



Newgate  
Construction Ltd

**Health & Safety Policy**  
**2016**

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## **Statement of Intent:**

Newgate Construction Ltd has the highest regard for Health and Safety and is aware of its responsibilities for the wellbeing of all persons who may be involved with the programme of the development and others who may be incidental to it.

All effort and appropriate resource will be sanctioned to maintain as far as is reasonably practicable a safe working environment.

The revision of the Safety Policy document is a natural process essential to maintain the established commitment and meet the new demands both for Customer/Client satisfaction and care, and the wellbeing of Newgate Construction Ltd.

Newgate Construction Ltd expects the full support of all persons to comply with and improve, by constructive comment, the established working procedures as itemized in the Company's Safety Manuals. A regular and formal review will be set in place for the subsequent revisions.

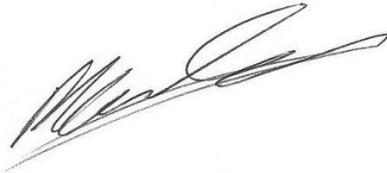
As Managing Directors & Directors we have designated responsibility for Health and Safety co-ordination within Newgate Construction Ltd. I will require details of reviews of performances regarding Health and Safety on an annual basis.

Newgate Construction Ltd is aware of the innovative approaches being employed to further Health and Safety and consequently wishes to encourage the initiative of all in generating a 'pro-active' safety environment, particularly in the fields of competence to carry out the tasks and risk management during the works.

To develop the Board will sanction funds and provide access to appropriate information, instruction and training for the mutual benefit of Newgate Construction Ltd and employees & Sub-Contractors.

Newgate Construction Ltd is also mindful of the special risks presented to young and inexperienced persons and expects everyone to allow for their initial, essential understanding of the activities of site and other places.

Newgate Construction Ltd expects full commitment to the generation of a safe environment at work and will not tolerate a compromise on safety.



Signed:

Managing Director

Dated:

January - 2016

Review Date:

January - 2017

# Health and Safety Policy Statement:

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of Newgate Construction Ltd.

As Managing Director & Directors we will commit Newgate Construction Ltd to the highest standards of Health and Safety and will comply with all statutory duties on Health and Safety

This company will provide Safe and Healthy Working Conditions for our employees and the self-employed working under our control and will ensure that the conduct of their work does not endanger employees of others and the public.

**Sufficient time and resources will be allowed for health and safety and the Company will:**

- Ensure adequate risk assessments have been carried out and appropriate control measures are in place to control risks arising from the work activities.
- Consult with our employees on matters affecting their health and safety.
- Provide and maintain safe plant and equipment, and require contractors to similarly satisfy requirements.
- Ensure safe handling, use of substances, and safe disposal of any surplus or generated waste
- Provide information, instruction and supervision for employees.
- Ensure tools and work equipment are fit for purpose and operatives are trained, competent and authorised to use such tools and equipment.
- Ensure all employees are competent to do their tasks, and source them adequate training as necessary and appropriate.
- Aim to prevent accidents and cases of work-related ill health.
- Maintain safe and healthy working conditions.
- Ensure that any deliberate breach of health and safety rules and procedures lead to disciplinary action.
- Review and revise this policy annually.

As Managing Director I will set a good personal example to others in complying with duties lay upon me and will expect all employees to co-operate with the company in respect of this policy to ensure this it is carried out



Signed:

Managing Director

Dated: January - 2016

Review Date: January - 2017

## **Responsibilities under CDM 2015:**

Consultation with Employees and Application of Construction (Design & Management) Regulations 2015 (CDM 15)

The overall and final responsibility for Health & Safety and the implementing of the corporate strategies to achieve a safe work environment so far as is reasonably practicable rests with the Managing Director.

The Company being mindful of day to day responsibilities will endeavour to ensure that persons charged with a management responsibility or affecting or actually controlling others at work do satisfy their responsibilities. The person confirming that measures are satisfied is Michael Newcombe.

Good liaison will be maintained by this individual with all necessary parties and in such instants as appropriate and in respect of The Health & Safety (Consultation with Employees) Regulations 1996 suitable channels will be established with information and a forum for discussion and just consideration to be maintained.

The Construction (Design and Management) Regulations 2015 place specific requirements on companies and in particular as we manage coordinate and control the works of others as in the role of Principal Contractor, (see "Principal Contractor Procedure" in this policy), we will pursue reasonable means to confirm competence.

### **PART 1 – Introduction of Regulations:**

In respect of the CDM Regulations 2015 and established good practice we will achieve co-operation through coordination, site supervision and application of the general principles of prevention.

### **PART 2 – Client Duties:**

In particular we will ensure that Part 2 of the CDM Regulations is satisfied and in particular the following regulations:

- Regulation 4 – Client duties in relation to managing projects.
- Regulation 5 – Appointment of the principal designer and the principal contractor.
- Regulation 6 – Notification.
- Regulation 7 – Application to domestic clients.

### **PART 3 – Health and Safety duties and roles:**

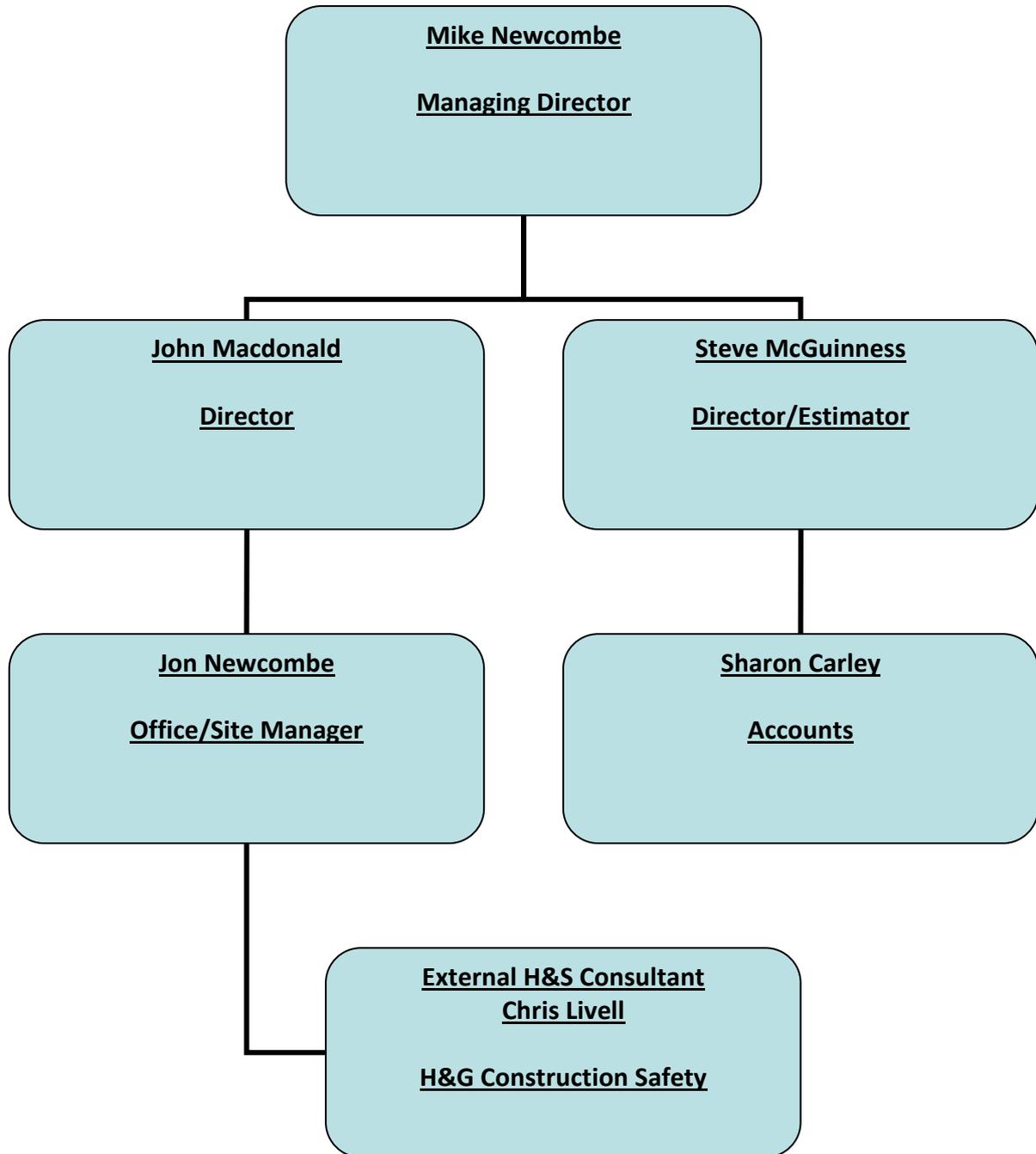
The following key duty holders will be considered as:

Overall and final responsibility for health and safety is that of Michael Newcombe

Day-to-day responsibility for ensuring this policy is put into practice is delegated to Jon Newcombe who will maintain good liaison with all necessary parties.

- Regulation 8 – General duties.
- Regulation 9 – Duties of designers.
- Regulation 10 – Designs prepared or modified outside Great Britain.
- Regulation 11 – Duties of a principal designer in relation to health and safety at pre-construction phase.
- Regulation 12 – Construction phase plan and health and safety file.
- Regulation 13 – Duties of a principal contractor in relation to health and safety at the construction phase.
- Regulation 14 – Principal contractor's duties to consult and engage with workers.
- Regulation 15 – Duties of contractors.

## Health & Safety Organization:



## **Company Responsibility:**

### **Responsible for Health & Safety:**

Michael Newcombe, John Macdonald & Steve McGuinness are responsible for all Health & Safety.

We have direct responsibility for ensuring that this policy is implemented and carried out. Suitable arrangements and resources in the form of finance and time will be made available to ensure, so far as is reasonably practicable, the health and safety of all employees and others who may be affected by the company's operations. Persons responsible for discharging particular duties within the policy will be given the appropriate authority to fill those duties and we will set a good personal example. We will ensure that staff is made aware of this and any revised version of the policy.

### **Contracts Manager(s):**

From time to time Michael Newcombe, John Macdonald & Steve McGuinness will act in the role of Contracts Manager(s) for a particular contract, in such an instant they will report to the Board on matters of health and safety and is responsible for ensuring that procedures contained within the policy are carried out and safe systems of work are followed so far as is reasonably practicable. The Contracts Manager(s) has authority to request alternative methods of work or safe practices. They will oversee contractors and ensure that work is carried out in accordance with this policy and any procedures or relevant regulations. The Contracts Manager(s) will set a personal example in respect of health and safety.

The Contracts Manager(s) must ensure that persons with responsibilities under this policy have received suitable and adequate training. They are responsible for ensuring that emergency procedures are detailed and observed, and also for ensuring the risk assessments are undertaken and the findings are communicated to all who may be affected.

### **Office manager:**

Reports to Michael Newcombe, John Macdonald & Steve McGuinness, responsible for Health and Safety must ensure that all office staff have seen and understood the health and safety policy and any revisions. Ensure that the office environment and welfare provisions are maintained as per this policy and that defective office equipment is quarantined. The Office Manager must set a personal example in respect of health and safety.

### **Office Staff/Site & Yard Operatives:**

Are responsible to Michael Newcombe, John Macdonald & Steve McGuinness, and must read and understand this policy on health and safety and comply with all procedures. They have a responsibility to take reasonable care for their own health and safety and of others who may be affected by their work and must raise any health and safety issues with the Managing Director & Directors. All injuries/accidents whilst at work must be reported immediately and recorded in Newgate Construction Ltd Accident record (Accident Book Sheet).

### **Health and Safety Advisor:**

Will provide advice and assistance on health and safety matters within the organization and reporting accidents under RIDDOR 2013 to the Health and Safety Executive. Ensure that any new relevant legislation or enforcement authority recommendations are incorporated within the Company's policy and procedures. Ensure that employees are made aware of necessary health and safety training and information. Such advice will include suitable emergency provisions as available and number of qualified first aiders. The Health and Safety Advisor must set a personal example in respect of health and safety.

## **Accidents & First Aider:**

Jon Newcombe is responsible for maintaining suitable first aid facilities both in the office & on site.

All accidents/injuries must be reported as soon as possible after the incident to either the Managing Director & Directors or Office Manager.

The Managing Director & Directors will ensure that adequately trained first aiders are available on all sites, these first aiders will either be provided by the company or by the Main/Principal Contractor.

First aid containers are kept at Site Office/Welfare Area or other readily convenient place for the workforce and will hold statutory contents suitable for the foreseeable number on site.

### **If you require a first aider for whatever reason:**

Contact your manager/supervisor immediately. A list of trained first aiders will be displayed on all sites & within head office

### **If an ambulance is required:**

Ring 999/112 then immediately contact the Managing Director Responsible for Health and Safety

### **First Aiders / Appointed Person:**

Are responsible for ensuring that the first aid box(es) are checked on a regular basis, and replenished as necessary.

### **Accident Book:**

All accidents no matter how minor to be reported in the company accident book. The accident book is located at Site Office.

Managing Director & Directors will ensure that accidents are investigated in order to identify the cause and to plan and implement measures to prevent a reoccurrence. Where appropriate a report in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 shall be made to register the event and record the unique Incident Report Number:

From 1<sup>st</sup> October 2013 the over-three-day reporting requirement under regulation 3(2) will become the over-seven-day reporting period. From then you only have to report injuries that lead to a worker being incapacitated for **more than seven consecutive days** (not counting the day of the accident but including weekends and rest days). The report will need to be made within **15 days** of the accident.

For reporting of fatal and major injuries only contact the Incident Contact Centre immediately on **Tel: 0845 300 9923**. It is advisable to keep a record of all telephone notifications, including the time, the name of the caller and what details were given of the event being notified.

To make a report of dangerous occurrences and Over-seven-day injuries the quickest and easiest way to send a report is to go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form.

The reportable dangerous occurrences are defined in Schedule 2 of RIDDOR. If there is a dangerous occurrence then a report should be made within 10 days

**All accident records are retained for a minimum period of three years**

## **Near Misses:**

Although not part of the legal duties mentioned above, it is also good practice to record non-reportable 'near miss' incidents, workplace accidents and occurrences where no one has actually been hurt or become ill, but where the consequences could have been serious for workers.

In this way, it is possible to learn from such incidents so that workers are protected from harm, using the old adage 'prevention is better than cure'.

### **What is a Near Miss?**

A near miss is an unplanned event that did not result in injury, illness, and damage or product loss – but had the potential to do so. The difference between a near miss and a full blown incident is often a fraction of a second or a fraction of an inch that may not be there the next time. Near misses are warnings of accidents in the making. By accepting these warnings and looking for their causes, we can prevent these situations recurring.

### **Why should they be Reported?**

The prevention and elimination of accidents can only be progressed by reporting the near misses as they occur. If the near misses are not reported, then no incident investigations will be carried out and none of the problems and warnings will be spotted. As a result, any learning points found cannot be communicated to others, who will therefore still be 'at risk'. A near miss can be considered as an indication that something is wrong, maybe with the system of work and it is important that everyone is 'warned' by each near miss that occurs so that standards can be improved.

## **First Aid:**

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. These Regulations apply to all workplaces including those with five or fewer employees and to the self-employed.

What is adequate will depend on the circumstances in the workplace. This includes whether trained first aiders are needed, what should be included in a first aid box and if a first aid room is needed. Employers should carry out an assessment of first aid needs to determine this.

The Regulations do not place a legal obligation on employers to make first aid provision for non-employees such as members of the public. However, the HSE strongly recommends that non-employees are included in the first aid needs assessment and that provision is made for them.

### **Assessment of first aid needs:**

Employers are required to carry out an assessment of first aid needs. This involves consideration of workplace hazards and risks, the size of the organization and other relevant factors, to determine what first aid equipment, facilities and personnel should be provided.

The Health and Safety (First Aid) Regulations 1981 require organizations to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to your employees if they are injured or become ill at work.

The minimum first aid provision is:

- **First aid box**
- **An appointed person to take charge of first aid arrangements.**

### **You have to inform your employees of the first aid arrangements.**

Putting up notices, telling staff who and where the first aiders or appointed persons are and where the first-aid box is, will usually be sufficient. But don't forget that you will need to make special arrangements to give first-aid information to employees with reading or language difficulties.

## **Tendering & Planning:**

At planning stage the requirements of Newgate Construction Ltd.'s policy and any client specific safety management requirements must be taken into account.

Any aspects of work not covered by this policy must be identified and planned by Newgate Construction Ltd and written procedures defined. If necessary pre-contact meetings will be held and specific safety matters discussed.

The Construction Phase Information must be reviewed and any pertinent information extracted and communicated to those planning the works.

Written method statements will be prepared taking into account health and safety requirements and defining procedures as necessary.

## **Suppliers:**

The following paragraph will be inserted on all orders to suppliers or hire companies providing any article or substance for use at work

*"In accordance with Section 6 of the Health and Safety at Work etc. Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health and safety when properly used. Also, in accordance with the above, please supply details of any tests or examinations carried out and full instructions for the safe use of the article or substance. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998"*

All information received from suppliers will be passed to the Company for implementation or reference on site.

## **Notifications:**

The Client/The Designer and/or Principal Designer will satisfy themselves that the Health & Safety Executive have been informed of all new sites which are notifiable under the CDM Regulations 2015 PART 2 Regulation 6.

## **Protection of Public:**

All necessary measures for the protection of the public will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work Act 1974 and in particular, the recommendations contained in the HSE HSG151 Protecting the Public – Your next move.

Consideration will be given at the planning stage to any operation for the protection of the public. All working areas shall be protected with suitable barriers, fencing or screens to reduce the risk of injury and prevent unauthorised access into the working area by the general public or unaccompanied visitors.

## **Documentation:**

Newgate Construction Ltd will ensure that a complete copy of, or where appropriate, relevant extracts from the company Health and Safety Policy are made available at the site/workplace for reference. A copy of the current Employer's Liability Insurance Certificate and Principal Contractor's site rules should also be issued for display.

All necessary statutory notices, regulations and registers and accident report forms will be issued to and maintained on site.

The Site Agent must ensure that all registers, site inspection reports and other documentation relating to health and safety are returned to his office for safe keeping upon completion of the contract and that the Managing Director is responsible for ensuring this documentation is maintained in a safe place for a minimum of three years.

## **Company Training:**

Newgate Construction Ltd carries out training to ensure the skills, knowledge, training, experience of Management and Operatives in respect to health and safety at work. The training requirements for staff will depend upon their health and safety responsibilities.

### **Training records are kept:**

By Managing Director & Directors relating to all competency training records at Newgate Construction Ltd Head Office.

### **Induction:**

All new staff will be provided with relevant health and safety information and a copy of this health and safety policy. Managers must also brief new employees on health and safety matters relevant to their location.

Induction training will be provided for all employees and sub-contractors by Site Manager/Foreman.

### **Site Induction:**

On site all employees and sub-contractors are required to complete induction training prior to proceeding onto the site, and as appropriate may be required to confirm their understanding of specific safe system of work.

Where our work is of a sub-contract nature, the Site Manager must ensure that appropriate induction training is received from the principal contractor which shall include site wide hazards, welfare facilities and site rules etc. Employees & sub-contractors must inform the Contracts Manager(s) immediately if they arrive on a site and do not receive appropriate induction training.

Where a risk assessment / method statement identifies a specific hazard, and additional training is required, personnel shall be given the appropriate internal (tool box talks) or external training prior to performing the relevant task

### **First Aid Training:**

Persons appointed as first aiders / appointed person will be provided with:  
A suitable first aid training course recognised by the Health and Safety Executive.

Training will be identified, arranged and monitored by: Managing Director, Directors and/or Office Manager.

## **Consultation and Communication:**

Consulting employees on health and safety matters is very important in creating and maintaining a safe and healthy working environment. By consulting employees, the company motivates their staff and makes them aware of health and safety issues.

The consultation approach adopted by Newgate Construction Ltd involves not only giving information to employees but also listening to and taking account of what employees say before they make any health and safety decisions.

Through toolbox talks Site Managers will discuss with employees any health and safety concerns or problems. Employees are encouraged to raise any specific issues during these sessions, for example, welfare provisions, problems with other contractors, problems with plant or working practices etc. Any particular concerns relating to the Main/Principal Contractor should also be raised so that actions can be taken.

If a toolbox talk is to be held on site, then attendance to it by site personnel is to be considered as mandatory, a record of attendance and subject covered is to be kept.

Newgate Construction Ltd will encourage all employees & sub-contractors to discuss any issue relating to health and safety, and if an employee does not want to discuss an issue with their direct line manager, they can contact Michael Newcombe, John Macdonald & Steve McGuinness.

Staff will be fully expected to co-operate with this policy to ensure successful implementation. They will be made aware of this document, and any changes made to it, through induction training and workbox talks. Copies will be placed on notice boards/displayed on sites/given to each employee/sub-contractors.

Prior to any work commencing all subcontractors will be inducted into company procedures and records kept. Regular meetings will be held with the client, designers and sub-contractors to ensure that health and safety risks are brought to their attention.

### **The employee representatives are to be displayed on the HSE notice of information as displayed on sites**

Newgate Construction Ltd does not have formally appointed employee representatives.

## **Fire and Emergency Procedures:**

### **Office Fire and Emergency Procedures:**

Newgate Construction Ltd will ensure that the fire risk assessment is undertaken, reviewed and implemented.

**Office fire wardens are to be appropriately trained and are detailed in the Site Fire Routine.**

Michael Newcombe is responsible for checking escape routes and ensuring that fire extinguishers, alarms and evacuation procedures are tested every Month.

### **Access/Egress:**

- Every effort is to be carried out to help maintain a safe access and egress route/exit in case of an emergency.
- Exit routes are to be clearly signed and unobstructed.
- Alarms should be tested weekly and records kept by the Office Manager.

### **Raising and hearing the alarm.**

All office staff must raise the alarm immediately:

- Fire is discovered
- Flammable / toxic gas build up is suspected
- Major accident / incident occurs

Upon hearing the alarm, all staff are to evacuate the office building immediately, by the nearest fire exit and congregate at the appointed assembly location (green sign).

The Fire Wardens will take the roll call and ensure that everybody is accounted for, under no circumstances are rescue attempts to be made, or a return to the office allowed until the fire brigade have given the all clear.

### **Fire Fighting Equipment:**

Employees should ensure that they are aware of the location of the firefighting equipment within head office and only attempt to use if they have received training in the use of the equipment and are confident and at no personal risk.

Fire extinguishers should be positioned on plinths or wall hung and must not be interfered with by any person. All firefighting equipment will be maintained every 12 months and visually inspected every month by Jon Newcombe. Any fire extinguisher not in working order must be reported to the Site Manager who will replace it with a working fire extinguisher.

### **Site Fire and Emergency Procedures:**

Site Managers are appointed as fire warden; if they are unavailable then they will nominate an employee. A Site Fire Risk Assessment is to be completed and reviewed as necessary during construction.

The Fire Warden is responsible for checking escape routes and ensuring that fire extinguishers, alarms and evacuation procedures are tested with proof either marked on the equipment, or readily available on request, and records held confirming routine is maintained on the inspection regime.

## **Raising and Hearing the Alarm:**

On the occasion when Newgate Construction Ltd is the principal/main contractor the following fire/emergency procedure must be followed.

The nominated fire warden on this site is the Site Manager, when not on site he will appoint a temporary fire warden.

All subcontractors/visitors/operatives must report to the site office upon arrival and sign in the visitors book, conversely they MUST sign out upon departure, this allows the nominated fire warden to know exactly who is on site in case of an emergency. There are no exceptions to this rule.

An alarm system has been installed on site to indicate that evacuation is required (e.g. air horn)

Fire extinguishers are to be kept readily available:

- In site office/mess
- In material container/near fuel bund
- At any electrical switch gear panel

When carrying out hot work a fire extinguisher must be made available within close proximity to the work as per the Permit. Fire extinguishers are provided to allow escape; they may not be enough to extinguish the fire, if you are unsure then evacuate and leave it to the fire brigade.

- Operatives must raise the alarm immediately:
- Fire is discovered
- Flammable/toxic gas build up is suspected
- Major accident/incident occurs

Upon hearing the alarm, all operatives are to evacuate the site immediately and congregate at the nominated Assembly Point.

- The Fire Warden is to contact the emergency services and retrieve the site records indicating who is on site.
- The Fire Warden is to take the roll call and ensure that everybody is accounted for, under no circumstances are rescue attempts to be made, or a return to the site allowed until the fire brigade have given the all clear.

On the occasion when the company is subcontracted, either to a principal/main contractor or directly to a client, e.g. college or council property (non CDM) employees must ensure that they are aware of the fire/emergency evacuation procedures for the site / building.

### **Fire Fighting Equipment:**

Employees should ensure that they are aware of the location of the firefighting equipment on site. The equipment is not to be miss used any employee/operative found tampering or involved in "horseplay" with firefighting equipment will be asked to leave site.

## **Information, Instruction and Supervision:**

### **Information and Instruction:**

Newgate Construction Ltd encourages the active participation of all employees in promoting good health and safety practices. Use is made of all means of communication to empower our employees with the necessary information and instruction to work safely.

Health and safety issues are brought to employee's attention through the use of:

- Consultation (see Consultation section)
- Consultation (see Consultation section)
- Safety Notices including posters
- Tool box talks held regularly on site

The Health and Safety Law poster (Health & Safety Information for Employees Regulations HSIER) is displayed and leaflets are issued by the Contracts Manager(s) on each site where the company is principal contractor.

Health and Safety Advice is available from:

### **Company Health and Safety Advisor/Consultant:**

Herefordshire & Gloucestershire Construction Safety Association Ltd  
83 Widemarsh Street  
Hereford  
HR4 9EU

Tel: 01432 343626

### **Supervision:**

Young person's gaining 'work experience' as part of school/college programme must be introduced to the company/site by the school/college staff. Details of the work experience to be clearly defined before the young person are allowed to commence work.

Under no circumstances will employees or sub-contractors be allowed to bring young person's/relatives onto the site on 'ad hoc' occasions for example during school holidays.

Supervision of young workers / trainees will be arranged/undertaken/monitored by Contracts Manager(s)/Site Manager, depending on where the young person is working. In all circumstances copies of risk assessments relating to the work being carried out will be forwarded to their parents. In depth induction training will be given and individuals will be closely monitored/supervised.

The Contracts Manager(s) is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

## **Monitoring:**

In order to ensure our safe working practices and procedures are being followed we regularly monitor our safe working practices by:

- Check all sites on a regular basis and where there are any non-compliances they are assessed as to the degree of risk and measures taken to rectify the situation.
- Supervisors are required to observe work behaviour and act to ensure poor working practice and behaviour is improved.
- All work equipment is inspected on a regular basis and where subject to statutory inspection within those set timescales.
- Where appropriate accidents, incidents, hazards and cases of ill health are investigated and the results acted upon.

## **Review:**

Our policy and procedures will be reviewed as necessary and not less than every a year. The review will take account of the results from monitoring activities both active and reactive and where necessary policy and procedures will be revised.

Where work significantly alters and new hazards develop, the risk assessment, method statement and, where necessary, the health and safety policy is revised to ensure all necessary controls are in place to safeguard the health and safety of our employees and others affected by our work activities. Our policy will also require immediate revisions when changes to key personnel, or change of address.

Where employees are affected they will be consulted and informed of any amendments to current practices and procedures and the introduction of any work equipment.

## **Health and Safety Risks Arising From our Work Activities:**

Managers are responsible for ensuring that a safe system of work is provided to all employees, to this end the following is carried out by the company to enable all employees to complete their tasks in a safe and efficient manner.

### **Risk Assessments:**

Under the Management of Health and Safety at Work Regulations 1999 Newgate Construction Ltd is legally obliged to carry out risk assessments on its premises, tasks and hazardous substances.

For task assessments, the company has adopted Generic Assessments'. Where a generic risk assessment is not available, or the assessment is insufficient, the supervisor/manager or another competent person shall complete a new specific risk assessment.

The assessment will examine all elements of the task and will list the hazards and move on to prioritise the risk management safe-guards. Such controls as will be necessary will however indicate residual risks which may only be controlled by competent persons applying established techniques and allowing where necessary for compensatory measures in addition to the safety systems employed.

COSHH Assessments are completed prior to work commencing and the information is passed directly to employees, this is to ensure that the correct controls are in place prior to work commencing, Newgate Construction Ltd currently uses their own COSHH forms,

To complete an effective and suitable risk assessment, the following steps shall be followed:

- Identify & list all tasks/activities/substances to be assessed.
- Determine the hazards.
- Work processes: Consider the work, how will it be done. Break it down into individual processes and determine those aspects that could cause an accident or dangerous occurrence.
- Environment: Consider the environment in which the work is being carried out, is it very hot, humid, cold, at height, in a confined space, are you working in an occupied building, or in and around other contractors.
- Materials: Consider the existing materials and the materials utilised in the work and identify those that are hazardous.
- Equipment: Consider the equipment being used directly for the work and those items that are in the surrounding area for other activities or used by third parties. Identify the hazards associated with their use and close proximity.
- Identify who might be harmed: Employees, Contractors, General Public, and Special Groups.
- Assess the significant risks: Ask yourself is somebody likely to be harmed.
- Consider and implement controls to reduce your identified significant risks, either through elimination.
- Record the findings: record the assessment on the duplicate pad supplied on site.
- Inform all persons affected by the findings through induction / toolbox talks, individual meetings, etc.
- Make arrangements for serious and imminent danger.
- Inspect the provisions made to confirm suitability prior to start of work and periodically thereafter i.e. Work at Height Regulations 2005 (WAH).

Risk assessments will be reviewed every: prior to the start of each activity or as the work activity changes as activity monitoring will signify

## **Safe Working Practices:**

To control its working practices Newgate Construction Ltd has adopted a Safety Handbook as their working practices, which has been issued to all employees, and will be available on all sites. The company will ensure the following working practices are Risk Assessed and appropriate Safe Systems of Work are implemented:

### **Safe Places of Work:**

- Access, and work at height
- Scaffolding,
- Working on roofs,
- Working over water,
- Excavations
- Confined spaces,
- Refurbishing contracts
- Temporary lighting
- Protection from excessive noise
- Fire precautions

### **Hand Tools – Safe Use and Handling:**

- Safe location of hand tools when not in use
- Electrically operated tools
- Air operated equipment
- Cartridge assisted tools
- Power saws
- Abrasive Wheels

### **Working with Plant:**

- Goods hoists
- Working with small dumpers
- Working with cranes
- Working with excavators
- Compressors
- Rough terrain forklifts & telescopic handlers
- Woodworking machinery
- 'Compo' and small concrete mixers

### **Special Items:**

- Confined spaces
- Demolition
- Electricity
- Painting (Lead & Spraying)
- Liquefied petroleum gases (LPG) and highly flammable liquids (HFL)
- Work at height
- Work over water
- Refurbishment

### **Work near Existing Services:**

- Electricity
- Underground cables (other than electricity)
- Gas, water mains and sewers

### **Health and Welfare Items:**

- Personal protection
- Protective clothing and equipment
- Protection against the operations of others
- Safety helmets
- Manual handling
- HAVS
- Dust
- Noise

## **Office Safety:**

Clear, safe access must be maintained at all times. Materials must not be placed in gangways and any holes in the floor or loose carpeting or problems with machinery and equipment must be reported to **Office Manager**. Trailing leads for office equipment etc are to be kept to an absolute minimum. A cable tidy system is to be used to reduce the risk of a trip hazard.

### **Access:**

Safe means of access and egress shall be provided and maintained to every place of work.

### **Ventilation:**

Adequate ventilation will be provided. Most windows open, and there are several fans provided around the office.

### **Temperature:**

A reasonable temperature will be maintained in workplaces during working hours. The temperature will be at least 16 degrees Celsius after the first hour of work.

### **Lighting:**

Suitable and sufficient lighting is provided at each office including passages, stairs, entrances, exits etc. Lighting is from natural light wherever possible.

### **Cleanliness and Waste Materials:**

Rubbish will not be allowed to accumulate within offices. All litterbins are emptied each night. Floors, corridors, stairs etc. must be kept clear at all times. Newgate Construction Ltd.'s Head Office will be cleaned once a week by a cleaning company

### **Welfare Facilities:**

Welfare facilities for company offices, workshops, stores, yards, meet the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992. Current facilities at head office include:

Male/Female Toilets  
Kitchen facilities

### **Display Screen Equipment:**

A VDU user is usually a person who spends periods of an hour or more a day working at their screen. This will include most support staff.

Workstations will be assessed to ensure that they are correctly set up.

Instructions will be provided to all VDU users on how to establish a suitable working position and workstation.

Upon request we will provide employees with an eye and eyesight test.

Should an employee require special corrective appliances (usually glasses) to continue working with VDU these will be provided by the employer?

NB The eye test and glasses provided are relevant to VDU working only.

Any aches and pains suffered or general discomfort at your workstation should be reported as soon as possible to the **Office Manager**.

In complying with the Visual Display Screen Equipment Regulations 1992 it may be necessary to require staff to periodically complete an ergonomic questionnaire/workstation appraisal. The full co-operation of the staff is anticipated in such an event

## **Site Safety:**

### **Temporary Works:**

Will ensure that all temporary works is designed, co-ordinated and supervised in accordance with and in respect of BS5975.

### **Excavations:**

Almost any excavated ground will collapse under certain conditions, unless it is temporarily supported, or safely battered back, or is in geologically stable horizontally bedded rock. If the sides of an excavation collapse, there may be no escape. Death by crushing or suffocation, or disabling injuries to the pelvis and legs, are common to accidents in excavations. For excavation work, employees must follow the guidelines to achieve and maintain a safe working place. A Permit to Dig is to be completed and issued to the operatives carrying out the work prior to their commencement.

### **Collapse of the sides:**

Prevent the sides from collapsing by battering them to a safe angle or supporting them with sheeting or proprietary support systems. Support **MUST** be installed without delay as the excavation progresses. Employees must never work ahead of the support system. A competent person must inspect the excavation at the start of each shift and after any event that may have affected its strength or stability or after a fall of rock or earth. The inspection will be recorded each day in the appropriate register.

### **Materials Falling into Excavations:**

Do not store excavated spoil and other materials or park plant or vehicles close to the sides of excavations. The extra load can make the sides of the excavation more likely to collapse. Loose material may fall from spoil heaps into the excavation. A scaffold board should be used as a toe board fixed along the outside of the trench sheets to provide extra protection against loose materials falling.

### **People and Vehicles Falling into Excavations:**

To prevent people from falling into excavations they should be guarded. Excavations Deep should be protected with substantial barriers where people are liable to fall into them. All excavations in public places should be suitably fenced off to prevent members of the public approaching them (a physical barrier type). Prevent vehicles from falling into excavations by keeping them out of the area. Where necessary, use baulks or barriers to keep vehicles away from excavated edges. Baulks and barriers should be painted or marked to make sure drivers can see them. Where vehicles are tipping into excavations stop blocks are to be used to prevent over-running. (The blocks must be anchored)

### **Undermining Nearby Structures:**

Make sure that excavations do not undermine the footings of scaffolds, or the foundations of nearby buildings, or walls. Many walls have very shallow foundations which are easily undermined by even small trenches, causing the wall to collapse onto those working in the trench. Before digging starts, the Site Manager must decide if extra support for the structure is needed. Where necessary the Site Manager should seek the advice of a structural engineer.

### **Underground Services:**

Underground services can be easily damaged during excavation work. Contact with services can be avoided by proper planning and execution, and service location drawings must be a pre-start priority

### **Electricity:**

Underground services should be located utilising existing drawings and cable locating devices, the excavation of services must be by Safe hand digging techniques - See 'Safety Handbook'

### **Underground Cables (other than electricity):**

This provides guidance relating to communication cables (television, telephone etc).

### **Gas, Water Mains and Sewers:**

Locating gas and water mains as well as sewers needs the same care as locating electric cables. Existing drawings must be requested, a visual survey of the area should be made to locate manholes, stop cock covers, hydrants, buried valves and so on. Cable locating devices may be used to confirm locations; however they will not locate plastic pipes. Final confirmation must be by safe "hand digging". Where employees are to carry out this work, they must follow the guidance given within this section.

## **Health Hazards:**

Many of our processes can result in permanent health problems if we do not adequately protect our employees. Such health problems include:

- Hazardous substances can cause illnesses such as asthma from the use of solvents in paints, adhesives and pesticides and dermatitis by allergy.
- Asbestosis through incidental exposures to asbestos containing material (ACM).
- Musculo-skeletal problems; (poor manual handling/work related upper limb disorders).
- Noise induced hearing loss/tinnitus.
- Hand-arm vibration HAV, (most well-known form is vibration white finger (VWF).
- Pressurized working conditions (leading to stress/break-down).

To combat this, Newgate Construction Ltd has in place procedures for dealing with these hazards. Such measures including health surveillance and occupational health support will be made available as well as providing for physical welfare and hygiene facilities.

### **Safe Handling of Substances:**

A great many chemicals - and materials containing chemicals – are used on all construction sites. Accidents can be prevented where employees know what the chemicals are, the hazards they pose, and observe the established safe practices in handling them. All hazardous chemicals must be delivered with a copy of the safety data sheet to ensure that supervision/management and employees have the necessary information to effectively control any associated hazards, and keep a record (COSHH Assessment).

- COSHH assessments will be undertaken by **Contracts Manager(s)/Site Managers**.
- All relevant employees shall be informed about the assessments.
- COSHH assessments will be reviewed every: on a regular basis.

## **The Control of Asbestos Regulations 2012:**

Certain products and materials that have been used in the construction industry over many years contain asbestos. Breathing in asbestos fibres, which can be too small to see, is dangerous and the serious diseases these fibres cause may take years to appear. Newgate Construction Ltd will follow the requirement to not carry out any work which exposes or is liable to expose employees or others to asbestos or asbestos containing materials until a:

- a) If carrying out the Duties of Principal or Main Contractor and before work starts. A full and suitable survey has been carried out in accordance with the Asbestos – The Survey Guide (HSG264) e.g. Management Survey or Refurbishment or Demolition Survey. Details of any survey to be made available to all interested parties, client, Sub-Contractors, operatives or others who may be affected by works being undertaken.
- b) If carrying out the duties of a sub-contractor to a main or principal contractor Newgate Construction Ltd will ensure provision of information from ('para a') is made available to them before starting works.
- c) Identification of type or presence of asbestos will be made known from surveys carried out on behalf of Newgate Construction Ltd and will therefore dictate measures, controls and methods to be taken for the removal of materials in a safe and proper manner.
- d) Until surveys state otherwise any refurbishment or demolition work to be carried out will take the assumption that asbestos is present.

However awareness of the use of asbestos shows that it has the potential to appear in unanticipated locations, consequently training will be put in place to reflect the involvement with Asbestos Containing Materials (ACMs). If any suspicious product is found which may be made up with asbestos fibres, work must immediately **STOP**. Area where uncertainty exists must be immediately secured and measures put in place to prevent the potential spread of any contamination. The CAR 2012 gives guidance as to the training requirements relating to working with or coming into contact with asbestos containing materials. There is now included the Notifiable Non Licence Asbestos removal and the company will ensure that the requirements for this is met any training given as necessary

- a) Asbestos Awareness Training – is required and will be given to persons who are liable to become exposed to asbestos whilst carrying out their normal every day work.
- b) Training for non-licensable Asbestos Work – is required for those who undertake planned work with asbestos which is not licensable.
- c) Training for Licensable Asbestos – is required for those working with asbestos which is licensable.
- d) All non-licensed work needs to be carried out with the appropriate controls in place. But for notifiable non-licensed work (NNLW), employers also have additional requirements to notify work with asbestos to the relevant enforcing authority ensure medical examinations are carried out; and maintain registers of work (health records).

Employees & sub-contractors must therefore take every care of their own health and that of anyone else who might be affected by what they are doing. When carrying out demolition, refurbishment, and maintenance work employees are quite likely to come across asbestos that has been used in sprayed coatings for fire or thermal insulation, asbestos insulation lagging, asbestos insulation board, corrugated and flat sheeting, certain textured finishes, certain roofing felts and floor tiles.

Materials **cannot** be determined merely by looking at them.

### **If in doubt employees MUST STOP and report the matter to their Site Managers.**

- Analysis by specialists will be required.
- All employees must follow the guidance provided within this section for their own and everybody else's safety.

## **Occupation Health:**

### **Noise:**

Newgate Construction Ltd will assess which of its activities will involve noisy equipment. Assessment of how much noise from this work is going to affect employees working at the site and members of the public will be considered and measures taken as appropriate. Information will be requested from manufacturers and suppliers of equipment to ascertain the likely noise problem. Wherever possible Newgate Construction Ltd shall choose low noise tools and equipment.

To control noise emissions the company shall wherever practicable:

- Choose the quietest model when buying or hiring equipment.
- Move workers not involved out of a noisy area.
- Erect signs to keep people out of noisy areas.
- Try and quieten the noise at source e.g. fit mufflers to breakers, drills etc.
- Make sure the exhausts of compressors, generators and other plant are directed away from work areas.

Where it is not possible to eliminate or reduce the noise at source Newgate Construction Ltd will provide employees with earplugs or defenders and information about the effects of excessive noise on their hearing. In situations of prolonged exposure the company will consult Occupational Health Specialists and employ Health Surveillance.

Employees must take proper precautions to protect their hearing, and before working with noisy plant or in a noisy environment, study the items within this section.

### **Dust:**

Newgate Construction Ltd recognizes its responsibilities to protect employees from harmful dusts such as crystalline silica which occurs as a natural component of many construction materials and that could cause serious health issues.

The health hazards of crystalline silica and other dusts come from breathing in the dust, work activities which can expose workers or members of the public to dust include cutting, drilling, cleaning or demolition.

Newgate Construction Ltd will undertake specific Risk Assessments on all construction activities that may produce dusts and convey all findings and requirements to its workforce, through safe systems of work e.g. Method Statements.

To control the risk of exposure may be as simple as changing working practices or substituting equipment/tools.

Newgate Construction Ltd will supply and encourage the use of all types of dust suppression i.e. water fed, local exhaust ventilation etc. In addition the company will provide Respiratory Protective Equipment (RPE) when required.

All employees will receive a Face Fit Test and be issued with the appropriate Face Dust Mask or any other respiratory equipment, also training on the maintenance and storage of such equipment.

### **Hand, Arm Vibration Syndrome (HAVS):**

Newgate Construction Ltd will endeavor to meet the requirements of the Control of Vibration at Work Regulations 2005 in reducing the risk of HAVS.

To control vibration emissions from tools and equipment the Company will action the following:

- Seek from the manufacturer or supplier the vibration exposure that those using the tool or equipment will be exposed to;
- Carryout a Risk Assessment to identify if there is a likelihood of a significant risk to hand, arm vibration
- Assess if the employee is likely to be exposed to above the Daily Exposure Action Level (EAV) or the daily Exposure Limit Value (ELV), e.g. trigger time. If so provide health surveillance and regular health checks. If necessary take immediate action to reduce their exposure to below the limit values;
- Provide information, and training to the employees in the use of operating vibrating tools/equipment;
- Look to alternative work methods to eliminate or reduce exposure to vibration;
- Provide employees with suitable protective clothing to help keep them warm, and dry to help provide good blood circulation. The provision of gloves will help keep hands dry, warm and help from developing Vibration White Finger (VWF).

Newgate Construction Ltd will periodically reassess their Risk Assessment and working methods in relation to Hand Arm Vibration Syndrome.

### **Manual Handling:**

Newgate Construction Ltd whenever practicable avoids the need to carry out manual handling which creates risk of injury. Where avoidance is not reasonably practicable, the Company carries out a Risk Assessment of the lifting operation to reduce the risk of injury as far as reasonably practicable and provide information about the weight of loads.

When manual handling is necessary, Newgate Construction Ltd prevents injury by:

- Identifying before work begins, operations which involve either lifting heavy or awkward loads or repetitive lifting operations.
- Newgate Construction Ltd will, where reasonably practicable, find ways for either avoiding the operation altogether, or using mechanical aids to minimise the amount of manual handling.
- Heavy or awkward loads that have to be lifted by hand should be carried out in teams.

- All employees are to receive training in safe manual handling, kinetic lifting techniques and sensible handling of loads.
- All employees/operatives to have details of the Risk Assessment made know to them.

**Stress:**

Newgate Construction Ltd recognizes that, excessive pressures can have negative effect on health and safety and performance at work. The company is committed to promoting good health at work. It is therefore, concerned to recognise any negative effects that stress may have on employees, and to provide suitable support mechanisms for employees suffering from the negative effects of stress.

**Arrangements for securing the health and safety of employees:**

Newgate Construction Ltd acknowledges that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as:

- Job design and lack of control of workload.
- Working environment.
- Relationships with others at work.
- Communication arrangements.

Newgate Construction Ltd also recognizes that there may be problems outside the workplace that will cause an employee to suffer from the negative effects of stress, and that these may affect their health and performance within work.

Newgate Construction Ltd will:

- Ensure, as far as possible, that excessive stress is eliminated from the work environment.
- Provide suitable support mechanisms for employees suffering from the negative effects of stress.
- Encourage a working environment where employees who feel they are suffering from the negative effects of stress can approach their managers in confidence, in order that necessary support mechanisms can be put into place.
- Encourage a culture where stress is not seen as a sign of weakness or incompetence.
- Provide suitable training and guidance for line managers to recognize symptoms of negative stress in their staff and themselves.
- Provide suitable training and guidance to managers and supervisors to undertake the necessary risk assessment in relation to stress in the workplace, and to arrange for implementation of effective control measures where appropriate.
- Provide information to employees in general on the effects of stress at work.
- Undertake general health promotion activities within the workplace.

Where employees are suffering from excessive stress, Newgate Construction Ltd will provide the necessary mechanisms to promote a return to full health as quickly as possible. Employees are encouraged to refer themselves to either their supervisor or their manager, or the Personnel Officer, an Occupational health service' an independent employee counselling service.

**Health Surveillance:**

Health Surveillance is required for all employees working where their work involves them coming into contact with harmful substances, or operations that may expose them to harm i.e. Noise, Vibration, Solvents, Fumes, Dust, and Asbestos, Lead work etc.

Newgate Construction Ltd shall undertake a Risk Assessment and through this the potential health hazards can be established, and who is at risk, and the measures required controlling the risk.

If Health Surveillance is required the company shall operate an annual employee monitoring programme and records kept on file. Such monitoring will be to promote self-checks by employees to report any ill health, monitor company's sickness records etc.

If at any time further medical advice is required the company shall provide through medical avenues, or medical treatment.

All Health Surveillance records shall be maintained and filed in Personnel Files.

All employees engaged with the company will be asked to complete a pre-employment medical questionnaire; all records will be held on personnel files.

## **Welfare and Hygiene:**

### **Ventilation:**

Adequate ventilation will be provided, when using hazardous materials, especially solvent based paints additional ventilation / extraction should be provided to control emissions, which cannot be eliminated or substituted.

### **Temperature:**

A reasonable temperature will be maintained in site accommodation during working hours. The temperature will be at least 16 degrees Celsius after the first hour of work. (In respect of the Workplace (HSW) Regulations 1992).

### **Lighting:**

Adequate lighting – either natural or artificial – is essential to site safety. It is also important that any temporary electrical installations are put in by trained electricians with equipment and voltage (110V) suitable for safe use in the temporary environment. Where employees need temporary lighting in the workplace they should ask management to make the necessary arrangements and follow the rules within this section to ensure safe use, and reduction of glare. Safe access and egress lighting will be provided on site.

### **Cleanliness and Waste Materials:**

Rubbish will not be allowed to accumulate on site. Site areas are to be cleaned of all rubbish at the end of each activity. Floors, corridors, stairs etc. must be kept clear at all times. All materials and equipment shall be returned to the designated storage area, and waste kept in similarly designated and preferably secured areas. A clean and tidy site is a safer site.

### **Welfare Facilities:**

Welfare facilities for site based employees meet the requirements of the Construction Design & Management Regulations 2015 Schedule 2. Whenever employees are sharing welfare facilities on site, the company will seek a shared welfare agreement from the main / principal contractor/client.

The Site Manager or his nominee will inspect all the facilities to ensure that they are all in good working order, any complaints regarding third party welfare facilities shall be directed through the Site Manager.

As a minimum the company shall supply or insist on:

- Mess facilities, including facilities to heat up food, hot drinks.
- Fresh drinking water.
- Toilet facilities acceptable for the number of employees on site with washing facilities incorporating hot and cold running water, soap and towels.

Any problems with welfare or hygiene on site are to be reported to the Contracts Manager(s).

## **Personal Protection Clothing and Equipment:**

Newgate Construction Ltd is obliged by law to provide, without charge, personal protective equipment to their employees where they are exposed to a risk to the health and safety. At the same time, employees are required by law to wear such clothing and equipment where the circumstances demand it.

The Contracts Manager(s) is responsible for carrying out assessments to identify the necessary PPE required. Further guidance on company policy on the protection of various parts of the body is provided within this section.

### **Safety Helmets:**

The head is particularly vulnerable to injury, and accidents to the head are often fatal or involve very serious injuries. The PPE Regulations 2002 requires the company to provide employees with suitable head protection, and employees to wear the head protection in the proper manner. To ensure maximum safety and comfort employees should consider the points noted within this section.

### **Footwear:**

When working on construction sites there is a risk of injury from:

- Material being dropped on workers feet.
- Nails or other sharp objects penetrating the sole.

Therefore it is this Newgate Construction Ltd.'s policy that boots with toe caps and soleplates are worn at all times by employees, visitors etc on our construction sites.

Where it is likely that employees or sub-contractors will be working in water or wet concrete, wellington boots shall be provided.

### **Ear Protection:**

Where it is not possible to eliminate or reduce the noise at source Newgate Construction Ltd will provide employees with earplugs or defenders and information about the effects of excessive noise on their hearing.

### **Eye Protection:**

Goggles and safety glasses are to be provided to protect against:

- Flying objects, for example when using a nail gun to provide adequate protection goggles should be shatterproof.
- Sparks, for example, when disc cutting.
- Chemical splashes.

### **Outdoor Clothing:**

Where employees working outdoors are exposed to severe weather and they cannot be sheltered, clothing which is wind and waterproof will be provided. On such occasions Newgate Construction Ltd will ensure that facilities are provided for storing clothing not worn on site and protective clothing as well as for drying wet clothing.

### **High Visibility Clothing:**

High visibility clothing will be required as company policy at **ALL TIMES**.

The need to be seen by others to allow them to work safely, for example, banks men and signallers assisting in lifting operations need to be clearly visible to the driver/operator of the plant to allow the machine to be stopped.

### **Gloves:**

Suitable gloves will be provided to protect against dusts (such as cement), wet concrete and solvents which can cause dermatitis; and cuts and splinters when handling bricks, steel and wood. Anti-vibration gloves help to cut down the risk of vibration white fingers for those operatives using such tools as Jackhammers/scabblers etc.

### **Personal Fall Protection:**

Where corrective fall arrest safety provisions may not remove the risk of persons falling or provisions are necessary as a compensatory back up suitable. Personal Fall Protection equipment will be provided.

The equipment will be specifically chosen for the site environment and will be compatible with the anchor points and couplings which provide an effective tether.

Specific user training will be required for all persons using the equipment and their employer will have authorised their use of the equipment.

The equipment itself will be confirmed as suitable and within manufacturers tolerances by means of proof of regular inspection by a competent person in addition to the daily re-use operative, inspection. Such inspections will include the adequacy of any incorporated 'shock' dampening devices, and follow the manufacturer's regime.

### **Protection Against The Operations of Others:**

There will be times when work has to be carried out on the fringe of, or assisting persons carry out, specialised processes. Employees should be aware of what protection they need in such cases, and always be content with the Method Statement of/for each substantial operation.

## **Special Items:**

The following covers those activities etc carried out on site that have specific health and safety implications that must be effectively controlled:

### **Entry into Confined Spaces:**

The Confined Spaces Regulations 1997 applies to work in excavations, pits, tunnels and other enclosed or confined spaces and requires that ventilation be provided to ensure a safe and healthy atmosphere. Testing of the atmosphere must take place before entry into any confined space and suitable respiratory and rescue equipment must be available.

Health & Safety Executive Publication INDG258 (rev1) Confined Spaces – A brief guide to working safely – provides information on hazards involved, precautions and procedures required.

All work will be planned to take the above standards into account.

Before work commences, Newgate Construction Ltd must establish if work in confined spaces is to be carried out and, if so, must arrange for any necessary equipment, working procedures, training etc to have been provided, taking into account the hazards likely to be encountered.

All personnel required to carry out testing and monitoring of atmospheres must have been suitably trained, as well as operatives required to use breathing apparatus, reviving apparatus, rescue and permit procedures etc.

Method statements must be prepared before any work in confined spaces can commence, and all such work must be carried out with a valid permit to work.

The Supervisor will ensure that all operatives have the necessary equipment available on site, in accordance with the planned procedures, including the permit to work system, and that only authorised persons are permitted to enter the confined space.

All changes in working methods or conditions, which were not included in the Planning Procedure, must be referred to the Company before the work commences.

All safety equipment must be regularly checked, calibrated and maintained. Any defects in equipment must be attended to immediately.

Employees and supervision shall follow the guidance provided and all work shall be subject to 'permit to work'.

### **Demolition:**

Demolition is not just one of the most dramatic operations, it can also, by its very nature, be one of the most dangerous. Demolition work varies very widely from the controlled collapse of large structures, to the hand demolition of walls. All large-scale demolition is to be completed by competent contractors. Demolition carried out by this company is limited to small-scale internal demolitions e.g. forming new openings etc. Suitable and sufficient steps will be taken to ensure that any demolition works are planned and carried out under the supervision of a competent person. Where employees are required to carry out demolition work they must follow the rules provided within this section in the interests of their own safety and those of work mates, other contractors and third parties etc.

### **Electricity:**

All overhead cables must be re-routed, switched off or protected by goalposts and barriers, in accordance and after consultation with the local electricity power company.

### **Liquefied Petroleum Gases (LPG) and Highly Flammable Liquids (HFL) Accidents:**

Relating to these products result from the unsafe storage and use of LPG and HFL's. Fire and explosion are not the only hazards – many of these materials are highly toxic (poisonous). Where employees are involved in using or storing such materials, they must make sure they know and observe the rules for each type of gas or liquid, as incorporated within this section. See Safety Handbook.

### **Painting (Lead and Spraying):**

Employees who are to carry out work on or with lead paints or are to use paint sprayer must ensure that they follow the guidance provided from manufacturer.

### **Work at Height:**

As all work at height presents a risk of injury unless suitable precautions are put in place to control it. Newgate Construction Ltd will pursue safe systems in all work at height activities.

A range of works of low height and short duration or of a minor nature such as inspection or minor maintenance will not normally present a risk of personal injury, however all will be required to have undergone risk assessment consideration and where it is appropriate, suitably recorded, with relay to the personnel involved.

The choice of work equipment will be critical to the work activity and the safety of the persons carrying it out. In the event of use of work equipment for access or as a safeguard it will be essential to confirm proof of instruction in its safe installation and use.

Wherever reasonably practicable, works will be carried out other than at height, and under controlled means, which does include the setting up of danger zones and as appropriate means for preventing unauthorized access to areas and the display of approved notices.

Work at height requirements rightly extend to prevention of not only falling of persons, but also the falling of objects and items. The Company will pursue all reasonably practicable means to prevent the risk of any item from falling.

Inspections of work at height equipment and of the place of work will be kept available on site to record the diligence of the competent person(s) to check suitability before use, the adequacy of use and the maintenance of the suitability of the workplace during use.

#### **Working over Water:**

Falling into water and being drowned or carried away by currents is an ever-present danger when working over or adjacent to water. Even though workers may be good swimmers, precautions/procedures must always be followed. Site specific Risk Assessments and Method Statements will be required prior to works being carried out on working over water.

#### **Refurbishing Contracts:**

Refurbishing existing properties give rise to particular health and safety problems (harmful substances, asbestos support requirements, and various others?). In some cases the situation is made more difficult by the property remaining occupied whilst refurbishment is carried out. For our employees own and other people's safety, the rules given in this section shall be adhered to with segregation and a documented plan to be put in place.

### **Lone Working:**

Lone workers are those who work by themselves without close or direct supervision, for example:

Newgate Construction Ltd recognises that those working on the Company's business may face additional occupational risks related to lone working and will ensure lone workers are provided with effective supervision and support.

#### **Arrangements for Securing the Health and Safety of Workers:**

- Ensuring that all staff is aware of the policy.
- Ensuring that risk assessments are carried out and reviewed regularly.
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone.
- Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction, updating and refreshing this training as necessary.
- Managing the effectiveness of preventative measures through a system of reporting, investigating and recording incidents.
- Ensuring that appropriate support is given to staff involved in any incident.
- If, in the course of a trip away from the office, plans change significantly, this should be communicated back to the office.
- Telephone contact between the lone worker and a colleague, may also be advisable.
- Lone workers should have access to adequate first-aid facilities and mobile workers should carry a first-aid kit suitable for treating minor injuries.
- Lone workers should be provided with a mobile phone and other personal safety equipment where this is necessary. Employees are required to call the office on a regular basis to confirm their whereabouts.
- Access to contacting assistance (mobile phone or radio device in areas without signal).
- The employee to inform his immediate line manager of where he is going and for how long. Details shall also be entered into the office diary which is kept by the administration staff.
- No employee shall enter a void site alone if the state of the premises is unknown and a risk of falling due to structural materials exists.
- Ensuring that appropriate support is given to staff involved in any incident.

#### **Duties of Employees:**

Employees will:

- Taking reasonable care of themselves and others affected by their actions.
- Following guidance and procedures designed for safe working.
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate.
- Taking part in training designed to meet the requirements of the policy.
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

#### **Where Lone Working is not permitted:**

Certain hazardous working situations are stipulated in the law where more than one person should be in attendance. The second person is often required to act as a supervisor. Some examples are as follows:

- Where a young person is working on dangerous machinery until he/she has received full instruction and training under Regulation 19 of The Management of Health and Safety at Work Regulations 1999.
- Where there is entry into a confined space, as defined by Regulation 1 of the Confined Spaces Regulations 1997. In an emergency the second person should raise the alarm and summon assistance or be capable of pulling the first person out of the danger zone, without entering it themselves.
- Electrical work at or near live conductors.
- Vehicles carrying explosives.
- Fumigation work.

## **Vehicles, Plant and Equipment:**

### **General:**

The Provision and Use of Work Equipment Regulations 1998 applies to all types of work equipment, including lifting equipment. Work equipment covers almost any equipment used at work, hand tools such as hammers, screwdrivers, paintbrushes, ladders, hoists, cranes etc. Company vehicles when used off the public highway are also classed as work equipment. The following outlines Newgate Construction Ltd policy in relation to Plant and equipment.

### **Inspection:**

An inspection is required for work equipment when it has been installed or assembled in a new location to ensure that it has been installed correctly and is safe to operate

An assessment is made by Contracts Manager(s), or Nominated Person, of all other work equipment to determine if an inspection is needed and at what frequency.

Our inspection regime follows those inspection periods set by the manufacturer / supplier of the equipment and other statutory obligations. The user of the equipment will identify additional inspections. Factors to be taken into account by the user (employee) include the work being carried out, any specific risks on site that may affect the condition of the equipment and the intensity of use of the equipment.

An inspection may include visual checks, a strip down of the equipment and functional tests. We seek advice from manufacturer's instructions/a competent person for guidance on what an inspection should include for each piece of equipment.

### **Types of Inspection Carried Out:**

Low risk equipment used for low risk activities does not require a formal inspection. Employees are instructed that a visual inspection is required before each use to ensure that it is in good condition, e.g. a ladder should be checked for split stiles, broken rungs and other defects. The employee is not required to record these checks.

Equipment that is of a higher risk and equipment with moving parts is visually checked as above before each use, but may require a more formal check at specified intervals, e.g. paint spraying equipment. For the majority of the higher risk equipment a schedule of inspection is maintained and updated with inspection records.

Where equipment is received from an outside source, e.g. hired in, and it is subject to an inspection regime, we require physical evidence of the last inspection.

## **Vehicles and Mobile Plant:**

Newgate Construction Ltd uses in the day to day running of the business vehicles and mobile work equipment e.g. fork lifts trucks, excavators, mobile elevated platforms, dumpers

### **General:**

- All plant shall be assessed to identify whether restraining systems, roll over protection, falling object protection is required as regulated by the Provision and Use of Work Equipment Regulations 1998.
- A site Traffic Management Plan is to be put in place on site and reviewed as construction progresses.
- Safe entry and exit points to be provided with adequate turning room and good visibility for vehicle drivers. Where necessary a Banksman or signaller shall be provided.
- Wherever possible the company will provide separate site entry / exit points to separate pedestrians from vehicles, and avoid reversing vehicles on site.
- Wherever possible, vehicles and mobile plant will be supplied with an audible reversing alarm.
- Protect excavations and structures, which might be damaged and made unsafe if struck by a vehicle or piece of mobile plant.
- **NEVER OVERLOAD** vehicles as they will become unstable, difficult to steer or have their braking impaired.
- **DO NOT** let anyone to ride on vehicles or mobile plant except where a seat or other safe riding position has been provided.
- Never drain or fill fuel tanks when the equipment is hot, the engine is running or in a confined space.

### **Working With Small Dumpers:**

Employees required to drive dumpers must have had proper training and be authorised to drive and if required to drive on public roads, have a full driving licence and the dumper must be licensed and equipped for the public highway.

### **Working With Excavators:**

When carrying out work in association with excavators, employees can be subject to hazards, which often arise without warning.

Excavators with a 'Quick hitch' system for attaching and releasing buckets. The driver/operator is to complete a Risk Assessment for the type of Quick hitch on the machine; for example – Fully Automatic, Semi-Automatic or Manual.

The driver/operator is to be fully conversant with the Quick hitch operation and their duties in line with the manufacturer's recommendations.

Records of the Risk Assessment are to be kept on site, in the plant register.

Employees must always observe the following rules and guidance laid down in this section.

### **Compressors:**

The main risks associated with compressors are being trapped and injured in the V-belt and pulley drive, explosions of the air receiver and accidents due to the misuse of air lines. Other possible risks are those of electric shock, burns from hot surfaces, slips resulting from oil spillages, and hearing damage through exposure to excessive noise. Where employees are put in charge of a compressor they must have been properly instructed by a competent person in the correct operational and maintenance procedures, and the precautionary measures,

### **Rough Terrain Fork Lifts & Telescopic Handlers:**

**Rough** terrain fork lift and telescopic handlers require a thorough understanding of their individual characteristics if they are to be operated safely – especially their stability factors. Where employees are to operate such machines they should be aged 18 years or over, be in possession of a valid driving licence, be medically fit, have been adequately trained in the safe operation of the type of fork lift to be used, and have sufficient knowledge of the working of the machine to be assured that it is in full working order and to be able to carry out daily inspections.

### **'Compo' and Small Concrete Mixers:**

**Both** of these items are common on site, employees selected to operate this type of plant should ensure they are conversant with the rules and guidelines incorporated within this section, and keep shovels, hands and other items out of the bowl.

## **Lifting Equipment:**

Newgate Construction Ltd uses in the day to day running of the business:

Mechanical lifting equipment and accessories e.g. fork lifts trucks, hoists, gin wheels, cranes, and mobile elevated platforms.

All lifting equipment and lifting activities must conform to the Lifting Operations and Lifting Equipment Regulations 1998.

Site Managers must ensure that the lifting equipment has the pertinent thorough examination and inspection certificates (LOLE Regulations 1998 Regulation 9).

**The Contracts Manager(s) or NOMINATED PERSON** is responsible for ensuring that all identified maintenance is implemented and that new plant and equipment meets health and safety standards before it is purchased or hired.

### **General:**

All lifting equipment is to be delivered to site in good time and Site Managers are to ensure that the site has been prepared for it:

- All lifting equipment and accessories must be marked with their SWL.
- All lifting equipment to have proof of thorough examination and regular inspections as statute.
- All equipment is to be set up and operated by trained and experienced workers who are authorized.
- All lifting operations must be properly planned and supervised by competent persons, who shall be responsible for co-ordinating site activities so that those involved in the lifting operations do not endanger other workers and vice versa.

### **Gin Wheels and Similar Equipment:**

Gin wheels and similar equipment provide a convenient way of raising loads. Though simple pieces of equipment Newgate Construction Ltd is aware that care is needed when assembling and using them if accidents are to be avoided. When a gin wheel or similar is to be used, employees should make sure it has:

- Been inspected prior to assembly / installation and has a 6 month inspection.
- Been securely fixed to a secure anchorage, to prevent displacement.
- A proper hook designed to prevent displacement of the load or a hook fixed with a safety catch.
- There is a safe working platform from which the hook can be loaded and unloaded, without undue risk.

### **Hoists:**

Where employees are required to operate a hoist, they must be 18 years of age or over and have been properly trained to do so by a competent person. All employees operating or working in close proximity to hoists should always comply with the guidance provided in this section.

### **Working With Cranes:**

Any work in association with a crane can be a source of hazard. All lifting operations shall be carried out in line with the Lifting Operations and Lifting Equipment Regulations 1998. Where employees are required to carry out such work it will be either as a banksman, or as a consequence of their particular duties. All employees working with or near to cranes should familiarise themselves with the guidance contained within this section.

In order for crane operations to be allowed to proceed on site there must be:

- 1) A 'lifting plan' within the parameters of LOLE Regulations 1998 Regulation 8.
- 2) An 'Appointed Person' must have drawn up the 'lifting plan' and be available to comment on it in the initial phases.
- 3) Operative engaged in the attaching and subsequent movement of any loads must be able to demonstrate having successfully achieved a recognised level of competence as operator and/or slingers.
- 4) Detail of safe lifting plan must be held on site and the site copy initiated and confirmed as being understood by the persons involved. The Lifting Plan is to be signed off by all parties involved, Appointed Person, Lift Co-ordinator (Banksman/Slinger), Crane Driver, Site Manager and others who may have an involvement in the lifting operation.

## **Equipment – Hand Tools:**

Newgate Construction Ltd employees/sub-contractors who use in the day to day running of the business hand tools including: Abrasive wheels, air operated equipment, cartridge /shot tools, butane powered nail guns, electrically operated tools and leads and power saws

### **General:**

- Tools are to be regularly checked and are to be thoroughly examined before storage. If worn or damaged, they are to be repaired or discarded.
- When not in use all tools are to be stored in boxes or racked, cutting edges are to be sheathed.
- No tools are to be left lying around site, as they can present a tripping hazard.
- All employees should inspect any tool prior to use, and defects must be reported immediately to the Site Manager, who shall quarantine the tool.
- Grease, moisture and dirt should be regularly cleaned off all tools.
- All cutting edges should be kept sharp to permit accurate working and to avoid the hazards arising from unnecessary pressure, and ‘mushroom’ headed chisels/bolsters must be ground down.
- Sharpening is a relatively skilled job and should only be carried out by sub-contractors authorized by Newgate Construction Ltd.

### **Abrasive Wheels:**

Abrasive wheels can cause fatal and serious accidents due to misuse, mishandling or failure to select the correct wheel (disc). All sub-contractors using abrasive wheels shall be trained and competent to carry out the works and be able to recognise the specification marked on wheels. Operators should use the guidance to remind themselves of the things they need to do to keep the operation safe.

### **Air Operated Equipment:**

Compressed air may not sound dangerous, but the air itself is! The hoses which carry it and the tools it operates can all be lethal if mishandled. Employees required to use air operated equipment must have been trained in its use by a competent person. Following the guidance in this section will avoid accidents to employees or others.

### **Cartridge Assisted Tools:**

Cartridge assisted tools are potentially lethal weapons. No one should use a cartridge-assisted tool without first having been checked for colour blindness and having undergone appropriate training. Employees using cartridge-assisted tools should always know and use the guidance provided within this section, to make sure they have not forgotten any important safety measures, (and carry authorisation). Eye protection, ear protection must be worn when using these tools.

### **Electrically Operated Tools:**

A number of fatalities and injuries on construction sites relate to/from electricity. Electricity gives no advance warning of danger, and can kill instantaneously. Before using electrically operated hand tools, leads etc., and all sub-contractors will have been trained in their correct use of each tool. All portable electrical equipment should be subject to frequent user checks, periodic formal visual inspection, and programmed Portable Appliance Testing (PAT).

The use of 110v tools is preferred, with dispensation only being available following reasonable consideration from the Site Manager/Contracts Manager(s)/Managing Directors/Directors.

### **Power Saws:**

sub-contractors using portable hand held power saws (any sawing machine designed to be fitted with one or more circular blades, chain sawing machines, planning machines, boring machines) must have been sufficiently trained for the work being done at or on the machine in question; have sufficiently instructed in the dangers and precautions, the guards and other safety devices connected with that machine.

The use of chainsaws for general site work is not allowed.

Once trained, sub-contractors should use the guidance provided within this section as a reminder when using handheld circular saws.

## **Working at Height:**

### **Access to workplace:**

Safe means of access and egress shall, so far as is reasonably practicable, be provided and maintained to every place of work. The Newgate Construction Ltd will endeavor to eliminate, where practicable, working at height, where this is not possible we will consider, which is the safest method of access for the work at hand. The selection of access will take into account,

- The Planning and organising of all work at height
- Weather conditions parameters
- Skill, Knowledge, Experience Training of persons to work at height
- The safety zone of the area of work at height activities
- The adequacy of the equipment to be used, and its inspection
- The risks from any fragile surfaces, and the controls
- The risks from any falling objects

### **Safe Working Platforms:**

safe working platforms will be provided wide enough to allow employees to pass back and forth and use any equipment or material necessary for their work at that place and in any case be a minimum of 600mm wide with guardrails and toe boards so that an unprotected gap does not exceed 470mm; and that schedule 3 of WAH is satisfied.

### **Scaffolding:**

**Scaffolds are to be designed, erected, altered and dismantled by a competent scaffolding contractor, in accordance with TG20:13/SG4:10 and BS/EN 12811.1**

- Roof Edge Protection is to be designed to BSEN 13374 requirements.
- Loading Bays to have SWL displayed for example 1 pack bricks/1 tub mortar.
- Scaffolders to erect scaffold in accordance with SG4:10 'Preventing Falls from Scaffolds.
- A handover certificate is required from the contractor prior to use.

Sub-Contractors should refer to the scaffolding section in 'Safety Handbook' for the erection, inspection of scaffolding (incorporating a basic checklist), rules to ensure that when working on scaffold employees are protecting themselves and those working around them.

### **Trestles:**

Are to be erected altered and used under the direction of a competent person, who is required to inspect the equipment and environment to confirm suitability prior to use. Edge protection must be fitted. Where trestles are used as a work platform a specific Risk Assessment will be completed, if there is not a safer type of work platform available e.g. mobile tower/podium.

### **Access by Suspension Equipment:**

Where Newgate Construction Ltd cannot complete the work using a suitable working platform we will consider whether it can be achieved using suspension equipment. Suspension equipment includes cradles and bosons chairs; but these measures will be as a last resort, Access by MEWP will be pursued where practicable

### **Collective Means of Protection by use of Safeguards:**

Where Newgate Construction Ltd is unable to provide a safe working platform or make provisions for use of MEWP or similar equipment, considerations will be made for provision of suitable safeguards.

Safeguards such as nets, decking, airbag systems, impact absorbing bags or other will always be used in favour of relying on personal fall arresting systems e.g. harnesses.

We will always require the chosen system to be installed by competent persons trained in its use and we will always consider the potential outcome of our actions and choice of equipment in order that we do not cause or contribute to an accident by choice of safeguard system.

### **Ladders:**

Ladders are best used as a means of getting to a workplace. They may on occasion be used as a workplace for short-term work but only after risk assessment. Where ladders are used employees are to make sure:

- The ladder is strong enough for the job and in good condition.
- The ladder is secured or extends a sufficient height (about 5 rungs) above any landing place.
- The workplace can be reached without stretching.
- The ladder can be fixed to prevent slipping; at both stiles and the rungs are horizontal.
- The getting off rung is level with the work platform.
- The ladder is not on soft ground and will not move.
- The ladder is pitched at 75° (4 in 1).
- **See Safety Handbook**

**MEWP:**

If a mobile elevated working platform is selected then you must ensure the following:

- Only a suitably Skilled, Knowledge, Experienced, trained person operates the platform
- That fall arrest equipment is provided and used by the person or persons inside the platform
- No one in the platform will climb out over the guard rails unless the platform is specifically designed to allow this
- All hand tools are secured to the platform with safety ropes to prevent them falling should they be dropped
- A suitable means of descent from the platform is provided in case of an emergency
- Maintenance and test records (dated within the last 6 months) of the equipment are available for inspection
- Weekly inspections of MEWPs are maintained in the site register by a trained operator.

## **The Company Procedure:**

Newgate Construction Ltd will in all cases work within the spirit of the legislation and will through its mechanisms have in place means to satisfy The CDM Regulations 2015 PARTS 1 – 4 were necessary which apply to all construction.

With notifiable projects where this company is appointed as a Principal Contractor we will approach our fellow duty holders with what we would hope to be a mutual respect, and an open constructive and pragmatic strategy for everyone's benefit.

We expect the F10 to be satisfied by Client.

We are targeted specifically by CDM 2015 Regulation 13 "Duties of the Principal Contractor" and we shall meet the duties. The prime document for this will be our Construction Phase Health and Safety Plan.

We reserve the right to halt works safely at any time.

In particular we will through our Managing Director & Directors, to our Contracts Manager(s), Site Managers, and other key staff:

- 1) Plan manage and monitor the construction phase to develop on from our initial Construction Phase Health & Safety Plan to demonstrate our competence in meeting the requirements of CDM Regs 2015.
- 2) Liaison with all duty holders will be our aim to achieve good communication and confidence in the team. The Principal Designers as are necessary across the whole of the project requirements.
- 3) We will produce, implement and develop a Construction Phase Health & Safety Plan before works start.
- 4) Establishment of a safe secure site with access to authorised personnel only and good provision of appropriate full welfare.
- 5) We will insist on Site Inductions for every person who attends site and we will conduct tool box talks which will be "mandatory attendances" as the site and the hazard change during project development.
- 6) Everyone who attends site will be required to register their presence.
- 7) Contractors and sub-contractors will only be permitted to work after submission of their full Health and Safety Package, and after attending a recorded pre-start site meeting with our Nominated Person. Prior to being called to meeting, each successful tenderer will be required to furnish appropriate detail of the works in the form of:
  - Appropriate method statements.
  - Appropriate Risk Assessments.
  - Appropriate Manual Handling Assessments.
  - Appropriate COSHH Assessments.
  - Detail of any special hazards which may be presented to others (noise, dust, fumes, vibration, sparks, and heat)?
  - Detail of employees training.
  - Detail of statutory inspections regimes.
  - Detail of the site liaison personnel.
- 8) We undertake to maintain supervision at all times and will require others to meet the requirement of "Permit to Work" systems as and when required by our competent Site Manager.
- 9) Inspection will be carried out on a basis which reflects the intensity of the site, its peculiarities and the numbers of persons on site. The maximum period between inspections will be 4 weeks, and reports detailing comment will be held in head office, for duplicating to all interested parties and to show them how we have actioned the items raised.
- 10) Development of the Construction Health and Safety Plan will be reviewed at regular intervals during the construction phase.
- 11) As the projects develop we are keenly aware of the need to keep the workforce aware of developments and revisions:
  - Day to day detail will be actioned by display of the High Hazard Day Notice.
  - Traffic Management and access plans showing routes for authorized vehicle routes and pedestrian routes will be clearly marked up, sign posted and contained within barriers.
  - Site Waste Management provisions will be controlled as constraints are placed on storage.
  - Fire Plans and Emergency Provisions will be kept up to date.

## **Contracting:**

### **Selection Procedure:**

The Company selects subcontractors/self-employed based on references requested from previous clients, along with, where necessary interviews and site visits. Therefore all subcontractors/self-employed must provide two references upon tendering to enable an investigation on their level of competence in terms of safety performance and management commitment.

As a result of CDM 2015 the criteria for vetting may also be used.

### **Health and Safety Documentation from Subcontractors/Self-Employed:**

Prior to commencement of the subcontract works on site the Contracts Manager(s), or his nominee, may request one or all of the following documentation from the subcontractor/self-employed person. Risk Assessment(s), including COSHH details; Method Statement(s); Training records Thorough Examination, Inspection, test and/or safety certificates for plant and equipment.

The Site Manager shall **not** allow a subcontractor/self-employed person to commence work on site unless all necessary method statement(s) have been received and they are satisfied that the subcontractors or self-employed on site has a copy of the method statement and are aware of, and understand its contents.

### **The Subcontractor/Self-Employed on Site:**

All subcontractors/self-employed shall complete induction training prior to commencing work. The training is carried out by the Site Manager, or his nominee, and all participants must sign the training register.

All sites shall, on a monthly basis, hold site health and safety meetings. Such meetings shall be attended and recorded by the Contracts Manager(s) and / or Site Manager. Any incidents that occur during the works must be reported to the Site Manager / Supervisor and where appropriate the Main / Principal Contractor.

### **Subcontractor/Self-Employed Documentation on Completion:**

On completion all subcontract documentation shall be returned to Head Office where it will be collated and relevant documents archived. Test / Inspection Certificates and other information required for the Construction Health and Safety File shall be forwarded to the Principle Designer.

## **Consultation with Employees:**

Newgate Construction Ltd will pro-actively involve its employees in all issues relating to health and safety in the workplace.

Newgate Construction Ltd will consult on decisions affecting or involving:

- Any change which may substantially affect the health and safety at work of staff, for example in procedures, equipment or working methods;
- Newgate Construction Ltd arrangements for getting competent persons Skill, Knowledge, Experience Trained to help satisfy health and safety laws;
- Information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they have to deal with a risk or danger;
- The planning of health and safety training; and
- The health and safety consequences of introducing new technology.

In complying with the requirements of the Employee (Consultation) Regulations 1996 the company will consult with staff on these matters through Elected Representatives (ER's).

### **Where the company chooses to consult through Elected Representatives the following applies:**

There shall be insert number ER's (State names) who will be consulted on a regular basis on the health and safety issues mentioned at para 7.1 above.

The ER's are entitled to the following and these will be provided by the Company subject to adequate notice which will normally not be less than 7 days:

- Adequate training to enable them to carry out their role.
- All (reasonable) necessary time off with pay and any reasonable costs to do with that training.
- All necessary information which they require to undertake the role (this will be provided as soon as reasonably practicable).

### **The role of Elected Representatives shall be to:**

- Take up concerns with Newgate Construction Ltd about possible risks and dangerous events in the workplace that may affect the employees they represent.
- Take up with Newgate Construction Ltd general matters affecting the health and safety of the employers they represent; and,
- Represent the employees who elected them in consultations with health and safety inspectors.

### **The following could be considered optional extras if the Company so desired:**

- Investigate potential hazards and dangerous occurrences at the workplace.
- Examine the causes of accidents at the workplace;

### **Where Newgate Construction Ltd choose to consult direct with employees, the following applies:**

In complying with the requirements of the Employee (Consultation) Regulations 1996 the company will consult with staff on these matters on an individual basis.

This will be achieved by writing to each individual on any issues listed at para 7.1 above and provide adequate time for them to respond either verbally or in writing, normally within 7 days. On urgent issues the Managing Director/Directors will consult individuals on a personal basis and record where necessary comments to reflect decisions made.

## **Smoke Free Policy:**

### **Purpose:**

This policy has been developed to protect all employees, service users, customers and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006.

Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

### **Policy:**

It is the policy of Newgate Construction Ltd that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. The policy shall come into effect on Sunday, 1<sup>st</sup> July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. Provide and sign a designated smoking area.

This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

### **Implementation:**

Overall responsibility for policy implementation and review rests with Michael Newcombe or Jon Newcombe.

However, all staff is obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction.

Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

### **Non-Compliance:**

Local disciplinary procedures will be followed if a member of staff does not comply with this policy.

Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

### **Help to Stop Smoking:**

The NHS offers a range of free services to help smokers give up. Visit [www.gosmokefree.co.uk](http://www.gosmokefree.co.uk) or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and you're full postcode to 88088 to find your local NHS Stop Smoking Service.



Signed:

Managing Director

Dated:

January - 2016

Review Date:

January - 2017

## **Lines of Communication:**

Employees may refer health, safety and welfare matters to either their immediate superior and/or their appointed safety (or elected) representative.

Wherever possible, the Site Manager will rectify unsatisfactory conditions, eliminate hazards or otherwise resolve problems referred to them by Safety Representatives and will enlist the aid of the Michael Newcombe, John Macdonald & Steve McGuinness.

In instances where necessary action is beyond the resources of the Site Manager or where the action taken or proposed is unacceptable to the Safety Representative, the matter will be referred through the normal Management reporting line, to Michael Newcombe, John Macdonald & Steve McGuinness and the Safety Representative informed accordingly.

In the event that the resolution of a problem is beyond the resources of the Michael Newcombe, John Macdonald & Steve McGuinness or in instances where proposed action cannot be agreed, the matter will be referred to the Health & Safety Consultant/Advisor.

In all instances, employees must be informed of the action taken in respect of the matters they raise and if no action is to be taken they must be informed of this, together with the reasons. Where necessary action will involve some delay, the employee should be given the details and kept informed of progress.

All employees are encouraged to submit suggestions for better health and safety to their immediate supervisor or direct to Management.

## **Young Persons/Work Experience:**

### **General duties for all employers:**

Young person's gaining 'work experience' as part of school/college programme must be introduced to the company/site by the school/college staff. Details of the work experience to be clearly defined before the young person are allowed to commence work.

Under no circumstances will employees or sub-contractors be allowed to bring young person's/relatives onto the site on 'ad hoc' occasions for example during school holidays.

The law at present requires you to assess risks to all your employees, including young workers, and to do what is reasonably practicable to control those risks.

Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. Children under 13 years old are generally prohibited from any form of employment. Children between 13 and the minimum school leaving age are prohibited from being employed in industrial undertakings such as factories, construction sites, except when on work experience schemes approved by local education authority.

The Health & Safety (Training for Employment) Regulations 1990 have the effect of designating children on work experience as employees for the purposes of health and safety legislation. Employers offering work experience placements to children must provide them with at least the same health, safety and welfare protection that they give their own employees. There are also some age-related restrictions which prohibit your workers, including children on work experience, from working with particular machinery or undertaking particular tasks. A list of these may be found in HS(G)165 "Young People at Work" A guide for employers`.

Applicable legislation; The Management of Health & Safety at Work Regulations 1999.

As a result employers are required to:

- Assess risks to young people, under 18 years old, before they start work;
- Take into account their inexperience, lack of awareness of existing or potential risks, and immaturity;
- Address specific factors in the risk assessment;
- Provide information to parents of school-age children about the risk and the control measures introduced; and
- Take account of the risk assessment in determining whether the young person should be prohibited from certain work activities, except where they are over MSLA, and it is necessary for their training and:
  - 1) Where risks are reduced so far as is reasonably practicable; and
  - 2) Where proper supervision is provided by a competent person.

## **Working with & Managing Contractors/Sub-Contractors:**

When Newgate Construction Ltd has Sub-Contractors working for them, then both Newgate Construction Ltd and the Sub-Contractor will have duties under health and safety law. This also applies when Sub-Contractors employ sub-contractors.

When employing Sub-Contractors Newgate Construction Ltd will:

- Select a suitable Sub-Contractor – Ensure they have sufficient skills and knowledge to do the job safely and without risks to health and safety.
- Assess the risks of the work – The level of risk will depend on the nature of the job. Whatever the risk, you will need to consider the health and safety implications.
- Do a risk assessment – Newgate Construction Ltd & the Sub-Contractor should be aware of its findings. Sub-Contractors should already have a risk assessment for the work activities of your own business. The Main contractor must assess the risks for the contracted work and then both of you must get together to consider any risks from each other's work that could affect the health and safety of the workforce or anyone else.
- Provide information, instruction and training to your employees. They also need to provide any information to the Main Contractors on the risks from your activities and the controls you have in place. It may also be beneficial to consider, with the contractor, what instruction and training contractors will need.
- Set up liaison arrangements for co-operation and co-ordination with all those responsible to ensure the health and safety of everyone in the workplace.
- Decide what you need to do to manage and supervise the work of contractors and agree the nature of the controls before work starts.

### **Newgate Construction Ltd.'s Responsibilities:**

Both Newgate Construction Ltd & all Sub-Contractors employed have responsibilities under health and safety law. Everyone needs to take the right precautions to reduce the risks of workplace dangers to employees, sub-contractors and the public. Make sure everyone understands the part they need to play in ensuring health and safety.

### **What you need to do:**

#### **Identify the Job:**

- Identify all aspects of the work you want the sub-contractor to do.
- Consider the health and safety implications of the job.
- Remember, the level of risk will depend on the nature and complexity of the work.
- Newgate Construction Ltd will provide potential sub-contractors with this information and make sure they know and understand the performance you expect of them.
- This information will be included in the job specification.

#### **Select a Suitable Contractor:**

Newgate Construction Ltd will satisfy themselves that the sub-contractor they choose can do the job safely and without risks to health. This means making enquiries about the competence of the contractor – do they have the right combination of skills, experience and knowledge? The degree of competence required will depend on the work. Similarly, the level of enquiries you make should be determined by the level of risks and the complexity of the job.

Examples of questions Newgate Construction Ltd will ask potential sub-contractors include:

- What arrangements will you have for managing the work? For example, who will be responsible, how will the work be supervised, what checks do you make on equipment and materials etc.?
- Will you be using subcontractors and if so how will you check they are competent? The level of competence for subcontractors will depend on the risk and the complexity of the work.
- What is your recent health and safety performance? For example, how many accidents and cases of ill health have you had, has HSE taken any action taken against you?
- Do you have a written health and safety policy? (This is only a requirement if five or more people are employed).
- Can you provide existing risk assessments done for similar jobs? Again, written risk assessments are only required by law if five or more people are employed?
- What qualifications, skills and experience do you have in this type of work?
- What health and safety information and training do you provide for your workers?
- If required, do you have Employers' Liability Compulsory Insurance?

These questions will help Newgate Construction Ltd find out whether the sub-contractor is complying with their duties under health and safety law. You can then decide how much evidence is needed to support what you have been told.

Other questions Newgate Construction Ltd will ask which may help them to decide which sub-contractor to choose include:

- Do they have any independent assessment of their competence?
- Are they members of a trade association or professional body?
- Will they be producing a safety method statement for the job? A safety method statement is not required by law. It does however describe in a logical sequence exactly how a job is to be carried out in a safe manner and without risks to health. It includes all the risks identified in the risk assessment and the measures needed to control those risks. This allows the job to be properly planned and resourced.

**Provide Information, Instruction & Training:**

Newgate Construction Ltd will communicate with the sub-contractors throughout the process. Make sure that the sub-contractor and their employees have information on:

- Health and safety risks they may face.
- Measures in place to deal with those risks.
- Your emergency procedures.

The information all sub-contractors must provide should be in a form that is easy to understand.

Similarly, all Sub-Contractors must provide clear instructions, information and adequate training for their own employees.

**Cooperate & Coordinate With Sub-Contractors:**

Newgate Construction Ltd & all Sub-Contractors must work together and coordinate all their activities, to make sure the work can be done safely and without risks to health. One way of doing this is to have regular meetings throughout.

The level of cooperation and coordination needed will depend on:

- The job to be done.
- The number of Sub-Contractors & their employees involved.
- The risks involved.

**Consult the Workforce:**

Newgate Construction will consult all Sub-Contractors & their employees on health and safety matters. Involving their workers will help to make better decisions on the actual risks and the measures to control them. Involve your workers in the process and consult them on:

- How the Sub-Contractors work will affect their health and safety.
- Information and training.
- Making sure they know how to raise any concerns they may have about the contractors and their work.

**Manage & Supervise the Work:**

Newgate Construction Ltd will need to decide what they need to do to manage the Sub-Contractors' work. The measures Newgate Construction Ltd put in place should be consistent with the level of risk, i.e. the greater the risk, the more the Sub-Contractors needed to do.

**Consider:**

- Who will be responsible for the work and what do you expect them to do?
- Who will supervise the work and how?
- How will the work be done and what precautions will be taken?
  - What equipment should or should not be worked on/used?
  - What personal protective equipment is to be used and who will provide it?
  - What are the working procedures, including any permits-to-work?
- What are the arrangements for stopping the work, if there are serious health and safety concerns?

Once the work has started, make sure you keep a check on how the work is going against what you have agreed. You can do this by:

- Regular checks – ask yourself 'are the control measures working?'
- Investigating if things go wrong, e.g. near misses, accidents, ill health. Ask yourself 'what went wrong and what can we do to prevent it happening again?'

After the job is finished, there will be benefits in reviewing and learning from any lessons to see if performance can be improved in future.