental Protection (Duty of Care) Regulations 1991

The Controlled Waste Regulations 1992

The Waste Management Licensing Regulations 1994

The Special Waste Regulations 1996

B) PLANNING PROCEDURES

All work will be tendered for or negotiated taking into account the requirements to comply with the above standards.

The Site Manager is responsible for ensuring that the Company holds a Waste Carriers License and is registered as a Waste Carrier.

If it is intended to use a carrier other than the Company to transport waste confirmation will be sought that the chosen Carrier is registered.

The Site Manager will ensure that before site work commences, that waste disposal systems have been provided and that all employees are aware of the systems in place.

If any Skips are to be sited on the roadway the Site Manager will obtain the necessary permit and will ensure that the necessary lighting and cones are provided.

C) THE BENEFIT OF GOOD WASTE MANAGEMENT PRACTICE:

Lower disposal costs e.g. reduced skip hire, landfill tax, and gate fees

Avoidance of waste transportation costs

Greater reuse / recycling of materials on site, saving on raw materials purchased

Lower levels of material wastage

D) GOOD PRACTICE ON SITE:

Order the amount of materials that are needed as accurately as possible;

Arrange for 'just in time' deliveries to reduce storage and material losses;

Consider the source of materials (Is the company certified with environmental standards? Quality materials and recycled materials may prove cheaper).

Consider the packaging used for materials delivered to the site -can this be reduced or recycled.

Ensure that deliveries are rejected if damaged or incomplete

Make sure storage areas are safe, secure and weatherproof (where required)

Store liquids away from drains, burns and in bunded areas to prevent pollution.

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E) SITE ACTIVITIES

Ensure options for the use of reclaimed and recycled construction materials are considered.
Recycle suitable spoil, demolition materials, prunings, and surplus construction material arising from the works on site to avoid the need to transport materials.
Keep the site tidy to reduce material losses and waste.

F) TRAINING AND AWARENESS

Good practice awareness will be promoted as part of health and safety induction / training for workers onsite.

G) WASTE SEGREGATION

Different types of waste will be segregated as they are generated using different skips where possible (given the space available). At a minimum there should be skips for wood, inert and mixed materials, although a skip for metals may generate some income. If there is a shortage of space and not enough room for multiple skips a licensed waste management company will be hired to deal with waste - they may be able to recover recyclable materials from mixed skips.

H) COMPLYING WITH LEGISLATION

Complete waste transfer notes before any waste leaves the site
Ensure all waste carriers have a valid waste carrier's registration certificate
Ensure all wastes are disposed of at a correctly licensed site
Complete notification for hazardous waste to SEPA (tel: 0800 389 5270)

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35.0 SITE TIDINESS

a) REGULATIONS

A number of Regulations deal with the need for workplaces and accesses to be kept clear of debris and other materials, particularly The Construction (Design and Management) Regulations 2015.

In addition to the statutory requirements a tidy site results in increased efficiency and better public relations. Therefore, tidiness is to receive priority on the Company sites.

b) PLANNING PROCEDURES

All work will be tendered for or negotiated taking into account the labour and plant requirements to comply with the above standards.

The Site Manager will ensure that before site work commences, access routes are planned, deliveries are programmed to ensure that excess materials are not stored on site, storage areas are defined, compounds are planned and sub-contractors are made aware of the Company requirements with regard to storage, cleaning up, tidiness, etc.

c) SUPERVISION

The Site Manager will ensure that all sub-contractors and operatives are made aware of the need to maintain the site in a tidy condition throughout the Contract.

The Site Manager will ensure that stacking areas are prepared and that materials are called off in quantities which will not create difficulties on site.

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36.0 Numerous Acts, Regulations, A.C.O.P's and H.S.E. Guidance Notes are applicable to the activities of TLG Gutters.

The main Acts and Regulations are as follows. Please note this list is not exhaustive:

Topic	Regulation	Outline of Activity
Health and Safety	Health and Safety at Work act 1974	All Activities
Work equipment	The Provision and use of Work Equipment regs 1998	Use of all office equipment incl. computers, photo copiers
Health Safety and Welfare	Workplace Health Safety & Welfare Regs 1992	The working environment and welfare provision
First Aid	The Health and Safety (First Aid) Regs 1981	Treatment of injuries
Health and Safety Management	The Management of Health and Safety at Work Regs 1999	Work activities creating hazards and risks and the capability of staff to carry out duties
Fire	The Regulatory Reform (Fire Safety) Order 2005 and the Joint Code of Practice on the Protection from Fire on Construction sites and Buildings undergoing Renovation 9 th Edition 2015.	Prevention of Fire
Exposure to Noise	The Control of Noise at Work Regulations 2005	Use of noisy processes or equipment leading to noise exposure to operatives
Confined Space	Confined Spaces Regulations 1997	Working in confined spaces
Consulting the workforce	The Health & Safety (Consultation with Employees) Regulations 1996	Provision of information and consulting with workforce
Manual Handling operations	The Manual Handling Operations Regulations 1992	Carrying/lifting of materials/equipment
Lifting Operations	The Lifting Operations and Lifting Equipment Regulations 1998	Use of cranes to lift materials/equipment
Use of Personal Protective Equipment	Personal Protective Equipment Regulations 2002	Carrying out work where the hazards cannot be controlled by other means.
Accident Reporting	The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013	Changes to classification of injuries to workers. The existing industrial disease schedule is replaced with eight categories of reportable work related illness. Fewer types of 'dangerous occurrence' will need reporting.
Use of hazardous substances	Control of Substances Hazardous to Health Regulations 2002 (as amended)	Injury or ill health due to use of hazardous substances
Construction work and management	Construction (Design and Management) Regulations 2015	The safe management of contracts from feasibility to completion and future use
Exposure to vibration	The Control of Vibration at Work Regulations 2005	The use of hand held equipment or ride on equipment that transmits vibration to the user

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Exposure to Asbestos	The Control of Asbestos Regulations 2012	Persons who may come across suspect materials in existing buildings
Use of VDU's	Health & Safety (Display Screen Equipment) Regulations 1992	The use of Display Screen Equipment
Use of Electricity	The Electricity at Work Regulations 1989	Contact with electricity by use of electrical equipment or work near services
Working at Height	Work at Height Regulations 2005 (as amended)	Any work that could result in a fall