

## AMENDMENTS RECORD

### General

Construction and Plant's Managing Director must approve all amendments to this policy before incorporation into the documentation. The person making the amendment is to complete the table below, so that a record can be kept of the status of the policy.

### Comments

Comments by staff as to the content and any suggested improvements should be addressed to management in the first instance.

| Amendment Number | Amended by                      | Date Amended  |
|------------------|---------------------------------|---------------|
| 01               | Alan Duffty<br>Craig Wordsworth | December 2021 |
| 02               | David Russell                   | January 2022  |
| 03               | Lindsey Russell                 | May 2022      |
| 04               | Lindsey Russell                 | July 2022     |
| 04               | Lindsey Russell                 | October 2022  |
|                  |                                 |               |
|                  |                                 |               |

- 01 Re-written full policy
- 02 Updated policy engagement and promotion
- 03 Organisation chart update
- 04 Organisation chart update
- 05 Organisation chart update

### **How CPA promote and Gain Engagement for Their Policies and Procedures**

Everyone at CPA should be aware that this policy and procedure, requires to be followed to ensure that we all carry out our duties in a professional manner that complies to codes of practices, which are drawn out within this policy.

Everyone at CPA should be aware of, and respond appropriately to all reports and concerns, including those outside of the organisation, and or online.

At CPA we will use the following strategies to communicate, promote and our policies and procedures to staff, apprentices, learners, employers, and visitors.

- Inductions, by discussing expectations of behaviours, actions required to meet this policy and procedure. This is to ensure that individuals understand their responsibilities and expectations to be able to effectively adhere to them.
- Staff training which can be undertaken internally or externally as appropriate to gain an in-depth understanding of their requirements and responsibilities. Training will be recorded on each member of staff CPD record to gain a reflective account and recorded on the staff training database, this information can then be reflected upon at any stage including appraisals, standardisation meetings and when training frameworks are developed. With new members of staff, they will be enrolled onto training at the start of their employment to provide them with sufficient training hosted by both internal and external hosts.
- This policy and procedure will require to be fully read and understood by all CPA members of staff. Declarations of understanding and commitment will be obtained and kept on record.
- This Policy and procedure will also be available on the staff intranet so staff can reflect upon their responsibilities as drawn out in this policy.
- Electronic communication, to inform staff of specific/annual changes to this policy and procedure.
- Standardisation meetings will always have Health and Safety as a key/main point topic to be discussed this will include key changes/updates/training how these can be effectively implemented.
- Progress reviews, that reflect any content or discussion that has taken place for health, safety, wellbeing, and the environment.
- This policy and procedure will be adhered to when writing and producing learning materials where appropriate and relevant.
- Posters around the training centre and classrooms to reflect expected behaviours and reporting procedures. This also will model the core values of the business and that expected by staff, learners, and visitors.
- Behavioural charters for learners and staff expectations displayed in learning environments again to model the core values of the business and that expected by staff, learners, and visitors
- Any key changes in this policy and procedures will influence continuous professional development and will be signposted during appraisals.
- Staff monitoring by SMT and ensuring this policy and procedure are carried out consistently by staff, learners, guest speakers, visitors.

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- Gain feedback from staff, learners and discuss effectiveness and how this policy and procedures can be improved, this will always be welcomed at any stage and the SMT will always engage with feedback obtained. Feedback can be obtained by:
- Online survey links, Appraisals, standardisation meeting, Emails, following audits, observations or direct with the SMT
- CPA will Always have high expectations of professional standards of all its staff, learners, and visitors.

## **1.0 GENERAL STATEMENT OF INTENT**

Construction & Plant Assessments (CPA) specialise in training operatives, apprentices, learners and candidates in the codes and practices of safety of street works, ground works, reinstating, locating, and protecting underground services for the construction industry.

Training in the different techniques for floor covering to include carpets and vinyl to British Standards. We have an established company policy to provide and maintain safe and healthy working conditions, maintain equipment and systems of work for all employees and trainees; and to provide sufficient information, instruction and training as may be required for this purpose. CPA also fully accepts and appreciates its responsibility for the health and safety of other people who may be affected by its activities.

All work activities are planned and co-ordinated from the outset with health, safety, and welfare in constant consideration. In support of our policy, we have an established quality management system of procedures for all health and safety management. This system of procedures is maintained through the allocation of duties for safety from management to operatives, learners, apprentices, and candidates' levels of responsibility.

The arrangements, which we will make to implement the policy, are set out below.

This policy will be kept up to date as CPA develops and business activities change in nature and size, including any legislative changes. To fully ensure this, the policy, and the way in which it has operated will be reviewed every year.

Signed: 

Name: Craig Wordsworth

Date: 01 December 2021

Policy effective from: 06 December 2021

Review Date: December 2022

## Health & Safety Policy 2022 Rev1.

### **1.1 Background**

This Health and Safety policy has been written in accordance with current Health and Safety legislation and HSE ACOPS and guidance notes. Every effort has been made to cover all necessary requirements and thus develop a comprehensive policy and procedures, forming our safety management system.

### **1.2 Legal Requirements**

Section 2(3) of the Health and Safety at Work etc. Act 1974 (HSW Act) states: "Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as it may be appropriate revise a written statement of his general policy with respect to the Health and Safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revisions of it to the notice of all its employees".

This policy is developed with the full consultation and co-operation of all employees as required by the Health and Safety (consultation with employees) Regulations 1996. Prior to any review an employee consultation meeting will be held to inform and actively encourage the views of all employees during the process. This procedure will be undertaken in accordance with the requirements of the Health and Safety (Consultations with Employees) Regulations 1996.

### **1.3 Policy Requirements**

Under section 2(3) of the HSW etc Act, the written statement must:

- State the general policy on Health and Safety
- Describe CP Assessments management structure
- Indicate the arrangements for carrying out the policy
- Be brought to the notice of all employees

**1.3.1** Be revised whenever appropriate, and every revision must be brought to the employees' attention.

#### **1.3.2 Construction (Design and Management) Regulations 2015**

This policy may be incorporated into a work Health and Safety plan where CDM Regulations are applicable, although, it must be clearly appreciated that the size and complexity of the project will determine the actual size and composition of the plan. The principles of proportionality will be applied to all plan formats.

On projects where CDM Regulation does not apply we would endeavour to apply this policy in respect to the Management of Health and Safety at Work Regulations 1999, including The Construction (Health, Safety and Welfare) Regulations 1996.

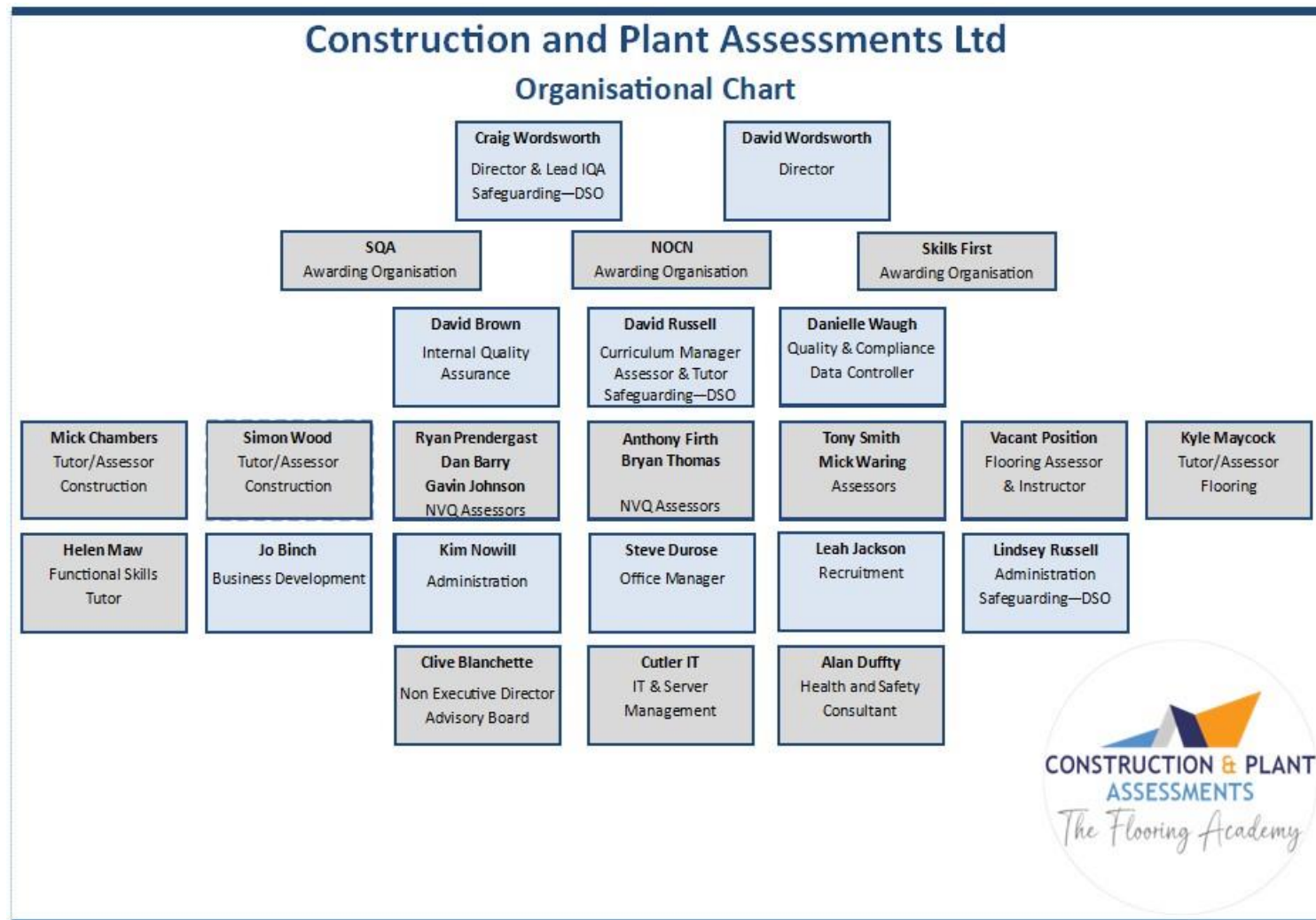
To determine whether the CDM Regulations apply to any projects that CP Assessments undertakes, guidance notes 1 and 2 should be used.

### **2.0 Structure and Responsibilities**

The Director is responsible for Health and Safety within CPA and providing such resources as are required both financially and practically. During all types of work the tutors are appointed to manage and undertake all Health and Safety management on CPA's premises.

Our commitment is to establish and maintain the safest working environment for all our staff/contractors/candidates /learners /trainees with whom we work closely with. Successful implementation of the policy can only be achieved if all above personnel are actively involved in the monitoring of the process of training operatives and take part in updating the procedures as and when required.

2.1 The organisational chart below shows the current structure of Construction & Plant Assessments Ltd:



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### **Safety Representative**

The appointed *Representative* has the overall responsibility for the safe management of all activities undertaken. Such an appointed Representative will be competent and be adequately trained.

#### **2.2 Responsibilities**

#### **2.3 Ensure adequate resources are available within the curtilage of CP Assessments**

- 2.3.1** Ensure that adequate risk assessments are undertaken for all activities carried out by CP Assessments consideration of other personnel not directly employed such as contractors, visitors, and members of the public
- 2.3.2** Ensure that all operatives, learners, contractors, apprentices, and trainers are competent and qualified for the planned work and that all relevant training is recorded in the employee's training records including Health and Safety training
- 2.3.3** Ensure that all equipment provided including power tools and access equipment is suitable for the job and is also maintained in a good order including P.A.T. tests where applicable and that adequate records are kept
- 2.3.4** Ensure that adequate resources are allowed for welfare facilities on the site
- 2.3.5** Ensure that the training needs of those employed to carry out work on site are identified and that they are provided with sufficient information, instruction and training about the hazards that may be present on site
- 2.3.6** Ensure that full investigations are undertaken into the cause of any accidents or incidents that may occur; additional resources, competence checks and controls are applied to avoid a re-occurrence
- 2.3.7** Ensure that the appropriate safety data sheets accompany all hazardous materials, and that a competent person undertakes COSHH assessments as required, and their findings passed on to all employees
- 2.3.8** Provide support to the tutors in charge and ensure that they have adequate resources to undertake their role properly

#### **2.4 Responsibilities**

Ensure that the site is set up in accordance with the agreed plan of work

Ensure that all operatives, learners, apprentices, and candidates are given a full safety induction and that their views are encouraged at regular meetings

Liaising with all candidates, operatives, learners and apprentices and contractors on site to ensure co-ordination of activities in respect of provision of safe places of work, access, and egress

Ensure that there are adequate welfare arrangements on the site including sufficient first aid arrangements, hot and cold water and mess facilities

Ensure that all electrical equipment used on site is maintained in a safe condition

Ensure that the site is inspected regularly for hazards likely to cause injury to employees or other personnel

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Ensure that a good standard of discipline is maintained on the site and that details of all accidents, near misses and dangerous occurrences are communicated immediately to the responsible person

Ensure that employees are only allowed to carry out work for which they have received adequate training, instruction, and information to do so safely and are physically capable of carrying out that work without risk to themselves or others

Ensure that all emergency evacuation procedures to the whole of the site have been fully communicated to all employees, contractors, learners, apprentices i.e., fire alarms, fire points, and evacuation and fire assembly points

Ensure that all visitors sign the visitor's book where applicable

Ensure that all contractors, candidates, learners, apprentices, and employees have the appropriate PPE for the work being carried out

Ensure that high risk and exposed work is suspended during inclement weather and utilise the indoor training area

Ensure that no hazardous substances are used without a sufficient risk assessment having been completed

Ensure that any young workers on the site, either direct employees, candidates, learners, apprentices or with contractors, are always supervised.

Persons under 18 years of age need to complete the required documentation and parental authorisation.

### **2.5 Enforcement, Employee Duties and Consultation**

This policy is brought to the attention of all employees, learners, apprentices, candidates, and sub-contractors. This must be fully appreciated that such employees are expected to fully co-operate about Health and Safety management arrangements contained within the policy. Neglect of the CPA' requirements and blatant disregard for the Health and Safety of others will be seriously investigated

It must be appreciated by all employees, candidates, learners, apprentices, and sub-contractors that under Section 7 of the Health and Safety at Work Act, (1974), all employees have a legal duty of care to look after not only the Health and Safety of themselves but also their work colleagues

To ensure that the policy is fully introduced to each employee, CPA undertakes to issue each employee with a copy of the policy and actively encourage involvement of all employees for valuable input during the review of the document. In addition, CPA undertakes to hold safety meetings when any of the arrangements of this policy are changed at any time

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### **2.6 Health and Safety Competent Advisor**

CPA will appoint competent advisors to assist in the implementation of the policy and all arrangements. Currently appointed as a 'competent person', as required by Regulation 7 of the Management of Health & Safety at Work Regulations 1999. As the 'competent person', Alan Duffty of Safety First Ltd will advise and help CPA on the following:

- Understanding the main requirements of the Health and Safety at Work etc Act 1974 and legislation applicable to CP Assessments operations
- Advising management on the implementation of CPA's policy
- Assisting in the preparation of safe working procedures
- Reviewing and revising CPA's policy
- Reviewing new legislation and guidance and advising management accordingly
- Reviewing training records and identifying training needs
- Carrying out audits and site inspections
- Input into meetings where Health and Safety is an agenda item
- Contact with the enforcement authorities and other external agencies as required

### **3.0 ARRANGEMENTS**

#### **3.1 General Safety Management Procedures**

It is the CPA's policy to provide and maintain safe and healthy working conditions, equipment, and safe systems of work for all employees and other interested parties; the following procedure should be adhered to

#### **3.2 Office Safety**

The administrative office will be managed with appropriate consideration given to the Health, Safety and wellbeing of the operatives, learners, apprentices and visitors. The following safety considerations will be addressed in our office safety inspections:

- Always maintain safe and unobstructed access to the office
- All office walkways to be kept clear
- Fire escape routes
- Avoid trip hazards from stored materials, paper bins and telecommunications cables
- Comfortable workstations provided
- Adequate ventilation provided
- Adequate heating provided
- Ensure that all electrical equipment is properly earthed, fused, and that the power supply or individual sockets are not overloaded
- Ensure that all fire escape routes are maintained and unobstructed
- Ensure that adequate fire extinguishers are maintained and include CO<sup>2</sup> and dry powder
- Adequate first-aid facilities maintained
- Adequate welfare facilities are available: toilets, water supply (hot and cold), food preparation facilities and changing rooms



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### **3.3 Workshop and Storage Area Safety**

Work Activities - employees, learners and apprentices must not operate any item of plant or equipment unless they have been trained and authorised to do so

Employees must make full and proper use of all work equipment, guards and associated protective devices

Employees must report immediately any fault, damage, defects, or malfunction in any item of plant, equipment, implement or utensil, which they reasonably believe may cause imminent danger to themselves' or others

Employees under the age of 18 years must not operate any item of plant or equipment unless they are under adequate supervision

Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so

Employees must use all substances, chemicals, liquids, fuels etc. in accordance with all written instructions

Employees must return all substances, chemicals, liquids etc. to their designated safe storage area when not in use and at the end of the working period

### **3.4 Working Conditions/Environment**

Employees must comply with all hazard/warning signs and notices displayed on the premises

Employees must make proper use of all equipment and facilities provided to control working conditions/environment

Employees must ensure that all articles and substances are stored correctly and safely, keeping segregated any incompatible items according to the Control of Substances Hazardous to Health Regulations 2002.

*Stored goods must not block or partially block emergency equipment, routes or exits.*

Employees must keep stairways, passageways, and work areas clear and in a clean and tidy condition

Employees must dispose of all rubbish, scrap, and waste within the working area, using the facilities provided

Employees must use the correct methods when removing any articles of waste for disposal

Employees must clear up spillages or liquids within the work area in the prescribed manner

Employees must deposit all waste chemicals and other substances at the correct disposal points and in the prescribed manner

Employees must not pollute watercourses, sewers or drains with chemicals, or substances

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### **3.5 Protective Clothing and Equipment**

Employees must use all items of protective clothing/equipment provided, as instructed. Sign and date of issue

Employees must store and maintain protective clothing/equipment in the approved manner

Employees must report any damage, loss, fault, or unsuitability of protective clothing/equipment to their supervisor

Upon leaving the employment of CPA, employees must return all protective clothing and equipment, which they still have in their possession, otherwise CPA reserves the right to make a charge for the equipment

Protective clothing and equipment is not provided for domestic/private purposes. Employees must make their own provisions for such equipment used in domestic or private circumstances. Any damage caused to CPA's property through such use may incur costs to the employee

### **3.6 Fire and Emergency Procedures**

Employees must comply with all laid down emergency procedures

Employees must not obstruct any fire escape route, fire equipment or fire doors

Employees must report any use/misuse of firefighting equipment

### **Accidents and Ill Health**

Employees must seek medical treatment for any injury they may receive, no matter how slight it may seem to be. Upon returning from treatment, they must report the incident to CPA.

Employees must report all accidents and dangerous occurrences as soon as it is practicable

Employees must notify management of any incident that causes damage to property

Employees must report 'near miss incidents to CPA. A 'near miss is any event where it is reasonably thought that there had been potential to injure any person, even though no actual injury may have occurred. Some 'near misses' are notifiable to the enforcing authorities e.g., failure of a crane/hoist

Employees must report any medical condition that could affect the safety of themselves or others

Any female employee who is pregnant or is to be a 'new mother' has additional health and safety protection. However, CPA must be informed of any pregnancy as soon as is reasonably practicable after confirmation of the pregnancy. A confirmation of pregnancy letter/certificate is required to be produced, signed by a doctor or midwife

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### **3.7 Work in Occupied Premises**

Special precautions will be taken for engineering work on the premises occupied by existing clients with ongoing trade. In these situations, the following items will be fully considered: safe means of access/egress to the site, demarcation of work areas, safe access for existing operatives, learners, apprentices, and candidates on site, appropriate signage on site, means of escape, unobstructed fire escapes, noise pollution, dust and dirt created from the work must be appropriately reduced, and all reasonable protection must be introduced to reduce the nett effect of noise or dust to the property or personal as appropriate.

### **3.8 Safe Materials Storage Areas Agreed**

Procedures for the removal of waste materials from the premises established

Work hazards discussed with the Staff to any other interested parties to include the storage and use of hazardous materials as part of the work

No hazardous materials and substances will be left unprotected overnight

The work area's will be left in a reasonable and clean state, all waste materials being removed from the site and disposed of, as previously agreed

Work done will be discussed with the supervising staff to confirm satisfactory completion

All waste to be removed from the premises using an authorised waste carrier fully licensed

### **3.9 Protection of the General Public**

During all work operations, procedures will be established to ensure the safety of the public. All work to be undertaken in the confines of CPA training areas using barriers and signs

### **3.10 Control of Access to the Premises**

Access to the premises will be prohibited to all non-essential personnel, where any work is ongoing localised demarcation of construction work will be established using barriers, hoardings, bunting tape as appropriate.

### **3.11 Premises Security**

Premises will be protected with an appropriate level of security. This will range from hazard tapes and mobile barriers to full site security fencing. CPA is mindful of the advice in HSG 151. 'Protecting the Public – Your Next Move' and is especially aware of the dangers involving children on the premises. All efforts will be made to discourage children accessing dangerous areas

### **3.12 Escape and Evacuation**

All trainees will be familiarised with the escape and evacuation procedures for use in the event of emergencies. These procedures will be always maintained and/or alternative arrangements made which would be circulated to all interested parties.

### **3.13 Fire Safety**

A fire and emergency safety plan will be set up and displayed on the site notice board. The plan will be updated as required and referred to during site induction training.

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### **3.14 Plant/Tools Safety**

The tutors/operative in charge will ensure that all plant and small tools are only used by trained and competent persons, and that all required safety checks are carried out before they are used. The safety checks will ensure that all safety features, guards etc are in place on the tool and that the power supply is safe and acceptable (current P.A.T tests).

### **3.15 Welfare**

The site will be provided with the appropriate numbers of toilets and level of welfare facilities including mess-rooms and drying rooms as is required.

### **3.16 First Aid Policy**

The safety supervisor/operative in charge will ensure that an adequate first aid facility is always maintained on the premises. All first-aid facilities will be provided in accordance with the Health and Safety (First Aid) Regulations 1981 and include as a minimum:

- A card giving general first-aid guidance
- Two sterile eye pads, with attachments
- Twenty individually wrapped sterile adhesive dressings
- Six medium-sized individually wrapped sterile un-medicated wound dressings
- Two large un-medicated wound dressings, as above
- Three extra-large un-medicated wound dressings, as above
- Six individually wrapped triangular bandages
- Sterile water or saline
- Six safety pins

Suitable and sufficient staff will be trained as appointed persons to ensure the correct procedure is followed in the event of an accident and also to maintain the first aid facilities when necessary.

### **3.17 Site Induction Training**

It is CPA policy to ensure that all new operatives or employees, learners, apprentices, and candidates are given an adequate site induction training session before starting. The general topics to be covered would include:

- Introduction to safety officer
- Introduction to the site rules
- Introduction to safe systems of work
- Safety access/ egress on site
- Designated plant access roadways
- Use of personal protective equipment on site
- Indication of material storage areas
- First aid station
- Welfare facilities on site
- Working towers and scaffolding. Only relevant when using contractors for specific repair tasks
- Evacuation procedures
- Introduction to the good housekeeping policy
- Specific site hazards

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### **3.18 Materials Storage Areas**

Will be in the prescribed areas for materials storage. Consideration will be given to the safe storage of all materials physically and also from both a fire and hazardous substance contamination aspect. All materials will be stored in a controlled, organised, and stable environment

### **3.19 Storage and Removal of Waste from Site**

Skips and bins are provided and regularly changed with a licenced waste carrier. Consideration will always be given to the fire safety implications of the storage of rubbish on site and site tidiness, to include arson, closed lockable storage skips will be used in situations where the removal of known hazardous substances is involved or in an attempt to keep dust and material contamination to a minimum.

### **3.20 Site Tidiness/Trip Hazard**

The established CPA policy is to ensure that good housekeeping is always maintained on site. Rubbish and debris will be cleared away on completion of all sections of work and trip hazards always avoided.

All electrical cables will be suspended above head height, where possible, to avoid unnecessary trip hazards on site and all materials stored in organised areas away from pedestrian access and escape routes.

### **3.21 Accident Reporting**

CPA has an established procedure for recording all accidents and dangerous occurrences. It is the responsibility of the designated site supervisor/operative in charge to ensure that all information is passed on correctly to office management who will ensure that the correct system is followed according to The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 2013).

In the event of an accident occurring where an injury is sustained, the injured party must seek a first aider, and as soon as possible complete an accident report form. In all cases the accident report form must be removed from the accident report folder and handed into Craig Wordsworth or in his absence David Russell, so risk assessments can be revised and changed if and where required, and RIDDOR regulations are followed.

<https://www.hse.gov.uk/riddor/report.htm>, or Incident Contact Centre on 0345 300 9923

### **3.22 Safety Signs**

The Health and Safety (Safety Signs and Signals) Regulations 1996 require employers to provide specific safety signs whenever there is a risk that has not been avoided or controlled by other means, e.g., by engineering controls and safe systems of work, or where the risk is not significant, there is no need to provide a sign.

Safety signs will be displayed in all areas where necessary including:

- The use of road traffic signs within and around work areas, e.g., site compounds, to regulate road and site traffic
- The use of mandatory safety signs (round sign with white symbol on blue background e.g., Safety Helmet or Ear Protection Zone signs)
- The use of warning signs (triangular sign with black symbol on yellow background)
- The use of prohibition signs (round sign with black symbol on white background and red surround with red diagonal line e.g. No access for pedestrians.
- The use of safe condition signs (rectangular signs with white symbol on green background e.g., Fire exit signs.
- The use of fire equipment signs (rectangular signs with white symbol on red background e.g., Location of fire extinguisher.

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### **3.23 The Personal Protective Equipment Regulations 1992**

Requires that PPE be supplied and used at work wherever there are risks to Health and Safety that cannot be adequately controlled in other ways and if it is the only effective means of controlling the risks of injury or ill health, then employers must ensure that it is available for use at work, free of charge.

CPA policy in this regard is to ensure that all employees, learners, and apprentices have access to any PPE that may be required at work, where it is a specific risk outside the normal scope of work to be controlled.

### **3.24 Young Persons**

Special consideration and precautions will be given to the employment of young persons in line with the Management of Health and Safety at Work Regulations 1999, Reg 19. Extra risk assessments are required to reflect their age, inexperience, and immaturity and these will be carried out on an individual basis. Young persons will not be allowed to operate plant without adequate supervision.

### **3.25 New or Expectant Mothers**

CPA have given consideration for new and expectant mothers. Pregnancy is not regarded as ill health and will be treated as part of everyday life and its Health and Safety implications addressed by health and safety management procedures.

CPA require all female members of staff to inform a director as soon as they become aware that they are pregnant. This notice should be given in writing and may be accompanied by a doctor's note. Members of staff must also advise a director if they are categorised as a new mother (that is a woman who has given birth within the last six months or who is breast-feeding).

An assessment will be made if the employee can continue their usual role without putting the health and safety of themselves or their new-born baby at risk. If the risk is considered significant, the expectant or new mother shall be reassigned to other work for which the risks are assessed as not significant.

### **3.26 Display Screen Equipment (DSE)**

The use of Visual Display Units (VDU's) in CPA is limited to a few employees, and whilst VDUs are used less infrequent than the Display Screen Equipment Regulations 2002 define a 'user' to be, CPA fully appreciates that much attention has been focused on the use of display screen equipment (DSE) in recent years. In some cases, the misuse of DSE can cause crippling illnesses, although correct management of their use will drastically reduce the risks.

Display screen assessments need to consider the following points:

- The display screen (monitor)
- The keyboard
- The work desk/surface
- Environmental requirements (noise, space, lighting, workload, heat, etc.)
- Interface between operator and computer

Remedial action should be taken following any assessment, and this may include the provision of free eyesight tests and subsequent provision of free eyewear for use with the display screen equipment LEGISLATION.

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- 4.1** The primary health and safety legislation applicable to all work is the Factories Act 1961 and the Health and Safety at Work etc Act 1974. The main regulations applicable to our work are:
- 4.1.1** The Management of Health and Safety at Work Regulations 1999 (The Management Regulations).  
Construction (Health, Safety and Welfare) Regulations 2015  
Display Equipment Regulations 1992  
Health & Safety (Safety Signs & Signals) Regulations 1996  
Control of Vibration at Work Regulations 2005  
Working at Heights Regulations 2005  
Health & Safety (Consultation with employees ) Regulations  
Construction (Design & Management) Regulations 2015  
Provision and Use of Work Equipment Regulations 1998 (The Work Equipment Regulations)  
The Manual Handling Operations Regulations 1992  
The Noise at Work Regulations 2005  
The Personal Protective Equipment Regulations 1992  
Control of Asbestos at work Regulations 2012  
The Construction (Head Protection) Regulation 1989  
The Electricity at Work Regulations 1989  
The Control of Asbestos at Work Regulations 2012  
The Control of Substances Hazardous to Health Regulations 2002 (COSHH)  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)  
Health and Safety (First Aid) Regulations 1981  
Safe Use of Abrasive wheels HSG17  
Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)  
Control of Lead at Work Regulations 2002  
Fire Safety 2005

## **RISK ASSESSMENTS**

- 5.1** CPA appreciates that the undertaking of risk assessments is a legal obligation on all employers under the *Management of Health and Safety at Work Regulations 1999*. The assessments must be suitable and sufficient to ensure the safety of all employees and third parties.
- 5.2 What is covered?**  
All our risk assessments are recorded in writing as required by all companies with more than four employees. The required risk assessments not only include those specific to the work activities but also include procedures for the undertaking of those assessments required by virtue of certain statutory requirements.

### 5.3 Purpose

The purpose of the whole risk assessment process is to clearly identify hazards, and then to establish the potential of that hazard in its existing environment to result in harm (this potential is the risk) and from this to develop an action plan with a timescale for its implementation.

### 5.4 Procedure

For companies, the management regulation requirements result in a somewhat generic approach to risk assessments. However, our procedures then supplement these assessments, in accordance with the requirement of the CDM Regulations, assessments based on specific work hazards.

### 5.5 Residual Risk

From this information preventative measures can be made to either: *avoid, combat, or adequately control* the risk. (Refer to the hierarchy of risk control). The adequate controls mentioned above would be established by the production of method statements detailing how the activity can be undertaken with the established controls safely. The method statement will be discussed with all operatives/apprentices and other contractors during our premises inductions sessions.

### 5.6 The Hierarchy of Risk Control

The following steps need to be taken when attempting to assess and control risks, which have been identified as being hazardous to sections of the work.

Firstly, consider if the identified hazard

Can be avoided by a variation in design

= AVOID THE HAZARD

Or procedures of planned work.

*(Hazard = A source of energy with the potential to cause harm!)*

If the hazard cannot be avoided, then it must

Be combated at its source. Ensuring that, essentially

Through design and planning, the risk is

= COMBAT AT SOURCE

Sufficiently reduced to a minimum.

*(Risk = Likelihood and severity of the potential to cause harm!)*

If the hazard cannot be combated at source then the

Emphasis should be on the safe management and

Control of the risk. An action plan to provide control

= CONTROL HAZARDS

Measures should be developed. A safe system

Of work must be adopted on site before work starts.

*(Method statement essential for safe system of work.)*

Any hazard that may not be removed through

Design or adequate management controls must

= PPE

Be controlled by means of personal protection.

*(Consider the use of PPE. the last resort only!)*



### **5.7 The Use of Work and Site-Specific Risk Assessments**

Work risk assessments have been undertaken to cover the typical hazards and risks that one could reasonably expect to find in the subject activity. The assessments then form a foundation for the assessor to develop a more project and site-specific assessment including actual project information and workplace details.

### **5.8 Using the Work Risk Assessments**

The assessments may be used as a template for the assessor to develop not only the project and site-specific assessments but also the method statements and in developing safe systems of work. All work risk assessments must be complemented with the task information and assessments. Furthermore, it must be clearly noted that the use of work assessments alone may not cover all the risks that are specific to the task or work. In such cases the users will not be fulfilling their legal obligations!

### **5.9 Method Statements**

It must be clearly noted that the undertaking of risk assessments is a prerequisite and primary step to produce all method statements for any work activity. Any work activity that involves significant residual risk may need a written method statement to ensure that a safe system of work can be communicated and established on site through induction sessions and toolbox talks. However, a written method statement for each individual item of work on a project is neither a legal nor CPA requirement.

## **6.0 WORK SAFETY PROCEDURES**

### **6.20 Abrasive Wheels**

Only adequately trained operatives, apprentices and learners will be permitted to use abrasive wheels, including all handheld site grinders and cutting disks. Operatives, apprentices, and learners must be fully trained in the changing and safe use of abrasive wheels in accordance with the Provision and Use of Work Equipment Regulations 1998 and Safety in the Use of Abrasive Wheels, HSG 17.

### **6.21 Electrical Safety**

The Electricity at Work Regulations 1989, require that suitable arrangements be in place to manage and control electrical safety. It should be noted that the Electricity at Work Regulations applies to all places of work where electrical energy may be encountered. They apply equally to vehicles as to buildings and machines. The regulations make no mention of any minimum or maximum voltages, to which they apply.

CPA will ensure both the electrical installation and any electrical tools and equipment used by employees, apprentices, learners, and operatives are free from the risk of electrocution. A key requirement is to have an adequate maintenance programme in place on both the fixed building wiring installation(s) etc and a suitable scheme of portable appliance testing (PAT testing).

The regulations do not state any specific time-periods when maintenance should be undertaken. However, the Institute of Electrical Engineers recommend that fixed/hard wiring inside a building should be tested/inspected every 5 years in commercial premises and every 3 years in industrial premises. This is usually the responsibility of the owner of the premises, but it is prudent of the occupier to check that this is being done.

### Portable Appliance Testing

The following information is an abstract from the HSE guidance on the inspection and testing of portable electrical equipment. It is very much up to individual organisations to decide upon their own periods of testing and inspection, after all, they know how the items will be used. Depending upon any known fault histories and other factors the following time periods may be altered.

| Type of Business            | Formal Visual Inspection  | Combined Inspection and Test |
|-----------------------------|---------------------------|------------------------------|
| Equipment Hire              | Before issue/after return | Before issue                 |
| Construction                | Before issue/monthly      | 3 months                     |
| Industrial                  | Before issue/3 months     | 6 - 12 months                |
| Premises Used by the Public | See below                 |                              |
| Offices                     | See below                 |                              |
| General Low Risk Situations | See below                 |                              |

The HSE give further advice on the inspection and testing of items in offices and other low-risk environments, as detailed below:

| Equipment/Environment  | Pre-use checks | Formal Visual Inspection       | Combined Inspection & Testing                                |
|--|----------------|--------------------------------|--|
| Battery Operated (less than 20volts)   | No             | No                             | No   |
| Extra Low Voltage (less than 50 volts A.C.) e.g., telephone equipment, low voltage lights                  | No             | No                             | No   |
| Information Technology e.g., desktop computers, VDU screens etc  | No             | Yes, every 2 - 4 years         | No - but only if double insulated. Otherwise, every 5 years. |
| Photocopiers, fax machines etc NOT handheld and rarely moved   | No             | Yes, every 2 - 4 years         | No - but only if double insulated. Otherwise, every 5 years. |
| Double insulated equipment NOT handheld. Moved occasionally e.g., desk fans, table lamps, slide projectors | No             | Yes, every 2 - 4 years         | No   |
| Double insulated equipment HANDHELD e.g., some floor cleaners  | Yes            | Yes, every 6 months - 1 year   | Yes, every 1 - 2 years                                       |
| Cables (leads) and plugs to the above. Extension leads at mains voltage.                                   | Yes            | Yes, every 6 months - 4 years. | Yes, every 1 - 5 years                                       |

An adequate inventory of items requiring PAT testing will be held. It should be remembered to add or delete items of equipment when they are issued or removed from service/sold etc.

If an item has passed its test, it is normal to stick a green "Pass" label on the plug, with the date of the inspection and initials of the person carrying out the inspection.

### **6.22 Safety in Excavations**

Excavation work has to be properly planned, managed, supervised, and carried out to prevent accidents. Prior to digging any excavations, it is important to plan against the following:

- Collapse of the sides
- Materials falling onto people working in the excavation
- People and vehicles falling into the excavation
- People being struck by plant
- Undermining nearby structures
- Contact with underground services
- Access to the excavation
- Fumes; and
- Accidents to members of the public

Make sure the necessary equipment needed such as trench sheets, props, baulks, etc, is available on site before work starts.

A competent person must supervise the installation, alteration, or removal of excavation support. People working in excavations should be given clear instructions on how to work safely.

Furthermore, a competent person must inspect excavations:

- At the start of each shift before work begins
- After any event likely to have affected the strength or stability of the excavation; and
- After any accidental fall of rock, earth, or other material

A written report should be made after most inspections and, work is to be stopped if the inspection shows the excavation to be unsafe.

All work below ground will be undertaken in accordance with and reference to: HSG 47 'Avoiding danger from underground services' 2000. For more information on safety in excavations, read HSE Construction Information Sheet 8 (rev1).

### **6.23 Safety at Street Works and Road Works**

All work on the public highway must be supervised by persons who understand the requirements of the New Road and Street Works Act 1991 and, who are also aware of the traffic signs to be used in accordance with the Traffic Signs Manual.

## **7.0 SPECIFIC CONSIDERATIONS**

### **7.1 Noise**

The Noise at Work Regulations requires that a noise assessment be carried out if there is a suspicion of excessive noise in the workplace affecting the health of employees. The regulations require that employers reduce noise levels as much as reasonably practicable and at least comply with the requirements of the action levels.

Action levels are values of 'daily personal exposure to noise LEP,d' which depend on the working area noise levels and exposure times.

The first action level is 80 dB(A),LEP,d' and the Second action level is 85 dB(A),LEP,d'.

The peak action level is the maximum pressure allowed to be reached by a sound wave, specified as 140dB (without A weighting). This action level causes concern when cartridge tools are being used where 140dB could be exceeded although 85 dB(A), LEP,d' has not. This level must not be exceeded without the use of hearing protection whatever the exposure time.

**7.2** Action levels are defined in the regulations at:

**7.2.1** 80dB(A) Lepd– First Action Level – which, when exceeded requires the employer to provide hearing protection if requested after being informed of the levels and their consequences.

**7.2.2** 85dB(A) Lepd– Second Action Level – which requires the use of hearing protection by all employees in that area and that such an area is designated a hearing protection zone.

CPA's policy on noise safety is to take all reasonable steps to reduce the risk to all parties at work in accordance with the Noise at Work Regulations. If noise is a potential problem and if an assessment is required. As a general guide an assessment will only be undertaken when noise is identified as a specific problem in the Work Instructions or Risk Assessment.

We do appreciate that a competent person, who understands the Noise at Work Regulations and the HSE guidance on assessments, may only undertake an assessment. An initial, estimated assessment can be made either by using manufacturers' data or other reliable information, which may be available. At this stage the results could indicate that some workers may require personal protective equipment straight away.

### **7.3 Manual Handling**

We undertake to work in accordance with the Manual Handling Operations Regulations 1992. Although our work will be risk assessed it may be necessary at some point to carry out a manual handling assessment to try to limit the handling procedure, we will take actions to limit this to a level that is as low as is reasonably practicable.

Manual handling is by its nature a practical problem requiring pragmatic solutions. The evaluation of any manual handling operation must take into consideration the operatives/apprentices/learners' feelings and observations. An initial on-site review may be undertaken which would highlight the requirement of a full assessment on an individual project.

On small jobs the tutors in charge will assess the risk which manual handling presents.

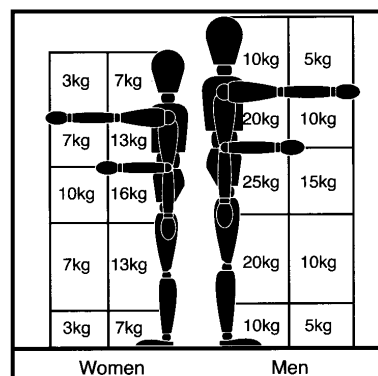
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### Note:

CPA clearly instructs all tutors in charge, operatives, apprentices, and learners to only undertake to lift anything, which is reasonably manageable. If the load is too great the work must stop until additional systems or manual labour can be deployed.

Where manual handling is the only solution, the principle of safe kinetic lifting must be followed by suitable training and as provided in the safe system of works using the avoid assess reduce process.

The manual handling risk assessment detailed assessment guidelines filter produced by the HSE suggests that the diagram shown is considered when deciding if an assessment is required. However, persons may only lift within their individual means.



### 7.4 COSHH Assessments

CPA is fully aware of the duties under these regulations and maintains a Safety Product Data Sheet file for all hazardous substances used in our work. COSHH assessments from specialist sub-contractors will be obtained and maintained in the health and safety.

### Notes:

The COSHH Regulations (*Control of Substances Hazardous to Health Regulations 2002*) extend the duties of employers and employees under the *Health and Safety at Work Act 1974*. These duties include working to ensure that adequate controls are in place to prevent the exposure of all employees to substances, which are hazardous to health.

To comply with the regulations employers must be able to demonstrate that assessments of all known and possibly hazardous substances have been undertaken and the findings recorded for reference.

These assessments must include the following information: manufacturer's information about the substance, safe working practices, which could be exposed, evaluation of the risks, controls in place, preventative procedure, safe storage, first aid information, known possible injuries and complete assessment of the risks.

### 7.5 Hand and Arm Vibration

CPA's policy for the use of all vibrating tools is to avoid this work where reasonably practicable. Where the work cannot be reasonably practicably avoided the work will be planned to use plant and tools which do not present a vibration risk to individual operatives/apprentices, (breaker on mini excavator for example).

Should a contract require extensive use of vibrating breaker equipment specific schedules of work would be adopted to avoid anyone working using the equipment for an extended period. Furthermore, this policy would be updated with developing industry acceptable practices.

Refer to booklets IND175 (rev1), IND126 (rev1), HSG88, and HSG170.

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### **7.6 Asbestos Policy**

It is CPA's policy to report all suspected materials to the tutor. Work on suspected materials and in their proximity would then be suspended pending test results. All positively tested materials will only be handled by nominated licensed asbestos specialists, although, we would work on or remove asbestos cement products, ourselves, so long as it can be undertaken in strict accordance with The Control of Asbestos at Work Regulations 2012.

It is important to note that all *supervisors/operatives in charge* have a duty to report all suspicious materials to their tutors.

CPA would normally ensure that all positively tested materials be handled by licensed asbestos specialists, although, we would work on or remove asbestos ourselves so long as it could be undertaken in strict accordance with The Control of Asbestos at Work Regulations 2012 and the Asbestos (Licensing) Regulations 1999. Asbestos procedures if suspect materials are found:

### **7.7 Work Stopped in that Area on Site**

- Tutors informed
- Work area sealed off
- Sample sent to a test lab
- Action taken in accordance with the Control of Asbestos at Work Regulations 2012 (with amendments) as required
- Licensed contractor appointed as required.
- Performance reference: "Controlled asbestos stripping techniques" HSG 189/1

### **7.8 Dust**

It is inevitable that a certain amount of dust is generated by construction operations. It is possible, however, to reduce the amount significantly by the use of prudent damping down processes, when necessary, especially in areas, which may affect the general public or vulnerable groups.

CPA would ensure that dust generation is kept to an acceptable minimum using the guidelines established in the HSE publication, EH40 revised annually. This requires general dust levels that operatives, apprentices, and learners are exposed to, be kept at or below the occupational exposure standard for an 8-hour TWA (time weighted average) 10 milligrams of dust per cubic metre for total inhalable dust or 4 milligrams of dust per cubic metre for respirable dust. It is understood that if dust levels cannot be reduced to that level, other means of protecting operatives/apprentices must be employed e.g., personal respiratory protection.

### **7.9 Safe Use of Company Vehicles:**

CPA runs several commercial vehicles. These vehicles are regularly serviced and maintained. Employees' driving licences are checked annually for authenticity.

Driving on company business, although a necessary activity is extremely hazardous, and this can be clearly seen from national road accident statistics.

CPA has undertaken risk assessments for driving which has highlighted the identifiable risks/hazards and enabled special attention to be given to the management controls which would enable this activity to be made as safe as is reasonably practicable. Staff are therefore reminded that, despite its familiarity, driving on the

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roads is by far the most hazardous activity most of them ever undertake and following CPA's driving rules must always be followed:

- Your vehicle must be regularly maintained, and any faults must be reported to the *Site Supervisor* and/or *Senior Management* immediately
- Inspect your vehicle's tyres weekly and ensure that they are inflated to the recommended tyre pressure.
- Ensure that the vehicle you use is regularly maintained and safe for use on the public highway
- CPA employees must always wear seat belts whilst driving
- All journeys must be planned before hand and regular breaks must be taken
- Drivers must stop and rest if they feel tired or drowsy
- Do not ever try to read a map whilst driving
- Do not ever use a mobile phone whilst driving

*Motorists may be prosecuted for using hand-held mobile phones even though they may be able to keep proper control of their vehicle whilst doing so. Mobile phones are not to be used whilst driving or operating a vehicle without the use of a hands-free kit.*

*Employers should be aware that the prohibition against the use of hand-held phones whilst driving does not mean that drivers will be exempt from prosecution altogether if they use hands-free kits. Dangerous and careless driving can still be committed as separate offences under the Road Traffic Act 1988.*

Food and drink must not be consumed whilst driving

Always drive CPA's vehicles safely, courteously and within the designated speed limit

Only Park vehicles in safe designated parking areas, which do not obstruct the public highway

Under no circumstances must any employee drive under the influence of alcohol

Under no circumstances must a CPA vehicle be used to carry passengers without a proper seat

A CPA vehicle may only be used to transport CPA employees, apprentices, learners, and associates

Ensure that all materials and loads to be carried are secured properly

Never overload a company vehicle beyond its designated capacity

### **7.10 Drugs and Alcohol**

No employee shall carry out any work for CPA if they are under the influence of any drugs or alcohol.

Employees who are required to consume prescribed drugs for medical purposes shall report the fact to the Managing Director.

The managing director or tutors may remove employees, apprentices, or learners from site who they suspect may be under the influence of drugs or alcohol in an effort to safeguard the health and safety of themselves, fellow employees, apprentices, and learners.

### **7.11 Above Ground Fuel Tanks and Pumps**

All fuels i.e., diesels and oils are to be stored in a suitable container which is either double skinned or bunded and capable of holding 110% of the containers volume. This must be placed on an impermeable hard standing surface. Where necessary, CPA will ensure suitable emergency and spillage procedures are drawn up, with appropriate controls provided.