



Rodden And Cooper Ltd.



HEALTH & SAFETY POLICY

February 2009

First Issue

Prepared By



**First Floor Offices
11-13 Market St
Gainsborough
Lincolnshire
DN21 2BL**

**Tel 0845 8387301
Fax 0845 8387302**

CONTENTS

Health and Safety Policy Amendment Sheet	4
PART I – INTENT	
Statement of General Policy	5
PART II – ORGANISATION	
Company Organisation for Health & Safety	6
Employee Consultation	7
List of Responsibilities	8
PART III – ARRANGEMENTS	
SAFE WORKING PROCEDURE	12
FIRE	12
Emergency Fire Procedures	12
FIRST AID	
First Aid	12
First Aid Attendant	13
AUDITS AND INSPECTIONS	13
ACCIDENTS	
Accident Reporting	14
Fatal Accidents	14
Restrictions at Accident Scenes	14
The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995	14
Accidents Which Require Immediate Reporting to the HSE	14
Dangerous Occurrences Which Require Immediate Reporting to the HSE	15
Other Accidents to be Reported to the HSE	15
Procedure for Reporting Accidents	15
PERSONAL PROTECTION	
Personal Protective Equipment	15
Protection of Eyes	16
Head Protection	16
TRAINING	
Basic Considerations	16
Managerial Training	16
Safety Advisor Training	17
SITE SAFETY APPRAISALS	17
GUIDANCE NOTES	
Guidance Notes	18
Checklist Guides	18
C.O.S.H.H. ASSESSMENT POLICY	
Method	20
Responsibility	20
ELECTRICAL EQUIPMENT	
Electricity at Work Regulations 1989 – Inspection Procedure	21
WORKING AT HEIGHTS REGULATIONS	21
CONTROL of NOISE at WORK	22
CONTROL of VIBRATION	22
HEALTH HAZARDS	
General Precautions	22
MANUAL HANDLING	23
Health Problems from Manual Handling	24
Information and Manual Handling Training	24
DISPLAY SCREEN EQUIPMENT	24
RISK ASSESSMENT POLICY	
General Procedure	24
Method	25
THE CONSTRUCTION (DESIGN & MANAGEMENT)REGULATIONS 2007	25

Rodden and Cooper Ltd
Health & Safety Policy

Implementation	25
ASBESTOS	25
HEALTH SURVEILLANCE	26
SUB CONTRACTORS	26
GENERAL INFORMATION	26
Protecting of the General Public against accidental injury	26
Construction Materials	26
DRUGS / ALCOHOL	26
SMOKING POLICY	27

RODDEN AND COOPER LTD

HEALTH AND SAFETY POLICY AMENDMENT SHEET

Revision No	DATE	INDEX REFERENCE	BRIEF DESCRIPTION OF CHANGE
0	23.02.09		First Issue

PART I
HEALTH AND SAFETY POLICY

STATEMENT of INTENT

1. The Company recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation, and the Directors recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.
2. The Company, so far as is reasonably practicable, proposes to pay particular attention to:
 - a) The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
 - b) The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
 - c) Ensuring the safety and absence of health risks in connection with use, handling, storage and transport of all articles, substances and equipment
 - d) Making regular assessments of risks to employees
 - e) Taking appropriate preventative/protective measures and
 - f) Appointing Stallard-Kane Associates to assist in compliance with statutory duties.
3. In order that the Company can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the Company or anyone else concerned, to ensure that their obligations are performed or complied with.
4. All employees of the Company agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation's, and to generally co-operate with the Company so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.
5. This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. It will be reviewed after a period not exceeding 12 months or following changes to the Management structure or significant alterations, by the Managing Director in conjunction with Stallard Kane Associates Ltd.

We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

Stephen Rodden

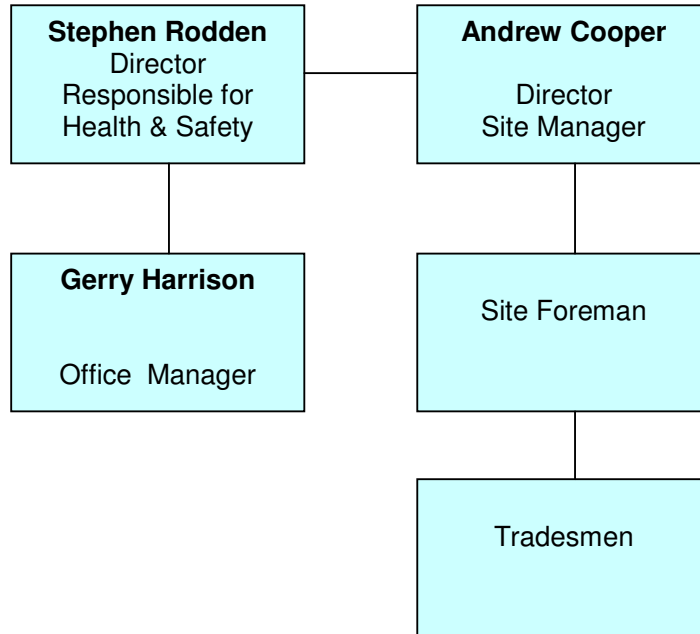
Andrew Cooper

Directors
February 2009

N.B. The term employee includes directly employed sub contractors

PART II ORGANISATION

COMPANY ORGANISATION FOR SAFETY & HEALTH



Competent person for Health and Safety (Reg. 7 of MHSW Regulations 1999 refers) is

Stallard-Kane Associates Ltd located at

Head Office Address: First Floor Offices
11-13 Market St
Gainsborough
Lincolnshire
DN21 2BL

Telephone No: 0845 8387301
Fax No: 0845 8387302

EMPLOYEE CONSULTATION

Most of the work carried out by Rodden and Cooper Ltd is on sites managed by a main client. The workforce usually report directly to the worksite with only occasional visits to the main office.

Employee consultation is achieved by regular site meetings conducted by the Contracts Manager or Site Supervisor

Pre Start Talks

Before the commencement of any new job, a meeting is held, usually by a Director and the personnel involved in the work. This meeting is preferably held on site but may take place at the main office prior to mobilisation.

These talks cover:

Method Statement(s) for the job

Relevant Risk Assessments

General Health and Safety.

Any company safety instructions and Directors memos

Recent incidents from which lessons may be learned

Safety concerns from the workforce.

All items discussed are noted and all attendees listed and sign.

Any actions arising are allocated to a Responsible Person

Follow up Talks

All new personnel re assigned to the team are given the same presentation.

Where work at any particular location exceeds 2 weeks, Toolbox Talks are given as an ongoing process by the Site Manager or Foreman on a relevant health and safety topic. This forum is also used to discuss site health and safety concerns.

Audits.

Weekly audits by a Director check that all personnel have received a site briefing.

Completed audits sheets and signed and retained at the main office

Health and Safety Booklet

A Health and Safety Booklet is issued to all employees when joining the company and is reissued annually.

In addition to containing information on the companies health and safety policy, employees are given the names of the Responsible Persons to contact with regard to any health and safety concerns.

LIST OF RESPONSIBILITIES

DIRECTORS

Stephen Rodden & Andrew Cooper

1. Prepare and maintain an up to date Company Health and Safety Policy Statement, ensuring it is brought to the notice of all employees.
2. Administer the policy by appointing members of staff to key roles
3. Know the requirements of the Constructions Regulations, the Health and Safety at Work Act (1974) and other appropriate regulations, and ensure that they are observed throughout the Organisation
4. Ensure that all levels of staff receive adequate and appropriate training.
5. Instigate liaison with external accident prevention organisations and encourage the distribution of pertinent information throughout the Company.
7. Develop organisational procedures for the implementation of the policy, ensuring each person is aware of his/her responsibilities and duties and, allocating the necessary resource to carry them out.
8. Be aware of the statutory legislation affecting the Company's operations and administer the policy throughout the Company.
9. Ensure appropriate training is identified and delivered to staff.
10. Ensure Company undertakings are correctly planned, hazards identified and controlled and proper working practices are observed at all times, as required by current legislation or, any Approved Code of Practice.
11. Ensure all health and safety factors are taken into account and considered i.e. safe-working methods; equipment to avoid injury, property damage and wastage; adequate sanitary and welfare facilities.
12. Evaluate the competence level of sub-contracting companies who tender for work on company projects and ensure there is a commitment on their part to implement and maintain all aspects of their own and others health, safety and welfare.
13. Ensure a close liaison is maintained with sub contractors employed by the company on matters relating to health and safety.
14. Ensure systems are in place for the reporting, investigation and costing of injury, damage and loss and promote proper analysis of such investigations to detect trends and to eliminate hazards.
15. Appropriately discipline any member of staff who fails to satisfactorily discharge their responsibilities for health and safety.
16. Set a personal example by observing fully the company Health and Safety policies and practices.
17. Arrange regular meetings with the Safety Adviser to discuss company performance, accident prevention, improvements and the general health, safety and welfare standards of the company.
18. Ensure adequate financial and technical resources are provided for health, safety and welfare and that such costs are identified in the company's projected plan.

DIRECTOR

RESPONSIBLE for HEALTH and SAFETY

Stephen Rodden

1. Advise and ensure systems are in place that :
 - (a) Prevent injury to personnel and damage to plant and equipment.
 - (b) Further improve existing sound working methods.
 - (c) Legal requirements affecting safety, health and welfare are complied with.
 - (d) Provide protective clothing and equipment.
 - (e) New and hired plant and equipment is suitable and all appropriate test certificates are valid
 - (f) Methods of safe working arising from new developments.
 - (g) Changes in legislation are understood and implemented
2. Understand the Company's policy and appreciate the responsibility allocated to each grade of employee.
3. Carry out site audits in association with the Site Manager and Forman to see that all safe methods of working are in operation; that all regulations are being observed, for example that statutory notices have been posted; that mess rooms, washing facilities and other welfare amenities have been provided and are properly maintained; that first aid under a qualified person is available where a site employs more than 50 persons and that at least one First Aid Box is available where 5 to 50 persons are employed.
4. Determine the cause of any accident or dangerous occurrence and recommend means of preventing recurrence.
5. Supervise the recording and analysis of information on injuries, damage and production loss, assess accident trends and review overall safety performances.
6. Identify skill and health and safety training requirements for all levels of employee and promote awareness of injury prevention and damage control.
7. Keep contact with official and professional bodies, for example: H.M. Factory Inspectorate, Local Authorities, Royal Society for the Prevention of Accidents, British Safety Council, Stallard Kane Associates Ltd
8. Take part, where possible, in site management/operative discussion on injury, damage and wastage control.
9. Keep up to date with recommended codes of practice and new safety literature; circulate information applicable to each level of employee
10. Give all operatives/sub-contractors precise instructions on their responsibilities for correct working methods and see that they do not permit people (particularly apprentices) to take unnecessary risks.
11. Check over working methods and precautions with site management before work starts
12. Foster within the Company an understanding that injury prevention and damage control are an integral part of business and operational efficiency.
13. Set a personal example on site visits by following site instructions.

FOREMAN

1. Organise sites so that work is carried out to the required standard with minimum risk to personnel, equipment and materials.
2. Know the broad requirements of the Construction Regulations and other relevant legislation.
3. See that the Construction Regulations and other legal requirements are observed on site; that all registers, records and reports are in order.
4. Give all operatives/sub-contractors precise instructions on their responsibilities for correct working methods and see that they do not permit people (particularly apprentices) to take unnecessary risks.
5. Arrange delivery and stacking of materials to avoid doubling risks by double handling; position plant effectively; ensure that any temporary electrical supply is installed and maintained without endangering anyone.
6. Plan and maintain a tidy site.
7. Implement arrangements with sub-contractors and other contractors on site to avoid any confusion about the areas of responsibility.
8. Check that all machinery and plant, including power and hand tools, are maintained in good condition and any defects are reported immediately and the defective item removed from site or quarantined.
9. Ensure that PPE is available, where appropriate, and that it is used.
10. Ensure that all items of First Aid equipment, as required by the 1981 First Aid at Work Regulations (FAW), are available and that their location is known to employees.
11. See that proper care is taken of casualties and know where to obtain medical help and ambulance service in event of a serious injury. (Nominate another to act in emergency).
12. Accompany authorised Inspectors on site visits and act on their recommendations.
13. Co-operate with the Foreman act on their recommendation.
14. Liase with Fire Brigade on fire precautions.
15. Set a personal example.

HEALTH AND SAFETY ADVISOR

The Safety Adviser (when contracted) will:

1. Carry out site inspections, with the Managing Directors consent, to see that safe methods of working are in accordance with developed method statements; that all Regulations are being observed, and that statutory notices have been posted; that mess rooms, washing facilities and other welfare amenities have been provided and properly maintained; the first-aid requirements are met
2. Determine the cause of any accident or dangerous occurrence and recommend means of preventing recurrence
3. Supervise the recording and analysis of information on injuries, damage and production loss, assess accident trends and review overall safety performances
4. Assist with training for all levels of employee, and suggest posters, slides, films and filmstrips to promote awareness of injury prevention and damage control
5. Take part, where possible in site management/operative discussion on injury, damage and wastage control
6. Keep up-to-date with recommended Codes of Practice and new safety literature; circulate information applicable to each level of employee
7. Foster, within the Company, an understanding that injury prevention and damage control are an integral part of business and operational efficiency

As the expert, it is the further duty of the Safety Adviser when contracted, to advise management and all other employees of their particular safety functions. The Safety Adviser will be available to give guidance and advice. The Safety Adviser will when requested conduct periodic site inspections with a view to seeing that safety standards are maintained or improved and it is the duty of all employees to co-operate with the Safety Adviser at all times and act upon his instructions.

It is the duty of the Safety Adviser (when contracted) to advise the Director responsible for safety on all safety matters, to keep him apprised of the success or otherwise of his measures and to advise Rodden and Cooper Ltd of possible alternative arrangements.

SITE WORKERS

1. Use the correct tools and equipment for the job. Use safety equipment and protective clothing supplied, for example: roof ladders, safety helmets, safety harnesses, goggles, etc.
2. Keep tools in good condition.
3. Report any defects in plant or equipment to the Site Supervisor.
4. Develop a personal concern for safety for themselves and for others, particularly newcomers and young people.
5. Avoid improvisation which entails unnecessary risks.
6. Warn new people of known hazards.
7. Refrain from horse-play and abuse of welfare facilities.
8. Suggest ways of eliminating hazards.

PART III

ARRANGEMENTS

SAFE WORKING PROCEDURES

Employees, sub contractors and visitors will be made aware of the Company's Health and Safety Policy by the following means:

1. A copy of the Health and Safety Policy will be available at Head Office and in all Company Site offices.
2. When appropriate, instructions from the Contracts Manager to all employees will be posted on office and Company Site Office contract notice boards. These instructions will alert all staff to new legislation and other risks and of the procedures to follow in order to avoid risks.
3. Posters warning of general hazards will be displayed where applicable.
4. All sub contractors carrying out work on behalf of the company shall complete the Rodden and Cooper Ltd sub-contractors health and safety assessment.

FIRE

A written Risk Assessment in accordance with the Regulatory Reforms (Fire Safety) Order 2005 has been undertaken, and will be kept up to date. The control measures identified will be issued to employees. Training and information will be given as necessary.

Detailed procedures for evacuations including exit routes and information on good practice will be made known to all members of staff. Equipment checks and evacuation drills will be held at regular intervals. Fire Wardens will be appointed where necessary

Staff will be trained in fire safety and the use of fire equipment. They will also be briefed on the role of individuals and the action to take in the event of a fire or other emergency
All employees will be instructed on the above during their induction to the Company.

EMERGENCY FIRE PROCEDURE

The threat to life or property, or the obvious inability by those at the scene to prevent that threat developing, may be defined as an emergency situation.

Fire caused by explosion is an emergency situation immediately.

The following steps will be followed when an emergency occurs or appears imminent:

1. Inform the Fire Brigade.
2. Warn personnel not directly involved, but under possible risk, to evacuate if necessary.
3. Establish that personnel directly involved in the emergency area are not trapped or missing.
4. Organise the fire fighting with all available means.
5. Do not allow individuals to re-enter the scene of the explosion or fire to salvage property.
6. Ensure the route to the emergency area is free of obstruction to the emergency services.
7. Requests for the ambulance service should be made for all injuries, burns and victims of smoke inhalation.

FIRST AID

First Aid boxes of sufficient size to cater for the number of persons employed must be provided on all sites in compliance with the 1981 First Aid at Work Regulations – contents of First Aid boxes and provision of First Aid equipment and Personnel is to be identified and controlled by First Aid Risk Assessment.

The First Aid box shall be marked "First Aid" and placed under the charge of a responsible person, whose name shall be plainly indicated in a prominent place on, or near the box. The person nominated shall be readily available while any persons for whom it is provided are working on the site.

Where there are 25 persons or more on site a suitable quantity of the appropriate type of stretchers must be provided and maintained, together with blankets (consult Contracts Manager for correct type of stretcher).
The First Aid box contents should be kept to the required standard, and no drugs or ointments of any kind should be kept in the box.

The First Aid box must contain an "Advice on First Aid" booklet.

FIRST AID ATTENDANT

A qualified First Aid attendant, having a current First Aid Certificate, must be provided in the following circumstances:

- a) One Appointed Person -Where a site employs fewer than 20 persons (direct or sub-contract).
- b) First Aider -Where there are more that 20 persons on site collectively
- c) The First Aid attendant may carry out other duties, but must always be readily available
- d) An appointed person will be designated to check and maintain the contents of first aid boxes owned by the company

AUDITS AND INSPECTIONS

Regular systematic inspections of administrative departments, storage facilities and sites are essential to ensure that continuing maintenance of safe operations.

The following minimum standards will apply:-

A Director will carry out regular site inspections on a random basis reporting transgressions directly to the Forman for attention. This general check of an area will be recorded.

The Health & Safety Advisor will carry out an audit of each of the sections of the Health & Safety Policy, using an audit report form. The findings of this report will be presented to the Directors.

Other inspections will be carried out in conjunction with all of the above, as per the list below:-

- | | |
|----------------------------------|---|
| 1. Ladder/step/platform register | Quarterly |
| 2. Fire equipment | Monthly by employees. Annual maintenance contract |
| 3. Guards and protection devices | Yearly by Contractor
Daily at the start of the shift |
| 4. Lifting equipment | Daily at the start of the shift, and as per Insurers schedule |
| 5. First Aid equipment | Monthly by First Aider |
| 6. Hand tools | Daily (visual check) by user, monthly (recorded) |
| 7. Welfare facilities | In accordance with the
Workplace (Health,Safety &Welfare) Regulations 1992 |
| 8. Portable appliance testing | Yearly |
| 9. P.P.E. | Daily by user (visual) |
| 10. Fire Alarm system | Weekly and annually by Contractor |

ACCIDENTS

NOTIFIABLE ACCIDENTS OR INCIDENTS

When a major injury or dangerous occurrence has occurred, the HSE Incident Control Centre will be notified immediately and the accident report form F2508A will be completed either on line or directly by telephone (0845 300 99 23). Others to be notified as soon as possible are, Stallard Kane Associates Ltd, and the Company's insurers.

Notifiable occupational diseases will also be reported to the HSE Incident Control Centre either on line or directly by telephone (0845 300 99 23).

In the case of accidents involving employees who lose 3 days or more from their normal employment, the HSE Incident Control Centre will be notified within 10 days.

All accidents will be recorded on the Form BI 510 (Instructions to Employees and Occupiers and Advice to Injured Persons are shown on the Form BI 510).

The Contracts Manager shall be responsible for this.

FATAL ACCIDENTS

In the case of a fatal accident, or one likely to become one, the Police must be informed, followed by the Health and Safety Executive.

Regardless of which authority you are informing of an incident, in your own interests, record the following information obtained from them:

- a) The name and position of the person taking the report.
- b) The time you passed the information.

RESTRICTIONS AT ACCIDENT SCENES

In the event of a Serious Accident or Dangerous Occurrence, the following points must be observed.

- a) The area of a Serious Accident or Noticeable Occurrence must not be disturbed, except where necessary to remove injured persons or to prevent further injury to other persons who may be trapped.
- b) Details of witnesses should be obtained for the use of the Factory Inspector, the Police, and Company Contracts Manager.
- c) If in any doubt as to whether or not an accident is serious, consult The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 guidance notes.

THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS, 1995

These regulations require certain accidents and dangerous occurrences at work to be notified to the Local Authority, and a guideline is set out below:

ACCIDENTS WHICH REQUIRE IMMEDIATE REPORTING TO THE H.S.E.

- a) Accidents causing death.
- b) Fractures of skull, spine, pelvis.
- c) Fractures of bones in arm or wrist, in leg or ankle.
- d) Amputation of hand or foot, finger, toe, thumb or part if bone severed.
- e) Loss of sight of eye, penetrating injury to eye or chemical or hot metal burn to eye.
- f) Injury requiring treatment or loss of consciousness resulting from electric shock.
- g) Loss of consciousness due to lack of oxygen.
- h) Illness or loss of consciousness due to inhalation, ingestion or absorption of any substance.
- i) Illness due to exposure to pathogen or infected material.

DANGEROUS OCCURRENCES WHICH REQUIRE IMMEDIATE REPORTING TO THE H.S.E.

- a) Collapse, overturning or failure of load bearing part of any lift, hoist, crane, derrick, mobile powered access platform or excavator.
- b) Explosion, collapse or bursting of closed vessel e.g. boiler or boiler tubes.
- c) Electrical short circuit causing fire and 24-hour closure.
- d) Sudden, uncontrolled release of min. one tonne of highly flammable liquids.
- e) Collapse of any floor or wall.
- f) Uncontrolled or accidental release of dangerous substance or pathogen.
- g) Unintentional ignition of explosives.
- h) Incident when equipment comes into accidental contact with overhead power lines (over 200 volts).

OTHER ACCIDENTS TO BE REPORTED TO THE H.S.E.

- a) Accidents where a person is admitted to hospital and detained for 24 hours.
- b) Accidents where a person is absent from work for 3 days after the day of the accident.
- c) Accidents where a person dies within one year, whether or not otherwise reportable.

PROCEDURE FOR REPORTING ACCIDENTS

All accidents shall be reported to a Director, who will carry out a initial investigation on the appropriate form. This must be filled in for every accident/near miss/damage incident in order that a proper investigation can take place. *This is not to apportion blame but to help with the identification of the cause of the incident and assist with the steps taken to prevent a re-occurrence.*

All accidents and near misses (to personnel) and damages (to property/plant) are to be reported in the first instance verbally to the employee's immediate supervisors concerned and to the site manager. An entry must also be made in both the site accident book and company accident book (BI 510) if someone is injured sufficiently to warrant attention from a first aider. This includes sub-contractors and official site visitors.

It is vital that all accidents are reported, even if they are considered to be small or insignificant. In this way the Company can look for trends appearing such as an unsuitable tools, practices or procedures being used.

Following an accident where the person is absent from work for 3 consecutive days, the internal Company Accident Report must be completed in every detail and passed to the Site Manager who will arrange through Stallard Kane Associates the submission of the RIDDOR report

The importance of accuracy in recording details of any accident cannot be over-stressed.

PERSONAL PROTECTIVE EQUIPMENT

PPE GENERAL

Where necessary, when items of protective equipment are issued, sufficient instructions and training must be given to ensure persons know when, where and how to use this equipment. All identification, issue and monitoring of P.P.E shall be the responsibility of the contracts supervisor

1. Eye protection must always be readily available on all sites and operatives must wear this protection in all operations specified in accordance with the Personal Protective Equipment Regulations 1992.
2. Helmets shall be made available on every site and shall be worn by all persons where work is being carried out overhead, and when cranes, excavators etc. are being used.
Due to the deterioration of helmet material caused by exposure to weather, helmets should be changed approximately every two years.
3. Where there is any dust present in any quantity which could be injurious to any person, approved dusk masks or respirators shall be worn, and where any dust is in large quantities or greatly injurious, or where harmful vapour or fumes exist, respirators shall be worn.

Rodden and Cooper Ltd
Health & Safety Policy

-
- 4 Gloves/gauntlets must be available to be issued to persons involved in any work which can result in their hands being injured or infected in any way. Where necessary, barrier creams, etc. should be available for use by persons when required.
 - 5 Where there is excessive noise on site, which cannot be effectively silenced, a sufficient quantity of suitable ear defenders must be issued, with facilities for storage and cleansing.
 - 6 All items of protective equipment must comply with British Standards and the CE mark for European Standards.
 - 7 Site Management must at all time set an example in the wearing of protective equipment.

PROTECTION OF EYES

Suitable eye protection must be provided for any persons involved in any of the following processes or where they are sufficiently close to the processes that they may receive eye injuries:

1. The striking of masonry nails.
2. The loading and operating of cartridge tools.,
3. The chipping of metal.
4. The dressing and use of abrasive tools.
5. The driving of bolts, pins etc. with any hammer, chisel, punch etc. or power-driven tool.
6. The breaking, cutting, cutting into, dressing, carving or drilling by means of a power-driven portable tool, or by means of a hammer, chisel, pick or similar hand tool of any article consisting wholly or partly of the following: Glass, hard plastics, concrete, fired clay, plaster, slag or stone or similar material. Also stone, tiles, bricks or blocks (except blocks made of wood).

HEAD PROTECTION

Following the issue of the Construction (Head Protection) Regulations 1989, Rodden and Cooper Ltd. has a declared policy that all contracts are HARD HAT AREAS.

An exemption may be made in specific circumstances. The exemption may only be given by the Site Manager or his nominated deputy.

The exemption must satisfy the criteria that a head injury is not likely or foreseeable.

Specific areas and certain building operations carry an absolute requirement for head protection to be worn, and shown below.

1. Any form or level of demolition.
2. Working in an excavation four feet deep or deeper.
3. Any work under other work at a higher level.
4. Operating any lifting device, or assisting in lifting operations.
5. Working within the radius of any heavy plant buckets.
6. Work in excavations less than four feet deep with mechanical assistance to remove spoil.

Hard hats are issued to company employees and a suitable number will be made available for visitors.

Sub-contractors and labour-only operatives are responsible for supplying their own safety helmets.

TRAINING

BASIC TRAINING CONSIDERATIONS

Rodden and Cooper Ltd recognises that safety training is an integral and important part of its overall safety policy and it will be given as a normal constituent of vocational training. No person will be employed on work involving any reasonably foreseeable significant risk unless he has received adequate training to help him understand the hazards involved and the precautions to be taken. The Director responsible for safety will give safety training for jobs under his control and it will be incumbent upon him to ensure that 'on-the-job' training is given to new employees or those new to a job.

MANAGERIAL TRAINING

The Directors recognise, as fundamental to the success of the company safety policy, that management should have received the training necessary to control effectively the areas for which they are responsible.

SAFETY ADVISOR TRAINING

It is essential that Safety Adviser's training needs to be regularly appraised. He will be encouraged to seek such professional qualifications as befits the Company's needs.

SITE SAFETY APPRASIALS

The Director recognises that each place of work is unique in terms of the nature of the work, the plant, the materials and the people involved whether they are Company employees or others. The detailed action required must therefore be site specific and the Director will ensure that prior to commencement on site, a safety plan specific to that site and or a risk assessment will be prepared in consultation with the Safety Adviser and other specialists where appropriate. This appraisal will identify those activities with significant risks which need to be eliminated, reduced or controlled as far as is reasonably practicable. Courses of action must be devised and implemented to avoid these hazards.

A record shall be kept of such proposals which will be reviewed regularly to ensure that they are being implemented and updated as the site progresses.

GUIDANCE NOTES

The following guidance notes will be used by all Site Forman to ensure that safe methods of work are always being used on their contracts.

The Contracts Manager will make fortnightly safety inspections on all contracts, at which time a report will be completed which will indicate areas where an improvement in safety is required. A copy will be given to the Site foreman for his action, a second copy to the Managing Director for his information and action.

Following the Site Managers inspection, all improvement required will be carried out within the designated time scale

On contracts where inexperienced operatives, or others by virtue of age, are not familiar with construction site risks, then safety briefings must be given at the earliest opportunity.

Certain restrictions are applied to these operatives and also to young persons who may be working on a contract under a work experience scheme. Compliance must be made with the requirements of the Management of Health and Safety at Regulations 1999, and the need to undertake additional risk assessments regarding young people.

The restrictions are that persons in the two groups above will not use any of the following powered plant or wheeled plant:

1. Stihl saw
2. Angle grinder
3. Saw bench
4. Cartridge-operated tool

The following guidance notes highlight specific areas which need to be inspected or checked on a regular basis, on all contracts, giving specific points applicable to each area.

The areas are as follows:

1. Safe Access
2. Ladders
3. Transport
4. Machinery
5. Electricity
6. Trespassers
7. Fire Precautions
8. Noise
9. Health (C.O.S.H.H.)
10. Protective Clothing
11. Welfare

CHECKLIST GUIDES

1. Safe Access

Can everyone reach their place of work safely, i.e. are there good roads, gangways, passageways, passenger hoists, staircases, ladders and scaffolds?

Are all walkways level and free from obstructions, such as stored material and waste?

Are there adequate barriers or other edge protection to stop falls from open edges of buildings, gangways, etc.?

Are holes and openings securely fenced-off or provided with fixed, clearly-marked covers?

Is there adequate artificial lighting when work is carried on after dark or inside buildings?

Is the site tidy, and materials stored safely?

Are there proper arrangements for collecting and disposing of scrap? Have nails in timber been hammered down or removed?

2. Ladders

Are ladders the right equipment to use for the job, or should a scaffold be provided?

Are all ladders in good condition?

Are ladders secured near the top (even if they will be used for only a short time)?

If ladders cannot be secured at the top, are they secured near the bottom, weighted or footed to prevent slipping?

Do the ladders rise at least 1.1m above their landing places or the highest rungs, used? If not, are there adequate handholds?

3. Transport

Are vehicles kept in good repair?

Does the steering, handbrake and footbrake work properly?

Have drivers received proper training?

Are vehicles driven safely?

Are vehicles securely loaded?

Are passengers allowed to ride in dangerous positions on vehicles?

Is there a system to control the movement of vehicles on site to avoid danger to pedestrians?

Where vehicles have to reverse, are they controlled by properly trained banksmen?

4. Machinery

Are there any dangerous parts

Are the dangerous parts adequately guarded?

Are guards secured and in good repair?

If the hoist is for materials only, is there a warning notice on the platform or cage to stop people riding on it?

5. Electricity

Are all portable electric tools and equipment supplied from 110v transformers? Have special measures been taken to protect them from mechanical damage and wet conditions?

Can you see any signs of damage to or interference with equipment, wires and cables?

Are all connections to power points made by proper plugs?

Are connections to plugs properly made so that the cable grip holds the cable firmly and prevents the earth wire from being pulled out?

Are there any overhead electric lines? Where anything might touch the lines or cause arcing (cranes, tipper lorries, scaffolding, etc.) has the electricity supply been turned off, or other precautions taken to prevent such contact with the lines?

Have underground electricity cables been located, (with a cable locator and cable plans), marked and precautions taken to avoid contact with them?

6. Trespassers

At the end of each work period, are all ladders removed or their rungs boarded so that they cannot be used?

Is all plant immobilised?

Are bricks and materials safely stacked?

Are flammable or dangerous substances locked away in secure storage places? Is perimeter fencing secure and undamaged?

Are gates secured?

Where perimeter fencing is impracticable, are excavations and openings securely covered or fenced off?

7. Fire Precautions

Does your site have the right number and type of fire extinguishers? Where are they needed?

Are there adequate escape routes? Are they kept clear?

Do your workers know what to do in an emergency?

8. Noise

Are working time limits for noisy equipment known?

Do workers wear ear protection where they have to work in noisy surroundings?

9. Health (C.O.S.H.H.)

Have harmful materials such as asbestos etc. been identified and precautions taken?

Are safety information sheets available from the supplier?

Is safety equipment provided and used?

Has the operative been briefed?

Are other workers who are not protected kept out of danger areas?

10. Protective Clothing

Is equipment provided to protect the head, eyes, hands and feet?

Does the equipment meet at least the minimum standard required by law?

Do workers wear their protective equipment?

11. Welfare

Has a suitable toilet been provided?

Is there a clean washbasin, soap and towels?

Is there a hut where clothes can be dried?

Is wet weather gear provided for those who have to work in wet conditions?

Is there a site hut where workers can sit and make tea?

Is there a First Aid box?

Is there a qualified First Aider on site? Is he/she known to workforce?

C.O.S.H.H. ASSESSMENT POLICY

The purpose of this section of the Policy is to ensure that the Company and its employees meet their joint and individual responsibilities under the COSHH Regulations 2004.

It is also to ensure that following a thorough assessment of all substances, adequate controls are established in respect of the ordering, receipt, storage, use and disposal of any substance identified as hazardous to health.

METHOD

The Site Manager will identify all substances which are present in the workplace and which are either used or stored on the premises. An assessment will then be made using a C.O.S.H.H. Assessment Form .It will include the following evaluations:

- a) The risk to the health of individuals arising from the use or storage of these substances
- b) Reduce the risk to health by the replacement of a substance with a less hazardous or non-hazardous substitute where practicable.
- c) Where a hazard remains, to introduce procedures and controls to minimize the risk to health and provide appropriate protective equipment.
- d) Ensure that all employees and those working at the location are informed about potential hazardous substances and instructed in the precautions to be taken when coming into contact with these substances.

RESPONSIBILITIES

It is the responsibility of the Site Manager to ensure that they know the hazards present under their control. He must establish and maintain control procedures for the ordering, receipt, storage, usage and disposal of hazardous substances.

He must ensure that appropriate protective equipment is provided and used by those persons exposed to a substance identified as hazardous to health.

It is the responsibility of the Site Manager to regularly review the range of potential risks in their area or responsibility. Where new substances arrive on site, a full assessment of the risk from these substances must be made. The assessment will examine the risk of ingestion (if swallowed), inhalation (if breathed in), absorption (contact with the skin) and exposure.

The Site Supervisor is required to communicate details and information of hazardous substances to employees, contractors and visitors. He will ensure that all those whose duties include contact with hazardous substances are adequately trained in the safe handling of those substances.

Secondary responsibility under the COSHH regulations falls on the following persons:

- a) All other employees and visitors

These individuals must be fully trained in the safe handling, storage, usage and disposal of hazardous substances. They have a duty to report any person or persons who fail to comply with the Policy and Procedures applicable under the COSHH regulations.

ELECTRICAL EQUIPMENT

The following regulations will apply to the use of electrical equipment, electrical power tools, office unit lighting and portable office unit appliances.

ELECTRICITY AT WORK REGULATIONS 1989 INSPECTION PROCEDURE

1. All electrical power tools will be 110 volt.
2. All electrical connections from the power source will be 110 volt male/female.
3. Extension cables must be inspected for correct fitting of 110 volt male/female plugs, and the cable sheathing is free from damage.
4. Damaged extension cables will not be used.
5. Extension cables that sustain damage may be reduced in length, to enable their use to be continued.
6. Immediately site accommodation is put in place, the following tests will be carried out by an approved electrician:
 - Earth Bond
 - Insulation
 - Flash Test
 - Load Test
 - Operation Test
 - Earth Leakage Test

All equipment will be checked visually before use by the user and PAT tested annually by a competent electrician.

WORKING AT HEIGHT

The company recognises and accepts its responsibility under the Working at Height Regulations 2005 and shall as far as reasonably practicable ensure:-

1. All work at height is properly planned and organised
2. All work at height takes account of weather conditions that could endanger health and safety.
3. Those involved in work at height are trained and competent
4. The place where work at height is done is safe
5. Equipment for work at height is appropriately inspected
6. The risk from fragile surfaces are properly controlled
7. The risks from falling objects are properly controlled
8. Take account of the risk assessment carried out under regulation 3 of the Management of Health and Safety at Work Regulations 1999

CONTROL of NOISE at WORK

In order to comply with current legislation on noise in the workplace (Control of Noise at Work Regulations (2005) the Company will:

- Identify areas where noise levels exceed 80dB(A) now known as the Lower Exposure Action Value (LEAV)
- Carry out a suitable and sufficient Risk Assessment identifying the source(s) of noise and personnel who may be affected.
- Make hearing protection available for employees
- Draw up an action plan specifying what needs to be done to protect employees.
- Wherever possible, reduce the noise to as low as reasonably practicable by engineering methods or changes to the process.

If the noise levels exceed 85dB (A) now known as the Upper Exposure Action Value (UEAV), the company will:

- Provide hearing protection to any employee exposed
- Ensure hearing protection is worn as far as is reasonably practicable
- Designate and identify areas as "Hearing Protection Zones" where practicable
- Restrict access to this area.

If required, the company will inform employees of the nature of the risk from exposure to noise, the current limits under the Regulations, the value of any measurements taken and the availability and provision of hearing protection.

If the wearing of hearing protection is unavoidable, the company will ensure that the noise level to the wearer does not exceed 87dB(A) Known as the Exposure Limit Value (ELV)

CONTROL of HAND -ARM VIBRATION

The Company recognises that certain operations may give rise to Hand –Arm Vibration and as such will fulfil the requirements of the Regulations that require an employer to:

- Assess the vibration risk to employees
- Take action to reduce vibration exposure
- Decide if exposure is likely to be above:
 - a. Daily Exposure Action Value (EAV) and if they are, introduce a programme of controls to eliminate the risk or reduce exposure to a level as low as reasonably practicable
 - b. Daily Exposure Limit Value (ELV) and if they are take **immediate** action to reduce exposure to below the Limit value
- Ensure the legal limits are not exceeded
- Provide information and training to employees on health risks and actions taken to control the risks
- Carry out health surveillance where there is a risk to health
- Keep a record of the risk assessment and control actions
- Review and update risk assessments

EAV The daily amount of vibration above which employers are required to take action to control exposure, currently 2.5 m/s² A (8)

ELV The **maximum** amount of vibration an employee may be exposed to in a day, currently 5 m/s² A (8)

HEALTH HAZARDS

GENERAL

The current Control of Substances Hazardous to Health Regulations (C.O.S.H.H.) forms the basis of the Company policy in removing or avoiding health risks to our employees, sub-contractors, labour-only operatives and the public at large.

Other regulations which may be applicable to health hazards on contracts are:

The current Control of Asbestos at Work Regulations

The Construction (Health, Safety and Welfare) Regulations 1996

Other regulations, Codes of Practice and guidance notes may be applicable. Copies of all appropriate Regulations will be kept at Head Office.

Information on the requirements of the Regulations and advice on precautions required to handle, use or dispose of any hazardous substance is available as required.

A general (generic) written assessment will be prepared for substances, processes, site health hazards, etc. normally encountered on Company sites. This information will be supplied to holders of the Company Policy Manual on each site.

The Foreman will ensure that, before work starts on each site, information is obtained on any material, substance or process to be used or likely to be encountered which could be a hazard to the health of operatives, and which is not covered by the Generic Assessment or is covered but requires a more detailed assessment. A written site/job specific assessment must be made of any risks involved in handling, using, etc. the substance and appropriate control measures should be planned, as necessary.

If possible, arrangements should be made for an alternative, less hazardous material, to be specified.

Any necessary equipment, enclosures, extraction equipment, hygiene facilities, monitoring, medical examinations, protective clothing, etc. must be planned before work commences.

All operatives engaged in any process involving the use or handling of any hazardous substances must be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required.

The Contracts Manager will ensure that the written assessment, control measures and other information is on site and that all procedures planned to handle or use any hazardous substance or process are carried out fully and that any equipment, hygiene measures, protective clothing, etc. are provided and maintained, as required.

Any necessary air sampling and any medical examinations, testing, etc. will be carried out as required and records will be kept on site during the operations.

All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained

MANUAL HANDLING

In order to secure the health and safety of its employees, Rodden and Cooper Ltd proposes, so far as is reasonably practicable, in consultation with all employees and their representatives to:-

Carry out an initial assessment of manual handling operations by the Health and Safety Advisor throughout the Company to identify risky activities (see section on Risk Assessment)

Endeavor to eliminate these risky manual handling activities wherever practicable:-

- a) By removing the need for the operation
- b) By automating or mechanising the operation

Where manual-handling activities cannot be eliminated, appoint suitably qualified assessors to carry out detailed assessments of the risks considering in each case the task, the load, the working environment and individual capability.

Put in place a system of measures to reduce the risks associated with remaining operations based upon the results of the assessments, concentrating upon changes to the task, the load and the environment.

Rodden and Cooper Ltd
Health & Safety Policy

.....
Ensure, wherever possible, that loads including those loads delivered from outside the company are marked with sufficient information to facilitate safe handling.

Provide general training on the principles of manual handling for all employees engaged in such activities, outlining the risks to health and how they might be avoided.

Provide specific training on manual handling where the assessment indicates it is necessary.

Ensure that allocation of manual handling operations takes account of the individual circumstances of the worker concerned.

Review the assessments should conditions change.

HEALTH PROBLEMS FROM MANUAL HANDLING

Where an employee raises a matter related to health and safety in relation to manual handling of loads, the company will: -

- a) Take all necessary steps to investigate the circumstances.
- b) Take corrective measures where appropriate
- c) Advise the employee of the actions taken

Where a problem arises involving the manual handling of a load, the employee must adopt the following procedures: -

- a) Inform the Forman immediately
- b) In the case of an adverse health or medical condition, advise the Health and Safety Advisor who will seek medical advice.

INFORMATION AND TRAINING

The company will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers carrying out manual handling of loads. This provision will also apply to those persons not in direct employment such as temporary staff.

Self employed contractors and contractors working for another employer will be reminded of their responsibilities under the regulation and given sufficient information about the loads to enable them to meet their responsibilities.

DISPLAY SCREEN EQUIPMENT

In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, the following procedures will be followed:

- 1) "Users" of display screen equipment shall be individually identified by the Office Manager.
- 2) The Office Manager shall ensure that all "users" have received sufficient instruction to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, foot rests, blinds, etc. Particular attention should be given to minimising reflection and glare.
- 3) "Users" shall be entitled to request an appropriate eye and eyesight test.
- 4) Where "Special" corrective appliances are needed, a special pair of spectacles for display screen work may be prescribed. Any cost arising from these tests and appliances will be borne by Rodden and Cooper Ltd.

RISK ASSESSMENT POLICY

GENERAL PROCEDURE

The Management of Health & Safety at Work Regulations (1999) require employers to assess the risks to workers and anyone else who might be affected by their undertaking.

Rodden and Cooper Ltd
Health & Safety Policy

.....
A risk assessment usually involves identifying any hazards present in an undertaking (whether arising from work activities or other factors e.g. the layout of the premises) and then evaluating the extent of the risks involved, taking into account whatever precautions are already being taken.

The definition given in the above Regulation is as follows:

A hazard is something with the potential to cause harm - this can include substances, machines, methods of work and other aspects of the organization)

Risk is the likelihood that the harm from a particular hazard is realised.

The extent of the risk covers the group of people, which might be affected by the risk i.e. the numbers of people who might be exposed and the consequences for them.

The purpose of the risk assessment is to help the employer to determine what measures should be taken to comply with the employer's duties under the 'relevant statutory provisions'. This phrase covers the general duties in the Health & Safety at Work Act (1974) and the more specific duties in the various Acts and Regulations associated with the HSW Act.

The risk assessment is there to guide the judgment of the employer as to the measures they ought to take to fulfill their statutory obligations.

The Company needs to review the risk assessment if there are developments that suggest that it may no longer be valid (or that it can be improved). In most cases, it is prudent to plan to review the risk assessments at regular intervals - the time between the reviews being dependant on the nature of the risks and the degree of change likely in the work activity.

METHOD

Risk assessments are to be undertaken by the persons having sufficient knowledge and experience of the task, assisted if required by the Health & Safety Advisor, using the current Risk Assessment form. Risk Assessments will be available on sites and master copies retained in the company office.

Corrective actions raised by the risk assessment can be carried out within the Company authorization limits. It may be necessary to involve the Managing Director for major projects.

Reviews to risk assessments will be undertaken using the same form.

THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007

The Construction (Design and Management) Regulations 2007 places duties on contractors to incorporate risk assessments and method statements in to a Health and Safety Plan. In order to comply with the above regulations, all projects at award of contract will be issued with a copy of Rodden and Cooper Ltd generic Construction Phase Health and Safety Plan This documentation will cover all activities carried out by the company and will include information such as Method Statements, Safe Working Procedures, Risk Assessments and C.O.S.H.H.

IMPLEMENTATION

Supervisors of personnel on site will ensure that where the work that they are in control is subject to the C.D.M. regulations that the Health and Safety Plan is explained to all personnel involved and that work activities are monitored to ensure compliance.

ASBESTOS

In compliance with the Control of Asbestos Regulations 2006, adequate information, instruction and training is given to employees to enable them to be aware of the health hazards of asbestos; how controls, protective equipment and work methods can reduce these hazards; and the correct use of maintenance of control measures.

Rodden and Cooper Ltd
Health & Safety Policy

.....
In the event of asbestos being found or is suspected, work will immediately stop in that area and the matter should be reported immediately to the Site Foreman, assuming he is not aware of the circumstances at that point. Under normal circumstances the suspected asbestos should not be touched, except to wet it, contain any airborne fibres, wherever possible and keep persons away from it. A specialist Company should be approached who will determine the next course of action which should, in the first place, to take a sample for analysis. Dependent on this result will depend on the next course of action.

HEALTH SURVEILLANCE

Following a successful interview, all new employees are required to complete a pre -employment health questionnaire. (see attachment). This is filed with the individuals training record for the duration of their employment.

If, as a result of COSHH, HAV, Noise or Risk Assessments, a need for Health Surveillance is identified, then appropriate action will be taken by the company which will ensure that any employee involved with the task will be informed accordingly.

SUB-CONTRACTORS/LABOUR ONLY

All sub-contractors and labour-only operatives will comply with Rodden and Cooper Ltd Health and Safety Policy.

Site Manager or Foremen are responsible for ensuring that sub-contractors and labour-only personnel meet the Company requirements at all times and in every respect. If sub-contractors or labour-only personnel cannot meet any requirement of the Company's Health and Safety Policy due to lack of protective clothing, then personal protective clothing will be issued by the Company and the costs contra-charged.

GENERAL INFORMATION

Child abuse has received much publicity, and awareness has been raised in the minds of parents and children. As a result, it is now possible for perfectly innocent approaches and conversations of Rodden and Cooper Ltd employees / sub-contractors working on contracts where children are "on the scene" to be open to misinterpretation. All employees and sub-contractors are asked to be alert to this potential abuse and to take this into account when communicating with any children with whom they may come into contact.

Protecting of the general public against accidental injury

The protection of the general public against accidental injury from the Company's building operations is a legal responsibility.

The following examples of building operations and associated activities must be considered areas where positive protective measures are required.

Construction Materials

Stacking materials on road verges must be avoided, wherever possible. Certain Highway Authorities insist that any materials stored on road verges are marked by a reflective material.

Great care must be taken to ensure that no obstruction to pedestrians or passing vehicles is caused by this method of storage.

Particular attention must be paid to the removal of any tie-bands or protective materials. They create a dangerous trip hazard and are particularly dangerous to the very young and animals.

DRUGS/ALCOHOL

The company's policy on alcohol is intended to be a positive approach towards maintenance of the highest standards of safety in the workplace. It is also intended to benefit the Health & Safety if each individual.

The company recognises that it is a health hazard with implications for safety by impairing the ability of an individual to make decisions and to work effectively.

Rodden and Cooper Ltd
Health & Safety Policy

.....
Any employee who feels that they may have a problem relating to drugs or alcohol should immediately seek help from the Managing Director. This information will be treated in the strictest confidence. The Company will endeavour to offer any assistance available at the time.

Employee's must not attend work whilst under the influence of alcohol or drugs.

Staff must not consume alcohol on the premises.

Staff must not return to work after lunch breaks under the influence of alcohol.

CONSUMPTION OF ALCOHOL OR THE USE OF BANNED SUBSTANCES IN BREACH OF THIS POLICY IS A DISMISSABLE OFFENCE.

SMOKING POLICY

The Company acknowledges that second-hand tobacco smoke is both a public and work place health hazard and have, in line with current legislation, adopted this 'no smoking' policy.

Aims of the Policy

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, customers and visitors.
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke.
- To comply with Health & Safety Legislation and Employment Law.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who smoke and to support those who wish to stop.

Restrictions on Smoking

Smoking is not permitted in any part of the premises, entrances or grounds at any time, by any person regardless of their status or business with the company except by staff members and visitors in the designated area at the front of the main building at official breaks only

Smoking is not allowed at entrances and exits, in corridors, toilets, or refreshment areas.

Visitors

All visitors, contractors and service companies are required to abide by the no-smoking policy. Staff members are expected to inform customers or visitors of the no-smoking policy. However they are not expected to enter into any confrontation which may put their personal safety at risk.

Vehicles

Smoking is not permitted in company vehicles or any vehicles being used on company business.