



Health & Safety Policy

SECTION		Page No.
Index		2
Amendment Log		3
Foreword		4
Introduction		5
Implementation		6
Health & Safety Policy Statement		8
Responsibilities	Director	9
	Site Supervisor	10
	Operatives	11
	Health and Safety Consultant	12
Arrangements	Introduction	13
	CDM Requirements	15
	Communication	17
	Subcontractors	19
	Monitoring And Review of Safety Performance	20
	Training	21
	Risk Assessment	23
	Welfare Provisions	25
	First Aid	26
	Accident Reporting and Investigation	27
	Fire	29
	Electrical Equipment	30
	Work at Height	31
	Manual Handling	33
	Personal Protective Equipment	34
	Hazardous Substances	35
	Noise	37
	Vibration	39
	Health Surveillance	40
	Housekeeping	41
	Work Equipment	42
	Young Persons	43
	Safety Policy Monitoring, Evaluation and Review	44

AMENDMENT LOG

Date	Details	Amended By
22/10/10	First Issue	Alan McClusky
22/10/11	Annual Review	Alan McClusky
	Arrangements 'Communications' section updated to include "Non English Speaking (Migrant) Workers". Page 18	Alan McClusky
	Arrangements 'Health Surveillance' section added. Page 40	Alan McClusky
22/10/12	Annual Review	
	Arrangements 'Subcontractors' section added page 20	John McLachlan
22/10/13	Annual Review	Alan McClusky
	Arrangements 'CDM Requirements' section amended to reflect changes in RIDDOR Legislation. Page 15	Alan McClusky
	Arrangements 'Accident Reporting & Investigation' section amended to reflect changes in RIDDOR Legislation. Page 27	Alan McClusky
	Arrangements 'Manual Handling' section amended to include Risk Assessment. Page 33	Alan McClusky
	Arrangements 'Hazardous Substances' section expanded. Page 35	Alan McClusky

FOREWORD

An effective Health and Safety programme for maintaining and improving standards in any organisation depends on firm Policy objectives, management commitment and support from employees.

While management have a managerial responsibility for Health and Safety standards, all of us as individuals and as employees have a responsibility to take a positive approach towards improving the Health and Safety of the Company.

It must be recognised that improving Health and Safety performance is inseparable from good management and good professional practice.

This Health and Safety Policy document reflects this Company's' commitment to Health and Safety as part of its primary objectives.

It is important that the Health and Safety Policy is read and understood by all managers and staff and together with any other initiatives taken to improve standards, is given your support.

INTRODUCTION

There is a legal requirement for employers to have a written statement of their Health and Safety Policy.

Section 2(3) of the Health and Safety at Work Act 1974 states that '*...it shall be the duty of every employer to prepare and as often as may be appropriate, revise a written statement of his general Policy with respect to the Health and Safety at Work of his employees and the organisation and arrangements for the time being in force for carrying out that Policy and to bring the statement and any revision of it to the notice of his employees*'

This Health and Safety Policy document, accordingly, is compiled to ensure the Company's compliance with Health and Safety Legislation

The Company's Health and Safety Policy reflects the importance that Health and Safety has in the Company's priorities, but also details the organisation and procedural arrangements relevant to the Company.

Other than the legal requirement, an additional benefit of having a Health and Safety Policy is that, when implemented and monitored, it formalises and clarifies an organisational approach to Health and Safety, which will lead to improved standards.

The Company understands the importance of aligning Health and Safety Management to other business objectives as effective Health and Safety Management improves overall business performance in reducing injuries, insured and uninsured losses and reduces the Company's liability in the event of compensation claims.

Revision of the Health and Safety Policy will be required on a regular basis. Any revisions, which are made will be published and circulated in the same manner as other Health and Safety policies, procedures and guidelines.

IMPLEMENTATION OF THE POLICY

Introduction

This section of the Health and Safety Policy specifies how the Company's formal documentation system for management instructions and procedures relating to Health and Safety are to be implemented throughout the Company and its various activities.

Document System

The Company's Health and Safety Management System (HSMS) is contained within this Policy Document and its associated Instructions, procedures, assessments and guidance documents. The HSMS formally communicates the instructions and procedures covering operation and work activities from the Company Director to the site personnel. The HSMS has been developed to meet statutory requirements for a safety management system to ensure the Health and Safety of all personnel associated with work activities of the Company including contractors, visitors and the general public.

Scope

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

Authority

The documents which form part of the Company's HSMS are issued on the specified authority of Mark Graham, **the Director responsible for Health and Safety within the Company**.

Purpose

Each instruction, procedure, assessment or guidance document has been developed to convey the necessary information required to undertake each identified activity. As far as practicable, they are restricted to mandatory elements, identifying minimum standards and best practice, but referencing other documentation for further information. They establish and managerially endorse such documentation as an extension to the Company system.

Circulation and Control of Documents

Copies of this Policy and associated documents will be circulated in accordance with Company procedures to all employees. Master copies of all documents will be held by the Director who will co-ordinate the circulation of updated or revised documents.

Review and Revision

The Company will ensure that this Health and Safety Policy and associated documents will be reviewed regularly to ensure that the contents remain accurate and valid in light of changing best practice and statutory requirements. More frequent updating of specific documents/sections may be required to meet changed legislation affecting those activities. The Director in consultation with the Health and Safety Consultant will identify and monitor the review of such documents.

HEALTH AND SAFETY POLICY STATEMENT

WVB (Scotland) Ltd is committed, so far as is reasonably practicable, to safeguarding the Health and Safety of its employees, of others who carry out work on its behalf and of those, including the public who may be affected by its work.

The Company also recognises the vital importance of discharging all its statutory obligations and placing Health and Safety as an over-riding priority above all other business objectives.

WVB (Scotland) Ltd recognises that the minimum acceptable Health and Safety standards are those required by relevant legislation. Through a process of self-improvement, we will not only meet all such standards but, where possible, exceed them thus placing our organisation at the forefront of best practice and enabling us to influence others accordingly.

Mark Graham, Director, is responsible for all Health and Safety issues within the Company and fully endorses the above statement and in accordance with the Health and Safety Policy will maintain a documented safety management system. In order to assist the Company discharge its obligations AMC Safety Management have been appointed as Health and Safety Consultants.

WVB (Scotland) Ltd have set the following key objectives: -

- Commitment to Health and Safety at all levels of the Company.
- Clear Health and Safety objectives.
- Competent and trained personnel.
- Effective work planning and safe systems of work.
- Positive implementation in the workplace.
- Continual monitoring of performance and reviewing procedures.

All WVB (Scotland) Ltd employees are likewise required to demonstrate their support and commitment to enable the Company to meet these objectives and to comply with the detailed requirements of our Health and Safety Management System.

A copy of this statement will be issued to each employee and will also be displayed in a prominent position at all Company premises and sites.

Signed:



Mark Graham
Director

22nd October 2013

HEALTH AND SAFETY RESPONSIBILITIES

DIRECTOR

Has the responsibility to ensure that: -

- A Health and Safety Policy is prepared and that it is brought to the attention of all employees, particularly new starters, through induction talks if necessary.
- The implementation of the Health and Safety Policy is co-ordinated and monitored.
- They have read and understood the Health and Safety Policy and have adequate knowledge of and observe the requirements of the statutory regulations, codes of practice and guidance as they affect the Company.
- Adequate financial resources, materials, plant and equipment are allocated to enable the Company to comply with its Health and Safety commitments.
- Adequate Health and Safety assistance is obtained to enable the Director to comply with the statutory provisions.
- Where necessary, any statement on Health and Safety issues is prepared and brought to the attention of the employees.
- Relevant information on Health and Safety is received and that it is communicated to appropriate individuals within the Company.
- Periodic meetings are held with the Company Health and Safety Consultant to review performance in the previous period and set objectives for the following period.
- A pro-active approach to Health and Safety is promoted throughout the Company.
- There is adequate Health and Safety advice and awareness at all levels of the Company.
- The CDM Regulations 2007 are followed and the necessary Health and Safety Plans, risk assessments and method statements are produced and brought to the attention of the relevant people.
- All employees receive the required level of training.
- Arrangements are made to monitor Health and Safety performance on sites through site inspections and take action of all observations.
- There is liaison with the Company Health and Safety Consultant to identify and address issues that require action at senior management level.
- Personal Protective Equipment identified as necessary by a risk assessment is provided and that adequate arrangements are made for cleaning, storage and maintenance.
- Ensure that suitable plant, machinery and power tools are provided and that effective arrangements are made for their testing, maintenance and repair.
- That all accidents or incidents are reported and investigated in accordance with Company Policy.
- A good personal example is set when on site demonstrating the Company's commitment to Health and Safety.

SITE SUPERVISORS

Have the responsibility to ensure that:-

- They read and understand the Company Health and Safety Policy and have adequate knowledge of and observe the requirements of the construction regulations.
- The necessary risk assessments have been carried out and recorded and that detailed method statements adopting “best working practice” approach are used for any high risk activities.
- The contents of the Health and Safety Plan have been explained to each employee before starting work and they have signed the appropriate page of the document indicating their understanding of the contents.
- The site is organised so that work is carried out to the correct standard with minimum risk to operatives and other persons, equipment, materials, and members of the public, both during and outside site hours.
- Any deviation from the Health and Safety Plan or any Health and Safety issues which cannot be controlled at site level is reported to the Director.
- All employees have received the required training.
- Arrangements made with regards to fire precautions are not abused by site personnel.
- Welfare facilities have been provided to the required standard. .
- All statutory and Company registers and records are kept up to date.
- Site personnel wear the Personal Protective Equipment provided as identified in the site specific risk assessment.
- Regular meetings are held with site personnel to receive comments and suggestions on ways in which Health & Safety performance can be improved.
- Employees are encouraged to be pro-active in developing a positive approach to Health and Safety performance.
- All employees receive a site induction.
- Any accident/incident is reported in accordance with Company Policy.
- Health and Safety performance is monitored through site meetings, taking action on Safety Consultant’s reports, and responding promptly to observations made during routine site visits.
- Co-operate with any safety instructions from the Director or Health and Safety Consultant and act promptly on their recommendations.
- A good personal example is set at all times when on site demonstrating the Company’s commitment to Health and Safety.

SITE OPERATIVES

The Health & Safety at Work Act 1974 requires all employees and self-employed persons to take reasonable care of themselves and others who may be affected by their acts or omissions. They must also co-operate with the WVB (Scotland) Ltd Director by observing the Company's procedures and so enabling them to comply with their statutory duties.

Site personnel have the responsibility to ensure that:-

- They have read and understand the Company Health and Safety Policy.
- The contents of the site specific Health and Safety Plan have been explained and they have understood the contents.
- All work is carried out in accordance with its requirements.
- The Site Supervisor is notified if for any reason the work cannot be carried out as specified.
- Only the correct tools and equipment are used for the job.
- All Personal Protective Equipment i.e. safety footwear, safety helmet and high visibility clothing is worn at all times when on site.
- All tools are kept in good condition.
- All defects in plant or equipment are reported immediately to the Site Supervisor.
- Work is carried out in a safe manner at all times avoiding unnecessary risks, which could endanger yourself or others.
- Where possible any hazards are dealt with immediately.
- No plant or equipment for work is used for which it was not intended, or, if you are not trained or experienced to use it.
- Other employees, particularly new employees and young people are warned of any hazards.
- They do not play dangerous or practical jokes and engage in "horseplay" on site.
- Any accident at work, even if the injury does not stop you working is reported immediately to both Site Supervisor and site management.
- All damage to plant or equipment is reported to the Site Supervisor.
- They co-operate with any safety instructions from the Director, Site Supervisor or Health and Safety Consultant and act promptly on their instructions.
- Any safer methods of working are suggested to the Site Supervisor.

HEALTH & SAFETY CONSULTANT

Has the responsibility to:-

- Advise and provide assistance to the Director on all Health and Safety matters.
- Advise the Director on training requirements to ensure compliance with legal standards is maintained.
- Carry out periodical inspections on all sites and record any observations on a site inspection report.
- Investigate all accidents and prepare an action plan to prevent any recurrence.
- Ensure the Company is kept up to date with new legislation, HSE campaigns, and accident trends through general consultation, newsletters and safety alerts.
- Maintain the required level of continual personal development through attendance at seminars, training courses in addition to access to the internet and safety publications.

ARRANGEMENTS

INTRODUCTION

Management of Health and Safety is concerned with the controlling of risks leading to an improved performance in Health and Safety. This can be achieved successfully by having a Health and Safety Policy, which fulfils both the spirit and the letter of the law. Effective implementation and constant review of the Health and Safety Policy will assist in preparing both physical and human resources and reduce financial losses and liabilities.

Management Systems

Effective systems use the Health and Safety Policy as a foundation to influence activities and decisions, including those concerned with resource selection, design and operation of working systems, design and delivery of products/services, and the control/disposal of waste.

Structured organisations maintain improving performance by putting their Health and Safety Policy into effective practice and creating positive attitudes, involvement and participation at all levels. This is achieved by effective communications and the promotion of competence, enabling all employees to contribute to the effort by good co-operation.

A planned and systematic approach to the Health and Safety Policy implementation is aimed at minimising exposure to hazards created by work activities. Risk assessment methods are used to set priorities and objectives for hazard elimination and thus risk reduction, by establishing performance standards and identifying specific actions required. Planning is the important feature of this system, by allowing hazards to be eliminated and risks reduced by designing the work method in advance rather than relying on individual protection.

Performance can thus be measured against the pre-determined standards and identify objectives for improvements. The control of risks is achieved by effective monitoring which looks at the fixed elements of activities such as premises, plant, equipment, substances etc., and the variable elements such as people, procedures and working systems.

Reactive monitoring such as accident/incident investigation can identify failures of control, but proactive monitoring seeks to identify those failures before the accident/incident occurs. In both cases the objectives are to identify not only the immediate causes of sub-standard performance but also any underlying causes which may have implications for the Health and Safety Management System.

Management Systems (cont)

Systematic reviews of performance based on data from both monitoring activities and independent audits of the whole management system allow a constant development and improvement in Health and Safety Management. Information produced can then be used to revise the Health and Safety Policy, implementation methods and techniques of risk control.

The Construction (Design and Management) Regulations 2007 have introduced a planning and control framework for all construction activities. The requirements of the regulations will only be met by effective planning, management control and review of Health and Safety issues throughout the whole construction process, from initial design to final demolition of a structure.

At tendering, negotiating and planning stages, the requirements of this Company Health and Safety Policy will be taken into account.

Any aspects of the work not covered by this Health and Safety Policy must be planned by the Director in conjunction with advice from the Health and Safety Consultant and specific procedures prepared.

CDM REQUIREMENTS

The Construction (Design & Management) Regulations 2007 (CDM) apply to all construction work whether notifiable or non-notifiable.

The CDM Regulations require that certain key appointments are made which details the responsibilities of these and other duty-holders. These are the Client, CDM Co-ordinator, Designer the Principal Contractor (PC) and Contractors.

WVB (Scotland) undertakes solely the role of a Contractor under CDM.

Contractor

The Director will represent the Company as a Contractor to a Principal Contractor (PC) on a project and will:-

- Ensure that the PC provides any safety information relating to the site where work is to be carried out, before work commences. A copy of the Health and Safety Plan should be provided to the Company by the PC, on appointment or at the tender stage.
- Ensure that the construction work does not start until:-
 - a. The project specific Health and Safety Plan has been prepared, issued to the PC and
 - b. The content of the Health and Safety Plan has been explained to each operative to ensure they understand its contents and sign onto the document.
- Provide guidance to employees and others under the Company's control on compliance with the Construction Health and Safety Plan.
- Provide employees and others under the Company's control with comprehensive information on the risks associated with their work.
- Ensure that employees and other persons under the Company's control know and comply with the site rules.
- Ensure that persons under the Company's control have provided and, or been provided with the relevant Health and Safety information and training including:
 - a. Induction training including emergency procedures and the means whereby this information is provided and disseminated.
 - b. Specific task training – proof (e.g. Abrasive Wheels).
 - c. Details of safety training e.g. CSCS Cards.

CDM REQUIREMENTS (cont.)

- Implement a system of monitoring all work activities and recording hazards/breaches of safety rules, so that they can be rectified, and where applicable, training needs identified.
- Bring any problems encountered to the attention of the PC.
- Ensure that all accidents, dangerous occurrences or diseases under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 are reported to the Enforcing Authority and copies submitted to the PC.
- Comply with all reasonable directions given by the PC in order to enable him to comply with the regulations.
- Ensure that all persons under the Company's control at work on the project are able to discuss or make suggestions on matters, which affect their Health and Safety.
- Provide the PC with any information that is required by the CDM-C for inclusion in the Health and Safety File. This is any information which might affect the Health and Safety of any person carrying out construction, maintenance or cleaning work in the future, or of any third party affected by that work.

Other Contractors

- WVB (Scotland) will so far as is reasonably practicable manage any interface with other Contractors to ensure the work is carried out safely through communication and co-operation with other trades at the work site.
- Where this cannot be achieved at the work site all safety critical work will cease immediately and the matter referred to site management and the Director advised of the reason for the stoppage.
- No work will be carried out in an unsafe manner without the matter being resolved by Site Management.
- The Director in addition will raise all these issues at periodic Contractor's meetings to increase awareness to this any other Health and Safety issues to avoid any recurrence.

COMMUNICATION

WVB (Scotland) adopts a pro-active approach to Health and Safety, and recognises the benefits of employees as having a significant input into the Company's Health and Safety procedures. They also play a vital role in providing feedback on performance, and identifying ways of improving standards.

On site, the Company operates an open door Policy for operatives to express Health and Safety concerns with the Director. Any site-specific arrangements for consultation will be set out in the project Health and Safety Plan.

Throughout the project, operatives and Contractors will be encouraged to take a proactive role in Health and Safety matters by bringing any Health and Safety hazard that has not previously been identified to the attention of the Director.

The following measures will be implemented to support and enhance good communication both within the organisation and with Principal Contractor:-

- a. All employees will receive a copy of the Health and Safety Policy statement
- b. All employees will receive site specific training on the method statement, risk assessment and other Health and Safety documents, procedures, records etc. prior to commencing work.
- c. Employees will be informed of all changes, reviews, updates to existing safety procedures by way of a formal safety briefing.
- d. Upon arrival on site, and before any work commences, WVB (Scotland) employees shall contact the Site Manager to discuss the proposed work and any existing site conditions which may affect their work activities.
- e. WVB (Scotland) employees will advise Site Management immediately of any unsafe condition on site whether or not it directly relates to their own work activities.

Non English Speaking (Migrant) Workers

Where a person applies for work with WVB (Scotland) whose first language is not English the Director will ensure that their lack of ability to communicate does not present a risk to their own Health and Safety, to that of other operatives or to members of the public.

Before employing any person to work on site the Director will establish the extent of their understanding of English.

COMMUNICATION (cont.)

Where the person has a reasonable ability to understand and speak English the Director will authorise that person to work on behalf of WVB (Scotland) providing such additional practical assistance such as translated method statements and risk assessments.

Where conversely the communication skills are found to be poor it is impracticable for WVB (Scotland) to provide any additional assistance such as a translator then the Director will not authorise that person to work on behalf of WVB (Scotland) to ensure their own safety and others who may be affected by their poor understanding of English.

SUBCONTRACTORS

WVB (Scotland) employ labour only self employed bricklayers and labourers (subcontractors) whose appointment may be based on the standard of previous work with the Company , references from other sources, proof of training and experience of similar work within the industry.

WVB (Scotland) will ensure that all labour only subcontractors are able to demonstrate their competence by holding a valid CSCS card. In addition all labour only subcontractors will attend a Company site induction prior to starting work on any site and confirm that they have read and understood the content of the site specific risk assessments and method statements and agree to work to their content by signing Appendix D of the Health and Safety Plan.

All labour only subcontractors will be monitored on site during regular visits by the Director and during formal site inspections by the Health and Safety Consultant to ensure compliance with the approved safe systems of work.

MONITORING AND REVIEW

The Director has specific responsibility to monitor the implementation of the Company's Health and Safety Policy and to review the Company's performance.

The operation and effectiveness of the Company's safety performance will be monitored through:-

Site Safety Inspections

Safety inspections provide the link between the safety procedures and the current practices, and as such are key part of a pro-active approach to Health and Safety Management.

- a. All sites will be monitored by the Director on a regular basis with additional inspections being undertaken by the Health and Safety Consultant periodically as determined by the nature and complexity of the project.
- b. A report will be prepared by the Health and Safety Consultant and submitted to the Director identifying any observations or areas for improvement and also any good practices identified.
- c. The Director will act on the findings of these safety inspections, and take any necessary action to rectify potential hazards, poor practices and any weaknesses in current systems of work.
- d. Any observations and the necessary corrective measures will be communicated to site personnel at the time of the inspection. Site Management will be advised of any unsafe conditions affecting site personnel.
- e. The Director will retain copies of all safety site inspections reports.

TRAINING

General

WVB (Scotland) Ltd accepts its responsibility to ensure that their employees are adequately trained in order to carry out their duties safely and are committed to ensuring that all operatives are qualified to CSCS level as a minimum requirement.

To that end the Director will ensure that an annual review of the training is carried out. This review shall focus on the overall effectiveness of the training provided for employees and monitor compliance with this requirement.

The Director will review the training and capabilities of all operatives and where necessary ensure that appropriate training is provided.

These reviews will be carried out

- On appointment to a new position or a change in the scope of their work;
- On the introduction of new plant, equipment or new work techniques
- On the introduction of new legislation or standards.

In the event of none of the above items applying, each employee's training will be reviewed at least once every 12 months.

Guidance on the provision of suitable courses will be obtained from the Health Safety Consultant.

Site Induction

The Director will ensure the undernoted procedure is carried out with all operatives at each site prior to work commencing.

1. Explain to each new operative what they will be required to do and to whom they will be directly responsible.
2. Explain the content of the Health and Safety Plan to each employee and ensure they understand its contents and sign the appropriate site induction register.
3. Issue to the new operative any protective clothing or equipment necessary, e.g. safety helmet, goggles, ear defenders, wet weather clothing etc. and obtain their signature for the items issued.
4. Ensure that new employees understand how to use and wear the protective equipment/clothing correctly.

TRAINING (cont.)

5. Undertake or arrange for the site induction training to be given to the new operative.
6. Identify their existing competence levels and arrange for any training or instruction if required e.g. abrasive wheels to be carried out before commencing work.
7. Warn each operative of any potential dangerous areas of operation on site or in the workplace.
8. Warn each operative of any prohibited actions on site or in the workplace, e.g. entering specific areas without a safety helmet, operating plant unless authorised etc.

RISK ASSESSMENT AND SAFE SYSTEMS OF WORK

Risk Assessment

The Management of Health and Safety at Work Regulations (1999) places an absolute duty on an employer to carry out formal assessments to determine the risks to the Health and Safety of employees and any other persons who may be affected by workplace activities. It also requires that these risk assessments are reviewed periodically and revised as required.

The Company recognises that safe systems of work are of fundamental importance to accident prevention. All hazards, risks safety precautions and safe working practices, associated with its work activities will be fully identified, assessed and documented, including the following:-

- a. Identification of all hazards arising out of work activities.
- b. Evaluation of the risks taking account of the severity and likelihood.
- c. Consideration of all groups of workers who may be at risk, such as apprentices, young or inexperienced persons, pregnant women, disabled people etc.
- d. Ensure assessment is appropriate to nature of work, and will remain valid over time
- e. Take account of existing safety measures.
- f. Identify the measures necessary to comply with all relevant legislation including training and competence.

The Director recognises that safe systems of work are of fundamental importance to accident prevention. All hazards, safety precautions and safe working practices, associated with all work activities will be fully identified and documented.

The Company will retain records of all risk assessments and ensure that the assessments are reviewed annually or if any change to working practices takes place, e.g. new employees, new equipment or following any incident or accident.

RISK ASSESSMENT AND SAFE SYSTEMS OF WORK (cont.)

Safe Systems of Work

When all risks have been identified and evaluated, a safe system of work can be formulated which would incorporate the following factors:

- a. Safe and properly maintained plant and equipment.
- b. Documented and planned maintenance procedures.
- c. Safe use of equipment and tools.
- d. Safe working methods.
- e. Health and Safety information available to all employees.
- f. Adequate training and supervision.
- g. Safe working environment.
- h. Appropriate personal protective equipment.
- i. Proper enforcement of Health and Safety Policies.
- j. Regular reviews (minimum annually) of all method statements and risk assessments to ensure that the safe systems of work are still effective.

The proposed method of work for each project will be identified by the Director based on the scope of work, previous experience and environmental restrictions.

Risk assessments and safe systems of work will then be prepared by the Health and Safety Consultant based on the proposed method of work in consultation with the Director and Site Supervisor and the significant findings recorded.

The safe systems of work and risk assessments will form an essential part of the site specific Health and Safety Plan which will be prepared and issued prior to starting work on site and communicated to each operative by way of a site specific induction.

The Director will retain records of all Health and Safety Plans and ensure that they are reviewed annually or if any change to working practices takes place, e.g. new equipment is introduced or following any incident or accident.

WELFARE REQUIREMENTS

The Construction (Design and Management) Regulations 2007 stipulate requirements regarding site facilities. These will be regarded as minimum standards for all construction sites.

Welfare Facilities

It is the responsibility of the Principle Contractor to ensure that adequate welfare facilities, i.e. canteen and toilets including washing facilities are provided:-

- A toilet unit with facilities for washing including soap and towels hot (or warm) cold water, where reasonably practicable by use of a mains supply. Wash basins must be sufficiently large to fit the whole forearm. Chemical toilets are only suitable as a short term measure until better facilities can be provided or to supplement existing facilities.
- A canteen with facilities for warming food, boiling water for drinks and taking rest breaks. Drinking water supplies shall be clearly marked as such.
- A separate drying room or rooms of sufficient size should be provided in which employees may leave spare or wet clothing. The accommodation will be suitable for the storage of spare clothing and/or any special clothing and for changing clothing. Where females are employed separate accommodation will be provided if changing of clothing is necessary.
- Facilities for storing and drying PPE.

WVB (Scotland) must ensure that welfare facilities are provided that conform to current legislation.

All WVB (Scotland) operatives must ensure that welfare facilities are not abused and full use is made of the rubbish bins provided.

FIRST AID

The provisions of the Health and Safety (First Aid) Regulations 1981 apply to first aid arrangements on site.

It is the responsibility of the Principal Contractor to ensure there is a first aider on site at all times and an adequate supply of first aid material.

It will be the responsibility of the Principal Contractor's Site Management to advise all operatives under their control at site induction of the names of the first aiders and the location of first aid supplies on site.

ACCIDENT REPORTING AND INVESTIGATION

Minor Accidents

- a. All accidents, no matter how minor, must be recorded in the site accident book.
- b. All accidents, no matter how minor, must be reported to the Director and recorded in the Company accident book.
- c. The Company accident book statistics will be analysed periodically with a view to eliminating types of injuries or at the least reducing the incidence rate.
- d. "No injury" incidents or "near misses" are required to be reported to the Director and action taken to prevent a repeat incident.

Specified Injuries

The requirement for the formal notification of accidents to the enforcement authorities is contained in The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013 (RIDDOR).

Reporting / Investigation Procedure

Specified injuries and dangerous occurrences as defined in both regulations and schedules to RIDDOR are immediately reportable by the employer to the HSE by the quickest means possible followed by an online report.

In addition where an employee is absent from work as a result of an accident and unable to perform his normal duties for a period of greater than 7 days excluding the day of the accident but including Saturdays and Sundays the absence is reportable to the HSE as an 'over seven day accident'.

The Incident Contact Centre (ICC), to whom all reportable accidents have to be reported, is:-

By Telephone or Fax
(charged at a local rate)

By Internet to:

By email to:

Tel: 0845 300 9923

Fax: 0845 300 9924

[Http://www.riddor.gov.uk/](http://www.riddor.gov.uk/)

[Http://www.hse.gov.uk/index.htm](http://www.hse.gov.uk/index.htm)

Riddor@natbrit.com

ACCIDENT REPORTING AND INVESTIGATION (cont.)

The Director must be informed as soon as possible after the accident or incident occurring and the Health and Safety Consultant notified to ensure the accident investigation procedures are instigated.

The location of the accident / incident scene must be kept undisturbed. If this impracticable then a photographic survey must be undertaken immediately to ensure all necessary evidence is available for the investigation.

The Health and Safety Consultant will carry out an investigation of all accidents and incidents including the taking of statements and any photographs and measurements and a report submitted to the Director s outlining the appropriate conclusions and recommendations to prevent any recurrence.

The Health and Safety Consultant is responsible for reporting any accident or incident to the relevant authorities.

It is the responsibility of the Director to ensure that the Company complies with the requirements of this procedure.

FIRE

The site fire plan is the responsibility of the Principal Contractor. However all WVB (Scotland) employees must ensure that:-

- a. They are made aware at the site induction of their responsibilities in the event of a fire, including recognising the fire alarm, raising the alarm, the evacuation procedure and the location of the designated assembly point.
- b. They fully understand the means of raising the alarm whether by audible alarm or by shouting 'FIRE' as required by the site management.
- c. All fire escape routes are kept clear of any obstruction at all times.
- d. They MUST report to the fire assembly point on hearing the alarm and NOT re-enter an evacuated work site until given the all-clear by site management.
- e. They MUST NOT recklessly discharge or move any fire extinguishers provided by site management.
- f. Fire extinguishers MUST only used by trained personnel or in an emergency.

ELECTRICAL EQUIPMENT

In accordance with the requirements of the Electricity at Work Regulations 1989 the Company carries out periodical testing of both fixed and portable electrical equipment to ensure it is maintained in a safe working condition.

Portable Electrical Equipment is broadly defined and covers all types of equipment, both 110v and 240v connected to the electrical system.

Electrical systems include fixed installations such as the permanent electrical supply, generators and transformers.

Sites

Portable equipment will be inspected in accordance with the IEE Code of Practice for 'In-service Testing of Electrical Equipment'.

- a. All electrical equipment used by WVB (Scotland) employees will be battery operated or 110V.
- b. All electrical equipment will be inspected before use and periodically thereafter as per the manufacturer's recommendations.
- c. All portable electrical equipment will be subject to a formal monthly visual examination and a combined visual examination and test every three months.
- d. All portable electrical equipment will be tagged with a PASS / FAIL sticker as required and the date of the next test date.
- e. All failed equipment will be removed from service until repaired and a further test carried out.
- f. A register will be prepared for all portable electrical equipment used by WVB (Scotland) employees and a copy of the test results will be retained at head office for inspection.
- g. Any hired electrical equipment must be provided with a current test tag/similarly attached.

WORK AT HEIGHT

General

Every year over 50% of all fatal and serious accidents are as a result of falls from a height or material, tools or other items falling and striking persons below. A safe place of work and a safe means of access must be provided for all work at height.

All work carried out at height whether above or below ground level is controlled by the Work at Height Regulations 2005 which specifies that a specific risk assessment must be carried out to identify the necessary control measures to be implemented to prevent injury.

The Director will ensure that a suitable risk assessment is undertaken before any work at height is carried out to minimise the risk of personal injury as a result of a fall from height. The risk assessment must give consideration to avoiding the risk by working from ground level. If working from ground level is not reasonably practicable a hierarchy of control must be followed where there is a foreseeable risk of personal injury should a person or persons fall: -

- i. Where possible avoid working at height;
- ii. If work at height is unavoidable then work should be carried out from an existing workplace or from a safe working platform e.g. scaffold with guard-rails, mobile tower scaffold etc.
- iii. If it is not reasonably practicable to prevent falls from happening using the above measures, then steps must be taken to collectively minimise the distance operatives can fall e.g. Trad Deck, Rhino Deck, crash decks etc.
- iv. If steps cannot be taken to minimise the distance of a fall then steps should be taken to collectively minimise the effect of a fall, make use of e.g. safety nets, air bags, bean bags.
- v. Only where these collective measures are not reasonably practicable should use be made of individual fall protection e.g. harnesses and lanyards, restraint systems etc.

The risk assessment will identify the required work equipment and form the basis for the site specific method statement.

WORK AT HEIGHT (cont.)

Scaffolding

Provision and alteration of scaffolds will be arranged in conjunction with the Principal Contractor. Scaffolds must only be erected, altered and dismantled by trained, competent persons authorised by site management.

All working platforms will be inspected before starting work and any defects immediately notified to site management. Under no circumstances will WVB (Scotland) operatives be permitted to alter any scaffolding.

The Principal Contractor is responsible for ensuring that access is restricted to all scaffolds which are incomplete for whatever reason by the provision of a suitable barrier and a "scaffold incomplete" notice displayed.

No operative will be permitted to work from a scaffold if access is restricted and a scaffold incomplete notice is displayed.

The Principle Contractor will supply all methods of fall protection i.e. decking systems or soft landing systems. Operatives must ensure that the equipment supplied is in good condition and fit for purpose by means of visual inspection before use.

Loading Bays

Loading out towers will have toe-boards to the sides and a hinged, sliding or other type of movable safety rail which can allow fork trucks to land material and then be easily replaced to provide edge protection on the leading edge of the tower. Loading bay gates should remain closed except when loading is in progress.

Operatives must always stand behind the safety rail when the gates are open for loading returning the gate to the closed position when complete. Under no circumstances are operatives permitted to use the loading bay without a safety rail fitted or with one which is defective. Equally the safety rail must not be tied up to facilitate loading exposing operatives to potential falls.

The loading tower must be of a design and strength appropriate to the loads placed on them and as agreed with the site manager. When loading out scaffolds and loading bays a consideration should be given to the total loading on the scaffolding and the stability of the stored material

MANUAL HANDLING

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

- The physical size of the load
- The provision of carry handles or carry straps
- The position of the centre of gravity within the load
- Is the load rigid or will the load move; i.e. partially filled fluid containers
- Where is it being moved from and to where
- If the load is being moved outside consider weather conditions
- Consider the ground conditions over which the load has to be moved etc

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

The first step in carrying out the assessment is to eliminate the need to handle loads by hand at all. This means introducing mechanical ways of lifting and moving loads whenever practicable.

In a fixed industrial environment where the same loads are being handled in the same way in the same place, then an assessment can be undertaken and the assessment will be valid for some time.

However in a construction environment the workplace is continually changing and so the Director, Site Supervisors and every employee must continuously be looking for, and assessing site operations that involve manual handling operations.

Employees are to be encouraged to highlight activities, which involve manual handling operations, which are likely to cause injury. In planning, the Director will try to minimise the requirements for manual handling and ongoing training will be provided to employees to enable them to carry out their own assessments of the load before undertaking manual handling tasks and on the correct manual handling techniques.

PERSONAL PROTECTIVE EQUIPMENT

In accordance with the Personal Protective Equipment Regulations 1992 the Director of WVB (Scotland) will ensure that:-

- a. All operatives are provided with and instructed to wear the appropriate PPE as identified by site rules comprising safety helmets, high visibility clothing and safety footwear.
- b. In addition all operatives will be provided with and instructed to wear any PPE as identified through the risk assessment process i.e. safety glasses, gloves and respiratory protection.
- c. All operatives will receive training as required in the correct use and wearing of PPE.
- d. All operatives required to wear respiratory protection will receive training in the correct use and wearing of disposable masks and will undergo testing to ensure that the selected RPE adequately controls the exposure to harmful dusts and a certificate issued.
- e. Records of all the PPE issued to operatives will be retained.
- f. A safe place is provided to allow operatives to keep PPE in a good condition and free from defects.
- g. All PPE is replaced immediately it becomes defective.

HAZARDOUS SUBSTANCES

The Control of Substances Hazardous to Health Regulations 2002 imposes a duty on every employer to identify all substances in use and to assess the risk to their employees (and others) from the substance, taking into account the manner in which it is being used and the quantities involved.

Hazardous Substances can be identified as:-

- ⇒ Materials carrying a hazard-warning symbol.
- ⇒ Biological agent i.e. Leptospirosis.
- ⇒ Substances identified in EH40 as being hazardous by inhalation or dust of any kind, when present in a substantial concentration.

Assessment Procedure

Before any work commences the Director will:-

- a. Determine if any hazardous substances have been specified for use or may be generated during the work process.
- b. Consult with the Principal Contractor to determine if the use of the substance can be avoided or if not replaced by a less hazardous substance/process.
- c. If the use of a hazardous substance cannot be avoided the Director in conjunction with the Health and Safety Consultant will carry out the necessary assessment based on the manufacturer's safety data sheets.
- d. The assessment will identify the hazardous substances and safety precautions to be taken when working with these substances, for example; exposure limits, personal protective equipment, first aid measures etc.
- e. Appropriate safety measures will be taken to:-
 - Minimise the length of time to which operatives are exposed to the substance
 - Minimise the numbers of operatives who may be exposed.
 - Reduce the quantity of the substance used
 - Separate the operatives where possible from the process.
- f. The contents of the assessment and the control measures will be contained within the site specific Health and Safety Plan and explained to each operative at site induction including the provision, use and maintenance of any PPE.

HAZARDOUS SUBSTANCES (cont.)

- a) The Director has the responsibility to ensure that any employees involved in an activity with hazardous substances are trained and properly instructed in the use of the substance.

- b) The Director will review these assessments to ensure that they remain relevant to the site and the conditions in which the substance is to be used and any if any changes are identified the COSHH assessments will be reviewed immediately.

NOISE

Hazards

The main hazard associated with noise is hearing loss or impairment. This may occur over a long term due to prolonged exposure, or in a short time as a result of excessive peak levels.

Employees may also be affected in other ways such as impaired communications, which could lead to other problems due to unheard or misinterpreted instructions.

Monitoring and Control

The Director will ensure that:-

1. Information on the noise and frequency levels of any plant is obtained before hire or purchase.
2. When personnel will be required to work in situations where potentially harmful levels of noise are likely to be encountered, noise assessments have been undertaken and appropriate protective measure taken.
3. Action is taken where noise cannot be reduced below the following action levels:
 - (1) First Action Level 80dB (A) daily personal exposure.
 - A noise assessment by a competent person in writing
 - Ensure that suitable hearing protection to reduce exposure is made available to employees on request.
 - (2) Second Action Level 85dB (A) or Peak Action level 120dB (A).
 - A noise assessment is made as above
 - Measures to reduce the exposure levels are taken other than by personal protective equipment.
 - Suitable ear defenders must be provided and worn to control exposure to any residual risk.
 - Ear protection zones must be established and warning signs displayed.
 - Equipment must be maintained in good condition.

NOISE (cont.)

4. Adequate means of communication are provided in noisy environments, especially if there are relevant alarm sounds which may need to be heard, alternative signals may need to be provided.
5. The Director will ensure that:-
 - Alternative methods of work have been considered to eliminate or reduce where possible noise levels.
 - All the control measures identified in the noise assessment are implemented
 - All planned noise reducing features are fitted, in a serviceable condition and used
 - Where the first action level is likely to be reached, that supplies of hearing protection appropriate to the noise source, are available on site
 - Where the second or peak action level is likely to be reached, or exceeded, hearing protection equipment is issued to operatives and is worn.
 - Any defects noted in noise reducing equipment are reported immediately for remedial action to be taken.
 - All personnel required to use hearing protection have been instructed in the use of any equipment provided for their protection.
 - Where prolonged exposure is unavoidable, work is planned to give operatives adequate rest breaks away from the noisy environment.

VIBRATION

Operatives will be made aware of the risks from hand-held power tools such as Stihl Saws. The vibration from such equipment can affect the fingers, hands and arms and in the long term do permanent damage.

The Director will ensure that:-

- Where hand-held power tools are required low vibration tools will be selected as far as is practicable.
- Reference will be made in the selection process to the manufacturer or suppliers information.
- Where hand-held power tools are used the vibration levels will be identified and the exposure limits calculated and the users informed.
- Where daily exposure levels are likely to be exceeded the work process will be examined to see if the job can be done another way, which does not involve hand held power tools.
- Equipment should be maintained so that it is properly balanced and has no loose or worn out parts.
- Work will be organised to avoid long periods of uninterrupted vibration exposure. Task rotation will be used to ensure operatives are not exposed for long periods.
- In cold conditions which exacerbates the affects of vibration operatives will be advised to keep their hands warm and maintain the blood circulation to the fingers by:
 1. Wearing gloves
 2. Having hot food or drinks
 3. Massaging the fingers
- Operatives will be advised to inform the Site Supervisor or Director if they experience any of the symptoms of Vibration White Finger to allow medical assistance to be obtained.

HEALTH SURVEILLANCE

WVB (Scotland) is committed to ensure the Health, Safety and Welfare of all employees and subcontractors.

WVB (Scotland) operate a self-assessed health surveillance scheme which all personnel employed or subcontracted to the Company are required to take part. The initial self-assessment form must be completed prior to being employed by or carrying out work on behalf of the Company.

The initial assessments will assist in the on going management of health issues and will include assessing exposure to noise, vibration, hazardous substances and manual handling.

The assessments will be repeated annually or as and when required.

HOUSEKEEPING

Hazards

The main hazards include: -

1. Slips, Trips and falls
2. Collapse of stored materials
3. Handling problems
4. Restricted or blocked access
5. Health risks
6. Falling materials
7. Fire

Monitoring and Control

The Director will ensure that: -

1. All employees are made aware of the need to maintain the site in a tidy condition throughout the contract.
2. Stacking areas are on a prepared level base and that materials are called off in quantities which will not create difficulties on site.
3. Working areas and accesses on site where employees are required to work are safe and free from obstruction including building materials.
4. Where difficulties are experienced these must be drawn immediately to the attention of the site management.
5. All waste materials especially spillage's are cleared and disposed of safely as work proceeds.
6. All materials delivered to site for use will be stored safely ensuring that accesses are not obstructed.
7. Welfare facilities are kept clean and not used for the storage of plant or materials etc.
8. Areas around plant and machinery are kept clean and tidy.
9. Electrical leads are routed so as to avoid tripping hazards by being kept up off the ground and they are protected from physical damage.
10. Clear access to all working areas should be made available and where necessary provided by temporary steps or ramps.

WORK EQUIPMENT

WVB (Scotland) employees will operate a variety of portable and static work equipment on site operated by hand, petrol or hydraulics including trowels, hammers, cement mixers, pallet truck, Stihl saws

The Director will ensure that employees will only operate work equipment:-

- For which they have been trained to use,
- In line with the manufacturer's instructions
- For the purpose for which it is intended
- Maintained in good working order
- Inspected on each occasion before use
- Which is not defective
- With guards fitted in place as required

Abrasive Wheels

In line with statutory obligations only certified operatives shall be permitted to change abrasive discs. To enable the Company to comply with this requirement all operatives will receive the appropriate training.

It will be the responsibility of the Director to ensure there are an adequate number of trained personnel on each site.

It will be the responsibility of the Director to ensure that only certified persons change abrasive wheels.

A register containing names of certified operatives will be retained within the each site office.

In order to comply with the Personal Protective Equipment Regulations, eye protection, respiratory protection and hearing protection must be worn at all times when operating abrasive wheels. In order to protect other operatives working in the immediate vicinity dust suppression kits will be provided and must be used at all times when cutting blockwork.

YOUNG PERSONS

The **Management of Health and Safety at Work Regulations 1999** place particular duties on employers of young persons. Young persons are defined as persons who are over 16 and under 18 years.

In essence the Regulations introduce:-

1. A requirement to take particular account of certain specified factors when carrying out or reviewing risk assessments.
2. A requirement for the risk assessment to be carried out before the young person starts work.
3. A requirement to prohibit young persons from certain work if the risk assessment identifies a significant risk, which cannot be eliminated.

No young person will be permitted to start work until a suitable assessment has been made of the work that the young person will be undertaking and associated risks. The requirement may give rise to situations where the employer should prohibit young persons from certain work even though the risks involved would be considered acceptable to an adult.

The Director of WVB (Scotland) will consider the following factors when carrying out a risk assessment:-

Psychological Factors

1. The assessment should take into account the inexperience and immaturity of the young person and also their possible lack of awareness of existing or potential risks. There may be situations where these factors are sufficient important that the young persons should be prohibited from the work.
2. In other cases provision of **additional supervision and information** may be necessary.

Physiological Factors

1. Personal protective equipment should be checked to see if it fits properly.
2. Stature and strength of young persons should be considered in relation to their ability to operate controls and tools.

SAFETY POLICY MONITORING, EVALUATION & REVIEW

In order to comply with Section 2(3) of the Health and Safety at work etc. Act 1974 and Regulation 5 of the Management of Health and Safety at Work Regulations 1999 this Policy must be monitored, evaluated and reviewed as appropriate to ensure it effectively meets the Statutory Requirements related to the Company's activities and reflects best practice in safely achieving work objectives.

Progressive improvement in Health and Safety performance can only be achieved through constant development of Health and Safety Policy approaches to its implementation and techniques or risk control.

The purpose of the monitoring, evaluation and review process is to ensure:

1. The maintenance and development of an effective Health and Safety Policy.
2. The maintenance and development of an effective organisation to ensure that the Health and Safety Policy is implemented.
3. The maintenance and development of improving performance standards.
4. The implementation of remedial action by responsible person(s) when failures or gaps in Health and Safety Policy are identified.

To achieve these outcomes all employees must constantly evaluate their work activities in relation to the Health and Safety Policy and bring to the notice of the Company through its management system and/or safety co-ordinating arrangements any areas where this Health and Safety Policy is inadequate or ineffective.

The Director will ensure that this Health and Safety Policy is reviewed annually.