

HEALTH & SAFETY POLICY

(shortened version)

BOB BLACK CONSTRUCTION LTD

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Bob Black Construction Limited
Registered in England
Company No. 2030774
VAT Reg. No. 538 202 853
Constructionline Reg No. 60969

Directors:
Robert Black
Robert Reader
Steven Aveston
Company Secretary:
Bridget Owen



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Health and Safety Policy

1. General Policy Statement

It is the aim of Bob Black Construction Limited, hereafter referred to as The Company, to provide the highest standard of health and safety for its employees and any others who may be directly affected by the way it does its work. This policy will be reviewed at regular intervals and any weaknesses identified will be given the necessary resources to ensure that the high standards are maintained.

The Company will ensure, as far as is reasonably practicable, to protect the Environment from pollution, resulting from its work activities. Employees will be made aware of any specific requirements, such as the disposal of waste products, that have an effect on their working methods. The contents of this Health and Safety Policy will be brought to the attention of all employees to enable them to identify their own health and safety responsibilities.

1.1 Employers Responsibilities

The Company will ensure, as far as is reasonably practicable, the health, safety and welfare of all its employees at their work and the general public where they have access to, or contact with, places where the business of The Company is carried out.

Employees will, so far as is reasonably practicable, be provided with:-

- 1.1.1 A safe place of work with a safe means of access and egress.
- 1.1.2 Safe plant and equipment.
- 1.1.3 Safe systems of work.
- 1.1.4 A safe working environment and adequate facilities and arrangements for their welfare.
- 1.1.5 Safe methods for handling, storage and transportation of goods.
- 1.1.6 And necessary information, instruction, training and supervision.

The work of The Company will, so far as is reasonably practicable, comply with all appropriate Health, Safety and Welfare Regulations and Approved Codes of Practice. The Company will bring the content of this Safety Policy to the notice of any Contractors and Sub-Contractors and take steps to ensure the health, safety and welfare of its employees on contract sites.

1.2 Employees Responsibilities

Employees will at all times:-

- 1.2.1 Take reasonable care for their own safety and health; by using any machinery, equipment, substance, transport or safety device in accordance with any safety training and information given by the employer in compliance with any relevant legislation.
- 1.2.2 Take reasonable care for the safety and health of any person who may be affected by their acts or omissions.
- 1.2.3 Not misuse or interfere with anything provided in the interests of safety and health at work.
- 1.2.4 Co-operate with his employer or any other person to enable legal obligations to be met.
- 1.2.5 To inform the employer of any work situation or any matter which would reasonably be considered as a serious immediate danger to health or safety.

SIGNED
PRINT



Bob Black - Director

DATE: 5th July 2011

2. Organisation

2.1 Responsibility for Health, Safety and Welfare Matters

The employer's responsibility for the health, safety and welfare of The Company employees and others rests with The Directors.

All employees are reminded that they have statutory duties imposed upon them under the Health and Safety at Work Act 1974. Some employees will have other duties and responsibilities placed upon them by the post they hold within the Organisation.

Bob Black will ensure that the Safety policy arrangements are implemented properly and that adequate resources are made available. The Company is responsible for compliance with statutory duties and will ensure that a Competent Person is appointed to advise management on Safety and Health matters, this person must be an employee or someone engaged as a consultant.

2.2 Director's Responsibilities

The Director's will ensure that employees in their control:-

- 2.2.1 Ensure that the Company Health and Safety Policy is fully implemented and given adequate resources.
- 2.2.2 Promote Health and Safety within the Company.
- 2.2.3 Become conversant with Health and Safety Legislation.
- 2.2.4 Ensure that employees receive adequate training, information, instruction and supervision to allow them to safely carry out their work without risk to their health. New employees to have Company induction training.
- 2.2.5 Ensure that each project includes a planning stage at which Health, Safety and Welfare is given full consideration
- 2.2.6 Ensure that the Company's safety performance is monitored and that procedures can be reviewed when necessary.
- 2.2.7 Liaise and seek advice with Enforcing Authorities.
- 2.2.8 Appoint competent person to advise on Health and Safety issues.
- 2.2.9 Ensure accidents and incidents are reported in line with current legislation.
- 2.2.10 Ensure that adequate Fire precautions are taken and that Fire procedures are in place and known by all personnel.
- 2.2.11 Ensure that Sub-Contractors are competent to carry out the work they are employed to undertake.
- 2.2.12 Make periodic inspections of sites to identify unsafe Practices and Conditions.
- 2.2.13 Lead Company Policy by example and praise actions of operatives/Supervisors that eliminate hazards from the workplace.

2.3 Director and Supervisor (when on Site) Responsibilities:-

- 2.3.1 Ensure that all operatives under their control are fully trained and have been given relevant information and instruction
- 2.3.2 Ensure that site records are kept up to date and that required notices are displayed.
- 2.3.3 Liaise with Client representative and other Contractors on site.
- 2.3.4 Ensure that plant and equipment to be used on site is in good working order and free from defects.
- 2.3.5 Keep the site tidy.
- 2.3.6 Ensure that appropriate Fire precautions are taken. This would vary dependant on the nature of the site, liaison with the Client or Principal Contractor would be required.
- 2.3.7 Ensure that First Aid supplies are maintained at an appropriate level and are in date.

2.4 Operatives Responsibilities

- 2.4.1 Report all accidents to either the Leading Hand on site, the Supervisor or the Director
- 2.4.2 To be fully conversant with all emergency procedures, Fire, First Aid.
- 2.4.3 Work safely and not to put the safety of others at risk by their actions.
- 2.4.4 Report defects in plant, equipment and personal protective equipment.
- 2.4.5 Do not engage in horseplay and discourage it in others.
- 2.4.6 Bring to the attention of the Leading Hand, Supervisor or Director any circumstances that may affect the Health or Safety of yourself or others.
- 2.4.7 Not to interfere with or misuse anything provided in the interests of Health and Safety.
- 2.4.8 Follow instructions issued by the Employer in order for them to comply Health and Safety Legislation e.g.: wearing protective equipment.

2.5 Specific Employees' Health and Safety Responsibilities

Director: Bob Black

Overall responsibility for health and safety matters within the Company.

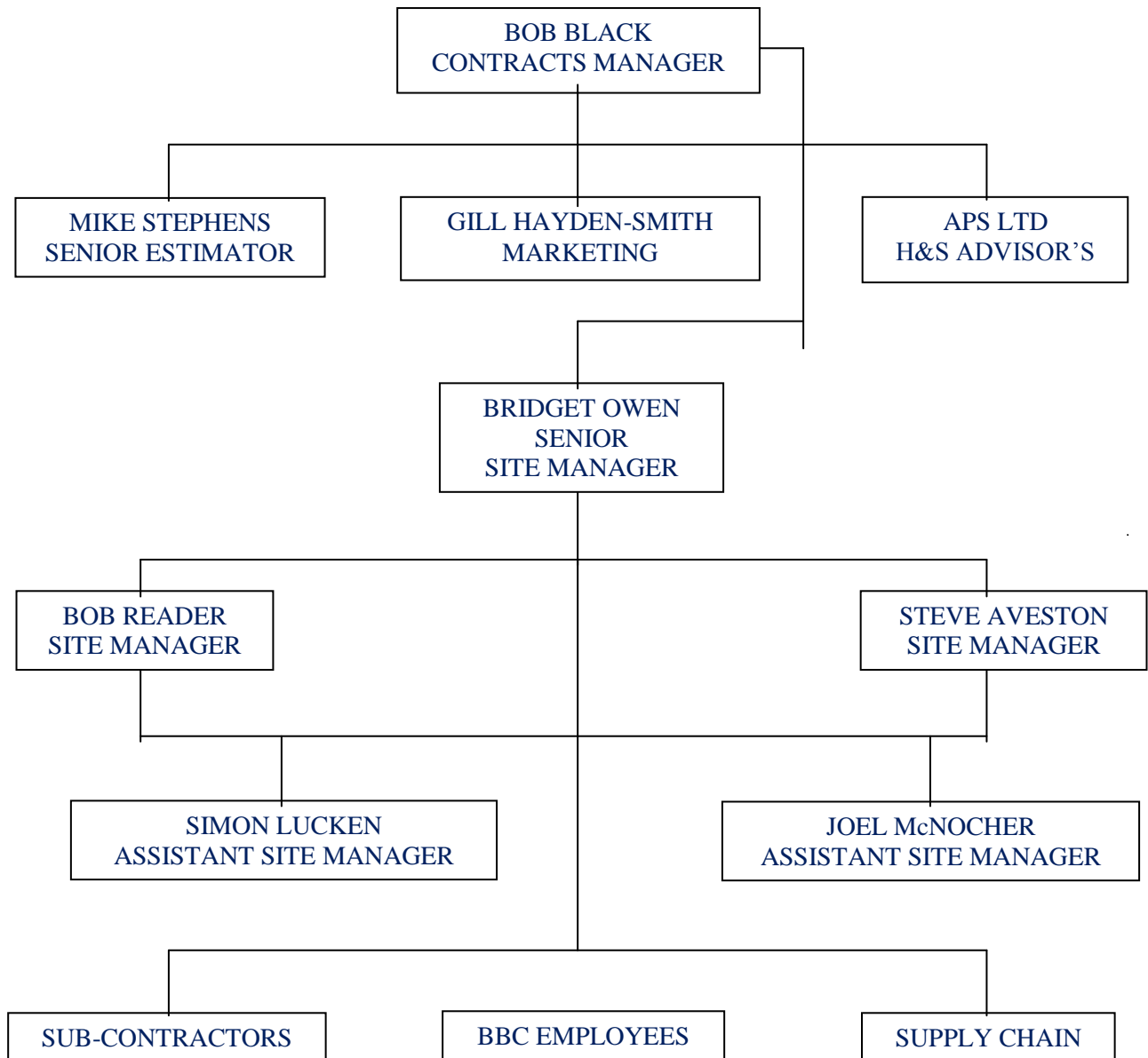
OTHER DUTIES ASSIGNED TO INDIVIDUALS

Appointed Persons:	Bob Reader / Bridget Owen
Fire Precautions Officer:	Bob Reader
Accident Reporting:	Bob Reader / Bridget Owen
Major Incident Officer:	Bob Reader / Bridget Owen
Safety Advisers	Anglia Project Safety Limited

This list of Responsibilities and Duty Holders is to be reviewed annually or when changes take place.

Last reviewed on...5th July 2011

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3. Arrangements

3.1 ACCIDENTS

Reporting - It shall be the duty of all staff to report accidents to Bob Black as soon as possible after the incident. If the accident results in a serious injury to an employee or any injury to a non-employee it should be reported immediately. An entry should be made in the relevant Accident Book. Bridget Owen and Bob Reader are qualified First Aiders.

Investigation - When the Director receives a report of an accident, he is required to investigate that accident with a view to establishing the cause or causes. He will need to make a judgement on the seriousness of the incident and allocate the appropriate resources to the investigation. If practicable the Director should seek the help of the Safety Advisor where the situation warrants it. An accident report form should be completed and include the findings of the investigation and any remedial action proposed. A copy should be given to the Safety Adviser and the original should be retained by the Director. Minor accidents should be with the Director no later than 4 days after the incident, more serious accidents should be reported immediately, failure to do this can result in criminal prosecution by the Enforcing Authorities.

Enforcing Authorities - It shall be the responsibility of the Director to inform the authorities of any incidents Notifiable under the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995". This must be done within the stated timescales.

3.2 FIRST AID ARRANGEMENTS

All places of work shall be equipped with an appropriate level of First Aid Equipment, all peripatetic workers shall be equipped with a First Aid Kit.

The Company will arrange for persons to be trained as appointed persons in accordance with the First Aid at Work Regulations 1981. They should arrange for an injured person to receive the appropriate treatment (Hospital, GP. or other).

Checks on First Aid kits by all Directors/Site Managers take place on a continually basis.

3.3 FIRE PRECAUTIONS

The Company recognises that the event with the greatest potential to cause harm is a major fire, therefore it is important that the procedures are put in place to reduce the risk of a major fire and minimise the harm caused should a fire occur. Bob Reader has been nominated as the company Fire Officer.

Fire Precautions Officer (F.P.O)- Duties

- 3.3.1 Carry out periodic checks of the workplace for fire hazards.
- 3.3.2 Liaise with the emergency services in the event of a fire.
- 3.3.3 Ensure that the staff receive adequate training in emergency procedures.
- 3.3.4 Fire fighting equipment checks.

Inspection of Fire Fighting Equipment -

The F.P.O.s are responsible for ensuring that all appliances, where supplied by the Client/Customer, have received the yearly check. Bob Black Construction have a policy of replacing all fire fighting equipment on an annual basis.

Places of work now require a risk assessment to be made in order to identify the fire hazards present and the measures required to control the risk. The assessment should be recorded in writing and need to list the hazards and control measures. When working away from the Company premises, the project risk assessment will be sufficient as there is no need for a separate assessment for fire hazards.

3.4 PROCEDURE FOR IMMINENT DANGER

The Management of Health and Safety Regulations of 1999 require that an employer establish procedures to be followed in the event of serious or imminent danger to persons at work in his undertaking.

In doing this The Company must take into account that the majority of work is carried out away from the Company premises and that it is necessary to have procedures to deal with all the situations likely to be encountered.

A document has been drawn up and certain employees have been allocated duties to carry out should a major incident occur. Those persons shall be given adequate information and instruction to enable them to carry out those duties should the need arise. A complete copy of the document is associated with this policy at Appendix F. When working on the site of another employer it may be necessary to exchange details of both theirs and The Company procedures for imminent danger, this should be done as early as possible, preferably at a time before work commences.

3.5 RISK ASSESSMENT

The Company is required to assess the risks involved in the work it undertakes, all hazards should be identified and evaluated for the quantity of risk involved, both to employees and to others who may be affected.

Risk Assessments are to be carried out for the following:-

The Workplace;

Where work is carried out at a large number of different locations (e.g. landscaping operations) a generic assessment is to be made of likely risks that may be encountered. These generic assessments will need to be reviewed regularly to reflect any new risks identified. Generic assessments can be found in appendix B

Work Equipment;

For each area of responsibility a master list of the equipment used is to be drawn up, this should include all tools and equipment even those supplied by the employee.

Personal Protective Equipment;

Anything that is supplied to an employee must be assessed for its suitability to the individual. It should be remembered that Personal Protective Equipment should always be the last option when considering what controls are necessary.

Manual Handling Operations;

All manual handling operations need to be assessed, the Director will need to list the operations that involve manual handling and identify those where the risk present warrants action to be taken.

The Director responsible for carrying out risk assessments should engage the assistance of the Safety Advisor when completing new assessments or revising existing old ones. Format for recording risk assessments can be found at Appendix A.

At the initial stage of each project a hazard identification exercise will be undertaken and the hazards identified will be recorded on a checklist. The Company has a number of standard assessments which will be revised to reflect the project specific elements. Where a hazard is identified for which there is no standard assessment a new assessment will be made and recorded.

3.6 NOISE

Where it is believed that noise levels may be at or above any of the action levels stated in The Noise at Work Regulations, levels will be measured and where necessary The Company will, so far as is reasonably practicable, endeavour to reduce noise to an acceptable level.

The first option to be explored is noise reduction at source, for example make modifications to the existing equipment or replace with quieter equipment. If it is not reasonably practicable to reduce noise at source, then other methods should be considered including:-

1. Separate employees from the source of noise by enclosing the equipment, providing a physical barrier between them and the source or increase the distance from the source.
2. Reduce the time the employee is exposed to the noise.
3. Only as a last resort should ear defenders be issued.

If it is considered that ear defenders should be provided the following must be considered:

- a) Employees must not be charged for the equipment.
- b) The defenders must be issued on an individual basis.
- c) They must be suitable for the individual (fit properly)
- d) They must be compatible with any other protective equipment used.
- e) They must be maintained in an efficient state and replaced when necessary.

3.7 SUB-CONTRACTORS

When it is necessary to engage sub-contractors to carry out work for The Company it should ensure, so far as is reasonably practicable, that they are capable of completing their work safely and without risk to health. Where the Company has control of an operation and sub-contractors are involved, the Company may find themselves liable for the actions of the sub-contractors. Therefore it would be deemed necessary to establish a system of checks on the suitability and competency of any sub-contractors used and record them. It may be necessary to request from them details of their arrangements for health and safety, including their Safety Policy and copies of Risk Assessments. However, a proven record of reliability on previous contracts should be taken into consideration, especially where the sub-contractors are a one or two man operation operating with limited resources. Part of any contract must be a procedure for the transfer of information between The Company and the sub-contractor, this information should include:-

- Details of work to be undertaken (method statement, materials to be used, equipment to be used).
- Details of personnel to be used.
- Details of emergency procedures to be followed.

This information should be used to complete a risk assessment for the project and any control measures identified should be communicated to all parties.

A sub-contractors questionnaire can be found in Appendix C

3.8 TRAINING

The Company recognises that training is an important component in its measures to provide a safe working environment for its employees and others.

The Company's operation depends on its ability to employ competent persons, therefore they shall ensure as far as is reasonably practicable, that the persons it employs are competent to undertake the work for which they are employed. To do this, all qualifications, credentials and Training records/certificates must be checked to ensure that they are satisfactory prior to the commencement of any employment.

Induction Training

To be given to all new employees on the commencement of their employment or as soon as is practicable. To include:-

- Company emergency procedures (Fire, First Aid and the procedure for imminent danger).
- Their Safety Responsibilities
- Information and Instruction on the Risks involved in their employment.
- The Company Safety Policy.
- Accident Reporting.

Other Training

To be given as necessary and to include the following:-

- Starting a new job.
- Starting to use a new item of equipment or new substance.
- When the job content is changed.
- When issued with any item of Personal Protective Equipment.

Training is to be repeated periodically when appropriate, adapted to take account of any changes and is to take place in work time. A record of the training given should be kept.

3.9 MONITORING SAFETY PERFORMANCE

When the Health and Safety Policy is in place and working it must be monitored so that its effectiveness can be evaluated. Any weaknesses in the policy and its implementation can then be identified and the appropriate remedial actions be taken. The form the monitoring will take will include:-

Periodic inspections of the workplace.

A review of accident data.

A systematic review of all assessments (COSHH, Work Equipment, Workplace, etc.)

Inspections can be made by the Director or with the assistance of the Safety Adviser. Following an inspection a report should be produced which should state details of any problems found and include recommendations for corrective action. The report should be discussed with the Supervisor so that resources can be made available for the appropriate remedial actions. In addition, the Health and Safety Advisor will undertake an annual audit, presenting a written report to the Director on completion.

3.10 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

As required under the Control Of Substances Hazardous to Health Regulations 2002 (COSHH) the Company has a duty to assess the risk from substances used or produced in its undertaking.

Assessments of substances should include, identification of the harmful substance or the harmful component of a substance, the process in which it is used or produced, those persons at risk (users or others), the potential harmful effects of the substance, control measures required to eliminate or reduce the risk to an acceptable level and the means to monitor the exposure of those at risk so as to ensure the control measures are adequate.

There is a requirement for those at risk to be informed of the risks involved in the use of a harmful substance and the control measures required.

Control Measures are:-

1. Eliminate the substance. (stop the process).
2. Substitute the substance with a less harmful one.
3. Enclose the process totally or partially.
4. Change the form in which the substance is used (e.g. powder to paste).
5. Provide Local Exhaust Ventilation to remove the substance.
6. Provide Dilution Ventilation (general ventilation) to reduce the concentration of the substance in the air.
7. Reduce the time a person is exposed to the substance.
8. When all of the above have been considered and are not deemed reasonably practicable, and only then, should the use of suitable personal protective equipment be considered.

The Director and the Safety Advisor will in the first instance complete the assessments, however, all employees should refer to the assessments before starting to use a potentially harmful substance. Substances given off during a process (e.g. wood dust) must be assessed along with substances that have been purchased.

A set of COSHH risk assessments are held on each site.

An assessment form can be found in Appendix D.

3.11 DISPOSAL OF WASTE

The waste produced by The Company shall be properly disposed of so that it shall not present any risks to persons or the environment.

Waste generated by the business operations of The Company will be disposed of by entering into an agreement with one or more companies who will arrange for disposal of non hazardous waste, in a safe way that is free from risks to health, or by liaising with the Client/Customer to use the facilities on site. The Company should ensure that any companies they contact to dispose of waste are competent and have means to carry out that work.

Where applicable, each site will be provided with a skip for the disposal of all non hazardous waste, the skip would be removed by the appointed contractor who shall dispose of the waste in accordance with Local Authority Regulations. Any hazardous waste must be dealt with by a competent specialist waste contractor or by liaison with the Client/Customer to use their hazardous waste disposal facilities.

Extremely hazardous waste, such as asbestos, will be disposed of only by a specialist contractor.

3.12 SAFE SYSTEMS OF WORK

All of the tasks undertaken by employees should be safe and free from risk, as far as is reasonably practicable.

Therefore it is necessary that employees are made aware of the safe method for the completion of their task. "a safe system of work". Normally it would not be necessary to have a formal written safe system, however, some of the more complicated tasks which may have higher levels of risk could require a written system of work that could be referred to before and during the task. Some tasks may be considered to have such a high level of risk that a "Permit to Work system" should be considered. Types of task that would require a Permit to Work System include:-

Working in confined spaces, hot work when there is a risk of fire or explosion, working near to live electrical conductors.

The Director is responsible for deciding the level of risk and whether that level of risk requires a written safe system, a permit to work system or a known safe working method (not written).

The Safe System of Work should include the precautions necessary to ensure that the task could be done safely.

There would be situations when a Client will impose a permit to work system on the Company. The Company must ensure that all personnel involved are given adequate information and instruction, in order that the permit system can operate correctly.

3.13 SECURITY OF PREMISES AND SITES

The Company recognises that its sites and premises should not only be safe to persons authorised to be there but should be safe, so far as is reasonably practicable, to unauthorised persons (trespassers) even if their intent is criminal.

Access to premises and sites should be restricted to authorised personnel so as far as is practicable. The use of security fences, lights and warning signs should be considered, also strangers on sites or premises should be challenged and if they have no business there they should be escorted off the site or premises. Visitors should be asked to report to the site office and they should be escorted when on the premises.

Before sites are left unattended they should be made as safe as possible (e.g. access to scaffolds removed or blocked off).

Although it is understandable that attitudes towards trespassers are less than sympathetic, it should be noted that children are the group most likely to be trespassers. They see a building site as an adventure playground and cannot be considered responsible for their actions, **so where it is likely that children may be present (schools, housing estates or near to playgrounds) extra precautions should be given full consideration.**

3.14 PURCHASING OF PLANT OR EQUIPMENT:

When purchasing any item of plant or equipment it is important that, as well as economic factors such as cost, consideration should be given to the safety and health implications of the operation of that equipment. Some of the things that may need to be considered are:-

- a) Noise emissions
- b) Adequate guarding of dangerous parts BS5304
- c) Skills of employees required to operate it
- d) Ease of maintenance
- e) Electrical safety
- f) Compatibility with existing equipment and environment

This is not an exhaustive list but a brief guide to some of the points to be considered. Most importantly safety should be considered before any purchase is made. It would not be acceptable for equipment to be obtained before some assessment of the risks involved in its operation had been made. When making the assessment factors other than the equipment itself need to be considered, including:-

- a) Where it is to be used
- b) Who is to use it
- c) Who will maintain it and how

Suppliers of plant and equipment are required by law to provide adequate information and instruction on the safe use of that equipment. This should pose little problem when the equipment is new, however, it is likely that some equipment may be purchased second hand and extra care, with regard to the safety of this equipment should be exercised.

The process for the selection of any new (to the Company) plant or equipment should involve the Director or Supervisor who will be responsible for its safe operation as he will be the most suitable person to consider the safety and health aspects. The selection process should also include consideration of the training necessary for operators.

3.15 USE, CARE AND MAINTENANCE OF COMPANY MOTOR VEHICLES

Before an employee can be allowed to drive a Company vehicle, the Company must be satisfied that he/she are competent to do so (at minimum an inspection of driving licence). The names of authorised drivers should be entered onto a list, which will indicate the types of vehicle they are eligible to drive. Should any driver be known to have driven in a manner considered unsafe, whether or not any legal action is taken, they should be warned that their name may be removed from the authorised drivers list either temporarily or permanently depending on the severity of the act.

Drivers of Company vehicles are responsible for the completion of certain checks before the use of a vehicle (see drivers checklist at appendix E). Any defects found should be reported to the Supervisor or Director as soon as possible. Tyres are to be checked weekly.

All Company vehicles should be serviced regularly and any defects found rectified before being returned into service.

3.16 Construction (Design and Management) Regulations 2007

The Company realises that the above regulations will have considerable impact on the way it undertakes new construction projects.

The duties placed upon the "Principal Contractor" may be encountered by The Company.

The main duties placed upon The Company as a Principal Contractor, under the regulations are:-

- To take the CDM Information Pack provided by the CDM Co-ordinator and develop it into a workable construction phase plan.
- As Principal Contractor to promote co-operation between all contractors involved in the project and to facilitate the exchange of information between them.
- Act as the focus for information to and from the CDM Co-ordinator.
- Ensure that, so far as is reasonably practicable, other contractors on site obey site rules and instructions contained within the health and safety plan.
- Take all reasonable steps to ensure that all unauthorised persons are excluded from the construction site.

The construction phase health and safety plan should include the following:-

1. Project Summary including Project description, Appointments, Programme, Location and Resources.
2. Details of the Organisation: Responsibilities, contact lists.
3. Notifications: HSE form 10 etc..
4. Health and Safety Objectives
5. Existing Hazard Identification
6. Risk Assessments
7. Construction Activities: Method Statements
8. Emergency Procedures
9. Safety Monitoring
10. Record of Safety Co-ordination Meetings
11. Welfare Arrangements
12. Review/Amendment Procedure
13. Records for Inclusion Within the Safety File: e.g. details of the installed plant and instructions for maintenance procedures after the completion of the project.

3.17 Electricity

The Electricity at Work Regulations require that all electrical systems for use at work shall be:-

- a) of such construction as to prevent, so far as is reasonably practicable, danger.
- b) maintained so as to prevent, so far as is reasonably practicable, danger.

Any work carried out near to an electrical system shall be carried out in such a manner as not to give rise, so far as is reasonably practicable, to danger.

Any equipment provided to protect persons at work using or near to electrical equipment shall be suitable for the use for which it is provided, be maintained in a condition suitable for that use and be properly used.

In order to reduce the risk of danger from electric shocks, the Company shall use battery powered equipment whenever practicable or 110v. If for whatever reason a higher voltage (240) is used, the equipment operator must be protected by the use of a Residual Current Detector (RCD) located as close to the power source as possible.

The following checks should be undertaken prior to the use of electrical equipment each time it is used:-

1. Check cables, leads, sockets and plugs for wear or defects.
2. Check the equipment for signs of damage, overheating or any other defect.
3. If using a RCD ensure that it is tested before operating the equipment.

The above checks do not need a high level of technical understanding and can be carried out by the operator.

Periodically it may be necessary to have electrical equipment checked by a competent person for earth faults. Any repairs to faulty or worn equipment must be carried out by a competent electrician.

When an item of equipment is found to be defective it must be withdrawn from use immediately and not used until it has been repaired or replaced.

When it becomes necessary to purchase or hire a new piece of electrical equipment, consideration must be given to its safety, the following will be considered:-

- Where it is to be used (the environment, high risk of damage)
- Who will be using it (level of skill and training required)
- How will it be maintained and by who (level of skill and training)
- Compatibility with existing equipment.

3.18 Excavations

The Company takes all reasonable steps to prevent danger from accidental collapse of any new or existing excavation, which may be temporarily unstable or weak as a result of construction work. The majority of excavations undertaken by the Company are shallow (no more than 0.5m). The Company makes every effort to ensure that excavations do not pose a risk to persons or vehicles etc. falling into them. The dangers from underground services are also taken into account.

3.19 Client Premises - Hazardous Working Environments

Some of the contracts undertaken by the Company require the Company's employees to work on Client's premises where they may be exposed to hazards presented by the Client's operations.

In such circumstances the Client must provide details of the hazards and the risks involved. They may stipulate what control measures are necessary and the Supervisor or Director on site must ensure that they are followed. Information passed to the Company from the Client needs to be given to all employees that may be affected. If the Client is not forthcoming with the information, Bob Black must decide what action to take, even if it is that work cannot start until that information is provided.

Using the information provided by the Client, a full risk assessment should be made by the Director (with the assistance of the Safety Advisor if required) and it should be recorded.

3.20 Personal Protective Equipment

Where Risk Assessments have been carried out and all other control measures exhausted, Personal Protective Equipment (PPE) will be supplied as a last resort. Suitable and effective equipment will be provided - examples are safety boots, hard hats, gloves and goggles. PPE is to be checked prior to each use by the operative and any defective equipment immediately brought to the attention of Bob Black.

Specialist protective equipment will be supplied and maintained in good order for hazardous tasks such as the use of chainsaws etc.

3.21 Smoking

In line with government legislation, and the Smoke Free regulations which came into force on July 1st 2007, the Company recognises that smoking is not allowed in any enclosed workplace, or area in which the public have access to.

This includes; site welfare facilities such as canteens, toilets, offices, work vehicles and any other enclosed area as defined under the regulations.

Appropriate signage will be displayed in work vehicles to remind employees that smoking is not allowed. The law still applies where all occupants and users of the same vehicle are smokers.

3.22 Manual Handling Operations

It is Company Policy to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as is reasonably practicable to reduce the risk of injury. Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual(s) concerned. An assessment will be reviewed if there is any reason to suspect that the existing assessment is no longer valid. All possible steps will be taken to reduce the risk of injury to the lowest possible level.

- Instructions for Manual Handling Operations
- Lifting and moving of objects should always be done by mechanical means wherever reasonably practicable. The equipment used is to be appropriate to the task.
- The load to be lifted/moved must be inspected for hazards i.e. sharp edges, splinters, wet or greasy patches.
- When lifting or moving a load with sharp or splintered edges, protective gloves must be worn. Gloves used must be free from oil, grease or other agents which might impair grip. Protective footwear should be worn.
- The route over which the load is to be lifted/moved should be inspected to ensure that it is free from obstructions or spillages which could cause slips, trips or falls.
- Employees should never attempt to lift/move a load which is too heavy to carry comfortably.
- Where team lifting/moving is necessary, one person should act as co-ordinator, giving commands and directions etc.
- When lifting an object, employees should position themselves as close to the load as possible, then assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

3.23 Disciplinary Procedure

The Company has a Statutory duty to ensure that safe systems of work are provided for employees and contractors. In complying with that duty the Company relies upon its employees/contractors to follow health and safety instructions and rules. Unfortunately it is foreseeable that, on occasion, some persons will be reluctant to carry out instructions or obey rules. The Health and Safety at Work Act 1974 imposes a statutory requirement on employees to follow any instructions issued by the employer, in order for the employer to comply with their health and safety duties. The Company has a Disciplinary Procedure which will allow any unsafe behaviour to be dealt with in a quick and fair way. The aim of the procedure is to be corrective and not punitive, however, employees/contractors must recognise that repeated inappropriate behaviour could have serious consequences.

Minor breach of site rules:	Verbal Warning
Serious breach of site rules:	Verbal Warning
Repeated minor breaches:	Written Warning
Major breach:	Consideration of Dismissal
Continued less serious breaches:	Consideration of Dismissal

3.24 Working at Height

The only work at height is normally from ladders and steps. The following measures have therefore been identified to reduce the risk of falls;

- All ladders are to be checked before use by the person who will be using them.
- Any defects are to be reported immediately to the Safety Officer and the ladder withdrawn from use until satisfactorily maintained or replaced.
- All ladders are to rise at least 1.07metres (3'6") above the place of landing and be angled at 75 degrees - a simple calculation of this is for every four feet of ladder in height, the bottom of the ladder should move away from the building by one foot e.g. 12 foot ladder away from building at base 3 feet.

In accordance with the Working at Height Regulations 2005, the Company recognises that falls from any height have the potential to cause harm, including those lower than 2m. Staff will therefore only use ladders and steps for short bursts of work, or for access to work platforms. Tool belts will be worn so that users have both hands free when climbing ladders.

3.25 Welfare Facilities

In line with our duties under CDM 2007 and the Workplace (Health, Safety and Welfare) Regs, we will ensure that adequate welfare facilities are provided for our operatives when working on and off site, and that these are put in place prior to works commencing. This shall include an adequate number of toilets, with hand washing facilities, a supply of drinking water and messing accommodation. When working for a Principal Contractor, we will assume the role of contractor, and will therefore use site welfare facilities as provided by the Principal Contractor. If this is not the case, we shall provide our own.