3 Borders Scaffolding
'Building on our standards'

Keystone Scaffolding Ltd t/a 3 Borders Scaffolding

Health & Safety Policy Handbook For Employees & Sub-Contractors

Safety is the Responsibility of Everyone

INTRODUCTION

In order to demonstrate that Keystone Scaffolding Ltd t/a 3 Borders Scaffolding are committed to preventing accidents and ill-health on our sites and workplaces we have devised and distributed this Health and Safety booklet to all our employees and subcontractors.

The information it contains is a simplified form of our detailed policy for health and safety which is available for reference at sites and offices.

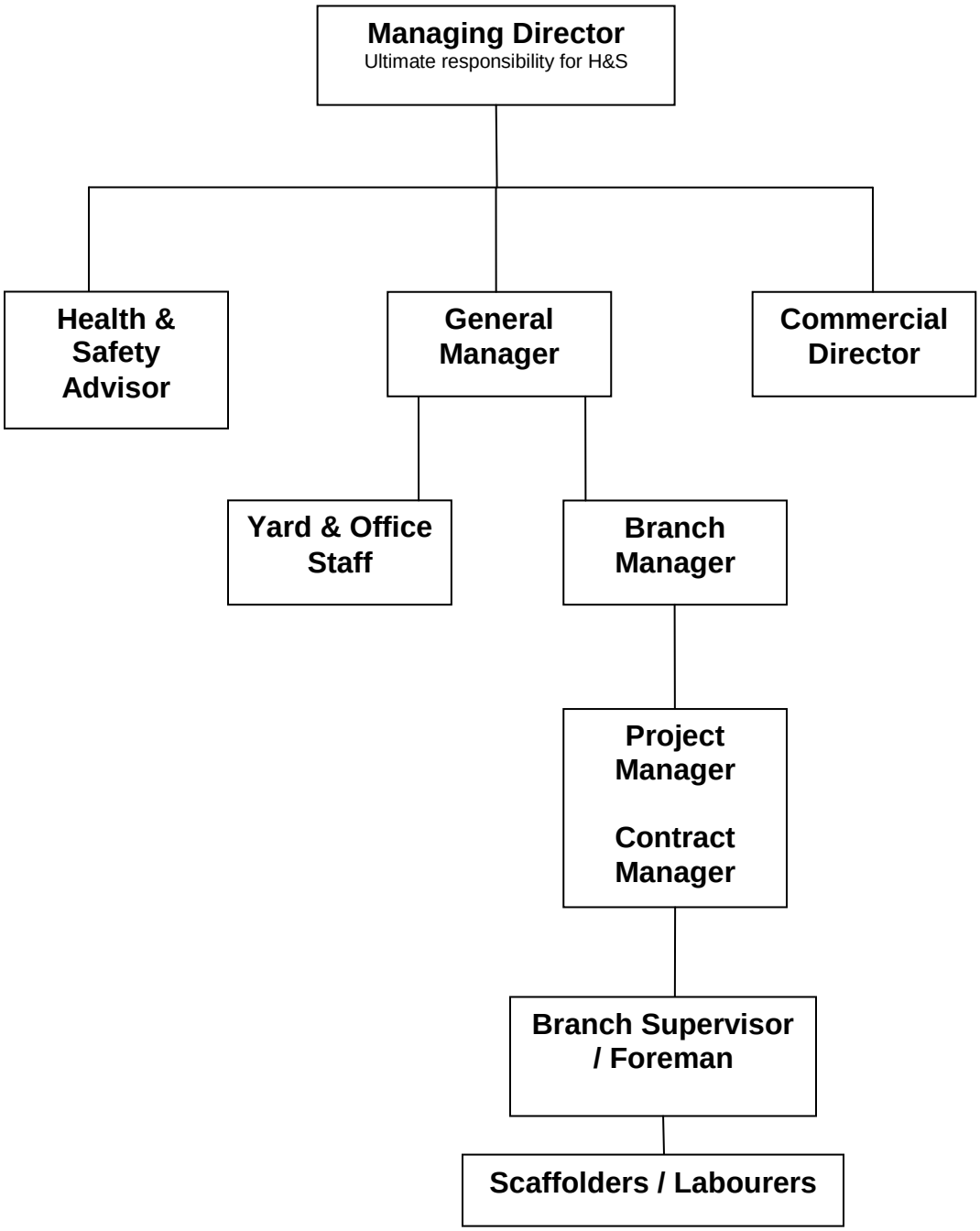
The booklet contains comprehensive checkpoints relating to the equipment, procedures and work of our Company. If any of the checkpoints cannot be answered satisfactorily, inform your Supervisor or General Manager immediately.

Please retain this booklet and refer to it on a regular basis. It is important to make sure you know your duties regarding health and safety.

We are relying on your co-operation!

SAFETY IS EVERYBODY'S BUSINESS!

ORGANISATION CHART



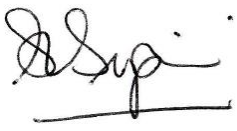
Health & Safety Policy Statement

Keystone Scaffolding Ltd t/a 3 Borders Scaffolding is committed to ensuring so far as is reasonably practicable the health, safety and welfare of all its employees and others who may be effected by its work activities. This commitment extends to the provision of adequate resources necessary to fully discharge its own statutory and civil duties and that of managers, supervisors and workforce in connection with health and safety at work.

Keystone Scaffolding Ltd t/a 3 Borders Scaffolding strives to achieve excellence in Health and Safety performance. On this end is developing a Safety Management System based upon Continuous Improvement and a positive safety culture where Health and Safety ranks equally with other business objectives.

Health and safety management is a line management responsibility and an integral part of all our activities. We employ a Health and Safety Manager to support the line management to discharge their day to day responsibilities, and to help implement and monitor this policy and safety management system. As the Managing Director of Keystone Scaffolding Ltd t/a 3 Borders Scaffolding I have ultimate responsibility for health safety and welfare.

Therefore, the company expects all its employees to act in a responsible manner and fully co-operate with the implementation of this safety policy and Safety Management System. The General Manager recognises that soliciting the opinion and assistance of the workforce in all aspects of Health, Safety and Welfare is an essential part of creating a safe working culture.



Steven Simpson
Managing Director

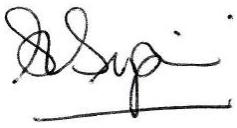
16th September 2016

Environmental Policy Statement

The Director of Keystone Scaffolding Ltd t/a 3 Borders Scaffolding recognises that our activities present a low risk to the environment. However, we aim to maintain the highest standards of environmental care, for both Company and Client. This will be achieved by:

- Increasing and maintaining a high level of environmental awareness of all employees, so that environmental protection becomes a collaborative effort.
- Senior Management demonstrating a commitment to environmental protection by active involvement and providing adequate resources.
- Complying with all relevant environmental good practice, guidance and legislation.
- Adhering to our client's own environmental policies and procedures.
- Pro-actively monitoring and developing innovative means of minimising environmental impact.
- Encouraging close liaison with the enforcing authorities, such as the Environment Agency and Local Authority.
- Assessing the impact on the environment from all aspects of our operations to ensure that all suitable preventative and protective measures are taken to protect the Environment.
- Development and implementation of arrangements to support this policy statement, based on continuous improvement.
- Monitoring, measuring and reviewing all arrangements against objectives to ensure they remain effective and current with changing legislation and knowledge.

To maintain effective environmental management, we require the full support and co-operation of all employees and contractors, and that they share these Company values as common beliefs.



Steven Simpson
Managing Director

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SAFETY RESPONSBILITIES

AS A CONDITION OF EMPLOYMENT ALL EMPLOYEES MUST:

1. Read and obey all notices, Safety Rules and Safety regulations at your place of work.
2. Use Safe methods of working
3. Obey all Safety instructions on plant, tools, materials and machinery
4. Report all accidents to your supervisor immediately even if you are not involved.
5. Report all defects or faults in tools, plant or machinery to your supervisor immediately.
6. Report all dangerous situations to your supervisor immediately.
7. Use the correct tools for the job.
8. Wear a Safety helmet, Safety harness, Safety boots and protective clothing as required.
9. Co-operate with any Safety officer and Safety representative.
10. Do carry out work in a Safe and proper manner.
11. DO NOT misuse any Safety equipment.
12. Ware other persons about any dangerous situations that might affect them.

FAILURE TO OBEY THESE RULES MAY LEAD TO DISCIPLINARY ACTION.

Implementation of Policy

The Company's Health and Safety Management Document System is contained within the Policy Document and its associated Instructions, Procedures, Assessments and Guidance Documents. The Document System formally communicates the instructions and procedures covering operation and work activities from the Company Directors to their supporting Managers, Supervisors and all other personnel employed or involved in the Company's activities. The Document System has been developed to meet statutory requirements for a Safety Management System to ensure the Health and Safety of all personnel associated with work activities of the Company including Contractors, Visitors and the General Public.

The Policy and its associated Documents apply as defined to all personnel employed or contracted to the Company as appropriate to the work being undertaken. It is the duty of personnel so involved to apply the requirements of these Documents to their work.

GENERAL RESPONSIBILITES OF EMPLOYEES

Detailed lists of responsibility for personnel carrying out various functions are set out in the Company Safety Policy.

The following outline responsibilities are based on the general duties of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 but are not a legal interpretation. The Workplace (Health Safety and Welfare) Regulations 1992.

Managers and Supervisory Staff

Must carry out the Company Policy to ensure the health, safety and welfare at work of or employee, in particular by providing:

- Relevant risk assessments
- Safe systems of work
- Safe plant or equipment
- Safe methods of handling, transporting, etc. articles an substances
- Supervision, training, instruction, information
- Safe places of work and safe accesses
- Safe and healthy working environment Welfare facilities

Managers and Supervisory staff must also ensure that other people, including subcontractors, visitors, members of the public etc. do not have their health and safety placed at risk as a result of our work.

Where we control premises, others who visit the premises to carry out work must be provided with a safe place of work and safe accesses to their work.

All Employees

Must ensure that their own work is carried out so that accidents and ill-health to themselves or others are avoided. They must also co-operate wit the Company to ensure that work is carried out in accordance with the regulations and must not misuse or interfere with anything provided for health and safety.

Sub-Contractors

Have the same duties as outlined on previous page to their own employees or other who could be affected and will be expected to co-operate fully with our Company to avoid accidents and ill-health on our sites. Will be expected to provide evidence of their risk assessments for activities they carry out, and where necessary provide suitable written Method Statements.

Equal Opportunities

Keystone Scaffolding Ltd t/a 3 Borders Scaffolding is an equal opportunities employer and does not discriminate on the grounds of sex, martial status, disability, race, religion or colour and is aware of our statutory duties as an employer.

Monitoring of Health & Safety

Managers and supervisory staff must check that all work under their control is being carried out in accordance with our policy.

Safety Manager will visit our sites at regular intervals and carry out inspections. A copy of the inspection report left on site will be sent to the Construction Director or Manager responsible for safety.

Meetings to discuss health and safety will be held at regular intervals between the Safety Adviser and our Management.

If you see anything which could cause injury or ill health inform your Supervisor immediately.

Method Statements

Method statements are produced to enable more information to be given about how the job is to be done, and more of our customers require a method

statement before week commences, there is nothing complicated about a method statement – it is structured list, which can include:-

- Defining erection and dismantling sequences and how men and materials are to get to the workplace.
- Storage areas for materials.
- What precautionary work may be needed before beginning.
- What protective equipment you need to wear or have available.
- Emergency or rescue procedures and what restrictions or prohibitions exist.
- Who needs to be notified that work is taking place.

If a method statement has been prepared, you should receive a copy of it before works commences and follow it in detail. If you have any queries, ask – don't change the method without getting it agreed.

Risk Assessments

The Management of Health and Safety at Work Regulations made the provision of risk assessments explicit for all employers. Risk assessments have to be provided where there is a foreseeable risk to the health and safety of employees, or others that may be affected by the activities of the company or its employees.

A formal risk assessment should identify, and determine the degree of severity, of the known risks or hazards in a job or task: -

- Seek to eliminate the known risks or hazards if practicable
- Detail measures to protect workers against any remaining risks or hazards.
- Determine compliance with any relevant legislation which affect the work or task to be carried out.
- Specify any protective equipment, clothing or tools to be used to protect against remaining hazards.
- Be recorded and documented if necessary.
- Be monitored to ensure procedures and methods are being complied with and that circumstances have not changed significantly.

There may be jobs or tasks or situations where the same risk assessment can be used, a "generic" assessment. There will be occasions when the assessment will be done by you, and is an informal stand-back, five-minute look at the job before you start work.

Whatever the form of risk assessment, they are means of reducing to a minimum the hazards and risks at work and the possibilities of accidents and injuries to all employees.

Capabilities and Training

There are many hazards that arise from using incompetent and poorly trained personnel to undertake work activities. Many accidents at work stem from a mismatch between an individual's capability and training to perform the work activities required by his job. Examples include incorrect use/misuse of hand and powered tools, personal protective equipment, access and egress. When planning all work activities there is a requirement to undertake Risk and other Assessments related to the work. One element that must be considered in such assessments and in meeting the requirements of any Health and Safety Plan developed for the work is the competence of the personnel who will undertake the work. In planning work, it is necessary to ensure that personnel detailed to undertake it meet the competence requirements specified in the Assessments/Plan. Where personnel are not competent then arrangements must be made to either train individuals to the required competence standard prior to the work commencing, and/or sub-contract the work activities to a contract organisation who personnel do have the necessary competence.

Employee Consultations

It is a requirement of the Health and Safety (Consultation with Employees) Regulations 1996, for employees to consult with employees on matters relating to health and safety, and are effective as from 1 October 1996. These Regulations complement the Safety Representatives and Safety Committees Regulations 1977 which place duties on employers to consult with Safety Representatives who have officially been appointed as such by their Trade Unions.

Consultation must be with either the employees directly, or with employees elected by a group of employees to act as their "representative of employee safety". (Note the use of this phrase to differentiate from Trade Union appointed "Safety Representatives".)

Representatives of employee safety should:

- Bring to the attention o employees, any potential hazards and dangerous occurrences which could affect the group of employees being represented,
- Discuss with the employer, general health and safety matters, and any information provided by the employer under these Regulations,
- Represent the group of employees in consultation with HSE (or other Enforcing Authority) Inspectors.

Note:
This overview of the Construction (Design and Management) Regulations is a précis of the key requirements of the Regulations, other details on the

requirements can be found in the company policy document or by reference to the Regulations and the supporting Advisory Code of Practice.

Employees whose duties encompass a role within C.D.M's management requirements should ensure that they understand the full implications of the Regulations.

Reporting of Accidents

All accidents resulting in an injury, no matter how small, to any person (not just employees), or damage to any property, must be reported in accordance with instructions in the Company's policy for health and safety, including near miss incidents. **If in doubt call the Head Office.**

Setting up Sites

Welfare facilities should be arranged or set up.

All necessary notices, fencing etc should be provided to ensure the safety of the public, particularly children.

First aid facilities should be provided and persons appointed to maintain facilities, or trained First Aiders should be available.

Statutory notices should be displayed.

Fire precautions should be considered and fire fighting equipment provided.

Site Rules

Site requirements for Health, Safety and Welfare will be included in the section within a Site's Health and Safety Plan for "Site Rules". (**Note** – The Health and Safety Plan is a specific requirement of the Construction (Design and Management) Regulations 2015 which came into force on 6 April 2015.

These general requirements for Health, Safety and Welfare apply to ALL personnel whilst employed at or visiting site. They are written to ensure the Health and Safety of ALL personnel by the establishment and maintenance of a Safe and Healthy Environment at the Project Site.

It is the duty of ALL personnel undertaking work or visiting the Site to understand and comply with these requirements. Failure to do so may lead to exclusion of individual or organisations. These requirements must be followed in conjunction with other procedures, instructions and guidance issued to employees, contractors personnel by their employers, to ensure that work and testing

activities on site are undertaken to the highest possible Health and Safety standards.

Typically, Site Rules will include detail relating to:

- Access to Site – security, parking, restricted areas
- Personal Protective Equipment – issue and use, signs
- Housekeeping and Waste Disposal – tidy work areas, clear access routes, correct storage areas, proper waste disposal
- Use of Vehicles – competent drivers, speed limits, routes, refuelling restrictions
- Emergency Equipment – available, operational, unobstructed
- Use of Lifting Equipment and Mobile Cranes – competent operators, current test certificates etc
- Use of Portable Equipment and Tools – competent operatives, safety checks
- Safety Defects Reporting – report when seen
- Floor Openings and Other Maintenance Access – controlled, protected
- Welfare Facilities – provision, use, cleanliness
- Emergency Procedures – fire alarm, evacuation alarm, assembly point
- Accidents, Dangerous Occurrences and First Aid – first aiders and equipment, reporting procedures
- Safety Inspections and Audits – formal/informal, records, required actions
- Health and Safety Liaison – meetings, site performance, forward planning
- Recreation – welfare areas, use of radios/tapes etc

Emergency Procedures

Regulation 7 of the Management of Health and Safety at Work Regulations 1992 requires Employers to prepare procedures for serious and imminent danger arising to employees and others whilst at work such as fire or explosion. In addition the Employer must nominate a sufficient number of competent persons to implement those procedures to evacuate the premises.

Make yourself aware of any specific Site Emergency Procedures, but typical emergencies could include Fire; Explosion or Risk of Explosion; Chemical Spillage; Fuel/Oil Spillage; Serious Accident; External Situations etc.

You should know the evacuation procedures including alarms, assembly points, key persons, and any personal responsibilities such as raising relevant alarms.

Permit for Works

- Procedures will be required when access into any area needs to be controlled, due to existing hazardous conditions or the work being carried out.
- Permits should clearly show the precautions required and these must be followed.
- Possible areas where a Permit system us required include work near toxic substances, electrical installations, fumigation, confined spaces, work near cranes, some welding operations, work with pressurised systems.
- Specific reference should be made to the relevant section of the detailed Safety Policy or any specific operating procedures which apply to the work being carried out.

Hot Works

The phrase “Hot Work” includes work processes involving welding, burning, cutting, grinding or similar operations involving the generation or application of heat either directly to or affecting plant, equipment or apparatus which contain any explosive, flammable or toxic substances.

The main hazards to personnel arising from Hot Work are: - Explosion and fire resulting from the direct or indirect application of heat to plant/equipment containing flammable substances; Asphyxiation by gases or vapour generated by the Hot Work process; Ignition of flammable substances or combustible materials adjacent to the Hot Work.

- Ensure that all the Control Measures identified in the Risk and other Assessments covering the work are implemented.
- Ensure that the sequence of work activities and methods adopted are in accordance with those specified in the Method Statement for the work.
- Ensure that no Hot Work proceeds without an assessment of the risks being undertaken especially where the requirement for such work is identified (as part of a planned work programme) during the course of the programme.
- Ensure that all processes involving Hot Work e.g. welding, burning, etc are undertaken accordance with the requirements identified in the relevant sections of the Safety Policy.
- On completion of all Hot Work, ensure that the work area is inspected in accordance with the requirements of the assessment for Hot Work.

New Employees

All new employees must carry out a full induction including but not limited to welfare provisions, H&S procedures including fire, full PPE requirements, where to access key H&S information and advice.

New Employees under 18 years of age

Young persons at work under 18 years of age can and do suffer from work related incidents partly because they are inexperienced in the workplace, have a lack of knowledge an awareness of the dangers encountered on site an because of this more protection is required for their health and safety and welfare.

A young person under the age of 18 is not permitted to operate/drive plant or equipment or to work at height where they are exposed to a risk of a fall greater than 2.00, unless they are in training under direct supervision.

Before a young person starts work e.g. trainee scaffolder etc. a suitable and sufficient risk assessment must be carried out on all activities. Any residual risk that remains that cannot be eliminated and has been controlled so far as is reasonably practicable must be communicated to their parents/guardian and written consent obtained.

Protection of the Public

The site should always be made as secure as possible against trespass by children, especially at times when no one is on the site.

If there is perimeter fencing, it is undamaged and are gates secured?

If the site is not fenced are all areas safe? Excavations should be fenced or covered.

All ladders should be removed at the end of each working period or made incapable of use by boarding the rungs.

All plant should be immobilised at the end of each working period.

Bricks and all other material should be safely stacked.

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Site Welfare Facilities (including Short Term Sites)

The Welfare requirements for the site should be detailed in the Site Health and Safety Plan prepared to meet requirements of the Construction (Design and Management) 2015 which came into force on 6 April 2015, replacing CDM 2007.

Where Welfare Facilities are to be shared between different Contract Organisations, arrangements and procedures for the proper use and maintenance of those Facilities must be developed an communicated to all parties sharing the Facilities, and recorded in the Site Health and Safety Plan.

All facilities should be accessible, ventilated, well-lit, and clean and tidy. That provision will be respected and maintained by ALL who use them.

Where short term work is to be carried out on a site where the provision of huts or mobile units is not reasonably practicable, the minimum of equipment to be carried in vehicles is:

- Drinking water container.
- Means of boiling water (taking into account requirements for safety and ventilation if LPG is used).
- Hand cleanser in dispenser.
- Paper towels or other suitable means of drying hands.
- Storage facilities for protective clothing.
- Adequate first aid equipment.
-

Before work commences, arrangements must be made for the use by operatives of convenient sanitary facilities throughout the duration of the work.

First Aid Arrangements – Site

The First Aid arrangements should include:

- Nomination of “Suitable Person(s)” (i.e. suitably trained First Aiders)
- Details of the arrangements to be available
- A place or room set aside for the administration of simple First Aid procedures
- A means of recoding on a suitable form the first aid treatment given
- The maintenance of First Aid materials at appropriate levels.
- Suitably stocked First Aid Boxes located strategically throughout the site, particularly near to high risk areas.

Where short-term work is carried out moving from site to site, the following provision for First Aid should be made:

- Adequate First Aid equipment and materials should be carried in the vehicle
- As a minimum, one member of each Work Team should be a nominated Suitable Person to administer First Aid treatment.
  If dangerous equipment is being used, then at least 2 members should be so nominated.
- Welfare facilities must include the provision for washing and drying hands and adequate drinking water.
- If working in remote areas, the Supervisor should have readily available details of local Hospital facilities fro dealing with non-ambulant casualties.
- All members of the Work Team must be informed of the First Aid arrangements.
- The use of First Aid equipment/materials must be recorded as part of the Company accident recording procedure. Used materials must be replenished as soon as possible to maintain the availability of the First Aid provision.

Overhead Electricity Cables

The main hazards are contact with the cables by plant or vehicles or by operatives handling long objects, e.g. scaffold tube, cladding sheet, ladder, etc.

- Where plant or vehicles are required to work adjacent to or pass under, or any work activity takes place in the vicinity overhead power cables, then suitable barriers will be erected in order to maintain a safe distance from the cables.
- Care will be exercised when handling long objects such as scaffold tube, ladders etc which may be outside the barriers provided but may protrude a sufficient distance into the areas to allow the object to approach within the Safety Clearance distance of the overhead cable. Electricity can “arc” across a gap and this must also be taken into account when stabilising Approach Distances.
- Where specific work has to take place beneath overhead cables then the cables may need to be isolated and a Permit-for-Work system operated. The Safety Adviser must be consulted for advice in these circumstances.
- In certain situations, electrical capacitance or mutual induction can lead to voltages being created in fences and pipelines which run parallel to overhead cables at a voltage of 30 kv or more. The Safety Adviser must be consulted for specialist advice before work commences.
- Suitable notices etc may be arranged by the Safety Adviser on request.

Work On or Adjacent to Railtrack Property

Specific measures will need to be identified but should include some or all of the following:

- Risk and other Assessments required for the work.
- Procedures identified for access along the track, across rails, through tunnels.
- Appointment of look-out man and signalling procedures.
- Emergency procedures adhered to.
- Safe warning methods. Isolation of plant.
- Issue of permits.
- Agreed working methods and Method Statements.
- Access for work at heights to be provided.
- Provision for firefighting equipment.
- Obtain permission before starting work near the track or electrified lines and ensure that where necessary written assurance/permits are obtained from Railtrack detailing the insulation, earthing or making safe of electrical apparatus and that warning limits are clearly defined.
- Ensure that approval and instructions are sought from the Railway Supervisor on a daily basis.
- Conductor rails are clearly identified and that suitable precautions are taken if it is required to cross them.
- Where necessary work areas are clearly designated and that no one is required to stray outside.
- Relevant safety/protective equipment is available for use incldung the use of high visibility clothing.

Work in Schools

- The requirements of the Health and Safety Plan must be implemented where practicable prior to the commencement of work and monitored throughout the project.
- Where possible, separation of the working areas from occupied areas will be carried out by the use of boarding/sheeting at least 2m high, or for temporary areas by a demarcation area of at least 2m distant.
- Erection of barriers/scaffold etc will be carried out when staff/pupils are not present unless inside the working area already defined.
- Access points for staff, public and pupils under scaffold will be adequately protected.
- Where necessary is if scaffolding adjoins an occupied area then appropriate brickguards/sheeting will be fixed to the scaffold.
- Access points to scaffolding including ladders will be secured to prevent access by children.

- Access to/from fire exits will be maintained at all times.
- Method Statements will be drawn up for the identification and removal of asbestos.
- Methods for paint stripping will be considered - old paint may contain lead.
- The prevention of any nuisance from dust, noise, fumes etc will be ensured.
- COSHH assessments will be available prior to work commencing, where possible, and the relevant details kept on site.
- All work in rooms/areas above occupied areas will be carefully considered to ensure no risk to those below, this is especially important with regard to fragile roofs and roof lights.
- 110v portable equipment will not be left unattended in areas open to staff/pupils.
- Care will be exercised when any movement of site machinery/plant is required.
- Excavations will be securely covered when not in immediate use.
- High standards if housekeeping will be maintained at all time

Falsework

Temporary works can be a source of danger if not properly constructed. Specific Method Statements will be written for these operations and only suitably trained and competent persons engaged in the work. Requirements of the Site Health and Safety Plan must also be met.

- The design and supports for the shuttering and formwork should be checked for adequacy.
- The props must be plumb and properly set out.
- The bases and ground conditions must be adequate for the loads.
- The proper pins must be used in the props.
- The timbers must be in good condition.
- All personnel required to work on or near falsework must wear safety helmets.
- Where an unintentional collapse of any falsework or any building or structure occurs involving a fall of more than 10 tonnes of material, H.S.E. must be notified immediately and the procedure for Dangerous Occurrences in the section of the Policy on the reporting of accidents must be carried out.

Entry into Confined Spaces

- Only suitable trained and authorised persons are permitted to enter confined spaces.
- Set procedures will be agreed and followed before work commences and if necessary a Permit-for-Work may be issued.
- Carry your Leptospirosis Card (Weil's disease) at all times and show this whenever you go to your doctor or to a hospital because of illness.
- Check the weather before entry into sewers, sudden storms can cause rapid rises in water levels.
- Ensure hat the correct equipment is available and checked before entry e.g. gas monitor, harnesses, breathing apparatus, resuscitators, lamps, protective clothing, g=first aid kits, barriers, winch, airhorn ate, as relevant.
- Ensure that the area is ventilated before entry by opening manholes etc above and below the point of entry. Place barriers around the manholes if needed.
- Establish a suitable communication link for use in emergencies and to notify of commencement and finish of operations.
- Check the gas monitor and test the confined space by lowering the monitor in.
- Put on your safety equipment as needed.
- Enter the confined space with a lifeline attached to your harness (if needed). Check step-irons and rungs before putting your full weight on them lower tools and equipment by use of a line and leave both hands free for climbing up and down.
- If the alarm sounds, put on the escape set (if needed) and leave the area quickly and calmly. Do not attempt to retrieve other equipment.
- If anyone collapses, assume the worst and out on your escape set, stop only to put the face mask on the collapsed person, leave the sewer and arrange a rescue with full working sets or the emergency services.
- If work is required along a sewer then set procedures, will be followed including use of lifelines, check depth of flow, establish clear communication between team members.
- Keep areas of skin covered which may come into contact with sewage.
- Avoid rubbing your nose, eyes or mouth with your hands during work and wash thoroughly before eating, drinking or smoking.
- Do not take matches, naked lights or smoke in a confined space.
- Do not take petrol, diesel or LPG powered equipment into confined spaces, and ensure that exhaust systems outside are sited away from openings into the area.
- Do not use electrical equipment in confined spaces unless specifically authorised. Check, if there is any doubt.
- Clean, and cover with an waterproof dressing, any cut, scratch or graze before entry.

- Replace manhole covers after use.
- **REMEMBER: IF IN DOUBT – GET OUT**

Where necessary, the Safety Manager, on request can arrange any necessary training, sampling, air monitoring and prepare relevant safe systems of work, Permit-for-Work systems etc, and will provide advice on any relevant equipment.

General Access

More than 50% of the accidents that keep men away from work involve falls or collisions, of men, materials and vehicles. It is therefore vital that access from place to place be made safe.

- Stack scaffolding materials on a level base in a safe manner.
- Steel and nylon banding must be safely disposed of to a skip as soon as it is cut. Take care not to leave any bands projecting from a stack.
- Clear up waste materials as work proceeds and dispose of correctly. Keep floor areas clean and dry if possible.
- Keep materials and items in their correct location until required and, if relevant, return them when finished. Keep access clear to material tacks.
- Clean up spillages immediately and dispose of waste correctly.
- Remove protruding nails from scaffold boards before stacking.
- Do not leave loose materials or stack sheet materials on platforms or working areas unless safely contained, or restrained. Lay sheets flat if possible.
- Keep welfare facilities clean and do not use them for the storage of plant pr materials etc.
- Keep areas around plant and machinery clean and tidy.
- Ensure Electrical leads are routed so as to avoid tripping hazards and they are protected from physical damage.
- Do not throw debris, materials etc from a scaffold, they must be lowered to ground level or a debris chute used.
- Working platforms on open joists will be correctly guarded and installed to eliminate any traps.
- Ensure edge protection and handholds are provided to all stairways and landing openings.
- Ensure clear access to all working areas and where necessary provide sound temporary steps of ramps.
- Holes or openings must be covered over with securely fixed covers, or, alternatively fenced off.
- Adequate artificial lighting will be provided for when work has to continue after dark.

A Guide to Good Practice

Before you start work Erecting:

1) Isolate the working area with temporary barriers where possible
2) Erect warning signs/Scaffolding incomplete signs
3) Erect first lift and fix warning signs to scaffolding
4) Fix guardrails and stopends as you go
5) Board out working from the lift below,
6) Secure ladder to access above – Do NOT CLIMB THE SCAFFOLDING
7) Use ladder to access the lift above and clip onto the inside ledger to erect guardrail
8) At all times when working without a guardrail YOU MUST be clipped on
9) Raise scaffolding materials safely DO NOT throw anything up or down

Before you start dismantling or adapting:

1) Isolate the working area with temporary barrier, where possible
2) Erect warning signs/scaffolding incomplete signs
3) Remove Scafftag
4) Ensure that the ladder is blocked off
5) Fix guardrails or stop ends to prevent access
6) Dismantle ladders as you come down
7) Stack all materials neatly in stillages and fitting bins where possible
8) Always lower materials in a proper manner NEVER BOMB the bombing of materials is an act of gross misconduct that could warrant dismissal.

Before you go to breakfast or dinner:

1) Remove Scafftag
2) Block off or remove ladder to prevent unauthorised access
3) Make sure that guardrails and stop ends remain in place
4) All lose tubes fittings and boards are stacked in a safe manner
5) Ensure there is no other access onto the scaffolding
6) Make sure warning signs remain in place.

Before you go home:

1) Give yourself ten minutes before you go home to check the scaffolding
2) Make sure that the scaffolding is safe before you leave it
3) That all boards are tied down (if necessary)
4) That all guardrails and stop ends are in place
5) That all toeboards are fixed twice and toeboard clips are tightened up
6) All materials are tidy and safe.

NOTE: PLEASE REMEMBER TO LEAVE THE SCAFFOLDING SAFE!
YOU MUST NOT LEAVE A SCAFFOLD BOARDED WITHOUT GUARDRAILS OR STOP ENDS.
WARNING SIGNS ARE NOT ENOUGH!!

Scaffolding

The main hazards associated with the use of scaffolding are falls from height, falling materials, collapse of structure, unsuitable base, overloading, unsound materials, unsafe access, untrained erectors, adverse water conditions, overhead cables and other obstructions.

- Scaffolders erecting scaffolds on Company sites must hold a current CISRS record card.
- All scaffolds must be straight and square.
- All materials must be in sound condition and checked before each use by the scaffolder.
- Standards must be placed on a base plate and if necessary also on a timber sole plate to ensure a firm foundation.
- Tube joints in adjacent bays or lifts should be staggered and as close to the standard/ledger connection as possible.
- Swivel couplers must be used on ledgers or bracing joints. Face bracing must be provided to all scaffolds.
- Ties must be fitted as the scaffold is erected, and be in accordance with Code of Practice requirements. Where ties cannot be provided then the method of ensuring that the scaffold is adequately supported must be specified and recorded.
- Ledger bracing must be fitted as required.
- Putlog/single couplers must only be used in non-load bearing situations.
- Platform boards must be adequately supported. (A maximum span of 1.2m and maximum overhang of 150mm for 38mm boards).
- Guardrails and toeboards must be fitted to all exposed edges of working or access platforms.
- Ladders must be in good condition and secured at the appropriate angle with sufficient projection other handhold at the stepping off position.
- Any scaffold being erected, altered dismantled, or otherwise not suitable for use by employees, must have a notice erected warning that it is not to be used.
- The Safety Manager must be consulted at an early stage if there are any extensive or unusual scaffolding conditions.
- All scaffolds must be checked at the end if each working day to ensure that access to the scaffold by children has been prevented.
- Scaffold will be inspected weekly, and before first use, by a competent person and results recorded.
- All work is to be carried in accordance with BS EN 12811-1:2003 and to current NASC guidelines (SG4:15 Preventing Falls in Scaffolding Operations).
- Alterations to any scaffold must be carried out by a competent person.

- Nobody will remove any part of a scaffold unless authorised to do so.
- Loading towers should be considered special structures and a design drawing available. Suitable access for loading should be provided. Base arrangement should be adequate for the extra loading. Adequate ties should be fitted. Gates must be provided and used on the loading side. Adequate bracing must be fitted.

Tie Working Loads

Box, Lip or Through ties	6.25 kN
Reveal ties	3.50 kN
Drilled in anchor ties	6.25 kN
or as recommended by manufacturers	

Each tie assembly for sheeted scaffolds must have at least a 12.5 kN capacity, unless the number of ties is doubled.

SCAFFOLD CLASSIFICATION

Scaffolds are classified by type according to their purpose for use. Each scaffold will have set maximum loadings, which in turn will determine the maximum bay centres as follows: -

Type of Scaffold	Use of Scaffold	Platform Loadings		Number of boards & std crs	Maximum working platforms	Maximum bay centres	Typical load examples per bay
		kN/m2	Kg/m3				
Very light duty Independent	Inspection Painting Light access	0.75	76	3 (0.77m)	1	2.7m	No materials 1 man plus tools
Light duty independent	Plasterers Painting Cleaning	1.5	153	4 (1.0m)	2	2.4m	2 men plus 175kg materials
General purpose independent	Building work light brickwork	2.0	204	5 (1.2m)	2 plus 1 very light duty	2.1m	1 man plus 350kg materials
Heavy duty independent	Brickwork Heavy cladding	2.5	255	5 (1.2m)	2 plus 1 very light duty	2.0m	2 men plus 250kg materials
Special or Masonry	Masonry work	3.0	306	6 (1.45m)	1 plus 1 very	1.8m	2 men plus

independent	Concrete Blockwork				light duty		400kg materials
Putlog Scaffold	New Brickwork	2.5	255	5 (1.2m)	1	2.0m	Man plus 140 bricks
Light duty Birdcage	Inspection Painting Cleaning	0.75	76	Fully boarded	1	2.4m	No materials 1 man plus Tools
Hoist Tower	To encage Hoist	N/A	N/A	Nil	N/A	To suit Hoist	No loading

NOTE: For typical loads see the NASC Technical Handbook

The Frequency Table

These tie spacings relate to scaffolds erected to normal building facades. Where buildings have large openings, then the tie spacings should be calculated.

Type of scaffold	**Type of tie**	**Ties which will not be removed as agreed with the principal contractor**	**Ties which may be temporarily removed as agreed with the principal contractor**
Unsheeted Independent up to 50m high.	Through, Box or Anchor	Every 40m2	Every 32m2
	Reveals	Every 22m2	Every 22m2
Sheeted Independent up to 25m high	Through, Box or Anchor	Every 32m2	Every 12.5m2
	Reveals	Unsuitable unless supplemented	Unsuitable unless supplemented
Unsheeted putlog scaffold up to 50m High	Through	Every 32m2	Every 32m2
	Reveals	Not recommended	Not recommended
Birdcage scaffold	Through, Box or Anchor	Every floor level	Not to be removed
	Through, Box or Anchor	Every 40m2 on all vertical faces	Not to be removed

Only one tie should be temporarily removed and this must be replaced before removing another.

Ties should be staggered in location wherever the building surface permits.

The maximum distance between ties in a vertical or horizontal plane should not exceed 8.5m within the limits of the tabled area.

A two lift 'tied' raker tube from the scaffold base is equal to one tie.

The end 3m of a scaffold may be left untied provided the scaffold is returned and tied on the return. If the return is dismantled then ties to the standing 3m portion will be necessary.

All tie tubes should be connected to the scaffold and bridles with right angle couplers.

Lashing ties to ring anchors may be used provided adjacent transoms are butted to the building face to prevent inwards movement.

In certain cases the ends of butting tubes should have plastic protection caps to prevent rust staining or damage to the building face.

Safe working before Scaffold Dismantling

1. Before dismantling, the scaffold should be checked to ensure all ties and braces are still in position and the scaffold is in a stable condition. If the dismantling is only partial ensure the remaining section is left fully safe and stable. It may be necessary to re-instate missing ties.
2. Erect warning signs in prominent positions to safeguard the public and other workers. If necessary erect diversionary barriers to exclude third parties from the work area.
3. Dismantle progressively and systematically.
4. It should be dismantled to ensure that no more than three lifts remain standing above the last ties.
5. Do not overload platforms or lifts with dismantled materials, retain toeboards on lifts to contain materials and don't stack above the toeboard.
6. Never stack materials on a protective fan.
7. Remove protection fans before you remove the ties above.
8. Remove all materials from the building, roofs and projecting surfaces.
9. ALWAYS LOWER MATERIALS IN A PROPER MANNER DURING DISMANTLING. NEVER "BOMB". The bombing of materials is an act of gross misconduct and will warrant dismissal.
10. Ensure al materials are cleared from the site on completion of dismantling.
11. Remove every piece of spare material. Have a good look around before you leave.

Scaffold Inspection & Handover

A competent person must inspect every scaffold structure before it is handed over and taken into use for the first time or after substantial alteration.

The owner or user of a scaffold has a legal duty* to carry out specific scaffold inspections. In some circumstances NSG UK Limited, is contracted to carry out these inspections on behalf of our customers.

Handover certificates and / or the Scafftag system is used to formally communicate that the scaffold is complete, fit for its intended purpose and any restrictions e.g. maximum load etc…

Openings in Floors and Accessways

The main hazards associated with the making of openings in floors and accessways include: - Persons falling into the resultant opening; Interference with services beneath the opening; Persons working in or beneath the opening being struck by falling objects.

- Ensure that the requirements identified at the Planning Stage, and the Control Measures necessary are implemented.
- Comply with the requirements of any procedure governing the 'Opening' up of the floors and other access man-holes obtaining if necessary a Safety Document covering the work.
- Establish the necessary barriers, signs an lamps etc around the proposed opening and the area beneath it (if appropriate) before lifting any floor sections, covers etc. Also divert any pedestrian or vehicle access routes prior to removing the 'Opening' covers.
- All barriers erected must be of a substantial construction, sufficient to prevent personnel from falling through the barrier material into the aperture. The use of rope and/or tape as barrier material is poor practice and is not acceptable. Barriers should be either pre-fabricated metal sections or scaffolding poles, suitably modified and supported to fro guard rails around the opening.

  Once the barriers etc have been erected and inspected by a Competent Person then the floor coverings can be removed.
- Where the work involves the temporary removal of a section of the barrier for access etc then adequate precautions must be taken to prevent personnel or objects approaching the open-edge. The barrier must be replaced as soon as possible once the work activity requiring removal is completed.
- Once the 'Opening' is no longer required then the floor sections / coverings must be replaced before the temporary barrier arrangements are removed. Any permanent guarding arrangements must also be re-

instated (as appropriate). Where such 'Openings' are in-situ for periods longer than even days then they must be inspected by a Competent Person and the necessary records maintained in an appropriate register. Any defects noted in the arrangements must be rectified immediately.

Mobile Tower Scaffolds

The main hazards associated with the use of tower scaffolding are falls from height, falling materials, collapse of structure, unsuitable base, overloading, unsound materials, unsafe access, untrained erectors, adverse weather conditions, overhead cables and other obstructions

- Check location for overhead electricity cable hazards and other obstructions.
- Tower should be erected on firm, level ground with metal base plates and adequate timber sole plates (unless ground is concrete or similar).
- Castor wheels, if fitted, should only be used on level ground and be fitted with brakes.
- Components should be correctly fitted together, and the tower kept vertical. Manufacturers' instructions must be followed regarding erection, especially for bracing.
- Maximum height to least base width ratio must be established from the manufacturer. This may include an allowance for outriggers where fitted.
- Wherever possible, the tower should be tied to the structure using secure points. This applies especially in windy or exposed conditions.
- When moving a tower, no personnel or loose materials should be on the platform. Always apply pressure at or near the base of the tower.
- Ladder access must be inside the tower, either vertical or inclined stair types and fixed to the narrowest side. Use of the frame members (unless specifically designed as a ladder) for climbing the tower is not permitted.
- All ladder loadings must be carried by the tower i.e. free-standing 1 ladders must not be used, unless the tower is firmly secured to the structure and the ladder is similarly secured.
- Platforms must be fully boarded, with guard rails and toeboards, and access provided by trapdoors.
- Towers should be loaded only in accordance with manufacturers instructions.

Ladders

More accidents arise each year from the use and / or misuse of ladders than from any other single piece of equipment.

- Ladders with any defects must not be used
- Ladders must be in good condition and of adequate length and strength for the work in progress.

- Ladders must be secured at the top and be long enough to extend 1.05 metres above the landing place.
- It is recommended that ladders are placed at an angle 1:4.
- Ladders should, where possible, be erected within the main scaffold or an enclosed ladder tower erected adjacent to main scaffold.
- Place ladders on a firm level base.
- Ensure that the step-off area is clear if using a ladder to reach a platform.
- Ladders should be positioned so that over reaching is not necessary and when working persons should not stand on the top three rungs.
- Ladders should be inspected as part of the regular inspection of scaffolding on the site, and entries made in the Site Inspections Register.

Stepladders, Trestles, Stagings

- Equipment should be checked before use (timber should not be painted which hides defects) e.g. cracks, warps, loose hinges, missing screens, loose or damaged stiles or braces.
- Equipment should be placed on a firm, level base.
- If the platform is over 2m high, then alternative access methods should be considered.
- Trestles are intended for light work and should not be overloaded.
- Special precautions must be taken with regard to guard rails etc if trestles are used on scaffold platforms, roofs or any location above ground level.
- Adequate access width should be provided around such trestles.
- Lightweight staging should be used for the platform, but if scaffold boards are used then the span should not exceed 1.5m for 38mm boards, and platforms should not overhang the support by more than 150mm.
- Platforms should not be higher than two-thirds the height of the trestles, and in no case should the overall height be such that a person can fall more than 4.5m. Guardrails etc will be required if falls over 2m are possible.

Mobile Elevating Work Platforms

- Only trained and authorised persons will operate and work from this equipment. They will also check the equipment before each use e.g. tyres, brakes, lights, fuel/power, leaks, general defects etc. in accordance with the manufacturers guidance.
- Work surface areas should be level and firm. Where rough terrain equipment is available, the manufacturers' guidance on round support requirements will be followed.
- Ensure there are no obstructions especially overhead cables etc., in the areas where the platform is to be taken or used.

- Ensure clear working areas around the equipment by the use of warning signs, barriers, cones etc. This is especially important if work takes place where the public have access.
- Ensure arrangements are made to ensure the stability of equipment if it not possible to make full of outriggers etc. that may be fitted.
- Ensure goof visibility and lighting during work operations.
- Ensure that the safe working load for the machine is displayed and followed, and that all test, inspection and examinations are carried out and recorded.
- Follow manufacturers guidance on working in windy conditions, these platforms should generally not be operated in wind exceeding 16mph. If there is any doubt, then leave the platform at its lowest position and do not use until wind levels reduce.
- Ensure safety devices fitted are working correctly.
- Ensure safe access to the platform for boarding at ground level.
- Ensure any electrical supply is routed safely and is connected to the mains supply in an approved manner.
- Ensure the platform is fully guarded during use and provision is available and used for securing safety harnesses to the platform only during use. Work should be done only from within the platform area without having to lean out.
- Ensure guards are fitted and maintained on all moving parts where a person could be trapped or entangled. This may require a cage around the base, especially in public areas.
- Wherever possible, all movement controls should be sited to be operated from the platform if this is not possible, then clear communications should be established between the platform and ground.
- Emergency stop and isolation switches etc. should be clearly marked and operatives using the equipment should be aware of the emergency procedures. Platforms, when not in use or unattended, should be secured at ground level and immobilised to prevent unauthorised operation.
- Only use the platform for the work it was intended.
- Keep the platform clean and free from loose materials or debris etc. This may require regular attention depending on the work being carried out.

Roofwork

- Edges of roofs must be securely barriered to prevent persons falling from the edge.
- Openings in the roof area where it may be possible for a person to fall through must be securely barriered or if not practicable then other suitable protective measures such as safety belts will be used.
- Appropriate crawling boards and crawling ladders will be used where necessary.

- Appropriate guards or barriers will be installed to prevent the fall of materials, tools etc. from the roof area.
  Suitable measures will be taken to protect persons from coming into contact with overhead electricity cables.
- Suitable barriers will be placed around fragile materials on the roof or if not practicable then crawling ladders or boards will be used to cross such materials.
- Adequate equipment will be provided and used to move tools, materials etc to and from the roof area.
- All personnel working near or below roofing operations will wear safety helmets.
- Work will only take place if the weather conditions permit and must take into account any effects due to high wind or gusting, rain, ice, snow etc.
- Roof access must be prevented to unauthorised persons, particularly children, after working hours.
- Where special roof shapes, additional hazards, materials containing asbestos or other unusual factors are involved, the Safety Manager will be involved at an early stage.
- Material being stored on the roof before use should be spread out so that no part of the roof structure, platform etc is overloaded.
- Work with asbestos-cement or mineral fibre materials, LPG and bitumen boilers etc requires extra precaution (see separate sections).
- Warning notices such as “Fragile Roof”, “Hole Below”, must be clearly displayed when appropriate.

Suspended Scaffolds

- Only trained and authorised persons will erect or use this equipment.
- Equipment will be inspected and maintained regularly in accordance with the Manufacturer’s, Hirer’s or Installer’s instructions and relevant legal requirements.
- The platform will not be overloaded and a clear sign will be displayed indicating the safe working load. If the weight of material is not known then this must be established before the scaffold is used.
- The scaffold will be equipped with full handrailing and toe boards and also be fitted with a close-boarded platform to prevent material falling. Loose items and materials must be secure within the scaffold.
- Power supplies, where fitted, must be secure and suitable arrangements made for recovery in the event of a power failure.
- Safety devices must be operating correctly and checked regularly.
- Agreed procedures must be in place for stopping work when wind conditions are such to require this.
- The scaffold will be regularly cleared of waste an unwanted materials etc.

- Suitable precautions will be taken when there is the possibility of windows and other projections entering the path of the scaffold during raising and lowering operations, and a suitable lookout procedure adopted.
- Care must be taken when using substances which may affect the ropes of the scaffold. Suitable protective measures may be necessary or alternative substances found.
- Safety helmets must be worn by operatives working in suspended platforms or in areas where items may fall from suspended platforms.
- Barriers, signs and any other appropriate measures must be taken to prevent hazard to persons below.
- Suspended platform must be securely fixed outside working hours to prevent damage from winds and in a position to prevent unauthorised use.
- Depending on the equipment used, emergency procedures must be prepared in the event of an accident to operatives in suspended scaffold.
- All operatives in suspended scaffolds will be provided with safety harnesses which must be attached to a safety line secured to a safe independent anchorage.
- Notices are to be provided adjacent to the power supply to suspended scaffold when in use warning that it is not to be interfaced with. Where possible, power supply connections to be boxed in and secured with lock.

Work Adjacent to Water

- Ensure that persons do not fail into water by the provisions of barriers, fencing, safety harnesses, covers to openings, etc. These precautions must also protect the safety of the public, especially children.
- Suitable securely measures will be necessary to prevent the theft of rescue equipment, boats, etc. outside working hours.
- Weather, tidal, flooding, etc. conditions must be taken into account when planning rescue measures and using boats as transport.
- Ensure that all safety equipment is in good condition before each use and that it is worn or used.
- Ensure you know the safety procedures and the arrangements for summoning assistance.

Lifting Operations

The collapse or overturning of a crane can injure other people as well as the crane driver, especially o a crowded site or where the crane is working near a public thoroughfare. Cranes are required to be inspected weekly, thoroughly examined every 14 months and tested and thoroughly examined every 4 years, by a component person, an these details recorded.

- Certificates of test and thorough examination must be available.

- Drivers must be trained, competent and over 18 years old, and if necessary be duly certificated.
- Controls (levers, handles, switches, etc) must be clearly marked.
- Cranes should be sited on a hard level base.
- All items of lifting gear – slings, shackles, eyebolts etc must be in good order with test certificates provided and each item thoroughly examined by a competent person within the last 6 months with entries made in the register.
- Only trained and authorised persons will carry out slinging operations and give relevant signals to the driver.
- Cranes will be maintained and inspected regularly and any
- Cranes must not be overloaded by incorrect use or by failing to estimate the load correctly.
- Information about the weight of loads to be lifted must be obtained before work commences.
- Cranes must be marked with the safe working load permitted and if relevant be fitted with an automatic safe load indicator.
- Cranes will only be erected and dismantled by trained persons under the supervision of a competent person.
- Measures will be taken to ensure the stability of cranes when working on soft ground or slopes.
- All personnel working with or near cranes will wear a safety helmet.
- All cranes must be secured and left in a safe condition at the end of each working period, taking into account the safety of children.
- Loads will not be left suspended while the crane is unattended.
- Loads will not be carried over personnel or public areas unless such areas are protected by suitable precautions and all loose materials will be fully secured or covered during lifting operations.
- Safety measures will be taken when person are carrying out maintenance or inspections where a fall of 2 metres or more is possible.
- If any crane collapses or overturns on site, or any part fails, the applicable Safety Advisor must be contacted immediately and the procedures for Dangerous Occurrences detailed in this Policy must be carried out.
- The Safety Adviser will be consulted at an early stage when any large or unusual lifting operation is to be carried out, especially tandem lifts.
- Appropriate precautions will be taken to ensure adequate clearance is given to overhead electricity cables and other services.
- Adequate clearance will be given when working next t any structure or object etc to prevent personnel becoming trapped.
- If it is necessary to inspect the bottom faces of heavy loads, purpose made, tested stands must be used.
- Slings must be securely attached and take into account the angle of the legs, the centre of gravity, the weight of the load and the attachment method.

- Slings must not be knotted, or bolted together.
- Slings will be protected at the edges of loads by the use of suitable packing.
- Do not drag slings from beneath loads.
- Ensure the safe working load is displayed on lifting gear whenever required or identified to establish the safe working load.
- Ease loads from the floor to check the Security before the full lift is performed. Repairs to lifting gear will only be carried out by authorised persons and not used again until the relevant test certificate has been issued.
- Hooks must be fitted with a suitable device or designed to prevent the displacement of the sling or load from the hook end be fitted so that the device operates correctly.
- “Dynamo” type eye bolts will not be used, the “Collar” type will be used.

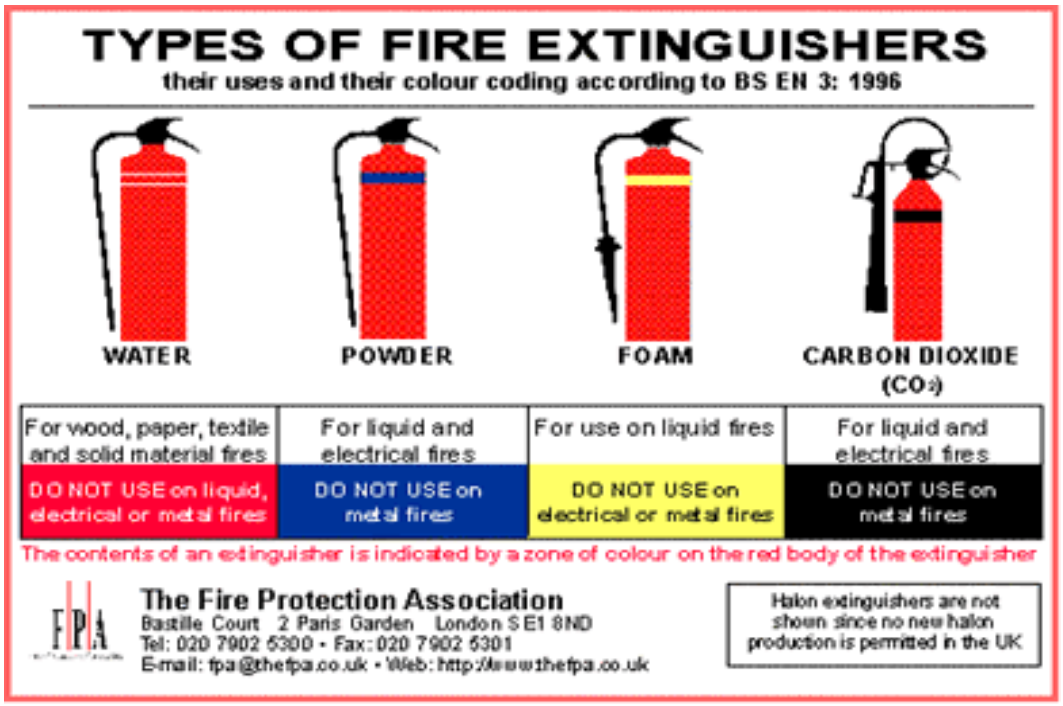
Hoists

- Only trained and authorised persons will erect, alter or use this equipment. Hoists will be erected on stable ground and will be securely tied to the adjacent structure.
- All material used for the hoist, especially the ropes and safety devices, will be checked by a competent person before erection and use to ensure they are in good condition.
- Ensure hoists have been issued with current test and examination certificates.
- Ensure safe working loads are clearly displayed and are adhered to.
- Ensure that all enclosures, gates and guards are in place before the hoist is used.
- Ensure that loads are secure and cannot fall from the goods platform.
- No person is allowed to ride on the platform of a hoist unless it is specifically installed as a passenger hoist.
- Operating controls should be clearly marked and operated from one position only.
- Only trained persons will give signals to the hoist operator.
- Hoists will be inspected weekly by a competent person and the results recorded in the Site Register.
- Ensure that hoists are regularly maintained, serviced and kept in good repair. If defects are noted, these should be remedied as soon as possible, and if such defects could affect safety then the hoist must not be used until those defects are rectified.
- All personnel working with or near a hoist wear safety helmets.

Fire Fighting and Other Emergency Equipment

The principal hazards from fire fighting and other emergency equipment are:- Use by untrained personnel; Inappropriate use of emergency equipment; Use of incorrect type of fire extinguisher to control fire; Hazards from poor maintenance and inspection.

- Ensure that fire fighting and emergency equipment appropriate to risk are available for the work to be undertaken.
- Ensure that the equipment has been maintained and inspected before being placed ready for service.
- If equipment is discharged or damaged during use ensure it is replenished / repaired before being returned to service.
- Ensure that you do NOT use equipment that you have not been trained to use.
- Maintain details of Competent Persons on site who are trained to use specific equipment.
- Ensure that the fire-fighting portable equipment to be used on a fire is of the correct type for the fire situation encountered:
  i.e. Carbon Dioxide (CO 2 – burning liquid and electrical fires. (Black label)
  Water – wood, paper fabric and similar materials. (Red label)
  Foam – burning liquid (Cream label)
  Dry Powder – burning liquid and electrical fires. (Blue label)
  Halon / BCF – burning liquid and electrical fires. (Green label)
  (this type are now being phase out because of environmental concerns)
  IF IN DOUBT DON'T USE IT



Transport on Site

- Only authorised, licensed drivers will drive site transport and be over the age of 28 unless under the direct supervision of an authorised driver.
- Site transport will be maintained in accordance with a planned schedule and will be inspected regularly for obvious defects. Checks will include water, oil, fuel, lights, tyre, brakes etc.
- Site transport will only be used for the work it was designed for and will not be used improperly.
- Loads on site transport will be secure and the vehicle will not be overloaded.
- Vehicles used for transporting dangerous substances above the relevant quantity will carry the relevant marking plates and necessary information.
- No person will ride in or on any vehicle unless there s correct seating materials unless there are adequately protected.
- Where necessary a banksman will be used during reversing or other operations.
- Vehicles will be driven in relation to the site conditions. Speed limits and restrictions on particular vehicles must be observed. Care must be exercised when driving on slopes.
- Vehicles will be left securely braked and the engine switched off when left unattended.
- Where vehicles are required to tip into any excavation or over the edge of an embankment, then banks men or physical stops will be used to prevent the vehicle overturning the edges.
- Refuelling will take place at the designated areas using the equipment provided to ensure no spillages.
- Vehicles will not be driven in Confined Spaces unless specific ventilation measures have been installed.
- When working in those areas so designated, all persons will wear high visibility clothing, especially banksmen.
- All necessary guards will be in place before a vehicle is used on site and will not be operated without them.
- Relevant parts of vehicles will be securely propped during maintenance operations e.g. tilt cabs and tipper bodies.
- All authorised dumper drivers will be given a copy of the HSE Card IND(G)16(C) - “Safe Working with Small Dumpers”.
- Transport drivers will not consume any intoxicating liquids during the working day or shift.
- All company cars and other vehicles used on public roads must be maintained in accordance with manufacturers recommendations.
- Any defects which affect safe handling or use must be reported and attended to immediately
- The Highway Code must be observed at all times.

Fork Lift Trucks

- Trucks should be selected for the type of work to be done and the ground conditions on site.
- Only trained and certificated operators will drive for lift trucks.
- The truck must not be overloaded in excess of the manufacturer's loading table.
- Ensure the load is stable on the machine and driving operations are carried out smoothly. Well maintained pallets must be used.
- Loading towers and scaffold platforms must be designed to take specified loads and the Buying Department must specify the maximum weight of unit loads from suppliers.
- Drivers and those involved with the use of fork lift trucks are required to wear a safety helmet.
- Ensure personnel are clear of the load during lifting operations and when travelling.
- Trucks must be maintained and serviced in accordance with manufacturers recommendations and the lifting chains examined at 6-monthly intervals.

Electrical Tools and Equipment

- All cable connections must be properly made. Under no circumstances will insulation tape alone, be used to protect any repair or join in extension cables. Work on equipment will only be done by an authorised person.
- Only 210 x equipment for less) will be used on site.
- The correct extension cables will be minimised by the provision of adequate numbers of socket outlets. Extension cables, when used, will be routed so as not to cause tripping of similar hazards.
- Whenever possible, site electrical supplies will be protected by residual current and other such protection devices.
- All portable tools, cables etc should be identified and regularly inspected and maintained by a competent electrician. Check equipment before use for any sign of damage and report defects immediately.
- All maintenance work on electrical equipment should be undertaken with the equipment 'Dead' and the supply cable disconnected where appropriate. Where 'Live' work or testing is required for fault finding then this must only be undertaken by an authorised competent person who must apply the relevant Control Measures to prevent danger.
- Portable generators should be regularly inspected and tested. If fitted with an earth rod, then the connections must be maintained in good condition.
- If anything goes wrong, switch the equipment off and disconnect from the power supply.

- Do not lift or pull equipment by the cable, the connections may become broken and create a hazard.
- Cables will be routed so as to be protected from damage.
- On festoon lighting, all bulb sockets are live. Open sockets must be protected where a bulb is not fitted. As well as fragments of glass of broken bulbs being a hazard, it must be remembered that the protruding filament wires are still live.

Connection and Use of Portable Appliances etc

The connection of portable appliances including power driven tools into client and standalone power/service supplies has the following main hazards: - Electrocution and burns; Discharge of fluids and gases under pressure; Slips and trips; Trapping of fingers and limbs.

- Ensure that all possible appliances / power driven tools are inspected before use and are free from any damage or potential hazard, the inspection must be undertaken by a Competent Person and include a check on the current test certification (If appropriate).
- Remove from use any portable appliance / power driven tools that develops a fault or defect. Label the defective equipment accordingly and return for repair.
- Ensure that the permanent connection of portable appliances / power driven tools to service systems is ONLY undertaken following the required 'Safe System of Work Procedure' e.g. Permit-for-Work and is executed by Competent Personnel.
- Ensure that portable appliances / power driven tools are correctly labelled with their required services connection requirements e.g. voltage, rating, pressure supply. If any doubt exists then refer to the Manufacturers / Suppliers information and follow their instructions for its connection and use. DO NOT connect or use equipment where you do not understand the requirements fir its connection and use.
- Ensure that electrical equipment is connected to the correct supply voltage by the required approved connector. Taped connections are prohibited. The common colour odes for voltages are 25 volts – violet, 50 volts – white, 110 volts – yellow, 230 volts – blue, 400 volt – red.
- Ensure, whenever possible that power cables, flexible hoses etc are kept clear of floors and access routes. They must be routed safely to avid damage and / or creating a tripping hazard. Where cables must cross floors they should be suitably protected.
- Additional care must be taken when using portable electrical equipment in damp or wet conditions. If doubt exists about the integrity of the equipment and or its supply arrangements then seek advice from your Supervisor before using it. (Electricity and moisture are very hazardous no matter what the supply voltage is).

- Make sure that the power cable is long enough to reach the work point. If not, use an approved extension lead. Only one extension lead should be used to prevent excessive voltage drops leading to poor performance of the appliance increasing current flow and possible overheating / tripping out of the equipment. Find an alternative supply point near the work.
- Where the appliance (e.g. a soldering iron gets hot in use always use a proper holder and do not store them until completely cooled after use.
- Always check the supply isolation device or trip button on the appliance / tool when first used to ensure that it functions satisfactorily.

- Should a fuse blow or an RCD trip get the appliance / tool checked y a Competent Person before further use. DO NOT REST or interfere with the fuse yourself.
- Should the appliance / tool malfunction then report it to your Supervisor and prevent further use of the equipment by disconnection / isolation and labelling.
- DO NOT attempt to repair appliances / tools unless you are trained and competent to do so.
- DO NOT use portable electrical tools near flammable liquids or gases.
- Always un-plug isolate appliances when not in use. Coil up flexible leads and hoses when not connected and store the equipment in the appropriate place.
- Ensure that all Control Measures for the work are also implemented.

Disc Cutters & Angle Grinders

- Only fully trained persons to use disc cutters or angle grinders.
- Ensure disc or wheel is mounted correctly. This must only be done by a competent, appointed person.
- The machine must be regularly serviced to ensure that the speed of the machine spindle is correct.
- Guards must be fitted to all abrasive wheels and kept n position.
- Eye protection must be worn when using abrasive wheels.
- Ensure protection is provided against hazardous dusts which may be generated.
- Avoid wearing loos clothing especially ties, sleeves, scarf's, etc.
- Hearing protection should be worn where necessary.
- All machines should be inspected regularly to ensure hey are in good condition, this applies especially to electrically operated machines and associated power cables.
- Sparks from loose particles can cause fires or explosion if near to flammable materials.
- Ensure the work area s clear of such materials and also of people who may be affected by such sparks.

Health Hazards (including COSHH)

- All available information should be obtained from suppliers of substances etc so that health risks can be assessed.
- A survey should be carried out to establish if there are any health risks existing on a site or building where work is to be carried out.
- Will any work be carried out on the site which will involve possible risks to health e.g., spray painting, grit blasting, entry into confined spaces etc?
- Where necessary, the Safety Manager will be engaged to provide written assessments and advice on precautions required with any substance where any risk to health is known or suspected and will carry out any sampling, analysis, monitoring, etc. as required. The details of assessments will be kept in a suitable Register.
- Special precautions relating to specific products are given in the specific written assessments.
- Almost all chemical materials are potentially dangerous. Although they may find their way into day to day se, it is usually a very diluted or otherwise modified form.
- Chemical products must never be allowed to come into eye contact.
- Contact with skin and mucous membrane must likewise to avoided. Wear protective equipment and clothing supplied. Always observe good industrial hygiene practice.
- Do not swallow materials or use in areas where food is being consumed. Smoking is also prohibited during application and curing.
- Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
- Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
- Store all products in ventilated areas away from extremes of temperatures and environment.
- Clean all spillages instantly and dispose of waste and used containers properly.
- Except for transport in closed packages, materials must be handled only by authorised personnel.
- Ensure the correct equipment for handling the products is available.
- If any person handling the materials shows the symptoms which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
- Read the COSHH Assessment &, container labels and detailed health and safety information before using any products.
- Measures must be taken to keep others, especially children, away from areas where harmful substances are present or being used.

Protective Clothing and Equipment

The head, eyes, hands and feet are all very vulnerable to injury. Equipment to prevent such accidents will be made available. P.P.E. is provided for your protection. It cannot protect you if you do not wear it.

- All operatives are required to wear suitable footwear whilst at work on Company sites or in Company workplaces. Suitable footwear may contain some or all of the following features: - steel toecap, steel midsole, waterproof (e.g. Wellingtons), oil or chemical resistant soles, electrically insulting, specific protection (e.g. chainsaws etc).
- Operatives will obey the requirements of any sign or notice indicating that equipment is to be worn.
- When necessary operatives will wear the appropriate hearing defenders issued and be instructed in its maintenance and use.
- Operatives will wear the eye protection issues as appropriate to the work carried out.
- Where necessary, operatives will wear the relevant respiratory protective equipment provided.
- All management, supervisory staff, visitors, sub-contractors and employees, shall wear safety helmets whilst on Company sites, other than in areas specifically designated in writing by the Company as being areas where the risk of head injury is negligible. Information on any areas or working conditions where helmets need not to be worn must be displayed in the site mess room or issued to each person or contractor etc. Norma disciplinary proceedings will be used against employees not complying with this requirement.
- All operatives are required to wear company issued safety harness / lanyard at all times when erecting and dismantling scaffolding. They must also work on not less than a 3 board wide working platform when erecting and dismantling scaffolding. Full information and training in the use of safety harness will be provided. Additional items of safety equipment may be required on certain contracts such as inertia reel safety lines and rescue kits. These will be supplied as necessary and information and training on their use will be provided. All operatives will be issued with N.A.S.C. booklet S.G.4. 00:05 as an opinion of good practice and is to be used as guidance on this subject.
- All persons issued with protective clothing or equipment must immediately report to supervision any loss or defect in the equipment.
- Personnel are responsible for the hygiene aspects of their Personal Protective Equipment and should ensure high standards are maintained. The Supervisor should monitor this requirement and take appropriate action where the condition o equipment if not acceptable.
- Specialised and complex items of Personal Protective Equipment will only be issued to competent users. Such items must be returned to storage

following inspection and maintenance by a competent person and records made in the register of its availability for further service.

Care and Maintenance of Safety Harness

Information on use, care and maintenance should be provided by the manufacturer and this should be strictly compiled with. What follows is additional general advice.

Textile Equipment (Harness, lanyards etc.)

1) Ensure that the webbing is carefully checked both before being stored and before being used, by being run through the hands to combine a visual and physical examination. All harnesses and webbing should be checked for cuts, abrasions, broken stitches and undue stretching. Any item showing any defect should be taken out of service.

2) The most common cause of strength loss through abrasion (either by grit working into the strands or by chaffing against sharp or rough edges). To minimise grit content, or to keep the product clean, textile items may be washed in clean water (max temperature 40oC) with pure soap or a mild detergent (within a pH range of 5.5 to 8.5) after which should always be allowed to dry naturally in a warm room away from direct heat.

3) Most man made textiles are effected by high temperature (exceeding 50o) and UV degradation, which may change their character, and thus their performance. Therefore care should be taken to prevent against this, (the rear parcel shelf of a car in hot weather, fro example, can exceed this temperature).

Metal Equipment

1) Metal items such as rings, buckles on harnesses, Karabiners and connectors etc. require checking to ensure that they work smoothly, bolts and rivets are tight and look for signs of wear, cracks, deformation or other damage. Any items showing any defect should be taken out of service.

Storage

Equipment should be stored unpacked in a cool, dry dark place in a chemically neutral environment away from excessive heat or heat sources, high humidity, sharp edges, corrosives or other possible causes of damage.

Manual Handling

- Whenever possible use mechanical means to lift and transport items.
- Where use of mechanical means is impracticable, hen sufficient persons must be available to lift the relevant load and take into account the size, shape and weight of that load. Also consider the path the load must follow and the immediate environment e.g. floor conditions, lighting, access etc.
- Ensure that items are lifted correctly with the back straight and using the legs to raise yourself if the load is low. Use a good grip with the feet apart to hip width and one foot slightly in front of the other.
- Avoid twisting stooping, or reaching to lift or deposit the load.
- Ensure that access areas are clean and clear and that the lighting is adequate.
- Wear gloves and safety footwear, and other PPE relevant to the working environment.
- Protect sharp edges.
- Avoid long lifts and if necessary change grip when the load is at waist height.
- Keep the load close to your body.
- Arrange storage so that the heaviest loads are in the most convenient position i.e. from knee to shoulder range.
- For long distance arrange supports to allow the load to be placed for brief breaks.
- During repetitive work, ensure sufficient time for resting.
- If more than 1 person is involved then a competent person must be nominated to control the handling activities.
- If possible, break the load down into smaller items.
- F possible, provide proper handles, handholds or use carrying devices, to avoid the possibility of trapped fingers etc.
- Secure items which are loose to prevent the load shifting when being carried.
- Avoid carrying up and down steps.

Alcohol and Drug Abuse

Alcohol or drug abuse by employees and sub-contractors (including supervisory and management staff) can adversely affect the safety and health of themselves or others on our sites. Therefore it is the policy of this Company that any person known to be, or strongly suspected of being, affected by alcohol or drugs must be referred to the appropriate manager who must arrange for the person to be removed from the site.

It must be noted that symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions eg heat exhaustion,

hypothermia, diabetes, etc, also the person may be affected by legitimate medication prescribed by a doctor. These conditions, while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that may be considered therefore, if there is any doubt as to the persons condition or cause of their condition or cause of their condition medical advice should be sought immediately.

HIV / AIDS

The Company is committed to its Equal Opportunities Policy on employment. There will, therefore, be no discrimination against the recruitment or engagement of any persons on the grounds that he/she is HIV Positive or has AIDS. Persons who become HIV antibody positive or develop AIDS will not be discriminated against on such grounds in accordance with this policy. The Company will operate all aspects of its business so as to minimise the risks to the public, clients or its staff of contacting the virus accidentally.

Should an employee or sub-contractor contract the virus, the Company will take medical advice as to which, if any, parts of that person's job they should no longer carry out, or for which special precautions need to be taken. Such persons will be required to take those precautions in the conduct of their work. Where, because of their condition, a person employed by the Company is required to deal with other employees, clients or third parties and is, suffering from a contagious or infectious disease which can easily be transmitted to others in the normal course of work, they will be given sick leave until the easily spread condition is under control.

From time to time employees or sub-contractors who undertake work which could bring them into contact with blood, or other bloodily fluids or the debris of treatment or drug addiction will be provided with the appropriate personal protective equipment and means of safely disposing of such debris. In addition, prior to such work being carried out, persons carrying out such work will be given such training and / or guidance which will enable them to carry out the work in a safe and proper manner.

The risk to First Aiders is from infected blood or other bodily fluids. HIV and AIDS are not highly infectious when compared to other diseases such as Hepatitis B which may be contracted in similar fashion.

When administering first aid the protective techniques taught during training will be applied at al times.

Noise

The Control of Noise at Work Regulations 2005 (the Noise Regulations) came into force for all industry sectors in Great Britain on 6 April 2006 (except for the music and entertainment sectors where they came into force on 6 April 2008).

The aim of the Noise Regulations is to ensure that workers' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or to suffer from tinnitus (permanent ringing in the ears).

All employees must as a minimum:

- ✓ Ensure you obey any site instructions regarding the wearing of hearing protection in those areas designated.
- ✓ Ensure plant and equipment is selected and maintained to minimise noise levels, and keep all engine covers etc closed during use, and where possible select equipment to minimise the noise levels.
- ✓ When necessary, ensure that you have been instructed in the use of any equipment provided for your protection.
- ✓ Where possible, site noisy equipment away from working or public areas.
- ✓ Ear protection supplied must be suitable for the conditions of exposure.
- ✓ Where possible, consider alternative methods of work to eliminate or reduce possible noise levels.
- ✓ Where prolonged exposure is unavoidable, work should be planned to give operatives adequate rest breaks away from the noisy environment.
- ✓ Ensure adequate means of communication in noisy environments, especially if there are relevant alarm sounds which may need to be heard, alternative signals may need to be provided.
- ✓ The Safety Advisor will provide the following services on request: - noise survey, noise assessment, noise monitoring, noise control measures, individual noise monitoring, training and instruction for personnel, supply of warning signs and ear protectors.

Asbestos

3 Borders Scaffolding are licensed to carry out ancillary works on Asbestos related products. **License No. 4030404821**

Breathing in Asbestos fires can lead to the development of the following diseases:

- Asbestosis which is a scarring of the lung leading to shortness of breath. Lung cancer
- Mesothlioma which is a cancer of the lining around the lungs an stomach.

There is **NO CURE** for Asbestos related diseases.
There are three main types of Asbestos which have been commonly used in buildings:

- Crocidolite (Blue)
- Amosite (Brown)
- Chrysotile (White)

All are dangerous but Crocidolite and Amosite asbestos are known to be more dangerous than Chrysotile.

Only suitably trained and authorised persons are to carry out work on Asbestos related projects.

Before carrying out any work on Asbestos related projects

- Notify your Health and Safety Manager
- Identify the type of Asbestos likely to be involved
- Determine the control limits and action levels for the type of Asbestos advised by specialist contractor
- Carry out an adequate risk assessment.
- Prepare a suitable written plan of work which must be site specific and include the number of persons involved and the time it will take to carry out the work.
- Notify the appropriate authority on ABS 5 at least 14 days prior to the start of the contract and ensure that the main contractor has also notified the appropriate authority.
- Ensure that if required, adequate decontamination units are in place and are fully certified. This must be checked on a daily basis.
- The work will be supervised on a daily basis.
- Arrange for quantitive face fit testing for operatives involved n the work.
- Provide suitable respitory protective equipment complete with a P3 filter, which will be inspected on a regular basis. All face masks will be issued to individuals and must not be used by any other person.
- Disposable coveralls to be provided. A change of clothes will be required.
- Make arrangements for representative personal monitoring which must be carried out by an approved laboratory.
- A copy of “Asbestos Alert” will be issued to all operative as a guide. Information and training will also be provided.
- You must not eat, drink or smoke in the working area.

What to do of you uncover Asbestos materials or they are damaged during your work: -

- Stop work immediately and leave the area. Tell anyone else in the area to leave.

- If you have any dust or debris on yourself or your clothing, remove clothing and place it in a suitable plastic bag, if possible shower or wash thoroughly making sure that you leave the washing area in a clean condition.
- Report the problem to the person in charge as soon as possible.
- Notify your Branch Manager.
- Branch Manager to notify the Health & Safety Manager.
- Do not re-enter the work area until you have been advised by a suitably qualified person that it is safe to do so.
- On no account should contaminated clothing or materials be taken home. It must be placed in appropriate plastic bags, suitably marked and left on site to be dealt with by specialist contractor.

The removal work must be monitored during the stripping operation and checked when completed by an independent NATLAS Accredited laboratory.

Ensure any materials containing asbestos are disposed of properly.

Only fully trained and authorised persons will carry out work involving asbestos, and specific control measures applicable will be defined in the appropriate Method Statement.

Copies of the pocket card, “Asbestos Alert for the Construction Worker”, and the poster prepared by the Health and Safety Executive are available from the Safety Advisor or direct from the Health and Safety Executive and will be issued to employees who may come into contact with asbestos in any form, e.g. maintenance or refurbishments workers, demolition operatives etc.

Where any work involving asbestos is being carried out, then the leaflet “Asbestos and You”, pocket cards and posters listing the “Asbestos Code”, will be issued to site. These items are published by the Health and Safety Executive and are available from the Safety Advisor or direct from the Health and Safety Executive.

The supply for use at work of materials containing amosite or crocidolite asbestos is now prohibited. Any materials containing asbestos must be marked with a warning transfer or label.

Lead

- If lead in any form is to be used r encountered on the site, a competent person must carry out an assessment of the risks.
- Respiratory protection, overalls, washing facilities, training, medical examinations etc must be provided, where required.
- Correct decontamination procedures must be established and carried out.
- Protective equipment must be stored and cleared properly.
- Adequate ventilation must be provided.

- Sampling, monitoring and analysis will be carried out and results actioned.
- No eating, drinking or smoking will be permitted on the job.

Personal Hygiene

Lack of elementary hygiene is responsible for many skin diseases, digestive disorders and general ill health.

Basic Safety Rules

1. Always wash hands thoroughly before taking food, drink or smoking.
2. Keep fingernails short and scrub them regularly.
3. Wear suitable gloves when handling contaminated, dirty or rough materials.
4. Keep long hair tied up and out of the way.
5. Don't use solvents or petrol to clean hands, only use the cleaning products provided.
6. Barrier and reconditioning creams are strongly recommended for hands to reduce the risk of skin disease.
7. Keep your workwear in a good state of repair and cleaned regularly.
8. Keep your PPE clean and report any damage or defects immediately.
9. Do not wear rings, bracelets or other adornments at work.
10. Ensure that all cuts, scratches, blisters etc. are treated.

Work in Occupied Premises

All work in occupied premises must be carried out in accordance with the appropriate sections of the Safety Policy for access equipment, electrical equipment, health hazards, noise, LPG etc but additionally taking into account the safety of the occupants which will required a consideration of their lack of awareness of the hazards involved in the work, their curiosity and any disablement.

- Particular attention must be paid to housekeeping and all accesses, fire escape routes and other areas in use be the occupants, must be kept clear of materials, waste, tools and equipment, trailing leads etc. Any spills of water, oil or other substances which could created slippery conditions must be cleared up immediately.
- Areas where work is taking place must not be left unattended unless all tools, materials equipment etc have been removed or placed in a safe position or to access to the area by occupants has been prevented.
- No work involving blow amps, welding equipment etc, must be carried out within one hour of the completion if a shirt and the working area must be checked for smouldering before operatives leave the site,
- Fire extinguishes must be readily available.

- Tools and equipment must not be left unattended in occupied premises unless precautions taken to ensue that access to the working area by occupants has been prevented.

Workshops and Storage Areas

- Ensure the workplace is kept clean and tidy and clear access is maintained around working areas.
- Ensure the lighting is adequate for the work being carried out.
- Ensure adequate heating and ventilation is provided, especially extraction equipment for any relevant operations.
- Ensure fire exits, fire extinguishes etc are kept clear and are maintained.
- Ensure items and materials are stored securely.
- Ensure the electrical equipment is inspected and maintained regularly. Report any defects immediately.
- Clean up spillages immediately and dispose of correctly.
- Do not use machines or equipment unless you have been specifically trained and authorised.
- Do not remove any guards or safety devices provided unless you are specifically authorised to do so. All guards must be securely in position before machinery etc is used.
- Ensure welfare facilities are available and kept clean.
- Ensure adequate first aid facilities are provided and maintained.

Workshop Housekeeping

- Ensure that access routes are planned, deliveries are programmed to ensure that excess materials are not stored, storage areas are defined, compounds are planned and that any contractors are made aware of the Company requirements with regard to storage, clearing up, tidiness, etc.
- Ensure that storage areas are prepared and that materials are ordered in quantities which will not create difficulties.
- Ensure that all waste materials are cleared and disposed of safely as work proceeds. All materials delivered will be stored safely ensuring that accesses are not obstructed.
- Ensure all openings or inspection pits in floors are securely covered when not in use.
- Debris must not be disposed of by burning unless full agreement has been received from local authority an precautions taken to prevent fire spreading to adjacent premises, materials etc.
- No substance or materials giving off toxic or noxious fumes or leaving toxic residues must be disposed of by burning.
- Fires must not be left unattended.

- Where debris is disposed of in skips, the debris must not be burnt in the skip and the skip must not be lifted by lifting appliance and lifting gear unless designed for the purpose and an accurate estimate of the load can be made.
- Return equipment to its storage when work is completed,
- Keep the access routes clear, and general work areas tidy.
- Clean up spillages promptly and dispose of correctly.

Fire Prevention on Site

- Ensure the requirements of the Site Emergency Plan and the Health and Safety Plan are implemented.
- Provide a suitable means of raising an alarm on the site. The alarm should be audible in all areas of the site and take account of any noise / operating machinery etc.
- Written procedures should be clearly displayed and all staff made aware if the requirements.
- Keep emergency access areas clear.
- Ensure fire exits routes are clear and unlocked when persons are on site.
- Ensure adequate fire fighting facilities are available, are clearly defined and free of obstructions.
- Ensure any design requirements for the duration of the construction period are maintained.
- Ensure temporary offices and buildings are sited correctly and of the correct fire-resisting construction. These should also have suitable fire precautions installed.
- Ensure working areas are kept clean and tidy, and waste is disposed of promptly. Keep waste collection areas away from any flammable stores, buildings etc.
- Ensure highly flammable liquids and LPG are stored correctly, and kept to a minimum on the site.
- Ensure electricity and gas supplies are correctly installed, tested and maintained by a competent person, and are inspected regularly.
- Ensure any “Hot Permit-for-Work” is followed and the appropriate precautions taken and maintained.
- Ensure operating plant is in the open air and separated from working areas and building as far as practicable. Special procedures and precautions will be required if this is not possible. Care will need to be exercised for plant fuel to avoid spillages / leakages and ensure that provision is made to contain these.

Lone Woking

There is no general prohibition on b person working alone, but should be avoided wherever possible, there are specific instances where legislation requires more than 1 person to be involved in the operations, in which case the work will be planned for the relevant number of persons.

In certain circumstances, lone working is not permissible and the worker will be physically supervised e.g. young persons operating prescribed dangerous machinery, persons undergoing training.

Devising safe working arrangements for solitary workers should be no different from organising the safety of other employees. Hazard need to be identified and the risks assessed.

- Solitary workers should not be exposed to significantly more risks than employees who work together.
- Likely hazards might include: - fire, equipment failure, illness, accidents, is of access equipment e.g. ladders and trestles, handling of plant, substances and goods i.e. weight considerations, medical condition of employee, lack of suitable training. This list is by no means exhaustive but gives a guide to what types of hazard to consider.

Health Hazards

SLIPS, TRIPS & FALLS

Slips and trips are the most common cause of major injuries at work. They occur in almost all workplaces, 95% of major slips result in broken bones and they can also be the initial cause for a range of other accidents such as falls from height. The following list although not exhaustive can help to prevent these incidents.

- Always stack scaffolding materials in a neat and tidy manner and ensure that they do not provide a tripping hazard to other site users.
- Ensure that your access to and from your place of work is free of obstructions.
- Do not stack excessive materials on scaffold platforms.
- Ensure guardrails are provided as early as possible to all lifts of scaffold.
- Take extra care when working or walking in wet, windy or icy conditions.
- Make sure that access ladders are in good condition, properly founded, are placed at the correct angle, extend 1.050 above the working platform and are properly secured at the top before use.
- Ensure that there is sufficient lighting in the work place.
- Do not leave tools, equipment or unused materials lying around where others may fall over them.
- Do not leave scaffolding materials standing against a scaffold or building unless they are properly secure.

- Clear up your work area as you go. Your carelessness could cause serious injury to someone else.
- **REPORT ANY HAZARDS TO THE SITE MANAGER OR YOUR SUPERVISOR.**

Working at Height

In 2003 / 04 falls from height accounted for 67 fatal accidents at work and nearly 4,000 major injuries. They remain the single biggest cause of workplace deaths and one of the main causes of major injury. The new "Work at height regulation 2005" place duties on all employers and employees who carry out their works to prevent falls from height of men and materials. A place of work is "at height" if a person could be injured falling from it or if struck by falling materials. Even if it is at or below ground level and applies to work at ANY height.

To Prevent Falls from Height

Only trained and competent persons shall erect, alter and dismantle scaffolds. Scaffolders should always: -

- Take positive steps to understand the hazards involved and the requirements f the Method Statement / Risk Assessment.
- Inform your Manager / Supervisor of any medical condition that may affect you working at height.
- Utilise techniques and equipment provided to protect against falls, in accordance with information, instruction and training provided ad not to act in a reckless or careless manner.
- Not to tamper with or modify equipment provided or use equipment that is not authorised by the employer.
- Wear your safety harness / lanyard, safety helmet, safety footwear and high visibility clothing at all times whilst erecting, adapting or dismantling scaffolding.
- Check fall arrest equipment daily and report any damaged or defective items to your Manager / Supervisor immediately For example badly cut if worn webbing on a harness or lanyard.
- Report to your Manager any additional hazards not already identified that become apparent once you have started work.
- Be aware that working in adverse weather conditions can significantly increase the risk of a fall when scaffolding at height e.g. lightening, high winds, rain, snow, ice extreme temperature and the sun, high winds and icy or wet surfaces are especially hazardous. Notify your Manager if you feel it would be too dangerous to continue your work.
- Safe access for scaffolders should be included as early as possible in the erection process and removed as late as possible during dismantling, removing the need for scaffolders to climb the scaffold structure.

- Where practicable scaffolders are to work from fully boarded platforms without gaps where people or materials can fall through. Even on nonworking lifts.
- All other lifts practicable should be boarded out an removed from below.
- Scaffolders should install a minimum of a single guardrail, at least 950mm above the platform, on each face of the scaffold where a fall could occur and on **ALL** lifts to provide fall protection whilst traversing and working. This guardrail should be left in place to provide whilst dismantling.
- Scaffolders guardrail i.e. single guardrail should be installed on all lifts where the lift is greater than 950mm.
- Scaffolders must be clipped on at al times when exposed to risk of a fall and remain clipped on at all times when working outside of guardrail protection.
- When necessary to reach below a single guardrail, scaffolders must be clipped on (e.g. to fix bracing or handle materials).
- When raising or lowering materials scaffolders should be clipped on or create a safe handling platform complete with double guardrails including stop end guardrails and fully boarded platform.
- When moving, raising or lowering platform boards or work outside of guardrail protection, where exposed to a fail scaffolders MUST be clipped on.
- All scaffolding materials to be stacked safety, fittings in fitting bags or buckets to prevent them falling onto persons below.

Working in Adverse Weather Conditions

Working in adverse weather conditions can significantly increase the risk of a slip or fall when erecting scaffolding at height e.g. lighting, high winds, rain, snow and ice and extreme temperatures including the sun. Access to send from your place of work also carries additional risk from frozen or slippery ground conditions due to ice and snow or muddy conditions due to heavy rain and even very dusty conditions due to a prolonged dry spell.

- If lightening is imminent then notify your Branch Manager who will advise on what course of action you should take.
- In snow, icy or muddy conditions ensure that your access to and from your place of work is safe and that the ground is even. Check the depth of snow or mud to make sure it will not impede your access and there could be hidden hazards,
- Wear the appropriate clothing, safety footwear and gloves, high visibility clothing and safety harness and lanyard.
- Ensure that your boot soles and ladder rungs are clean and free from mud, snow or ice before climbing up or down a ladder.
- Snow and ice should be removed from working platforms before use by any trade.

- Do not turn scaffold boards over in icy conditions, due to the fact that the ice could cause the board to “skate” across the transoms.
- Do not try to work faster than conditions will allow in safety. Scaffold tubes and boards become slippery when wet or covered in snow, ice or mud.
- N windy conditions take extra care especially when handling scaffold boards as they could act as sails. Make sure boards are fixed down as required.
- In extreme conditions where you feel it would be unsafe to continue working then notify your Branch Manager who will advise on a safe course of action.
- Remain clipped onto a suitable anchor point if there is any risk of falling.
- In very dusty conditions wear a dust mask and safety glasses. These can be provided on request.

Health Risks and Working in the Sun

Construction workers have a tendency to remove a much clothing as possible in hot sunny weather in order to get a tan and scaffolders are part of this group. This is not a good idea. There are several risks from too much exposure working just in shorts.

- Too much exposure to the ultra violet can lead to sunburn and even skin cancer, leading to loss of work time and even death.
- Abrasions from tubes, fittings, scaffold boards, bricks, blocks and other building materials.
- Your safety harness could cause injury if worn over bare skin.
- Some people are more liable to skin cancers than others. People with white skin are most at risk.

Take particular care if you have:

- Fair or freckled skin that does not tan, or goes ref or burns before it tans.
- Red or fair hair and light coloured eyes.
- A large number of modes.
- Workers of Asian or Afro-Caribbean origin are less at risk but they should still take care in the sun to avoid damage to the eyes, skin aging and dehydration.

To avoid the dangers of too much sun:

- Cover up, ordinary clothing made from close woven fabric such as a longsleeved work shirt and jeans will stop most of the uv rays.
- Wear your safety helmet to protect your head.
- Do try to take your work breaks in the shade.
- Do try to drink more water at regular intervals to prevent dehydration.
- Use a high factor sunscreen to add exposed areas of skin.
- Don’t be complacent; get to know your skins most vulnerable areas (e.g. back of the neck and head) and keep them covered up.

- Don't try to get a tan – its not a healthy sign, it might look good but it indicates that the skin has already been damaged. A suntan does not eliminate the long-term cancer risk, which is associated with prolonged exposure to the sun, nor will it protect against premature ageing.

COVER UP!

Emergency Procedures

RESCUE PROCEDURE: Scaffolders trained in Self Rescue Procedures.
In the event of a person falling and being suspended in their safety harness the following procedure should be followed:

- **DO NOT PUT YOURSELF OR OTHERS AT RISK WHILST TRYING TO RESCUE SOMEONE ELSE.**
- The suspected person should be encouraged to move their legs and try to adopt a more horizontal position if possible.
- The rescue should be carried out as quickly as possible to reduce the risk of suspension trauma. The maximum time suspended in a safety harness **SHOULD NOT** exceed 5 minutes to reduce the risk of "suspension trauma" and even death.
- Ask for immediate assistance from work mates where possible.
- This procedure is to be carried out from inside the fully protected scaffold.
- Draw the suspended person back onto the nearest available lift of scaffold. Unclip the persons lanyard when they are safe and secure.
- **DO NOT** remove their safety harness this may help to reduce toxic shock.
- **DO NOT** lay the person down flat, but place them in the W position with their back supported.
- Report the incident to the Site Manager and call for an ambulance as soon as possible. An ambulance MUST be called in all instances when a person has fallen and been suspended in a safety harness.
- As soon as possible, after the person has been rescued and an ambulance has been called, notify your Branch Manager and Health and Safety Manager. The safety harness and lanyard MUST NOT be re-used but returned to the Health and Safety Manager fro replacement.
- **REMEMBER:** Working from correctly boarded platforms and erecting guardrails as soon as possible will reduce the risk of falls from height, preventing injury and death.

Fire

In the event of a fire:
Vacate the area immediately and warn others who may be affected dial 999 and notify your Branch Manager.

DO NOT return to work when you return to work. Main Contractor to advise on evacuation procedure.

Notify your Branch Manager when you return to work. Main Contractor to advise on evacuation procedure.

Accident Procedure

In the event of an accident resulting in any injury, please notify your Branch Manager or Health & Safety Manager. If the injury is severe call 999 immediately.

Relevant Health & Safety Law

- The Health & Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Personal Protective Equipment (Health and Safety Regulations) 1992
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Provision and Use of Work Equipment Regulations 1998
- The Management of Health and Safety at Work Regulations 1999
- The Work at Height Regulations 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013)
- The Construction (Design and Management) Regulations 2015
- SG4:15 Preventing Falls in Scaffolding Operations 2015

THIS HANDBOOK HAS BEEN PRODUCED AND ISSUED TO PROVIDE YOU WITH INFORMATION AD GUIDANCE ON SYSTEMS AND PROCEDURES YOU SHOULD BE FOLLOWING TO ENSURE THAT YOU CARRY OUT YOUR WORK IN A SAFE AND PROPER MANNER AND TO PROTECT YOUR AND OTHERS WHO MIGHT BE AFFECTED BY YOUR ACTIONS.

PLEASE READ THIS BOOK ON A REGULAR BASIS.

I …….. PRINT NAME

HAVE READ THIS HANDBOOK AND UNDERSTAND ITS CONTENTS AND WILL WORK IN ACCORDANCE WITH THE INFORMATION IT PROVIDES.

ALWAYS ENSURING IN A SAFE AND PROPER MANNER.

BRANCH ……..

SIGNATURE ……

DATE ……..

IN AN EMERGENCY PLEASE CONTACT

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Name	Signature	Date

Name	Signature	Date