



HEALTH AND SAFETY POLICY 2020

**GMC FABRICATION SERVICES LIMITED
UNIT 13 TANSHELF INDUSTRIAL ESTATE
COLONELS WALK
PONTEFRACT
WF8 4PJ
TEL: 01977 701566
FAX: 01977 701577**

VAT REG NO.: 892917082
COMPANY REG. NO.: 07144184





Health and Safety Policy – “Statement of Intent”

It is the firm policy of **GMC Fabrication Services Limited** (herein referred to as **GMC** or the Company) to take all reasonable steps to ensure the safety, health and welfare at work of all its employees and all those who may be affected by the acts or omissions in fulfilment of its moral, legal and economic responsibilities.

A continuing policy is in existence for the maintenance and improvement of standards of health and safety in order to comply with the **Health and Safety at Work etc. Act 1974** (HASWA) and all other relevant statutory provisions.

It is considered a function of the **GMC** management to implement a programme to ensure that such compliance is observed. Thereby ensuring such circumstances exist so as to promote and increase awareness of matters pertaining to the health and safety, those associated with **GMC** will also provide such information, instruction and training as is necessary to ensure that all employees are aware of their own duties and responsibilities under relevant legislation.

All plant and equipment including personal protective equipment provided shall be safe and suitable. Risk assessments will be undertaken at intervals of a suitable period to ensure a safe system and safe place of work exists and that all hazardous substances used have the required and relevant information. Access to good first aid and medical services will also be made available.

GMC also undertakes to ensure that so far as is reasonably practicable none of its operations shall affect the environment as a whole. Where they might, the best practicable means will be adopted to limit the effects.

It shall be the duty of all concerned that there shall be regular review of this policy statement to ensure that any new developments and circumstances are addressed. A copy of the policy statement shall be provided for each employee and a copy displayed in the office area.

GMC will encourage representations to be made in the interest of furthering the health and safety commitment of **GMC**.

The objective of this policy is to advise employees at all levels on safe working methods, equipment and conditions. This will achieve:-

- i. The avoidance of injuries;
- ii. The provision of safe and healthy working conditions and a general environment in which the individual can offer their maximum contribution to the Company;
- iii. The control of loss and damage to plant and equipment.

Signed: **M COOPER** Position: **Managing Director**

Date: **30th September 2020**



1.0 Individual Responsibilities

1.1 General Duties

1.1.1 It is the legal duty of all those at work to take reasonable care for the Health and Safety of themselves and of those who may be affected by their acts or omissions.

1.2 Managing Director

1.2.1 The main responsibilities are to:-

- a) Initiate the firm's policy for the prevention of injury and ill health and to set targets as appropriate for the reduction of accident rates;
- b) Administer the policy themselves or appoint a senior member of staff to do so;
- c) Know the requirements of the principle Act and any other items of legislation relevant to the undertakings of the Company;
- d) Appoint a competent person(s) to assist in undertaking the measures necessary to comply with legislation;
- e) Implement a system for ensuring that such measures are maintained and monitored;
- f) Ensure all levels of staff receive adequate training;
- g) Insist that sound working practice is observed;
- h) Initiate proper reporting, investigation and costing of injury, ill health, damage and loss; promote action to preclude recurrence and initiate analysis to discover accident trends;
- i) reprimand any member of staff who fails to satisfactorily discharge the responsibilities allocated to them;
- j) Instigate liaison with external health and safety organisations; Health and Safety Executive, Environmental Health Officers etc. Encourage the distribution of relevant information throughout the firm;
- k) Arrange for any funds and facilities necessary to meet the requirements of the policy;
- l) Set a personal example.



1.3 Person Responsible for Safety

1.3.1 The director responsible for safety is Mr Mark Cooper.

- a) To monitor the workings of the firms H&S management system;
- b) To undertake site audits.

1.4 Supervisors including Site Work Supervising

1.4.1 The main responsibilities are:

- a) Organise the work to minimise risks to persons, equipment and materials;
- b) Know the broad requirements of any relevant legislation;
- c) See that any legal requirements are observed in the work place;
- d) Ensure precise instructions are given for correct working methods;
- e) Arrange delivery and stacking of materials so to prevent double handling; position plant effectively;
- f) Maintain a tidy site and workshop;
- g) Check all machinery and plant, including power and hand tools, are maintained in good condition;
- h) Ensure that all hazardous substances are correctly labelled and stored;
- i) Make sure that suitable protective clothing is available and where appropriate, used;
- j) Make sure first aid kits are available and that the First Aider has ensured they are filled with the correct items;
- k) See to proper care of casualties and know where to obtain medical help and ambulance services;
- l) Cooperate with Mr **Mark Cooper** and Mr **James Mawson** on matters of health and safety and act on any recommendations;
- m) Set a personal example.

1.5 Employees

1.5.1 The main responsibilities are:

- a) Observe fully any safety rules and abide by the health and safety policy at all times;
- b) Use correct tools and equipment for the job; use any safety equipment and protective clothing provided;
- c) Keep plant, tools and equipment in good condition;
- d) Report to your supervisor any defects in plant or equipment, or any obvious health risks;
- e) Develop a personal concern for themselves and others especially the young and in-experienced;
- f) Avoid any improvising that may lead to unnecessary risks;
- g) Warn new starters of known hazards;
- h) Cooperate with management on matters of health and safety and suggest ways of eliminating hazards;
- i) Report all accidents to supervisors whether injury has been sustained or not;
- j) Attend any training designed to further health and safety;
- k) Be aware of any fire or emergency procedures;
- l) Do not engage in horseplay and/or violence in the workplace as this will not be tolerated.

1.6 Safety Advisor

1.6.1 A Company safety adviser is retained by the Company to assist **Mark Cooper** and **James Mawson** and advise on aspects of health and safety as part of the system for managing health, safety and welfare in the Company.

1.6.2 As such the safety adviser will assist with the following:

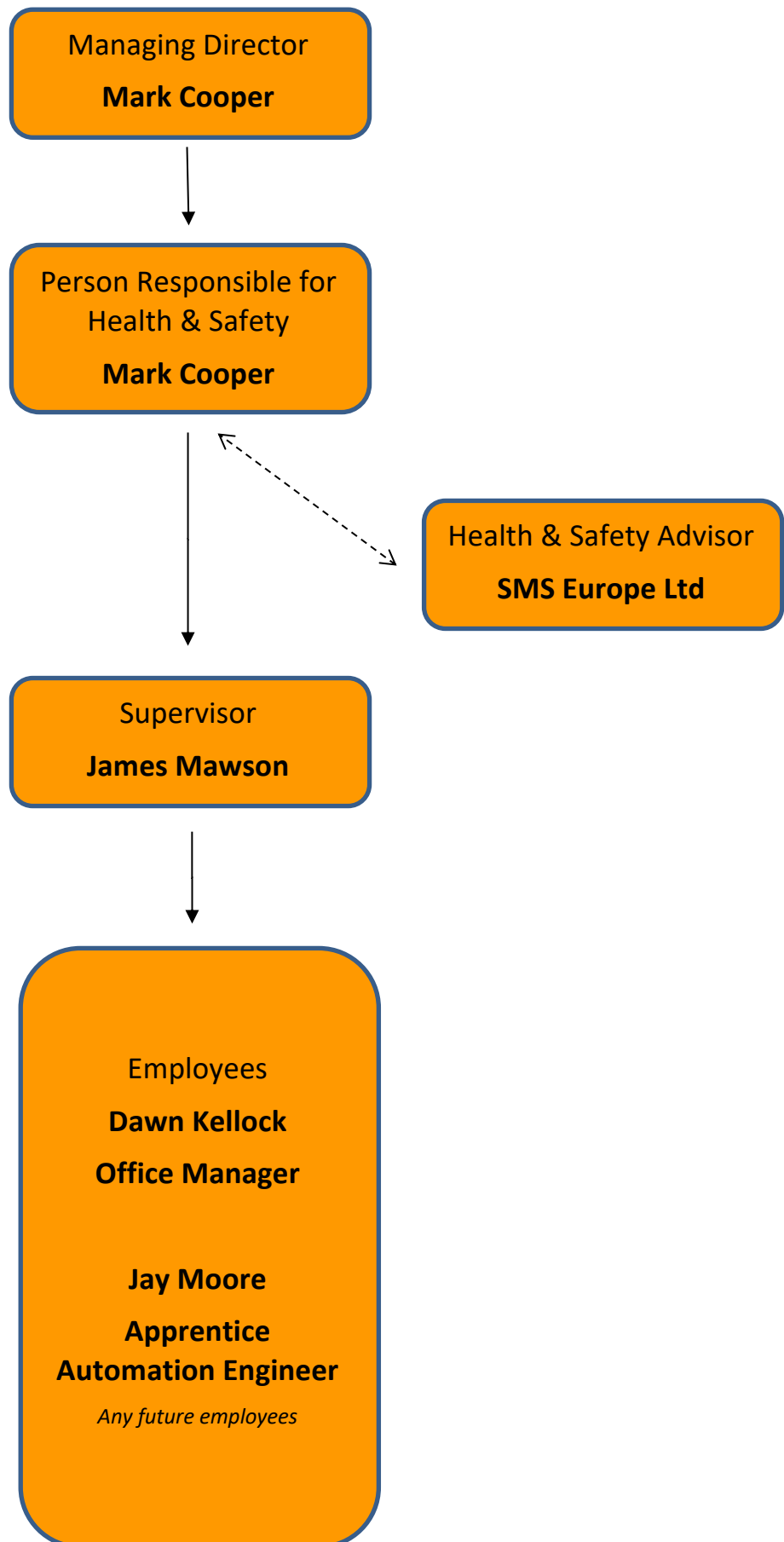
- a) Assist GMC in formulating the health & safety policy and procedures required to comply with the **Health and Safety at Work etc. Act 1974** and **Construction (Design and Management) Regulations 2015** (CDM Regs 15).
- b) Assist **GMC** to identify the hazards and risks that accompany the work's activities;
- c) Assist the Company to produce the appropriate risk assessment, method statements and safe systems of work as a result of the Company's work activities when requested.

1.7 Health and Safety Management Structure

1.7.1 The following management structure exists within **GMC** to manage health and safety:



GMC HEALTH & SAFETY MANAGEMENT STRUCTURE



2.0 Arrangements for Safe Working

2.1 Management of Health and Safety

2.1.1 The system used to manage Health and Safety within the Company is centred on the Health and Safety File.

2.1.2 This is a working document, currently under review at the time of this Health and Safety Policy review. The file will identify:

- The key hazards and risks associated with the Company's key work activities;
- Procedures adopted to control risk;
- How the Company will cascade the information to employees;
- The reporting of incidents and accidents
- Results of incident and accident reporting;
- Procedures for monitoring the Company's performance and results of such.

2.2 Construction (Design and Management) Regulations 2017

2.2.1 The principle trading activities of the Company fall within the duties identified in the above regulations, and as such it is implicit in this policy that **GMC** will comply in all respects to the regulations by ensuring that it will where required:

- a) Cooperate with the Principal Contractor to assist them in their duties under the Act;
- b) Cooperate with the CDM Principal Designer to provide such information as is required in the provision of the safety file.

2.2.2 Where in the rare occasions **GMC** are appointed by the client to act as Principal Contractor under the regulations, **GMC** will:

- a) Ensure that a Construction Phase Health and Safety Plan is produced in accordance with the regulations and is in place prior to commencement of any works;
- b) Ensure that the safety file is maintained during the course of the works;
- c) Ensure that the assessments as required under the **Management of Health and Safety at Work Regulations 1999** are undertaken;
- d) Coordinate the H&S management during the construction phase;
- e) Raise awareness on the site to H&S issues by providing information and training as deemed appropriate.

2.3 Provision of Information to Employees

2.3.1 Information is provided to the Company's employees by the provision of ongoing training and providing information.

2.3.2 Upon joining the Company each employee participates in an induction course that covers the following key elements:

- An introduction to GMC's work activities;
- **The Health and Safety at Work etc. Act 1974;**
- The firm's Health & Safety policy;
- The reporting of incidents and accidents;
- The areas of risk associated with **GMC** work activities;
- Risk assessments undertaken by **GMC** and Method Statements.

2.3.3 The following control measures are used when assessing risks:

- a) Eliminate hazard – e.g. alternative methods of work
- b) Reduce the hazard –e.g. COSHH data, Manufacturers Safety Data Sheets
- c) Prevent contact with the risk –e.g. machine guards
- d) Safe Systems of Work – e.g. method statements
- e) PPE – e.g. provision and enforcement

2.3.4 Other specific information required by virtue of the employees specific work activity, such as, but not limited to:

- IPAF
- PASMA
- **Provision and Use of Work Equipment Regulations 1998** (PUWER98)
- **Lifting Operations and Lifting Equipment Regulations 1998** (LOLER98)
- **Construction (Design & Management) Regulations 2015** (CDM15)
- Construction site rules
- Lone working arrangements
- Young person's at work

2.3.5 Information on training is recorded and monitored on the Company's training matrix, which is reviewed and relevant training implemented.

2.4 Risk Assessments

2.4.1 All existing works operations will have a suitable and sufficient assessment of the risks.

2.4.2 New operations and 'one off' tasks will have an assessment completed as soon as possible.

2.4.3 Assessments will be carried out on hazardous substances in accordance with **COSHH Regulations 2002**. The person responsible for this is **Mark Cooper**.

2.4.4 Assessments will be reviewed and amended where required after a suitable period of time, change in activity or the validity is questionable.

2.4.5 Written records will be kept for a minimum of five years.

2.5 Safe Systems of Work

- 2.5.1 Having identified the risks **GMC** shall provide and operate safe systems of work for all employees.
- 2.5.2 All planned procedures, method statements, bonus or target schemes that may exist will be performed without prejudice to the health and safety of those undertaking the operations involved. There will be a regular review of written systems of work.
- 2.5.3 Persons using new machinery will be fully instructed in any hazards prior to its use.
- 2.5.4 No person under the age of eighteen years will operate any type of power driven plant or machinery, unless for the purpose of training and is under the supervision of a competent person.

2.6 Method Statements

- 2.6.1 For all non-repetitive work activities method statements shall be produced prior to the work activity taking place and issued formally to the persons employed in that work activity.
- 2.6.2 It is the employee's responsibility to work in accordance with the method statement once issued.

2.7 Safe Place of Work

- 2.7.1 It is both **GMC's** and the employee's responsibility to ensure that a safe place of work exists at all times and as such the following rules shall apply at all times:
 - All plant and tools must at all times be kept in a safe and tidy manner;
 - All excess materials and waste must be cleared away from all working areas, walkways and fire exits;
 - Excess materials must be properly stored and contained;
 - Anything provided in the interests of health, safety and wellbeing must be properly used, maintained and stored.

2.8 Plant and Equipment

- 2.7.1 All plant and equipment should be operated in accordance with the operating procedures and manuals; which should be suitable for purpose.
- 2.7.2 Any precautions, fencing and guards must be in place when the item is in use or in motion.
- 2.7.3 Machinery shall be in good working order and will comply with any statutory requirements
- 2.7.4 Regular checks and tests will be made of any safety devices.
- 2.7.5 New machinery will have an assessment performed to identify any hazards that may exist.

2.9 Maintenance

- 2.9.1 A planned programme of routine and preventative maintenance exists to ensure that hazards that may exist are detected quickly.
- 2.9.2 All records are to be kept in a suitable and systematic manner.

2.10 Fire Precautions

- 2.10.1 All personnel will familiarise themselves with the fire precautions, fire alarms, means of escape and the emergency evacuation procedure.
- 2.10.2 Before leaving the premises personnel shall make sure that all naked flames or ignition sources are extinguished, and where practical all electrical apparatus turned off. Welders and plasma cutters should be isolated and gases switched off. However, these duties should be performed without prejudice to personal safety or that of those around you.
- 2.10.3 **GMC** will design a workshop and site fire plan and will display these for operatives and visitors to see. The fire plans will be pointed out to each individual along with the fire assembly points, and in any event during the Company induction.
- 2.10.4 If whilst on site the Client/Principal Contractor has developed a fire safety plan, or for example the Landlord of the premises has implemented such a plan, then **GMC** will utilise this plan as the site safety plan.

2.11 First Aid and Welfare Facilities

- 2.11.1 The Company has undertaken a risk assessment to identify the type and quantity of first aid equipment that is required as a result of the work activity.
- 2.11.2 Where not provided on site by the Principle Contractor under a shared welfare agreement:
- First aid facilities sufficient to cater for the number of employees and the work activity in accordance with the guidance given in the Approved Code of Practice (ACoP);
 - Sufficient welfare facilities including adequate lighting, temperature, ventilation, changing and washing provisions;
 - and; All employees will be made aware of the arrangements.

2.12 Personal Protective Equipment (PPE)

- 2.12.1 If as a result of a risk assessment PPE is identified as a control measure, then the Company undertakes to provide it.
- 2.12.2 All employees must ensure that:
- They use it as directed by **GMC's** site operative who is responsible for safety;
 - They use it as they are trained to use it;
 - They must not misuse it as it is an offence to interfere with or misuse anything provided in the interest of safety.



2.13 Electricity

- 2.13.1 Electricity has been identified as a high risk area.
- 2.13.2 Where work is to be undertaken on or by equipment using electricity then an assessment of any dangers will be performed. Such undertakings must comply with the requirements of the **Electricity at Work Regulations 1989** and any relevant ACoP's or guidance.
- 2.13.3 All portable appliances shall be maintained and tested in accordance with these requirements.
- 2.13.4 Only a suitably qualified and competent person should make additions or alterations to the electrical system.

2.14 Incidents, Accidents and Dangerous Occurrences

- 2.14.1 It is the responsibility of **GMC** to report certain incidents, accidents, dangerous occurrences and occupational diseases to the Health and Safety Executive (HSE).
- 2.14.2 All incidents and accidents, regardless of whether any injury has been sustained, should be reported to the supervisor as soon as possible and the Company's reporting procedure followed, along with an entry in the accident book.
- 2.14.3 Any notifiable incidents, accidents, dangerous occurrences and occupational diseases are to be reported to the HSE within their outlined time frame and in the manner prescribed (internet or call centre).
- 2.14.4 Under the **Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013**, the following examples **MUST** be reported to the HSE:
- Death of a person as a result of a work related accident;
 - Fracture of skull, spine or pelvis;
 - Fracture of a bone in the arm or wrist (not in the hand);
 - Fracture of a bone in the leg or ankle (not in the foot);
 - Amputation of a hand, foot, finger, thumb or toe;
 - Loss of the sight of an eye;
 - An injury that results in immediate hospitalisation for more than 24 hours.
- 2.14.5 Under the **Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013**, the following examples of incidents or dangerous occurrences should for example be reported:
- The collapse of a scaffold over five metres high;
 - The collapse of a floor or wall at a workplace.

2.15 Records

- 2.15.1 All statutory records concerning accidents, machinery testing, examination, inspection and any other records concerning matters of health and safety will be kept securely, and updated in a systematic way.

2.16 Monitoring

- 2.16.1 Audits will be carried out periodically by the Director's and the Company advisor to monitor the effectiveness of the Safety Policy and the management system as a whole.
- 2.16.2 The results of the audits will be used to assist in determining training requirements of the Company and any changes deemed to be required to **GMC's** Health and Safety Policy and management system.
- 2.16.3 Records will be kept for statistical purposes.

2.17 Safety Committee

- 2.17.1 The Director's will consult with all employees on all issues that affect their health and safety, as required under the **Health & Safety (Consultation with Employees) Regulations 1996**, and the **Safety Representatives and Safety Committee Regulations 1977**.
- 2.17.2 A safety committee will be established when requested by the appointed safety representatives of the employee's recognised trade union.
- 2.17.3 In the absence of a safety committee the consultation with employees will be carried out formally as part of the ongoing training programme.

2.18 Control and Supervision of Contractors

- 2.18.1 Prior to any work or services being sub-contracted to another company, business or individual they will be required to provide such information as is required to demonstrate to **GMC** that they are competent to complete the works or services in accordance with the Company's Health and Safety Policy.
- 2.18.2 When work or services are sub-contracted to another company, the subcontractor will be informed of any hazards that exist and of any precautions to be taken during the work process.
- 2.18.3 Where required **Mark Cooper** will require appropriate risk assessments and method statements to be provided prior to the starting of any work activity.

2.19 Asbestos

- 2.19.1 **GMC** is aware that Asbestos-related diseases kill more people than any other single work related cause. All types of asbestos can be dangerous if disturbed. The location of asbestos and its identification can be difficult, since surface coatings and heat may change its appearance. It may also be enclosed by or beneath other materials. However, original plans or specifications may confirm its presence.

2.19.2 The **Control of Asbestos Regulations 2012** covers all work with asbestos. These Regulations bring together the three previous sets of Regulations covering the prohibition of asbestos, the control of asbestos at work and asbestos licensing. The Regulations prohibit the importation, supply and use of all forms of asbestos. They continue the ban introduced for blue and brown asbestos 1985 and for white asbestos in 1999. The Regulations also continue the ban the second-hand use of asbestos products such as asbestos cement sheets and asbestos boards and tiles; including panels which have been covered with paint or textured plaster containing asbestos.

2.19.3 **Duty to Manage:** The Asbestos Regulations also include the 'duty to manage asbestos' in non-domestic premises. **GMC** does not have any asbestos in its own buildings.

2.19.4 If elsewhere asbestos is discovered, the Company will continue to comply with the requirements of the **Control of Asbestos Regulations 2012**, and manage the asbestos, keeping a register of all suspected asbestos. A Management survey will be carried out and if necessary, an approved and licensed specialist Asbestos Contractor will be brought in remove asbestos from the building. Where demolition of a building or part of a building is necessary, this will not take place without first carrying out a Refurbishment/Demolition survey.

2.19.5 The term asbestos describes a number of hydrated silicates of a fibrous nature:

Crocidolite (blue)

Amosite (brown)

Chrysotile (white)

2.19.6 The **Control of Asbestos Regulations 2006** prohibits the importation, supply and use of all forms of asbestos (Crocidolite, Amosite, and Chrysotile asbestos).

Past uses of asbestos (Asbestos Containing Materials) include:

Insulation and sprayed coatings

- Boilers, plant and pipework
- Fire protection to steel work
- Thermal and acoustic insulation of buildings

Insulating board

- Fire protection to doors
- Cladding on walls and ceilings
- Partitioning
- Ceiling tiles

Asbestos cement

- Corrugated roof sheets
- Flat sheets for cladding and partitions
- Roof and land drainage goods



2.19.7 **Identification:** Asbestos cannot be reliably identified by colour since the natural colours tend to change through ageing or exposure to varying degrees of heat. Asbestos used in lagging to boilers can be particularly difficult to identify. An approximate indication of colour is as follows:

- Crocidolite (blue) lavender/grey to blue/green
- Amosite (brown) grey/brown
- Chrysotile (white) white/grey

2.19.8 **Work on Site**

(Work in area where Asbestos Containing Materials (ACMs) have been identified)

If ACMs are identified within the work area, the **Contracts Manager with responsibility for that project** in conjunction with **Mark Cooper** must decide if the work planned to be carried out is likely to disturb the ACMs, and what action they need to take to avoid exposing anyone to airborne asbestos fibres, if any.

All persons involved in the work must be given floor plans, photographs and other survey information as necessary so that they know what has been found. Also, they need to know how any risk of exposure will be controlled.

Where ACMs can be left undisturbed by the work, the **Site Foreman/Principal Contractor** is to monitor that they remain undisturbed as the work progresses.

If there is a risk of ACMs being disturbed by the proposed work, the appropriate **Contracts Manager** and **Mark Cooper**, in liaison with the **Principal Designer/Client**, must arrange for its removal by a licensed asbestos removal contractor under the direct supervision of a qualified asbestos consultant.

Once the ACMs have been removed, the main works can then proceed.

The Asbestos Register must be updated to show the extent of removal of ACMs.

2.19.9 *Where asbestos is discovered or suspected, work should stop immediately and the local authority, Site Manager/Principal Contractor and Mark Cooper informed immediately.*

2.20 **Abrasive Wheels**

2.20.1 Many accidents involving abrasive wheel machines occur each year. These accidents are usually due to the incorrect mounting and use of abrasive wheels during grinding and cutting work. All work with abrasive wheels will be in line with the **Provision and Use of Work Equipment Regulations 1998** Approved Code of Practice and HSG17 Safety in the Use of Abrasive Wheels.

2.20.2 The risk of breakage is inherent in every abrasive wheel. If the number of breakages is to be kept low, the initial care exercised in the design, manufacture and testing by abrasive wheel and machine makers must be coupled with the adoption of safety measures by the users. Accident statistics indicate that nearly half of all accidents involving abrasive wheels are due to an unsafe system of work or operator error. The following rules must be followed in order to ensure employee safety and to protect others whenever abrasive wheels are used.

- Abrasive wheels are only allowed to be fitted by employees who have received approved training and have been formally appointed by **GMC** to carry out work of this kind.
- Operators should be properly trained in the safe use of grinding machines
- When fitting a new wheel make certain that the spindle speed does not exceed the permitted speed of the wheel.
- For self-protection and the protection of others nearby, the guards must always be properly in position while the grinder is in use.
- **Suitable eye protection** is provided and must be worn when operating any type of abrasive wheel machine.
- Keep working areas clean and tidy and free from obstructions. The floor immediately surrounding fixed grinding machines should be maintained in good condition, and free from obstruction. Splash guards should be used when appropriate to prevent the floor from becoming slippery
- Never use a machine that is not in good mechanical condition.
- Prevent hearing damage by wearing hearing protection during cutting and grinding operations.
- **Speed.** The maximum operating speed marked on the wheel should under no circumstances be exceeded.
- **Guarding.** The wheel guard should always be secured in position and properly adjusted before the wheel is run.
- **Work rests.** Work rests should be kept adjusted as close as possible to the wheel. Lack of compensation for wheel wear is the main reason for the work rest to be out of adjustment. Work rests should therefore be inspected and adjusted at frequent intervals.
- **Lubrication.** Spindles should not be allowed to become overheated due to lack of lubrication.
- **Starting new wheels.** New wheels should be run free at normal operating speed for about a minute. Operators and others should stand clear during the trial run.
- **Stopping wheels.** Wheels should not be brought to rest by applying pressure to the periphery or face.
- **Wet grinding.** Prolonged immersion of a stationary wheel in coolant can throw the wheel out of balance when the machine is started. Before a wheel is stopped the coolant should be turned off, and the wheel run free until it is dry.

All work abrasive wheels must be carried out in line with the guidance in HSG17.

2.20.3 The maintenance of all abrasive wheels is the responsibility of **Mark Cooper**. Any defects noted should be reported to **Mark Cooper**.

2.21 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

2.21.1 **GMC** acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that exposure of employees is prevented or controlled to within statutory limits. COSHH assessments are conducted on all products used and stored. Any new product should be subjected to an assessment prior to either use or storage. These assessments will be reviewed and, if necessary, amended on a regular basis. A record of all COSHH assessments is held at the Company premises, and copies of relevant assessments are to be held on site when using the product or substance. If the use of a hazardous substance cannot be avoided or a less harmful alternative found, the Company undertakes to control exposure by engineering means where reasonably practicable. Where exposure cannot be adequately controlled by engineering means, appropriate PPE will be provided free of charge after consultation with employees or their representatives.

2.21.2 **Material Safety Data Sheets (MSDS)**: The CHIP Regulations were revoked from 1 June 2015 and no longer have legal effect. Chemical suppliers should comply with the CLP Regulation.

There are certain limited circumstances where CHIP labelling and packaging of mixtures (formerly preparations) can remain on the market after 1 June 2015. Where a mixture has already been classified, labelled and packaged according to CHIP, and placed on the market ('on-the-shelves') before 1 June 2015, it does not have to be recalled for re-labelling and re-packaging. This derogation is available until 1 June 2017.

If these criteria are not met, mixtures placed on the market must comply with the **Classification, Labelling and Packaging of Substances and Mixtures Regulation 2015 (CLP Regs 2015)**.

Under the **CLP Regs 2015** suppliers of chemicals are obliged to provide downstream users of chemicals, such as **GMC Fabrication Services Ltd** with information on the products they supply.

The safety data sheet should be provided to **GMC Fabrication Services Ltd** the first time they supply the product.

Responsibility for ensuring the MSDS is supplied with the chemical lies with **Mark Cooper**.

2.21.3 All employees and contractors will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substance hazardous to health, including flammable liquids.

The Company will, in consultation with workers and their representatives:

- (a) Ensure that all storage and transportation vessels are appropriate and adequate
- (b) Provide suitable and well maintained emergency fire-fighting equipment
- (c) Advise all employees, including new employees, who work or will work with hazardous substances including flammable liquids of the results of the assessments.

2.21.4 **Information and Training:** The Company will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided, and also to ensure the health and safety of workers who use flammable liquids. Information will also be given to others who may be affected, such as contractors, temporary employees and visitors.

Managers and supervisors of areas that use substances hazardous to health will be given additional training to ensure the proper management of the risks.

Training in the use, handling and storage of flammable liquids will cover aspects of health and safety legislation in general.

Modern working methods involve the use of substances, which may pose a risk to the health of people using them. These hazardous substances are defined substances used at work. They can be liquid, vapours, fumes, dusts, gases or biological agents such as bacteria. No substance is completely safe in all circumstances and any airborne dust, in significant quantities, can damage health. Since the hazard to health posed by many substances is not known it is good practice to use working methods to minimise exposure.

To reduce the risk of accidents involving flammable liquids, three important steps should be followed:

- (a) Make sure that all personnel are adequately trained in the use of flammable liquids, including emergency procedures
- (b) Ensure that all equipment used for conveying or storing is adequate and suitable fire extinguishers are readily available and easily accessible
- (c) Ensure that any equipment defects, spillages or accidents are reported immediately to a responsible person.

2.21.5 **Lead:** Lead can be found in organic or inorganic forms in industry.

It generally enters the body by inhalation, e.g. as welding fume or by ingestion, e.g. from poor hygiene or smoking. The body deposits lead on the bones, from where it becomes a cumulative poison, interfering with the production of haemoglobin, nerve transmission, kidney operations, pregnancy, etc.

Organic lead is mainly found in the form of tetra-ethyl and tetra-methyl lead, which are used mainly in the petrol industry to improve octane ratings. The danger from organic lead is that it can be absorbed via the lungs and the skin, e.g. by motor mechanics 'washing' their hands in petrol to remove oil and grease. Organic leads affect the brain, causing psychiatric disturbances, headache, vomiting, dizziness, mania and coma.

Lead is considered a substantial risk to health and as a result is subject to its own set of Regulations under health and safety law.

Occasionally lead piping will have to be handled. This will not create significant exposure as defined in the **Control of Lead at Work Regulations 2002**, but gloves should be worn to prevent absorption through the skin when handling. As far as possible cutting lead pipe should be avoided but when this has to be done, great care must be taken not to inhale or ingest filings of dust.

2.21.6 **Welding Fume:** The Company will endeavour to meet its obligations under **COSHH** with regards to welding fume. Adequate controls will be adopted to ensure that welding fumes do not exceed their Workplace Exposure Limit (WEL) and extraction will be tested appropriately.

COSHH Assessments will be carried out by **Mark Cooper** with the assistance of the Health and Safety consultant as required. Material Safety Data Sheets will be obtained from the suppliers by **Mark Cooper**.

Any local exhaust ventilation examination and tests will be arranged by **Mark Cooper**.

A competent person employed by **GMC** to undertake all welding activities.

2.22 Disabled Persons

2.22.1 The Company aims to provide full and fair opportunity to employment for disabled applicants and to ensure, through training and practical assistance where required, their continued employment and promotion. Employees who become disabled will be accorded every possible opportunity for maintaining their position or for retraining is appropriate.

2.22.2 The Company's health and safety policy has been prepared to ensure a safe and healthy environment for all employees.

It recognises that those employees who require extra equipment, facility or assistance, both routinely and in an emergency, will have such needs met.

The total co-operation of all members of management and employees is required. At least one disabled person will participate in all Company discussions relating to workplace health and safety policies where possible.

2.22.3 **Information and Training:** Newly appointed disabled employees and employees who become disabled will receive specific information and training on all relevant matters of health and safety. The Company will ensure that the information is presented in such a way as to be readily understood by each individual.

If the Company requires the services (supervisory or otherwise) of other employees to assist a disabled person in the course of their work or to expedite health and safety procedures, these employees will be trained by the Company and will receive specific notice of the duties required of them, and the disabled employee will be advised of the arrangement.

As a matter of good practice, the Company will ensure that the workforce generally is advised of any relevant health and safety issue that affects an individual disabled employee.

Disabled people constitute an important and valuable part of a Company's workforce. An effective health and safety policy will fully incorporate their individual needs provided that:

- (a) The actual implications of the disability in the workplace have been assessed and understood
- (b) The workforce is encouraged and trained to recognise and respond to any health and safety implications arising from a disabled person
- (c) The Company is committed to employing disabled people on an open and fair basis because of the qualities and skills that they contribute to the workplace and the workforce.

2.23 Health Surveillance

2.23.1 Noise: Where employees are likely to be exposed to higher levels of noise, a noise assessment will be carried out. The results of the noise assessment will be used to inform the management and identify where audiometric testing (hearing tests) is required.

Hearing tests will be required for employees that are exposed to noise above the Upper Exposure Action Value.

2.23.2 Where there are employees who are exposed below the Upper Exposure Action Value, but above the Lower exposure Action Value, and have a particular issues that make them more susceptible to hearing loss then those members of employees will undergo hearing surveillance also. Initial hearing tests will be carried out and a follow up will be carried out within two years.

There will be follow up tests every three years.

2.23.3 **Occupational Asthma – Welders:** The welding operations within the Company may give rise to increased risk of occupational asthma. The Company will carry out low level and higher level health surveillance to monitor the control techniques for controlling welding fume. All employees will fill in a lower level questionnaire on starting employment and on an annual basis. If the lower level questionnaire indicates that there may be issues to investigate then the Company will ensure that higher level health surveillance is undertaken for those employees involved.

2.23.4 **Dermatitis:** The Company uses some fluids that may have the potential to cause dermatitis **GMC** will assist in preventing dermatitis by informing employees to wash the skin with warm water and soap, or other skin cleanser, and drying the skin afterwards. Sinks will be large enough to wash the forearms and have both hot and cold (or warm) running water. Soap and towels will be provided. Facilities for drying clothes and changing clothes will also be available.

2.23.5 **GMC** will issue protective gloves to all employees. **GMC** will also provide protective clothing, including overalls with long sleeves and long trousers where appropriate.

2.23.6 **GMC** and its employees will avoid contact with chemicals where possible by:

- Substituting a more hazardous material with a safer alternative;
- Automating processes where possible;
- Enclosing processes as much as possible;
- Using mechanical handling;
- Using equipment for handling;
- Not using the hands as tools;
- Using a safe working distance.

2.23.7 The Company will also promote the need to protect the skin. This is particularly important if the steps above aren't practical or aren't enough to totally avoid contact.

2.23.8 Employees can protect the skin by the following:

- Following the information provided by the Company on how to look after their skin;
- Supervisors reminding employees to wash any contamination from their skin promptly;
- Importantly thoroughly drying the skin after washing;
- Using paper towels;
- Using moisturising pre-work and after-work creams;
- Using the appropriate protective clothing/gloves provided;
- Making sure gloves are made of suitable material;
- Selecting gloves that are the right size and right for the task to be done;
- Using and storing gloves correctly;
- Replacing gloves when necessary.

2.23.9 **Employee skin checks:** All employees should make sure that they carry out regular skin checks to look for early signs of dermatitis.

Regular skin checks can spot the early stages of dermatitis and early detection can prevent more serious dermatitis from developing and steps can be taken to start treating the condition.

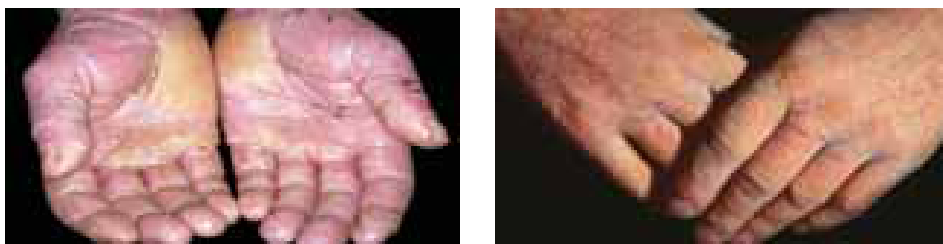
Checks can help indicate a possible lapse in your preventative measures and the need to reassess the situation.

2.23.10 Toolbox talks will cover the need for skin checks.

2.23.11 Any member of employees who discovers they have a skin problem should report it to the Management straight away.

2.23.12 **What does contact dermatitis look like?:** The signs and symptoms of the different types of dermatitis are similar. Dry, red and itchy skin is usually the first sign. Swelling, flaking, blistering, cracking and pain can follow.

2.23.13 Occasionally the consequences of contact with a material are immediately visible. Sometimes contact occurs without apparent effect. However, every contact can cause minute amounts of 'invisible' damage to the skin that can build up until more serious signs are seen. So, don't be lulled into a false sense of security.



2.23.14 **Leptospirosis:** Two types of Leptospirosis infection can affect workers in the UK.

1) Weil's disease

This is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats.

2) The Hardjo form of Leptospirosis

This is transmitted from cattle to humans.

2.23.15 **What are the symptoms?:** Both diseases start with a flu-like illness with a persistent and severe headache, which can lead to vomiting and muscle pains and ultimately to jaundice, meningitis and kidney failure. In rare cases the diseases can be fatal.

2.23.16 **Who is at risk?:** Anyone who is exposed to rats, rat or cattle urine or to foetal fluids from cattle is at risk.

People who have contracted Leptospirosis in recent years include vets, meat inspectors, butchers, abattoir and sewer workers. Workers in contact with canal and river water are also at risk.

2.23.17 **How might I catch it?:** The bacteria can get into your body through cuts and scratches and through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water, such as in sewers, ditches, ponds and slow-flowing rivers. People working in dairy parlours are often in contact with cattle urine. Rat urine may also contaminate animal feed stuffs on farms.

2.23.18 **How can I prevent it?**

- Get rid of rats. Don't touch them with unprotected hands.
- Wash cuts and grazes immediately with soap and running water and cover all cuts and broken skin with waterproof plasters before and during work.
- Wear protective clothing.
- Wash your hands after handling any animal or any contaminated clothing or other materials and always before eating, drinking or smoking.

2.23.19 **What else should I do?:** Report any illness to your doctor. Tell the doctor about your work.

Leptospirosis is much less severe if it is treated promptly. If your doctor decides you have Leptospirosis tell your employer, who must then report it to the Incident Contact Centre (Tel: 0845 300 9923).

2.23.20 Other transferable diseases to humans from animals (Zoonoses) are listed in HSE AIS2 (Rev2).

2.23.21 **Vibration:** Health surveillance will be provided for vibration-exposed employees who:

- Are likely to be regularly exposed above the action value of $2.5 \text{ m/s}^2 A(8)$;
- Are likely to be exposed occasionally above the action value and where the risk assessment identifies that the frequency and severity of exposure may pose a risk to health; or
- Have a diagnosis of HAVS (even when exposed below the action value).

2.24 Ladders

2.24.1 Any ladders used must be in good condition and inspected prior to use. The following basic principles will be adhered to. Access ladders, steps, trestles and lightweight staging should meet BS 2037:1994 or BS 1129: 1990. No equipment should be bought or used that does not meet these standards.

- 2.24.2 Access to the decks of rack storage is permitted only where handrails and toe-boards have been fitted, and where suitable load bearing flooring is fitted. This also applies to the use of roofs of internal offices, employee's rooms, toilets, etc. Safe means of access must be provided.
- 2.24.3 Suitable access equipment (dependent on circumstances) is supplied by the Company for access to high levels. It should be remembered that heavy loads/items that can be lifted are to be placed at waist level for ease of access. The guidance weight is approximately 16kg. If this exceeded then mechanical handling equipment may be needed.
- 2.24.4 It is imperative that employees understand that using the access equipment provided is mandatory. Improvised access equipment is not acceptable for accessing heights.
- 2.24.5 The basic rules for steps and ladders maintenance and use are-
- Ladders are not to be painted; varnish or wood preservative should be used.
 - All steps and ladders should be frequently inspected for defects by the manager, and taken out of service if dangerous.
 - Checks to make are splits, cracks, splintering, warping or bruising, undue wear (especially on rungs), missing rungs, wedges and tie rods for tightness, feet should be sound and not split or frayed, ropes and other fittings should be of sound condition.
 - Ladders should be positioned at an angle of 1:4 so that the foot of the ladder is one unit out for every four units high. Use them on secure, level bases, lash or clamp at the top or support at the base by the second person.
 - All step-ladders must be opened to the full extent allowed for by tie-ropes/bars and MUST NOT BE USED AS AN ORDINARY LADDER.
- 2.24.6 Due to the nature of the work at the Company and the frequent requirement to work at heights, safe systems of work will be devised and implemented by **Mark Cooper**.
- 2.24.7 All Work at Height will be preceded by a Work at Height risk assessment in line with the **Work at Height Regulations 2005 - Please refer to the Work at Height Section of the policy.**

2.25 LIFTING OPERATIONS

- 2.25.1 In accordance with the **Lifting Operations and Lifting Equipment Regulations (LOLER) 1998** all lifting appliances will be thoroughly inspected at least every 12 months and tested every 4 years. Arrangements for such inspections and tests will be made by **Mark Cooper** who will appoint external, independent bodies to carry them out.
- 2.25.2 All items of lifting gear shall be individually identified with a unique number. Each item will be inspected for defects before use and shall be thoroughly examined and tested at least every 6 months. Arrangements for such inspections and tests will be made by **Mark Cooper** who will appoint external, independent bodies to carry them out.
- 2.25.3 It should be noted that whenever it is reasonably practicable to do so, all lifting operations will be carried out mechanically and manual-handling operations will be avoided (as stated in the **Manual Handling Operations Regulations (1992)**).

2.26 Lighting

2.26.1 **GMC** regards the provision of a safe and well-lit working environment as fundamental to the health, safety and well-being of the workforce. All reasonable steps will be taken to ensure that lighting is adequate for the task at all times.

2.26.2 In line with the **Construction (Design and Management) Regulations 2015**, **GMC** will ensure;

- 'Every place of work and approach thereto and every traffic route shall be provided with suitable and sufficient lighting, which shall be, so far as reasonably practicable, by natural light.
- The colour of any artificial lighting provided shall not adversely affect or change the perception of any sign of signal provided for the purpose of health and safety.
- Suitable and sufficient secondary lighting shall be provided in any place where there would be a risk to the health and safety of any person in the event of the failure of primary artificial lighting.'

2.26.3 The factors that affect the efficiency of lighting are:

- The cleanliness and maintenance of light fittings and reflectors
- The reflections from walls and ceilings
- The distance of the light source from the work area
- Shadows thrown from furniture and fittings

2.26.4 The level of lighting around the Company for general activities should be at a recommended level of 500 lux. This applies to both indoor and outdoor activities. Where this is not so, local task lighting should be considered.

2.26.5 In line with Regulation 8 of the **Workplace (Health, Safety and Welfare) Regulations 1992**:

(1) Every workplace shall have suitable and sufficient lighting. The lighting so far as is reasonably practicable, be by natural light. Suitable and sufficient emergency lighting shall be provided in any room in circumstances in which persons at work are specially exposed to danger in the event of failure of artificial lighting.

2.26.6 Lighting should be sufficient to enable people to work, use facilities and move from place to place safely and without experiencing eyestrain. Stairs should be well lit in such a way that shadows are not cast over the main part of the treads. Where necessary, local lighting should be provided at individual workstations, and at places of particular risk such as pedestrian crossing points on vehicular traffic routes. Outdoor traffic routes used by pedestrians should be adequately lit after dark.

2.26.7 Dazzling lights and annoying glare should be avoided. Lights and light fittings will be of a type, and so positioned, that they do not cause a hazard (including electrical, fire, radiation or collision hazards). Light switches should be positioned so that they may be found and used easily and without risk. 2.26.8 Lights should not be allowed to become obscured, for example by stacked goods, in such a way that the level of light becomes insufficient. Lights will be replaced, repaired or cleaned, as necessary, before the level of lighting becomes insufficient. Fittings or lights will be replaced immediately if they become dangerous, electrically or otherwise.

2.26.9 Requirements on lighting are also contained in the **Provision and Use of Work Equipment Regulations 1992** and the **Health and Safety (Display Screen Equipment) Regulations 1992**. The electrical safety of lighting installations is subject to the **Electricity at Work Regulations 1989**.

2.26.10 **Natural lighting:** Windows and skylights will where possible be cleaned regularly and kept free from unnecessary obstructions to admit maximum daylight. Where this would result in excessive heat or glare at a workstation, however, the workstation should be repositioned or the window or skylight should be shaded.

In both new and existing workplaces workstations will be sited to take advantage of the available natural light. Natural lighting may not be feasible where windows have to be covered for security reasons or where process requirements necessitate particular lighting conditions.

2.26.11 **Emergency lighting:** Emergency lighting is not essential in most cases. Emergency lighting is however, to be provided in workrooms where sudden loss of light would present a serious risk, for example if process plant needs to be shut down under manual control or a potentially hazardous process needs to be made safe, and this cannot be done safely without lighting.

Emergency lighting is powered by a source independent from that of normal lighting. It should be immediately effective in the event of failure of the normal lighting, without need for action by anyone. It should provide sufficient light to enable persons at work to take any action necessary to ensure their, and others', health and safety.

2.27 MACHINERY SAFETY

2.27.1 **GMC** will take all reasonable steps to ensure the safety of all employees working on the machinery as well as to ensure the safety of others who may be affected by the machinery.

2.27.2 The Company will seek to liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner, and will seek to inform and train employees to implement this policy.

2.27.3 Should any employee have any problem relating to machinery safety, they should immediately inform **Mark Cooper** so that steps can be taken to remedy the situation promptly?

2.27.4 The standards applied to machinery will meet the requirements of the **Provision and Use of Work Equipment Regulations 1998**, The [Supply of Machinery \(Safety\) Regulations 2008](#) and the **Supply of Machinery (Safety) (Amendment) Regulations 2011** which implement Directives [2006/42/EC](#) and 2009/127/EC on Machinery.

2.27.5 On purchasing new equipment **Mark Cooper** should ensure a risk assessment is undertaken prior to use.

Checks should be made that it is CE marked and that a copy of the 'Declaration of Conformity' has been received from the supplier. ***Note that CE marking does not confirm safety.*** The Management shall ensure compliance with equipment brought onto site by contractors. Engineering checks on ***existing equipment*** will be made to ensure conformity with PUWER.

2.27.6 **Purchase and Hire:** Purchases and hire of work equipment must only be made in consultation with **Mark Cooper** and should have all documentary evidence of test, fitness for the purpose and CE compliance.

2.28 MANUAL HANDLING

2.28.1 More than a third of lost time injuries at work are caused by manual handling activities. Simple, common sense measures can be taken to reduce these risks. Assessments of manual handling activities will be carried out by **Mark Cooper** in line with the **Manual Handling Operations Regulations 1992**. Poor lifting and carrying techniques can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent effects. These risks can be reduced by adopting the following simple precautions:

- Ensure that formalised systems of work, which have been designed for the work activity, are complied with.
- Make full and proper use of aids to lifting and carrying, such as trolleys, chutes and access equipment
- Store heavy items between shoulder and hip height. Where possible only store small, light items above shoulder or below knee height
- Use the legs and knees to bend and lift -- do not stoop or bend the back
- Avoid tasks which require stretching or twisting
- Ensure that regular rest breaks are taken where manual handling activities are repetitive or to prevent the onset of fatigue
- Ensure that there are no sharp, hot or cold edges which could cause injury
- Ensure that walkways are free from obstructions
- Make full and proper use of personal protective equipment
- Report any problems or concerns associated with manual handling operations to a responsible person without delay.

2.28.2 In carrying out the Risk Assessment, consideration will be given to the requirements of the **Manual Handling Operation Regulations 1992**. Under these regulations employers have a duty to prevent employees from handling loads that are likely to cause injury. This injury may be due to the weight of the load but it is not sufficient just to think of manual handling hazards only as a function of weight.

2.28.3 Other factors should be considered such as: -

1. The physical size of the load.
2. The provisions of carry handle or carry straps.
3. The position of the centre of gravity within the load.
4. Is the load rigid or will the load move; i.e. partially filled fluid containers?
5. Is the load inert or is it a person or animal?
6. Where is it being moved from and to where?
7. If the load is being moved outside consider weather conditions.
8. Consider the ground condition over which the load has to be moved etc.

2.28.4 In addition to the physical aspects of the load and the area in which it has to be moved, employers must also consider the physical attributes of the person actually doing the lifting and carrying. Every employee is an individual and employers must also consider this when assessing manual handling tasks.

- 2.28.5 The first step in carrying out the assessment is to eliminate the need to manually handle loads if this is possible. This means introducing mechanical ways of lifting and moving loads whenever practicable.
- 2.28.6 In a fixed industrial environment where the same loads are handled in the same way in the same place, then an assessment can be undertaken and the assessment will be valid for some time. However in a construction environment the workplace is continually changing and so the Site Managers and every employee must continuously be looking for and assessing site operations that involve manual handling operations.
- 2.28.7 Employees are to be encouraged to highlight activities which involve manual handling operations which are likely to cause injury. In planning the site, the **Site Foreman** should try to minimise the requirements for manual handling and ongoing training should be provided to employees to enable them to carry out their own assessments of the load before undertaking manual handling tasks and to enable them to lift using kinetic handling techniques as shown below.

1) Stop and think.

Plan the lift. Where is the load going to be placed? Use appropriate handling aids if possible. Do you need help with the load? Remove obstructions such as discarded wrapping materials. For a long lift - such as floor to shoulder height - consider resting the load mid-way on a table or bench in order to change grip.

2) Get a firm grip

Try to keep the arms within the boundary formed by the legs. The optimum position and nature of the grip depends on the circumstances and individual preference, but it must be secure. A hook grip is less fatiguing than keeping the fingers straight. If it is necessary to vary the grip as the lift proceeds, do this as smoothly as possible.

3) Place the feet.

Feet should be placed apart, giving a balanced and stable base for lifting (tight skirts and unsuitable footwear make this difficult). The leading leg should be as far forward as is comfortable.

4) Adopt a good posture.

Bend the knees so that the hands when grasping the load is as level with the waist as possible. But do not kneel or over- flex the knees. Keep the back straight (tucking in the chin helps). Lean forward a little over the load if necessary to get a good grip. Keep shoulders level and facing in the same direction as the hips.

5) Move the feet.

Do not twist the trunk when turning to the side.

6) Keep close to the load.

Keep the load close to the trunk for as long as possible.

Keep the heaviest side of the load next to the trunk. If a close approach to the load is not possible try sliding it towards you before attempting to lift it.

7) Put the load down, and then adjust.

If precise positioning of the load is necessary, put it down first and then slide it into the desired position.

8) Do not jerk

Carry out the lifting movement smoothly, keeping control of the load.

2.29 NOISE CONTROL

2.29.1 In order to comply with the **Control of Noise at Work Regulations 2005**, GMC has a duty to assess and monitor the levels of noise that employees are exposed to. The Regulations require the Company to:

- Assess the risks to employees from noise at work;
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if it cannot reduce the noise exposure enough by using other methods;
- Make sure the legal limits on noise exposure are not exceeded;
- Provide employees with information, instruction and training;
- Carry out health surveillance where there is a risk to health.

2.29.2 Where there is likely to be a noise problem **GMC** will arrange for a noise assessment to be carried out and take the necessary actions.

2.29.3 The Regulations do not apply to:

- Members of the public exposed to noise from their non-work activities, or making an informed choice to go to noisy places;
- Low-level noise which is a nuisance but causes no risk of hearing damage.

2.29.4 **Hearing loss:** Noise at work can cause hearing loss that can be temporary or permanent. People often experience temporary deafness after leaving a noisy place. Although hearing recovers within a few hours, this should not be ignored as it is a sign that if you continue to be exposed to this level of noise your hearing could be permanently damaged. Permanent hearing damage can be caused immediately by sudden, extremely loud, explosive noises, e.g. from guns or cartridge operated machines.

However, hearing loss is more usually gradual because of prolonged exposure to noise. It may only be when damage caused by noise over the years combines with hearing loss due to ageing that people realize how deaf they have become.

This may mean their family complains about the television being too loud, they cannot keep up with conversations or they have trouble using the telephone.

Eventually everything becomes muffled and people find it difficult to catch sounds like 't', 'd' and 's', so they confuse similar words.

2.29.5 Hearing loss is not the only problem. People may develop tinnitus (ringing, whistling, buzzing or humming in the ears), a distressing condition that can lead to disturbed sleep.

Remember: Young people's hearing can be damaged as easily as the old.



2.29.6 Action levels and Limit Values

The Company will take specific action at certain action values. These relate to:

- The levels of exposure to noise of employees averaged over a working day or week; and
- The maximum noise (peak sound pressure) to which employees are exposed in a working day.

The values are:

- **Lower exposure action values:**
 - daily or weekly exposure of **80 dB**;
 - peak sound pressure of **135 dB**;
- **Upper exposure action values:**
 - daily or weekly exposure of **85 dB**;
 - peak sound pressure of **137 dB**.

There are also levels of noise exposure which **must not** be exceeded:

- **Exposure limit values:**
 - daily or weekly exposure of **87 dB**;
 - peak sound pressure of **140 dB**.

These exposure limit values take account of any reduction in exposure provided by hearing protection.

2.29.7 Employee Responsibilities: The risk of incurring these harmful and disturbing effects of noise can be minimised by taking the following precautions:

- Avoid making unnecessary noise.
- Co-operate fully when any noise assessments are being carried out so that estimates of noise exposure levels are as accurate as possible.
- Correctly use all equipment and procedures designed to reduce noise exposure levels, e.g. noise enclosures, acoustic covers, silencers, etc. Do not interfere with or modify any such equipment without authorisation and cooperate to ensure that it is properly maintained.
- Always wear the ear protectors provided when required to do so, e.g. in designated and marked Ear Protection Zones. Make sure that the ear protectors are always fitted correctly and are properly looked after.
- Promptly report all situations, which may lead to increases in noise exposure levels, such as defects in equipment or changes in work routine.
- Participate fully in training sessions which detail the procedures to follow to avoid the harmful effects of noise. Inform the employer of any training needs in relation to noise at work.
- Advise management immediately of any problems caused by noise at work.

2.30 VIBRATING HAND TOOLS

- 2.30.1 **Hand Arm Vibration:** Hand-arm vibration is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools, such as road breakers, and hand-guided equipment, such as powered lawnmowers, or by holding materials being processed by machines, such as pedestal grinders.
- 2.30.2 Regular and frequent exposure to hand-arm vibration can lead to permanent health effects. This is most likely when contact with a vibrating tool or work process is a regular part of a person's job. Occasional exposure is unlikely to cause ill health.
- 2.30.3 Hand-arm vibration can cause a range of conditions collectively known as hand-arm vibration syndrome (HAVS), as well as specific diseases such as carpal tunnel syndrome.
- 2.30.4 **The Control of Vibration at Work Regulations 2005:** The Control of Vibration at Work Regulations puts a duty on **GMC** to ensure that where employees may be exposed to vibration certain actions are taken.

To this end **GMC** will:

- Assess the vibration risk to employees;
 - Decide if they are likely to be exposed above the daily exposure action value (EAV) and if they are:
 - Introduce a programme of controls to eliminate risk;
 - Or reduce exposure to as low a level as is reasonably practicable and provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk;
 - Decide if they are likely to be exposed above the daily exposure limit value (ELV) and if they are take immediate action to reduce their exposure below the limit value;
 - Provide information and training to employees on health risks and the actions the Company are taking to control those risks;
 - Consult with trade union safety representatives or employee representatives on the Company proposals to control risk and to provide health surveillance.
- 2.30.5 **Exposure Action and Limit Values:** The exposure action value (EAV) is a daily amount of vibration exposure above which **GMC** is required to take action to control exposure. For hand-arm vibration the EAV is a daily exposure of 2.5 m/s² A (8).
- The exposure limit value (ELV) is the maximum amount of vibration an employee may be exposed to on any single day. For hand-arm vibration the ELV is a daily exposure of 5 m/s² A (8). It represents a high risk above which employees should not be exposed.
- 2.30.6 **The Symptoms:** Identifying signs and symptoms at an early stage is important. It will allow **GMC** to take action to prevent the health effects from becoming serious for employees. The symptoms include any combination of:

- Tingling and numbness in the fingers;
- Not being able to feel things properly;
- Loss of strength in the hands;

- The fingers going white (blanching) and becoming red and painful on recovery (particularly in the cold and wet, and probably only in the tips at first). For some people, symptoms may appear after only a few months of exposure, but for others they may take a few years. They are likely to get worse with continued exposure to vibration and may become permanent.

2.30.7 **Selection:** All **GMC** equipment will be selected to keep the risk vibration to a minimum.

2.30.8 **Prevention:** Where a job can be done another way, which does not require using hand held vibrating tools for long periods, it should be.

2.30.9 **Control**

- **GMC** has identified the risk in using **percussive hand tools** and the amount of time these tools are used for should be kept to a minimum.
- All equipment is properly maintained and balanced; all cutting parts will be sharp and worn out parts replaced.
- Regular breaks will be taken by employees operating vibrating hand tools.
- Training is given to make employees aware of the risks and recognise the signs of vibration white finger (VWF)
- Workers should keep their hands warm to get a good flow of blood into the fingers by:
 - Wearing gloves
 - Having hot food or drinks
 - Massaging the fingers
 - Not smoking (as this can cause narrowing of the blood vessels).

2.30.10 **Assessments:** The assessments will be carried out by **Mark Cooper** where a significant risk to employees is identified. The assessments will take account of vibration data supplied by the manufacturers/suppliers of equipment, or where necessary, measurements using an accelerometer will be taken. The exposure time for each member of employees will be calculated and appropriate controls put in place.

2.31 **WELDING/HOT WORK**

- Employees using flame cutting and welding equipment will carry out regular checks and report any defects to their foreman/supervisor;
Mark Cooper is the competent person employed by the Company to carry out welding.
- **GMC** will ensure that all equipment is in good condition and that relevant safety devices are fitted and are working correctly. Particular attention must be paid to the condition of hoses, cables, cutting/welding torches and gauges.
- Correct lighting up procedures must be followed at all times.
- Proprietary flashback arrestors will be in place. Any omission of these must be reported to **Mark Cooper** immediately.



- When not in use, equipment will be stored in a sensible manner away from dirt, oil and grease etc.
- When gases such as propane, acetylene and oxygen are used, suitable storage facilities will be arranged for spare cylinders, in accordance with the regulations.
- Employees will be made aware of the dangers of arc-eye; how to plan and carry out work to avoid it.
- Welding screens and enclosures (site work) will be used where necessary to avoid discomfort and risks to others.
- Personal protective equipment will be used at all times and will include Welding masks, flameproof overalls, safety boots, gauntlets and apron.
- Adequate ventilation for welding fume will be provided at all times. Where this cannot be obtained through general ventilation, local exhaust ventilation will be provided.
- Where welding/cutting is to be carried out, the area must be clear of all debris/flammable materials that could be accidentally ignited. Until this is done no welding or cutting shall take place.
- When welding/cutting has been completed, a thorough examination of the work area will take place to establish that there are no smouldering materials.
- A thorough COSHH assessment will be carried out for all welding activities.

2.32 WORK AT HEIGHT

2.32.1 Where work at height is to be carried out the Company will ensure that it is carried out safely and in line with HSE guidance and current legislation. The overriding principle of the Company is that it will do all that is reasonably practicable to prevent anyone falling. **The Work at Height Regulations 2005** apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on the Company, the self-employed, and any person who controls the work of others (e.g. facilities managers or building owners who may contract others to work at height).

2.32.2 **GMC** will:

- Avoid work at height where they can;
- Use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

2.32.3 The Company will also ensure:

- All work at height is properly planned and organised;
- All work at height takes account of weather conditions that could endanger health and safety;
- Those involved in work at height are trained and competent;
- The place where work at height is done is safe;
- Equipment for work at height is appropriately inspected;
- The risks from fragile surfaces are properly controlled; and the risks from falling objects are properly controlled



2.32.4 Employees' Responsibilities: GMC employees or persons working under someone else's control must:

- Report any safety hazard to them;
- Use the equipment supplied (including safety devices) properly, following any training and instructions (unless you think that would be unsafe, in which case you should seek further instructions before continuing).

2.32.4 **All** work at height will be preceded by a Work at Height risk assessment. This will either be specific or generic in nature and will be completed on a dedicated Work at Height Risk assessment form.

Mark Cooper will be the manager tasked with completing the work at height risk assessments.

2.32.5 **General use of work at height access equipment**

A) MOBILE TOWERS

- Mobile towers should only be erected or altered by trained and competent persons.
- The erection of the tower must be in accordance with the manufacturers design instructions. The configuration of bracing and ledgers varies according to the manufacturer.
- It is essential to have a copy of the manufacturer's erection manual or instructions available on site. Some manufacturers have these instructions affixed to the actual tower.

The following basic guidelines should be followed before and during the use of mobile towers.

Before Use of Tower:

After a tower has been erected, the following checks should be made before it is used:

- Check that it is vertical and square and that the horizontal braces and platforms are level.
- Check outriggers or stabilisers are correctly positioned and secured.
- Check that all base plates or castor wheels are fully in contact with the ground, including those on stabilisers or outriggers. All castors should be properly locked.
- Check that all the spigot and socket joint locks holding the frames together are secured.
- Check that all the bracing members have been located exactly in accordance with the instructions in the supplier's manual.
- Check that all guardrails and toe boards are in position as required.
- Check that all access stairways and ladders are in position and are firmly located.
- Check that the base to height of platform ratio does not exceed 1.3 when working externally; or at a ratio of 1:3.5 when working internally.

During Use of Tower:

- During use, the tower should be kept in good order.
- A competent person should inspect the tower regularly to see that the structure has not been altered in any way.
- Should parts become damaged they should be replaced before the tower is used again.

Inspection and reports

To prevent the use of incorrectly erected or damaged mobile access towers, they must be inspected by a competent person. This is someone with the experience, knowledge and appropriate qualifications to enable them to identify any risks that are present and decide upon the measures required to control the risks. The requirement for inspection is different for small towers under 2 m, and for towers of 2 m and above.

If the working platform is less than 2 m in height, the tower must be inspected:

- After assembly in any position;
- After any event liable to have affected its stability; and
- At suitable intervals depending on frequency and conditions of use
-

If the working platform is 2 m or more in height, it must be inspected:

- After assembly in any position;
- After any event liable to have affected its stability; and
- At intervals not exceeding seven days.

A new inspection and report is not required every time a mobile access tower is moved to a new location on the same site. However, if guard rails or other components have to be removed to enable the tower to be moved past an obstruction, then a pre-use check should be undertaken by a trained and competent user to make sure the tower has been reinstated correctly.

Stop work if the inspection shows it is not safe to continue, and put right any faults.

The result of an inspection should be recorded and kept until the next inspection is recorded. The use of a visible tag system (which can be updated each time a check is carried out) to supplement inspection records is acceptable.

However, if the tower is 2m or more in height and the inspection is undertaken after installation or assembly, or to comply with the seven-day inspection regime:

The competent person must:

- Complete the inspection report before the end of the working period;
- Provide a copy of the report to the person the inspection was carried out for, within 24 hours;

The person receiving the report must:

- keep it at the site where the inspection was carried out, until construction work is completed;
- Thereafter, keep it at an office for three months.

B) MOBILE ELEVATED WORK PLATFORMS (MEWPS)

There are many types of access platform available and for some jobs they may provide a more suitable alternative to ladders, scaffolding, staging or suspended cradles, but employees should follow some basic rules such as: -

- Never attempt to operate an access platform unless you have been properly trained and authorised to do so.
- Ensure that the unit is on firm, level ground.
- Follow the manufacturer's instructions with regard to outriggers, screw jacks stabilisers, and maximum safe working load, wind loadings, and tyre pressures.
- A current thorough examination certificate must be available for the equipment.
- The equipment must satisfy the requirements of PUWER '98 with regard to stability and security of the operator.
- Operatives should be trained and certificated in the operation of MEWP's. Persons should never attempt to operate an access platform unless they have been properly trained and authorised to do so. Training means more than familiarisation with the equipment at the time of delivery. Operatives will be expected to have undertaken a proper training course such as the CITB or similar course.

Advice for high-risk operations such as: -

1. Protruding building or structural features, which could catch or trap the basket.
2. Working adjacent to plant or transport operations, which could strike the MEWP.
3. If the operative has to or is likely to lean out of the basket or over reach.
4. Working with awkward work pieces, which could move unexpectedly.
 - If the basket jerks or moves suddenly. In all these situations a full body harness secured to the anchor point in the platform must be used. In practice operatives working from cherry pickers or telescopic type MEWP should use a harness at all times. When using scissor lifts, an assessment must be made and if the work is high risk as defined above then a harness must be used.
 - The operator should check the machine daily before use. It is preferable that on a weekly basis the nominated competent person (who may also be the operator) should check the machine and record the inspection in the site inspection register.

C) USE OF HARNESES

For some operations, even though all practical steps have been taken, there may still be a risk of persons falling. In such cases safety harnesses should be used and secured to a solid anchor point.

- Users should inspect the harness and lanyard before each use, and site foremen should more formally inspect them on a three monthly basis or as recommended by the manufacturer.
- The manufacturer provides record cards for inspection reports.
- It must be remembered that there must be sufficient clear space to enable the harness and lanyard to work.
- If the fall height is less than 4 metres (approx.) the person may well hit the ground before the lanyard is taut. Equally if there are structure members the person could be severely injured by striking against such structures.
- In all cases, when a harness is used, there must be some corresponding emergency procedures to recover a person should they fall and be left suspended in the harness.
- Even a person wearing a correctly fitted harness could have severe breathing difficulties within minutes if left suspended.

2.33 Environmental Control

2.33.1 Any operation that may affect the environment will have these effects reduced to the lowest possible limits.

2.33.2 Any emissions that may arise from our undertaking will be suitably controlled.

2.33.3 Any waste produced from our undertaking will be suitably disposed of by authorised waste disposal companies.

2.33.4 Waste belonging to others shall not be carried in a company vehicle under any circumstances but should be disposed of by an authorised waste disposal company.