
**S A SCAFFOLDING
LIMITED**

**STATEMENT OF HEALTH, SAFETY
AND WELFARE POLICY**

**IN RESPECT OF
THE HEALTH AND SAFETY
AT WORK ACT 1974**

S A SCAFFOLDING LTD

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S A SCAFFOLDING LTD

STATEMENT OF HEALTH, SAFETY AND WELFARE POLICY

PART 1

**GENERAL INTENT OF THE COMPANY
HEALTH AND SAFETY AT WORK ACT 1974**

STATEMENT OF SAFETY POLICY (PART 1)

It is the firm policy of this Company to take all reasonable steps to ensure the Safety, Health and Welfare of all employees in fulfilment of its moral, legal and economic responsibilities. These measures will also be aimed at protecting others who may be affected by our day to day working activities.

It is a Management function to provide the right circumstances under which work may be carried out safely. However, all employees must understand that they have a legal duty not only to work in a safe manner, but also to co-operate with the Management in any efforts to carry out their responsibilities.

The Company will maintain close co-operation with Clients, Suppliers, Sub- Contractors, Health and Safety Executive and Safety Advisors to ensure, so far as is reasonably practicable that procedures and practices are satisfactory. The Company will ensure that every possible assistance is given to Clients in regard to Safety requirements.

The Company will make every reasonable effort to promote amongst its employees a genuine awareness of Safety Matters and to create an understanding of the importance of safe working practices and the use of protective clothing and Safety aids.

Employees will be encouraged to involve themselves fully in the Safety activities and the reporting of unsafe conditions or practices. Particular importance will be paid to the requirements of the Working at Height Regulations 2005, Construction (Design & Management) Regulations 2007, Management of Health and Safety At Work Regulations, and employees will be required to abide by the assessments made by the Company.

The Company will establish appropriate documentation, procedures and will define responsibility and accountability for Safety at all levels. The Director responsible for health and safety is Mr A Norman who will co-ordinate the health, safety and welfare functions.

The Company has appointed Safety and Training Services to advise the company on all health, safety and welfare matters.

Please see next page

The Company will permit such Safety representation as prescribed under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 and will consult with such Safety representatives on all matters appertaining to Health and Safety.

This policy statement may be amended, monitored and added to from time to time, and a copy will be issued to all employees. In addition, a copy will be displayed at Head Office.

Signed.....

ANGUS NORMAN

MANAGING DIRECTOR

S A SCAFFOLDING LTD

STATEMENT OF HEALTH, SAFETY AND WELFARE POLICY

PART 2

SAFETY ORGANISATION AND CONTROL

OBJECTIVE OF THE HEALTH SAFETY AND WELFARE POLICY

To recognise and evaluate hazardous areas within the Company's full range of activities and provide codes of practice to be followed as standard safe systems of working, which will identify:

- a) The need for employee training both on and off the job to ensure their competence in the task in a safe manner and also with the equipment.
- b) The need for provision of suitable approved safety clothing and equipment where required by the nature of the task.
- c) The need to promote a full involvement towards the Health and Safety forum by providing the opportunity for employees and their representatives to be consulted.
- d) To identify areas or tasks exposing employees to Health risks which can then preferably be removed or reduced as practicable with the provision of Health Surveillance to employees as necessary.
- e) To ensure that all statutory obligations are satisfied, and that a system or routine is developed to ensure maintenance of any plant is fulfilled.

Monitoring

The Company will carry out active monitoring of Health and Safety by regular inspection and checking to ensure that standards are being maintained and management controls are working.

Reactive monitoring will also take place if things go wrong, which will include investigating injuries, cases of illness, property damage and near misses.

MANAGING DIRECTOR – ANGUS NORMAN

Having direct and overall responsibility for Safety matters.

General.

1.1. Will ensure that all personnel under his control fully understand and observe all aspects of the Company's Safety Policy.

1.2. Will influence attitudes towards Health and Safety and lead others by personal involvement and example.

2. Safety Equipment.

2.1. Will ensure that all workers know what Safety equipment is provided, where it is kept and are familiar with its use. Will make every effort to ensure that personnel use Safety equipment as and when necessary and report any loss or damage.

Will ensure that all work equipment is regularly inspected and records kept as required by the PUWER Regulations.(e.g. harnesses)

2.2. Will ensure that each site is supplied with a first aid box and that the Advanced scaffolder is advised of the procedure for the replenishment of first aid boxes.

3. Communication

3.1. Will ensure that any information related to Health and Safety is communicated to all persons under their control.

3.2. Will liaise with Company Secretary on any items deemed to be unsafe and any breach of statutory requirement in any area under his control which he cannot effectively deal with relating to monetary terms.

4. Systems of Work/Risk Assessments

4.1. Will assist in the preparation of method statements and risk assessments and ensure that all workers are instructed concerning Safe systems of work.

5. Training

5.1. Will ensure that all employees understand and accept their responsibilities for Health and Safety on construction sites and are adequately trained .Will ensure that induction health and safety training is undertaken and regular tool box talks. Will also ensure employees attend any Principal Contractors tool box talks.

6. Accidents/Near Misses and Safety concerns

6.1. Will ensure that all injuries and/or dangerous occurrences are reported and that the Accident Report Form is completed for any injury or accidents resulting in lost time.

Will also encourage workers to report near misses and safety concerns.

7. Safety Checks

7.1 Will carry out regular visits to site to ensure Safety standards are being met.

8. Construction (Design and Management) Regulations 2007 and ACOP

8.1 Will assist the Company in meeting the above Regulations and will ensure that the necessary information required for the Construction Phase Health and Safety Plan is produced prior to the commencement of the work and issued to Principal Contractor.

9. Safety Meetings

9.1 Will attend any meetings regarding Health and Safety Matters.

10. Maintenance

10.1 Will ensure that a regular maintenance schedule is maintained for all plant and equipment and ensure that any repairs or maintenance to tools, plant or equipment are given priority and carried out promptly and that damaged and access equipment are taken out of service as soon as possible.

10.2 Will ensure that Principal contractors sites are adequately provided with welfare, washing, sanitary, drinking water facilities etc. and that the first aid box is maintained in a clean and adequate condition. This matter will be discussed with Principal Contractor.

11. Facilities

11.1 Will carry out initial survey of sites and will note possible Safety hazards, for example:-

- a) Restricted access and ground conditions**
- b) Overhead cables**
- c) Rivers, lakes or canals or work close to water**
- d) Fragile roofs and access over fragile roof materials**
- e) Clients or customers activities likely to affect the Safety of personnel**
- f) Road conditions including the volume of traffic and parking restrictions**
- g) Access to telephone where mobiles do not work**
- h) Will ensure that items arising from the above points are notified to the employees and any necessary precautions are taken prior to the commencement of the works**

The above list serves as an example of possible Safety hazards-the actual list for any site is more extensive

ADVANCED SCAFFOLDER OR ANY SCAFFOLDER SUPERVISING WORKS.

1. General

1.1 Will ensure that all personnel under their control fully understand and observe all aspects of the Company's Safety Policy.

1.2 Will influence attitudes towards Health and Safety and lead others by personal involvement and example.

2. Safety Equipment

2.1 Will ensure that all personnel under their control know what Safety equipment is provided, where it is kept and are familiar with its use. The Advanced Scaffolder will make every effort to ensure that personnel use Safety equipment as and when necessary and report any loss or damage. Will ensure that harness and lanyards are inspected prior to use and are kept in good condition.

2.2 Will ensure that all personnel under their control know what first aid and fire equipment is provided, where it is kept and what to do in case of emergency and rescue.

2.3 When supervising work in an occupied factory, private houses or office premises, will ensure that all fire escape doors, equipment and alarms are kept clear of obstructions and are easily identified at all times.

2.4 Will ensure that all necessary statutory documents and notices are provided on site unless provided by Principal Contractor.

3. Communication

3.1 Will ensure that any authorised information relating to Health and Safety eg method statements/plans/risk assessments are communicated to all persons under their control.

3.2 Will ensure that any matter concerning Health and Safety brought up by any of the personnel under their control is communicated to Mr Angus Norman.

3.3 Will advise Mr Angus Norman of any breach of Statutory requirements or any item considered to be unsafe which is under their control and cannot be effectively dealt with.

3.4 Will ensure that all reportable injuries, diseases and dangerous occurrences are communicated to Mr Angus Norman and the Principal Contractor.

4. Systems Of Work / Risk Assessment

4.1 Will carry out risk assessments in relation to work activities and ensure that all personnel under their control are instructed concerning safe systems of work.

Will assist in the production of method statements and ensure that information is provided to those that are carrying out the work. All method statements must be signed off prior to start of work. All employees must be made aware of emergency measures in the event of an accident or fall where wearing harness.

5. Training

5.1 Will ensure that all personnel have been trained and instructed to perform all the tasks required of them and are made aware of the known hazards which may exist within the operation of those tasks.

5.2 Will ensure that new personnel fully understand the safe operation of plant, equipment, harness, lanyard and tools used at the direction of the Company.

5.3 Will undertake induction health and safety training.

5.4 Will undertake regular tool box talks on site.

6. Accidents

6.1 Will report all accidents and dangerous occurrences to the Mr Angus Norman.

6.2 Will ensure that details of all accidents, regardless of the nature of the accident, are entered into the Accident Book of the company and the Principal Contractors Accident Book.

7. Safety Checks

7.1 Will carry out periodical inspections of the site and ensure that Safety Standards are being met.

7.2 Scaffolding- Prior to a scaffold being erected on site the following will be required:-

- a) Ensure that an adequate supply of material is available on site to enable such scaffolding to be erected in accordance with the regulations.**

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- b) Ensure that an adequate supply of notices '*Scaffold Incomplete*' and '*Scaffold Not to be Used*' are available for use as and when necessary.
 - c) Satisfy himself that the personnel who are to erect the scaffolding are competent to do so in a proper manner and in accordance with the regulations
 - d) When scaffolding has been erected, before it is taken into service he will ensure that the scaffolding has been erected to a safe standard.
 - e) Ensure that a HANDING OVER certificate is provided where requested.
 - f) Ensure that scaffolders wear harnesses and connect on at 4 metres and above or as required by the Principal Contractor.
 - g) Ensure all scaffolders wear safety helmets, safety footwear, harness/lanyard, gloves and high visibility waistcoat.
 - h) Do not allow materials to be thrown or dropped from height.
 - i) Ensure compliance to SG4:08.

7.3 Forklift/Crane- Discuss with the Principal Contractor the requirements for a forklift/crane to lift scaffold tubes and boards onto the loading bays to reduce the risk of back injury.

7.4 Lifting Appliances (Gin wheel/electric lifts)

Prior to taking any lifting appliance into service the following will be required:-

- a) Ensure that the current certificate of test is available in respect of any such lifting appliance.
- b) Ensure that the lifting appliance is erected in a proper manner.
- c) Ensure that the safe working load is clearly marked on the appliance.
- d) Ensure that the weekly inspections are carried out and recorded.
- e) Ensure correctly connected to scaffold and that adequate ties are provided.

7.5 Electrical Appliances- All electrical appliances on site are required to:-

- A. Be installed by competent electricians.
- B. Be operated through 110 volt transformers.
- C. Be connected to electrical systems by means of correct sockets and plugs which comply to British Standard Specification 4343.
- D. Be properly protected from adverse weather conditions.
- E. Where possible be properly supported above head height and not allowed to trail along floors or stairways.
- F. Be maintained and repaired by a competent electrician and entered in the register.
- G. (Where 110V voltage equipment cannot be provided all due precautions must be taken in accordance with the Electricity Regulations 1989)

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- 7.6 Ladders- prior to use of ladders the following will be considered:-**
- a) Is it suitable for the purpose and of industrial type?**
 - b) Is it in good condition and class 1 industrial?**
 - c) Has it been inspected and is free from defects?**
 - d) How can it be secured? Is it at the correct angle.**
 - e) Has it got non slip treads if metal?**

Discussions will be made with the Principal Contractor relating to staircase type access and ladder gates.

Movement of vehicles/pedestrians.

On commencement of site will discuss with the Principal contractor vehicle and pedestrian movements.

Information must be given to all workers at induction.

Fire prevention.

The Principal Contractors Site Manager will be responsible for producing/completing a fire plan for the project to minimise the risks of fire and explain procedures to be followed.

8. Facilities

8.1. Will carry out in liaison with Mr Angus Norman an initial survey of sites and will note possible safety hazards arising from :-

- a) Restricted access and ground conditions.**
- b) Overhead cables.**
- c) Rivers, lakes or canals or work close to water.**
- d) Fragile roofs and access over fragile roofing materials.**
- e) Clients or customers activities likely to affect the safety of personnel and / or other persons.**
- f) Road conditions including the volume of traffic and parking restrictions.**
- g) Access to telephone and the location of the nearest public telephone where no mobile on site.**
- h) Will ensure that items arising from the above points are notified to the personnel and any necessary precautions are taken prior to the commencement of the works.**

This actual list serves only as an example of possible safety hazards. The actual list for any site is likely to be more extensive.

9. Safety Helmets

9.1. Will ensure that safety helmets are worn by all personnel on all construction sites as laid down by the Head Protection Regulations (See Appendix 1).

10. Road Signing

10.1. Prior to work commencing on the highway or verge will ensure that all road signs and equipment are displayed in accordance with Chapter 8 of the Traffic Signs Manual.

11. Construction (Design and Management) Regulations 2007

11.1 Will be responsible for providing information to the Site Manager for developing the Construction Phase Health and Safety Plan.

12. Waste Material

12.1 Will be responsible for ensuring that waste is disposed of in a clearly defined manner and will only allow registered waste carriers to transport waste and complete the relevant waste transfer note.

EQUIPMENT OPERATORS (e g disc cutters, woodwork machinery for cutting boards)

- 1) Read and understand the Company Safety Policy and carry out work in accordance with its requirements. Only use equipment that you are trained and authorised to use.**
- 2) Know the legal requirements affecting the use of their equipment and ensure that the machine is used in accordance with those requirements.**
- 3) Ensure that any defect on the equipment is reported immediately. Do not continue to operate the machine if the defect affects its safe use.**
- 4) Make regular inspections of the equipment for defects at least once a week.**
- 5) When appropriate ask for, and use, ear protection to ensure the avoidance of gradual loss of hearing due to prolonged exposure to noise.**
- 6) Never try to use the equipment for which it was not designed. If in doubt ask for advice.**
- 7) Wear suitable safety footwear and protective clothing as necessary.**
- 8) Suggest ways to eliminate hazards or improve working methods.**
- 9) Ensure when operating equipment that other persons are well clear.**
- 10) Report all accidents or damage, however minor.**

VEHICLE DRIVERS

- 1) Read and understand the Company's Safety Policy and carry out the work in accordance with its requirements.
- 2) Ensure that any vehicle defects are reported immediately.
- 3) Make regular inspections of the vehicle for obvious defects.
- 4) Wear suitable Safety footwear.
- 5) Always report to site office or a Site Manager before travelling around the site.
- 6) Drive in a safe manner at all times and be particularly careful when driving on sites to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes.
- 7) Ensure before reversing that there are no people or obstructions behind the vehicle. Preferably, ask someone to act as a banks person while reversing.
- 8) Report all accidents, injuries to persons or damage to property however minor.
- 9) Ensure that any loaded vehicle is well secured, also that the vehicle is not overloaded or loaded in such a way to affect the handling of the vehicle.
- 10) Ensure that hazardous loads are carried in accordance with instructions that any necessary signs are displayed and that the appropriate documents are available in the cab.
- 11) Wear a seat belt and do not smoke in vehicle.

OFFICE WORKERS

- 1) Read and understand the Company's Safety Policy and carry out work in accordance with its requirements.
- 2) Ensure that the clothing and particularly the footwear worn at work is suitable from a Safety viewpoint.
- 3) Do not try to use, repair or maintain any office equipment or machinery or any substance or process hazardous to Health for which full instructions or training have not been received.
- 4) Report any defects in office equipment or machinery immediately.
- 5) Find out from Mr Angus Norman the position of the first aid box.
- 6) Ensure the procedures in the event if fire are known.
- 7) Report and accident or damage, however minor, to the Mr Angus Norman.
- 8) Ensure that corridors, office floors, doorways etc., are kept clear and free from obstruction.
- 9) Do not attempt to lift or move any articles or materials so heavy as to cause personal injury.
- 10) Do not attempt to reach items on high shelves unless using steps or a properly designated hop-up. Do not improvise or climb.
- 11) Suggest ways of eliminating hazards and improving working methods.

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- 12) Do not smoke in designated 'No Smoking' areas and dispose of spent matches, cigarettes etc., properly.
 - 13) Warn new employees particularly young people of known hazards.
 - 14) Follow instructions laid down by Management regarding the use of visual display units.

ALL PERSONNEL

All personnel must:-

- 1) Fully observe the rules of the Company's Safety Policy. Scaffolding must be erected in accordance the scaffolding code of practice issued by the trade association.
- 2) Report all Safety hazards noticed on site or malfunction of any item of tool or plant immediately to Mr Angus Norman.
- 3) Conform to all written or verbal instructions given to them to ensure their personal Safety and the safety of others. This includes method statements, risk assessments, cosh assessments etc.
- 4) Be sensibly and safely dressed for their particular working environment. Safety helmets, safety boots, gloves and high visibility clothing must be worn at all times. Co-operate in the wearing of safety harness and lanyard.
- 5) Conduct themselves in an orderly manner in the workplace and refrain from any form of horseplay. Must not drop or throw materials from height.
- 6) Use all Safety equipment and all protective clothing as may be provided. Harnesses must be attached at four metres and above. Harnesses must be inspected prior to use and have a current 6 month test.
- 7) Avoid any improvisation of any form which could create an unnecessary risk to their personal Safety and to the Safety of others.
- 8) Check that scaffolding components are in good condition and report any defects to the Mr Angus Norman immediately they occur. Do not use defective components.
- 9) Report all accidents whether injury is sustained or not.
- 10) Attend any training designed to further the needs of Health and Safety.
- 11) Become acquainted with all processes, materials and substances used in connection with their work.
- 12) Become aware of the fire evacuation procedure and the position of fire alarms and fire equipment (this provision applies equally whilst on construction sites or working on clients or customers premises.)

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- 13) In liaison with the Site Manager, ensure that all reasonable steps are taken to protect the general public against any hazards which may be created by the site or workplace activities.
 - 14) Not partake in drinking alcohol or the taking of drugs whilst at work.
 - 15) Ensure that no pets of any description whatsoever be allowed in the confines of the contract.
 - 16) Ensure that only trained and competent scaffolders erect, dismantle or alter scaffolding.

In addition to the above responsibilities, the Health and Safety at Work etc Act 1974 places legal duties and statutory responsibilities on all employees.

These are:-

Section 7 of the Health and Safety at Work Etc Act 1974 states:

- a) To take all reasonable care for the Health and Safety of himself/herself and of the persons who may be affected by his/her acts or omissions whilst at work.
- b) To co-operate with his/her Employer to enable the Employer to carry out their legal duties or any requirement as may be imposed.
- c) Section 8 of the Health and Safety at Work Etc Act 1974 states that:-
- d) No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of Health, Safety or Welfare.

PROCEDURE FOR REPORTING OF ACCIDENTS BY EMPLOYEES

1. Accidents

Any employee who is involved in any accident shall:-

1.1. Report the facts as soon as possible to Mr Angus Norman or in any case before leaving work to return home. If taken to hospital, ask a colleague if present or hospital to do this for you.

1.2. If unable to contact Mr Angus Norman inform a Mr G Norman giving name and necessary details.

1.3. Complete Social Security Accident Book BI 510, if unable to do this for any reason seek assistance from Mr Angus Norman.

2. Failure to report accidents can lead to loss of industrial injury benefit etc.

3. Employees are also reminded that:-

3.1. Failure to wear or use protective clothing or safety equipment provided or available,

OR

3.2. Failure to follow laid down safety working practices

CAN LEAD TO

- a) Reduction or loss of benefits which maybe payable following an accident,**

AND/OR

- b) Disciplinary procedure being taken for breach of contract of employment within the Company.**

GROSS MISCONDUCT

Any employee found to have acted in any of the following ways could be liable to dismissal (please note this list is not exhaustive).

- 1) Wilfully breaching the Company Health and Safety Rules or Company Safety Policy.**
- 2) Removing any guard or protective device without permission of Management.**
- 3) Operating any machine, plant or equipment without the necessary training or authority.**
- 4) Misusing items provided for first aid.**
- 5) Recklessly interfering or misusing anything provided in the interests of Health and Safety or Welfare at Work.**
- 6) Misusing any chemical, flammable substance, toxic material etc.**
- 7) Smoking in designated 'No Smoking' areas or whilst using flammable substances.**
- 8) Taking part in horseplay or entering into practical jokes.**

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- 9) Making false declarations or interfering with evidence following an accident or dangerous occurrence.
 - 10) Misuse of compressed air, electrical or pneumatic equipment.
 - 11) Overloading any lifting equipment.

FIRST AIDERS/APPOINTED PERSONS

The Company will nominate sufficient number of qualified First Aiders or appointed persons as required by the Health and Safety (First Aid) Regulations 1981 and the Approved Code of Practice.

The duties of these persons will be:-

- 1) Ensure that the contents of the First Aid Box are maintained in accordance with this standard required under the Approved Code of Practice.
- 2) Ensure that the prescribed notice is prominently displayed giving the name of the First Aider and the location of the First Aid Box.
- 3) Ensure that the statutory guidance for First Aid is kept in the box or displayed.
- 4) Assist Management in assessing the requirements for First Aid in the workplace.
- 5) Where necessary to give basic First Aid treatment and list action taken in the Accident Book BI 510. In addition, keep a record of First Aid treatment given.

Where working as a sub contractor will use the Principal Contractors facilities if agreed.

HEALTH AND SAFETY GUIDELINES FOR VISITORS

All visitors have a responsibility to ensure the Health, Safety and Welfare not only of themselves but also of anyone affected by their business.

Visitors must be accompanied by a member of staff at all times unless prior agreement has been made.

All visitors must observe the Company's Health and Safety Policy and comply with the Health and Safety at Work Act and any other Health and Safety Legislation.

Visitors must observe all safety rules and instructions issued by the Management and any notices that are displayed on the premises.

Visitors must make use of any protective clothing or equipment that is provided for their use.

Visitors must report any hazards, accidents or near misses on the premises immediately.

Visitors must behave in such a manner to ensure that no risks are created.

IN THE EVENT OF FIRE OF EMERGENCY

Please follow the instructions given by the occupiers of the premises.

Please observe any 'No Smoking' notices and in the event of fire, leave the building by the nearest practical means and assemble at the designated fire assembly point.

Fire procedure notices are displayed throughout the building.

SECURITY

The Company reserves the right to search visitors and vehicles and the use of cameras must not be made unless with prior agreement.

CONFIDENTIALITY

Visitors must treat any information concerning employees of the Company including equipment and processes in a confidential manner. Photographs will not be permitted without prior written permission from the Management.

EMERGENCY PROCEDURES

The Company will nominate a sufficient number of competent persons to implement procedures in relation to the evacuation of the site or premises. This matter will be discussed with the Site manager.

A record will be made of all persons entering the premises or sites and where necessary, adequate Health and Safety instruction will be given about any hazards or procedures relating to the work activity.

Where necessary will consult the emergency services.

Will produce a route plan to the nearest accident/emergency hospital.
(Unless produced by Site Manager)

A telephone will be provided at each site and where this is not possible, the nearest telephone will be located for use in the event of an

emergency. If the person in charge of the site has to leave, arrangements will be made to leave a key to obtain access to the telephone.

A First Aid Kit will be provided at every place of work and will be maintained to the prescribed standards. This kit will be kept readily available and will not be locked up. In the event of the person in charge of the site having to leave, arrangements will be made to leave a key to obtain access to the First Aid Kit.

A suitable number of **FIRST AIDERS/APPOINTED PERSONS** will be trained for each site or premises. Their names will be displayed at each place of work. Normally by Site Manager.

Fire extinguishing equipment will be provided at every place of work, and where 'HOT WORK' is to be undertaken additional fire extinguishing equipment will be required. Sub-contractors provide their own. A fire assembly point will be designated by Site Manager.

Training will be given to staff in relation to the use of fire extinguishing equipment and in office premises regular fire drills will be held at least twice a year.

Emergency measures will form part of any **RISK ASSESSMENT** undertaken by the Company and measures will be included under the heading of preventative and protective measures.

MAJOR EMERGENCY PROCEDURE

In an emergency the preservation of life is of the utmost importance and therefore evacuation of the premises in accordance with the fire procedures is to be undertaken without panic but as quickly as possible.

Where the appointed person is not immediately available, the senior person present will have complete authority and take such measures as are necessary to prevent the loss of life.

Unidentified packages, parcels, briefcases, bags, objects etc. and possible hoax calls are to be taken seriously and dealt with in accordance with Company procedures until it is established that no such threat exists.

WHAT TO LOOK FOR

- Unusual postmarks on letters, packages and parcels
- Grease marks on letters, packages and parcels

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- Unusual smells (almonds or marzipan)
 - Extra weight
 - Thick envelopes
 - A small envelope inside a large one (especially if tightly taped or tied with string or wire)
 - Unattended bags and briefcases
 - Anything dug up or found on site that resembles a bomb, missile, rocket or any other armament or ammunition
 - Unattended, suspicious vehicles
 - **IF YOU HAVE ANY DOUBTS OR SUSPICIONS, REPORT THEM IMMEDIATELY AND AVOID HANDLING THE SUSPICIOUS ITEM**

EMERGENCY PROCEDURE

- Do not handle the package or object
- Notify the senior person who will instruct you to tell other staff and any visitors to leave the room or area as quickly as possible
- Leave all doors open behind you if inside a building
- The appointed person (Mr Angus Norman) will immediately call the police and:-
 - Evacuate the building or alert personnel if outside by operating fire alarm
 - Collect the visitors book and proceed to the fire assembly point
 - Carry out a roll call to establish if the building is empty and that all personnel are accounted for
 - Set up an exclusion zone away from the building or area as far away as possible and ensure that members of the public do not enter that area
 - Warn adjacent premises
 - Co-operate fully with emergency services
 - Instruct everyone not to re-enter the building until told to do so by the senior police official present.

BOMB THREATS

If you receive a bomb threat **STAY CALM**. Treat all bomb threats as real.

- Get as much information as possible from the caller
 - When is it set to go off?
 - What kind of bomb is it?
 - Where has it been placed?
- Try to remember as much information as possible and write them down
 - Was the caller male or female?
 - Did they give a code word?
 - Did the caller have an accent?
 - Did the caller sound foreign?

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- **Did the caller sound intoxicated?**
 - **Did the message sound rehearsed or pre-planned?**
 - **Was there any identifiable background noise?**

 - **Notify Mr Angus Norman who will immediately call the police.**
 - **Evacuate the building or site by operating the fire alarm and follow the emergency procedure**

S A SCAFFOLDING Ltd.

STATEMENT OF HEALTH, SAFETY AND WELFARE

POLICY

PART 3

**ARRANGEMENTS AND ABBREVIATED SAFETY
RULES**

ARRANGEMENTS AND ABBREVIATED SAFETY RULES

GENERAL

The purpose of this document is to define the safety rules which apply to all employees and sub contractors.

It is the duty of all employees to observe the following rules and behave in a safe manner that is safe and reasonable towards fellow employees, the Company its suppliers, customers and visitors.

Failure to comply with these rules will render employees liable to disciplinary action such as warnings and, where no improvement, possible dismissal.

- 1) Employees must inspect all equipment and harnesses prior to use and make proper use of any guards that are provided. SG4:05 must be followed.
- 2) Employees must only use equipment that they have been trained on and authorised by the company.
- 3) Employees must not clean machinery when in motion.
- 4) Machinery must not be left running whilst unattended.
- 5) Employees under 18 must not operate any dangerous plant or machinery.
- 6) Damaged or faulty scaffolding must not be used and must be reported.
- 7) Diesel must be used as a cleaning agent for scaffold components.
- 8) Personnel must not attempt any electrical repairs unless authorised to do so.
- 9) All substances e.g. scaffese are to be used in accordance with COSHH risk assessment and hazard data sheet.
- 10) All ladders and steps must be inspected and secured prior to use.
- 11) All electrical equipment used on site must be 110V.
- 12) Employees must use three board wide centralised platform when erecting scaffold. Scaffolding must not be undertaken where there is workers below. Members of the public must be kept out of the work area or a sufficient area around the work. Where required scaffold should be erected at quiet times where there are few

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- members of the public around. Prior to erecting scaffold on the highway or pavements the highways authority must be notified and permit obtained.
- 13) When working above four metres on scaffolding, must connect harness to secure anchorage with 55mm scaffold hook connected to full body harness with 1.75 lanyard and shock absorber.
 - 14) Personnel must not erect scaffolding within the vicinity of overhead power lines without consulting the advice of the service provider and company Safety Adviser.
 - 15) All working areas must be kept free of obstruction and good housekeeping maintained. Must not throw or drop materials from height.
 - 16) No smoking to be undertaken when handling flammable substances or areas where risk of explosion. Prior to cutting scaffold tubes a Hot Work permit must be obtained.
 - 17) PPE must be worn as laid down by Principal Contractor and company safety rules.
 - 18) All accidents must be reported and recorded in accident book.
 - 19) Employees must familiarise themselves with the company fire procedures and location of fire fighting equipment and assembly point.
 - 20) Personnel must wear suitable clothing for the job.
 - 21) Alcohol and drug abuse by employees and sub Contractors can adversely affect the safety and health of themselves and others on our sites. It is therefore the policy of the company that any person known to be, or strongly suspected of being affected by alcohol or drugs must be referred to Mr Angus Norman who must arrange for the person to be removed from site. No smoking to be undertaken in company vehicles.

REPORTING OF, INJURIES, DISEASES & DANGEROUS OCCURRENCES REGULATIONS 1995.

The following is a summary of the main duties imposed:-

The regulations require that when any of the following events occurs, the responsible person must report it in writing to the enforcing authority and must keep a record of it and in the case of an event of type a); b); or c), the responsible person must first notify the Enforcing Authority about it immediately, by the quickest means - e.g. by telephone:-

- a) The death of any person, whether or not he or she is at work, as a result of an accident arising out of or in connection with work.
- b) Any person suffering a specified major injury or condition as a result of an accident arising out of or in connection with work.
- c) One of a list of specified dangerous occurrences arising out of or in connection with work.

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- d) A person at work being incapacitated from his or her normal work for more than 3 days as a result of an injury, (an over 3 day injury) caused by an accident at work.**
 - e) The death of an employee if this occurs sometime after a reportable injury which lead to that employee's death, but not more than one year afterwards.**
 - f) A person at work being affected by one of a number of specified diseases, provided that a doctor diagnoses the disease and that the person's job involves a specified work activity. (See Booklet HSE 17 for further details).**

The responsible person who is required to report these matters would be the employer of an injured person, a self-employed person, someone in control of the premises where work is carried out or someone who provides training for employment.

For details of what an employer must do in the case of accident at work please see Appendix 2.

The person responsible for notification, must notify the Authority by telephone in relation to death or specified major injury immediately. A record of the call and details of whom spoken to should be logged. The Form F2508 for a dangerous occurrence should be completed and sent within 10 days, and for reporting a case of disease Form F 2808A should be used.

The regulations affect persons not at work but who may be affected work activities. Also included are people receiving training, pupils, students and Youth Training Scheme operatives.

Full details of the regulations are laid down in the Health and Safety Executive Booklets which should be kept on site for further information.

S A SCAFFOLDING LTD

STATEMENT OF HEALTH, SAFETY AND WELFARE

POLICY

PART 4

APPENDICES

APPENDIX 1

SAFETY HELMET RULES

- 1) All persons are required by law to comply with these rules and must co-operate if instructed to wear a helmet for any reason. Company employees will be subject to disciplinary action if they fail to comply. Non employees will be requested to leave site.
- 2) The company will provide helmets for their staff.
- 3) Visitors entering hard hat areas or sites must obtain helmets on loan from the Site Manager.
- 4) All safety helmets must comply with British Standard 5240.
- 5) Bump caps are not acceptable as a substitute for safety helmets.
- 6) All loss, damage or defect must be reported to management.
- 7) Hard hat sites are:-
 - a. Any area where approved safety helmet sign is posted. This may include the whole site.
 - b. Any area where scaffolding, plant, machinery, transport, cranes, hoists or excavators operate.
 - c. Any area where materials are being handled, Stored or stacked.
- 8) Safety helmets must be worn by all persons entering,working in or passing through hard hat areas or sites. Helmets may only be removed in the following circumstances:
 - a. After discussion with supervisor where there is no foreseeable risk or injury.
 - b. In site offices, cabins, toilets and canteens.
- 9) When sub contract work is undertaken for a Principal Contractor then their rules must be adhered to.
- 10)The person in charge of the site will be responsible for ensuring that this policy is carried out and anyinterpretation on the rules is required.
- 11)These rules must be complied with and will not be a matter for discussion.

APPENDIX 2

WHAT TO DO IN THE CASE OF AN ACCIDENT AT WORK

Accident: Accident arising out of or in connection with the work of your undertaking which is covered by the Regulations and involves:-

Who was injured ?

**One of your employees or
Any other person who trainee at work,
or a is not an employee or
self employed person trainee at work but working in your premises, who
was either in the resulting in
premises under your control at the time
or was involved in the accident resulting in:**

Kind of Injury ?

**Other injury Fatal or
Fatal or Specified causing specified major
major injury or incapacity for injury condition
condition more than 3 days**

Other injury - No action required by the Regulations

Action Required

Notify Mr Angus Norman who will inform the Enforcing Authority immediately.

Mr Angus Norman to send a written report on an approved form (Form F2508) to the Enforcing Authority within 10 days of the Accident

Make and keep a record of the accident

APPENDIX 3

HEALTH AND SAFETY TRAINING

It is policy of this Company to give training to our employees not only to comply with minimum statutory requirements, but also to secure a continuing safe and healthy working environment for employees and all those who may be affected by our activities.

The Company will continue to assess the Health and Safety training needs of employees and will compile an annual training schedule from this assessment. The Company will maintain records of all health and safety training undertaking.

The requirement to provide adequate training for employees to carry out their tasks in a satisfactory and safe manner is also detailed in other current legislation.

The Company will continue to assess the Health and Safety training requirements from this assessment. The Company will maintain records of all Health and Safety training undertaken.

HEALTH AND SAFETY TRAINING

1. The Company is committed to Health and Safety and recognises that training of all personnel ranks highly in its priorities. Training will include more than, for example, recognised safe working practices, it will also include such instruction and training which will enable its employees to identify hazards and introduce the appropriate systems for controlling them.
2. It will also include "Employment Management" training in order to provide for the staff discipline and supervision, which must be exercised, if safe systems are to be maintained in practice.
3. Training is also required to ensure that the workplace is safe and without risks to health; this is achieved by regular monitoring of the workplace and therefore management and employees must be trained to work together to achieve this goal.
4. Induction training will be carried out as soon as possible after an employee commences employment, ideally on arrival. The objective is to ensure that employees are familiar with all aspects of health and safety which relate to their employment.

Such training will fundamentally cover:-

- Fire procedures
- Warning systems
- Actions to be taken on receiving warning
- Locations of exits/escape routes
- Evacuation and assembly procedures

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- First aid/injury reporting procedures
 - Names of first aider/appointed persons
 - Instruction on any prohibited area (i.e. no smoking)
 - Issue of protective clothing/equipment, and its use
 - Instruction under COSHH
 - Thorough instruction applicable to their particular duties at work

HEALTH AND SAFETY TRAINING SITE SPECIFIC

In order to comply with Company Policy and the current Regulations, site specific training is carried out as required.

Such training includes:-

- Scaffolding
 - First aid
 - Tower scaffold inspection
 - Ladders and step ladders
 - Manual handling
 - Abrasive wheels
 - Slinger/banksperson
- (List not exhaustive)

Mr Angus Norman will assess the training requirements for each contract and take appropriate action as required.

Where recognised a formal induction training programme will be compiled and implemented for new employees.

Site safety awareness (induction) training will be given to all new employees and sub-contractors prior to commencement on site.

Where any processes, operations and tasks for which formal training is required adequate training will be carried out and records kept of such training.

S A SCAFFOLDING LTD

STATEMENT OF HEALTH, SAFETY AND WELFARE POLICY

I confirm that I have received a copy of the S A Scaffolding Ltd Statement of Safety Policy in respect of the Health and Safety At Work Etc. Act 1974 and undertake to read, comply and co-operate with the Company to achieve the objectives of the Policy.

NAME.....
(PLEASE PRINT)

SIGNED.....
DATE.....

Document reviewed March-12, to be reviewed Annually.