Health & Safety Policy

(In accordance with the Health & Safety at Work etc Act 1974)

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Issue Numbers	Amendment Date	Amendment Details	Authorised By
1	May 2013	Initial Development of Policy	A. O'Malley
2	January 2014	Total review and amendment including new format, amendments to RIDDOR and clarification of duties.	A. O'Malley
3	June 2016	Review of COSHH policy	A. O'Malley
4	August 2018	Review of Policy & Update CDM Regulation April 2015, Update to Ladder inspection section 4.20	A. O'Malley
5	March 2019	Review of Policy & Update	A. O'Malley
6	March 2020	Review of Policy & Update	C/O AllDay Safety
7	May 2021	Review of Policy & Update	T. O'Malley
8	June 2022	Review of Policy & Update	T. O'Malley
9	December 2022	Review of Policy & Update COSHH & CLP	T. O'Malley
10	December 2023	Review of Policy & Update	T. O'Malley
11	December 2024	Review of Policy & Update	M. Kilroy

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SECTION 1 STATEMENT OF GENERAL POLICY

This is the health and safety policy for O'Malley Haulage Ltd and shall be implemented in all our undertakings.

In all our activities and operations, we will work with our staff, its representatives, our contractors and suppliers to:

- Comply fully with all legal requirements and meet or exceed our health and safety expectations;
- Provide a secure working environment by protecting ourselves, our assets and our operations against risk of injury, loss or damage and thereby protecting our business;
- Ensure that all our employees, contractors and others are well informed, well trained, engaged and committed to the health and safety improvement process. We recognise that safe operations depend not only on technically sound plant and equipment but on competent people and an active health and safety culture, and that no activity is so important that it cannot be done safely;
- Regularly provide assurance that the processes in place are working effectively. While all employees and contractors are responsible for health and safety performance, line management is accountable for understanding and managing health and safety risks;
- Fully participate in hazard identification, risk assessment and reporting of health and safety results;
- Maintain public confidence in the integrity of our operations. We will openly report our performance and consult with people outside O'Malley Haulage Ltd to improve our understanding of external and internal health and safety issues associated with our operations;
- Expect that all parties working on O'Malley Haulage behalf recognise that they can impact our operations and reputation, and must operate to our standards. We will assure ourselves that our contractors' and others' management systems are compatible with our commitment to health and safety performance.

Mr. Michael Kilroy Director
O'Malley Haulage Ltd 12th

December 2024

SECTION 2 ORGANISATION

2.1. Responsibility for Safety

Whilst the overall policy responsibility for health and safety rests at the highest level, individuals at every level shall need to accept degrees of responsibility in order to effectively implement this policy. This section details the responsibility at each level within O'Malley Haulage Ltd in support of implementation of the policy.

2.2. Managing Director

Mr. Michael Kilroy has overall and final responsibility for health and safety within the Company. He shall be responsible for the overall effectiveness of this Health and Safety Policy and is responsible for safety throughout the Company. Each Manager, Supervisor and Employee is responsible to him for safety and for complying with legal requirements on their own jobs. In particular he:

2.2.1 Shall ensure that the Company complies with the requirements of:

- a) the Health and Safety at Work etc. Act 1974 and the relevant statutory provisions;
- b) all relevant fire safety legislation;
- c) this health and safety policy.

2.2.2 Shall appoint sufficient competent persons to implement this health and safety policy.

2.2.3 Has appointed South Downs Safety Ltd as the Company's health and safety advisers.

2.2.4 Shall manage and monitor compliance with this policy.

2.2.5 Shall ensure that all employees are provided with such information, instruction and training as is required to comply with the requirements of the Health and Safety at Work etc. Act 1974 and the relevant statutory provisions.

2.2.6 Shall ensure that all employees are consulted on a matters required by statute.

2.2.7 Shall ensure that the necessary resources are made available to implement this policy and comply with the above stated requirements.

2.2.8 Shall ensure that:

- a) the effectiveness of this policy is reviewed annually and in the light of any failure of the system and/or changes in statutory legislation; and
- b) any changes that are deemed necessary are recorded and carried out.

2.2.9 Shall ensure that adequate resources are made available to implement this policy and to take any necessary remedial action or make any required amendments to the procedures that comprise this policy.

2.2.10 Shall ensure that all risk assessments required by statute are carried out and control measures implemented.

2.2.11 Shall ensure that adequate supervision is available at all times, particularly where young and inexperienced workers are concerned.

2.2.12 Shall ensure that all accidents reported to the office or involving office staff are recorded in the accident book, are investigated and shall where necessary implement corrective action.

2.2.13 Shall deal with all insurance and legal matters arising from industrial injury.

2.2.14 Shall maintain records of:

- a) all accidents reported to the Company in accordance with the procedures set out in this policy;
- b) health and safety training received by employees;
- c) all tests and inspections carried out on work equipment including portable electrical equipment, access equipment and lifting equipment.

2.2.15 Shall ensure that all risk assessments required by statute are carried out and control measures implemented.

2.2.16 Shall ensure that there are adequate first aid facilities made available in the office and all employees know the whereabouts of such facilities.

2.2.17 Shall ensure the office is maintained in a safe and tidy condition.

2.2.18 Shall carry out regular safety inspections of the office and shall implement any necessary remedial action.

2.2.19 Shall ensure that a fire risk assessment is carried out of that all areas under the Company's control every 12 to 14 months and following any building works or office moves.

2.2.20 Shall ensure that a fire and emergency plan is produced for the office, which takes into consideration the needs of persons who work at the location and have restricted mobility, hearing, vision or other special needs.

2.2.21 Shall ensure that all employees receive adequate fire safety training to allow them to act up the requirements of the Company's fire safety plan for the building where they work.

2.2.22 Shall ensure that duty holders appointed to implement the Company's fire safety plan all employees receive adequate fire safety training to allow them to comply with their duties.

2.2.23 Shall ensure that a first aid plan is produced for the office that identifies:

a) what equipment, facilities and personnel are required to enable first-aid to be rendered to all employees who become injured or become ill at work;

b) the means by which help can be summoned when a person becomes injured or ill at work;

c) how employees shall be informed about the arrangements that have been made in connection with the provision of first-aid, including the location of equipment, facilities and personnel.

2.2.24 The Health and Safety Officer shall ensure that records are maintained of the dates of Company first aiders and appointed person's training and their qualifications.

2.3. Contracts Managers

2.3.1 Shall manage and monitor compliance with this policy as it relates to construction work under their control undertaken by the company.

2.3.2 Shall when required by statute:

a) produce suitable method statements and risk assessments in consultation with operatives carrying out the work for construction projects undertaken by the company.

b) ensure that any method statements and risk assessments produced for any construction project undertaken by the company are implemented, implementation is monitored and where necessary the documentation is updated.

2.3.3 Shall ensure that all employees working under their control are made aware of the arrangements set out in this policy and comply with them at all times whilst at work.

2.3.4 Shall ensure that all contractors working under their control are made aware of, and comply with, any relevant arrangements and risk control measures set out in:

a) this health and safety policy;

b) any method statements in place for construction work they are involved in;

c) any risk assessments undertaken by the company for construction work they are involved in.

2.3.5 Shall implement and communicate to employee(s), contractor(s), or anybody else who may be affected by O'Malley Haulage Ltd undertaking, the control measures and safe systems of work identified in this policy and any risk assessment(s) for hazardous work or the use of a hazardous substance.

2.3.6 Shall ensure that any necessary remedial action identified by the company's Health and Safety Advisor during a formal safety inspection is implemented.

2.3.7 Shall undertake regular informal safety inspections of all construction projects undertaken by the company and shall ensure that any necessary remedial action is implemented.

2.3.8 Shall ensure on all construction projects under their control that:

a) all risk assessments required by statute are carried out and control measures implemented;

b) adequate supervision is available at all times, particularly where young and inexperienced workers are concerned;

c) adequate welfare facilities are provided and maintained in a satisfactory condition;

d) such equipment, facilities and personnel as is required to enable first-aid to be rendered to all employees and contractor who become injured or become ill at work are provided and maintained;

e) there is a suitable means by which help can be summoned when a person becomes injured or ill at work; and

f) work areas are maintained in a safe and tidy condition.

2.3.9 Shall ensure that personal protective equipment is available and used by both Company employees and contractors working for the company wherever it is required by law, this policy or its use indicated in statutory assessments.

2.4. Site Supervisors

2.4.1 Shall assist the Contracts Manager in the production of method statements and risk assessments for any project they are managing.

2.4.2 Shall ensure that the method statements and risk assessments for any project they are managing is implemented and where changes are required to the documentation shall notify the Contracts Manager.

2.4.3 Shall ensure on their site(s) that:

a) all risk assessments required by statute are carried out and control measures implemented;

b) adequate supervision is provided at all times, particularly where young and inexperienced workers are concerned;

c) adequate welfare facilities are provided, maintained in a satisfactory condition and employees and contractors are informed or it's whereabouts;

d) such equipment, facilities and personnel as is required to enable first-aid to be rendered to all employees and contractor who become injured or become ill at work are provided and maintained and employees and contractors are informed or it's whereabouts;

e) there is a suitable means by which help can be summoned when a person becomes injured or ill at work and employees and contractors are informed; and

f) work areas are maintained in a safe and tidy condition.

g) only competent people are allowed to hazardous work equipment.

2.4.4 Shall provided to all personnel who work on or visit their site such information instruction and training as is necessary to make them aware of any significant hazards, risk control measures , safe systems of work and site health and safety rules.

2.4.5 Shall implement and communicate to employee(s), contractor(s), or anybody else who may be affected by the company's undertaking, the control measures and safe systems of work identified in this policy, method statements and any risk assessment(s) for hazardous work or the use of a hazardous substance.

2.4.6 Shall ensure that all accidents that occur on their site(s) are recorded in the accident book and reported immediately to the Contracts Manager.

2.4.7 Shall ensure that suitable Head Protection to BS5240 is worn at all times during the construction work unless there is no risk of injury to the head from falling objects or hitting the head against something. In addition to the above guidelines O'Malley Haulage Ltd shall insist that safety helmets be worn at the following times, regardless of whether or not there is a risk to individual personnel on site:

a) helmets shall be worn by all personnel, at all times on new buildings until the scaffolding is removed;

b) all personnel shall wear helmets, at all times when mobile plant or excavators are being used on site;

c) all personnel shall wear helmets, at all times when there is demolition work in progress on the site;

d) helmets used when climbing and absailing will be fitted with suitable chin straps;

2.4.8 Shall carry out regular visual inspections of sites under their control and where remedial action cannot be implemented immediately, shall notify the Contracts Manager.

2.4.9 Shall ensure that any necessary remedial action identified by the company's Health and Safety Advisor during a formal safety inspection is implemented.

2.5. The Company Employees

2.5.1 Shall comply with the requirements of this policy.

2.5.2 Shall take reasonable care of their own health and safety whilst at work.

2.5.3 Shall work in such a manner so as not to put at risk any person who is likely to be affected by their works.

2.5.4 Shall not interfere or misuse anything provided in the interest of health, safety and welfare.

2.5.5 Shall not attempt to operate hazardous work equipment unless trained and authorised to do so.

2.5.6 Shall observe all safety rules, and act on all reasonable instructions given by members of management on matters of health and safety. Refusal to comply with a reasonable instruction is a serious disciplinary offence.

2.5.7 Shall read all site safety documentation and sign to confirm acceptance and understanding.

2.5.8 Shall as soon as it is safe to do so report all accidents and damage to members of management whether persons are injured or not.

2.5.9 Shall immediately report any defects in protective equipment issued to members of management.

2.5.10 May make suggestions to improve health and safety in the Company to members of management.

2.6. The Health & Safety Advisor

2.6.1 Shall complete regular formal safety audits, the results of which will be discussed with the Managing Director immediately after the inspection.

2.6.2 Shall advise the Managing Director on suitable remedial actions following the identification of any non-conformances on site.

2.6.3 Shall develop the Company Health & Safety Policy and Procedures and review them at regular intervals.

2.6.4 Shall highlight any shortfalls in training requirements.

2.6.5 Shall advise the Managing Director on the legal requirements for training courses including their suitability and relevance to the Company's undertakings.

2.6.6 Shall provide advice and guidance, both verbally and in written form as required.

2.7. Contractors

All Contractors working for the Company:-

2.7.1 Shall comply with the requirements of this policy.

2.7.2 Shall before commencing work for the Company:

a) provide the Company with a copy of their safety policy if they employ 5 People or more.

b) provide the Company with a copy of their liability and indemnity insurance policies.

c) provide the Company with a written risk assessment for the works.

d) establish and agree with the Company safe systems of work for the tasks they will undertake.

2.7.3 Shall comply with all control measures set out in any risk or other assessments for their works.

2.7.4 Shall comply with all control measures set out in any risk or other assessments, for works carried out by others, but which may affect them.

2.7.5 Shall ensure that personal protective equipment is available at all times and used by themselves and their employees where ever it is required by law or its use indicated in any statutory assessments for their work or work that may affect them.

2.7.6 Shall ensure that their employees are adequately trained and fully aware of any hazards on the site.

2.7.7 Shall ensure that adequate supervision is available at all times, particularly where young and inexperienced workers are concerned.

2.7.8 Shall carry out their works in such a way that does not create for themselves or any other person, risk to health and safety so far as is reasonably practical.

SECTION 3 THE MANAGEMENT OF HEALTH AND SAFETY AT WORK

3.1. Risk Assessments

3.1.1 The company shall ensure that suitable and sufficient assessment shall be made of:

a) the risks to the health and safety of employees whilst they are at work,

b) the risks to health and safety of persons not in his employment but arising out of or in connection with work being carried out.

3.1.2 These assessments shall be reviewed if they are no longer valid or there have been significant changes to the safe system of work outlined in the assessment.

3.1.3 The purpose of a risk assessment is to identify and document safe systems of work that shall, in order of importance:

a) avoid risks altogether;

b) deal with problems at source;

c) reduce risk by adapting work to suit the individual;

d) make use of available technology to provide a safe system of work;

e) provide a protected workplace;

f) as a last resort and only if other methods are not reasonably practical use PPE;

3.1.4 The Risk Assessment shall:

a) identify all hazards or risks;

b) identify and prioritise measures to be taken to comply with HASAWA '74;

c) propose methods of avoiding or minimising the risk;

d) set out a formal and clear management system that sets out responsibility for the management functions of planning, organisation, control and monitoring;

e) set out the safe system of work;

f) outline procedures for dealing with reasonably foreseeable emergencies which may arise;

g) detail any training required;

h) provide information for personnel carrying out the task on risks, preventive measures and emergency procedures. Employees should be given tasks in accordance with their capabilities;

i) detail procedures and precautions to be taken to protect other workers who may be affected by the work. Identify any need for health surveillance, and set out the procedures for carrying it out if required;

j) be communicated to the personnel involved and be reviewed and revised as necessary.

3.1.5 At the commencement of any contract, the manager responsible shall complete the company's general risk assessment form to identify the risks to which anybody who is involved in, or may be affected by the company's work may be exposed.

3.1.6 Detailed risk assessment shall then be carried out of all significant hazards identified on the general risk assessment form or subsequently identified during the course of any work.

3.1.7 Managers and Supervisors shall ensure that control measures or safe systems of work identified in risk assessments are implemented, communicated to all personnel involved, and monitored.

3.2. Fire and Emergency

3.2.1 The Managing Director as the responsible person shall in accordance with the Regulatory Reform (Fire Safety) Order 2005:

a) take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of all employees; and

b) in relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.

c) must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order.

3.2.2 Fire risk assessments shall be reviewed by the responsible person and where necessary revised if:

a) there is reason to suspect that it is no longer valid; or;

b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions;

c) and where changes to an assessment are required as a result of any such review, the responsible person must make them

3.2.3 Fire risk assessments shall:

a) be carried out by a competent person;

b) include an assessment of the risks to persons with restricted mobility, hearing, vision or other special needs; and

c) be recorded.

3.2.4 The Managing Director shall ensure that a fire and emergency plan is produced for the office which takes into consideration the needs of persons who work at the location and have restricted mobility, hearing, vision or other special needs.

3.2.5 The fire and emergency plan shall be communicated to all staff and displayed in a prominent position.

3.2.6 The Managing Director shall ensure that the following information is displayed in an approved format, in a prominent position in the office occupied by the company:

a) the fire action notice;

b) the location of the evacuation assembly point;

c) names of those responsible for controlling any evacuation or emergency response.

3.2.7 The responsible person shall provide all employees with comprehensible and relevant information on:

a) the risks to them identified by the risk assessment;

b) the preventive and protective measures taken to control the risks;

c) the procedures for serious and imminent danger and where appropriate for danger areas;

d) the identities of those persons nominated to implement those procedures to enable safe evacuation of relevant persons from the premises; and

e) any fire safety risks notified by any other employer sharing the workplace.

3.2.8 The responsible person shall ensure that all employees are provided with adequate safety training:

a) at the time when they are first employed; and

b) on their being exposed to new or increased risks because of their being transferred to another company workplace or given a change of responsibilities;

3.2.9 Fire safety training shall:

a) include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard himself and other relevant persons on the premises;

b) be repeated periodically where appropriate;

c) be adapted to take account of any new or changed risks to the safety of the employees concerned;

d) be provided in a manner appropriate to the risk identified by the risk assessment; and

e) take place during working hours.

3.3. First Aid

3.3.1 The company shall:

a) ensure that equipment and facilities as are adequate and appropriate for enabling first-aid to be rendered to his employees if they are injured or become ill at work or provided; and

b) provide, or ensure that there is provided, such number of suitable persons as is adequate and appropriate for rendering first-aid to his employees if they are injured or become ill at work; and

c) appoint a competent person to make an assessment of first-aid needs appropriate to the circumstances of each workplace; and

d) inform all employees of the arrangements that have been made in connection with the provision of first-aid, including the location of equipment, facilities and personnel.

3.3.2 Persons appointed to provide first aid must have received HSE approved training and have received appropriate qualifications.

3.4. Accident Reporting

3.4.1 All accidents involving employees shall be reported as soon as it is safe to do so to the Contracts Administrator.

3.4.2 The Company Secretary shall ensure that the following details are recorded in an accident book (BI 510) as soon as practicable.

a) the full name and address of the injured person;

b) the occupation of the injured person;

c) the date of entry;

d) date and time of accident;

e) accident details - the location and circumstances, work, process;

f) injury details and treatment given;

g) signature of the person making entry.

3.4.3 Having recorded the accident details Company Secretary shall detach the completed accident records from the accident book, give or post a copy to the injured person and file the second copy in the in individuals personnel file or if it involved a contractor the health and safety cabinet within reception once the accident has been reviewed with the Manager and any necessary remedial action has been taken.

3.4.4 The company shall maintain a record of all accidents that have been reported to assist in future risk management.

3.4.5 All accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) involving company employees or personnel under the company's control shall be reported to a Director as soon as it is safe to do so.

3.4.6 Any accidents which are considered a major injury, in accordance with Schedule 1 of RIDDOR or that result in a worker being incapacitated for seven consecutive days (not counting the day of the accident but including weekends or rest days) or more will be reported to the HSE within fifteen days of the incident (incapacitation means that the worker is absent or unable to do tasks that they would reasonably be expected to so as part of their normal work).

3.4.7 Accidents reportable under RIDDOR shall be reported by the Managing Director or if not available, then by a Contracts Manager:

a) online at http://www.hse.gov.uk/riddor/online.htm; or

b) by telephone to the Incident Contact Centre [0845 300 99 23] (Monday to Friday 8:30am to 5:00pm);

c) the enforcing authority by the quickest practicable means within 10 days of the accident or incident happening.

3.4.8 Subject to regulation 10, where an employee, as a result of an accident at work, has suffered an reportable injury which is a cause of his death within one year of the date of that accident, the employer shall inform the relevant enforcing authority in writing of the death as soon as it comes to his knowledge, whether or not the accident has been reported by telephone.

3.4.9 Where a person at work suffers from any of the occupational diseases specified in column 1 of Part I of RIDDOR Schedule 3 and his work involves one of the activities specified in the corresponding entry in column 2 of that Part Office Administrator shall report the disease online at http://www.hse.gov.uk/riddor/online.htm.

3.4.10 The company shall keep a record of:

a) any event which is required to be reported under RIDDOR regulation 3, which shall contain the particulars specified in Part I of Schedule 4;

b) any case of disease required to be reported under regulation 5(1), which shall contain the particulars specified in Part II of Schedule 4; and

3.4.11 Any record of deaths, injuries at work or disease which is keep for any other purpose shall, if it covers the injuries recordable under RIDDOR and includes the particulars specified in Schedule 4 be suitable.

3.4.12 The record shall be kept in the in individuals personnel file or if it involved a contractor the health and safety cabinet within reception.

3.5. Accident Investigation

3.5.1 Accident investigation shall follow the principals set out in 'HSG245 - Investigating accidents and incidents - a workbook for employers, unions, safety representatives and safety professionals'

3.5.2 The Managing Director shall instructed the Health & Safety Advisor to investigate all accidents, whether injury producing or otherwise where the potential consequences could have been significant, there is a likelihood of the adverse event recurring or the accident would appear to be part of a trend.

3.5.3 Where the accident investigation identifies the need for remedial action this will be adequately funded and implemented quickly.

3.6. Hazardous Substance Assessment

3.6.1 The Company shall ensure that:

a) assessment shall be made of all hazardous substances to be used by the company;

b) sufficient competent persons are appointed to carry out any necessary assessments;

c) any employee who is required to undertake a risk assessment or implement any control measures identified by a risk assessment are provided with sufficient information, instruction, and training to enable them to undertake their duties.

3.6.2 "Substance hazardous to health" means a substance (including a preparation):

a) which is listed as dangerous for supply within the meaning of the CLP Regulations and for which an indication of danger is specified.

b) for which the Health and Safety Commission has approved a workplace exposure limit;

c) which is a biological agent;

d) which is dust of any kind, except dust which is a substance within paragraph (i) or (ii) above, when present at a concentration in air equal to or greater than 10 mg/m3, as a time-weighted average over an 8-hour period, of inhalable dust, or 4 mg/m3, as a time-weighted average over an 8-hour period, of respirable dust;

e) which, not being a substance falling within sub-paragraphs (i) to (iv), because of its chemical or toxicological properties and the way it is used or is present at the workplace creates a risk to health.

3.6.3 Assessments of hazardous substances must:

a) Assess the hazards and risks to health

b) Set out the control program

- Avoid use of substance
- Substitute safer materials for hazardous ones
- Provide Engineering controls (Exhaust ventilation, dust extraction)
- Select work practices to reduce risk (Use brush rather than spray)
- The use of Personal Protection Equipment where long term solutions are impractical

3.6.4 If there is a recognisable health risk, the company shall inform, instruct and train persons likely to be affected, about risks and control measures and the reasons for them.

3.6.5 Safe systems of work identified in the risk assessments will be implemented, communicated to the personnel involved and monitored.

3.6.6 Assessments shall be reviewed regularly so as to keep them up to date particularly if:

a) there is reason to suspect that the risk assessment is no longer valid; or

b) there has been a significant change in the matters to which the risk assessment relates including when the workplace, work processes, or

c) organisation of the work undergoes significant changes, extensions or conversions;

d) and where, as a result of the review, changes to the risk assessment are required, those changes shall be made.

3.7. Manual Handling Assessment

3.6.7 The company shall, so far as is reasonably practical, ensure that any manual handling operation which involves a risk of injury to employees is avoided by:

a) removing the need for the operation to be carried out;

b) automating or mechanising the operation.

3.6.8 Where it is not reasonably practical to avoid such an operation the company shall ensure that:

a) a suitable and sufficient assessment is made of the operation;

b) appropriate steps are taken to reduce the risk of injury to the lowest level reasonably practicable;

c) appropriate steps are taken to provide any employees who undertake any such operations with, so far as is reasonably practicable, information on the load to be handled.

d) risk assessments are reviewed if they are no longer valid or there have been significant changes to the safe system of work outlined in the assessment;

e) sufficient competent persons are appointed to carry out any necessary assessments;

f) any company employee who is required to undertake a risk assessment or implement any control measures identified by a risk assessment is provided with sufficient information, instruction, and training to enable them to undertake their duties.

3.6.9 All assessments shall have regard to the factors specified in column 1 of Schedule 2 to the Manual Handling Operations Regulations 1992. and consider the questions specified in the corresponding entry in column 2 of the schedule.

3.6.10 The company shall ensure that all employees who are required to undertake a manual-handling operation are physically capable and competent to carry out the work and where relevant have received appropriate manual-handling training.

3.6.11 Assessed operations shall not be undertaken until the safe system of work and all relevant information on the load has been communicated to all those who will be involved in the operation.

3.6.12 If any employee carrying out a manual-handling operation for, or on behalf of O'Malley Haulage Ltd, is injured or becomes ill as a direct result of the operation they shall:

a) advise their General Practitioner;

b) report the matter to the Managing Director;

c) ensure that it is reported in accordance with O'Malley Haulage Ltd's accident reporting procedures.

3.6.13 Manual handling training where provided shall be undertaken by a person competent to give such training, and shall include:

a) how to recognise a hazardous load;

b) how to deal with an unfamiliar load;

c) the proper use of handling aids and personal protective equipment;

d) features of the working environment that contributes to safety;

e) the importance of good housekeeping;

f) factors affecting individual capacity;

g) good handling techniques.

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3.7. Display Screen Equipment

3.7.1 The Company Secretary shall so far as is reasonably practicable:

a) ensure that suitable and sufficient analysis is carried out of all work stations which are used by display screen equipment users (user means an employee who habitually uses display screen equipment as a significant part of his normal work) or operators, for the purpose of assessing the health and safety risks to which those persons are exposed in consequence of that use;

b) take all necessary steps to reduce the risk identified to the lowest level reasonably practicable;

c) ensure that all work stations on the firm's premises used by display screen equipment users or operators, comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.

3.7.2 The Company Secretary shall provide, if requested, all employees who habitually use display screen equipment as a significant part of their normal work with an appropriate eyesight test, prior to their employment and at regular intervals after they have become a user.

3.7.3 Where display screen users experience visual difficulties which may reasonably be considered to be caused by work on display screen equipment the company shall:

a) meet the cost of a basic pair of spectacles where these are required specifically for working with display screen equipment. (Any additional cost to be contributed by the work station user);

b) take steps to incorporate changes of task for display screen users, to prevent intensive periods of on-screen activity;

3.7.4 The Company Secretary shall provide sufficient information, instruction, and training necessary to ensure the health and safety of all employees who are users display screen equipment.

3.7.5 The Company Secretary shall ensure that all DSE users are provided with:

a) a chair that is stable, adjustable in height and back and has wheels;

b) a foot rest if required;

c) a screen that is free from flicker and glare.

3.7.6 Users when using DSE shall:

a) Keep sufficient space in front of the keyboard to provide support for hands and arms

b) Take regular breaks from the screen

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3.8. Training

3.8.1 Contracts Managers and Site Supervisors shall be trained to a standard whether they are fully conversant with this health and safety policy, able to recognise safety hazards, assess the risk and implements appropriate controls.

3.8.2 Health and safety training for Managers and Supervisors shall include:

a) the health and safety policy, organisation and arrangement;

b) legal framework and duties within the Company, its management and the workforce;

c) specific rules applicable to their work;

d) safety inspection techniques and requirements;

e) causation and consequences of accidents;

f) basic accident prevention techniques;

g) disciplinary procedures and their application;

h) risk assessment;

i) statutory forms;

j) health risks, signs and symptoms;

k) motivational techniques to achieve health and safety goals.

3.8.3 Contract Managers and Site Supervisors shall receive refresher training in health and safety at suitable intervals.

3.8.4 Contract Managers and Site Supervisors shall receive regular update training in health and safety with a view to all Contract Managers and Site Supervisors having CITB SMSTS or SSSTS Training Certificates.

3.8.5 The company shall endeavour to ensure that Contract Managers and Site Supervisors receive where appropriate sufficient training to enable them:

a) to identify general hazards on site;

b) to be appointed as a First Aider;

c) to undertake risk assessments;

d) to carry out site health and safety induction

3.8.6 Training shall be updated on a regular basis with a minimum annual refresher on or before the initial training date of expiration and particularly in the light of new legislation.

3.8.7 A written record shall be maintained of all health and safety training provided to company employees

3.9. Personal Protective Equipment (PPE)

3.9.1 Directors and managers shall ensure that all employees involved in undertaking construction work or visiting construction sites are issued with as a minimum:

a) safety shoes or boots with toe protection; and

b) suitable head protection to BS5240; and

c) a high visibility vest or jacket.

3.9.2 Directors and managers shall ensure that employees involved in undertaking construction work or visiting construction sites are issued where appropriate with:

a) hand protection;

b) eye protection;

c) respiratory protection; and hearing protection

d) appropriate to the tasks they will be required to undertake; and

3.9.3 Employees shall inspect their personal protective equipment before each use. Equipment found to be defective shall not be used and arrangements made to replace the equipment.

3.9.4 Personal protective equipment shall, so far as is reasonably practicable, be subject to a periodic inspection (normally every three months) by an officer of the company. The purpose of the inspection is to verify that all employees are in possession of the PPE that they require and that it is in serviceable condition. The name of the employee, details of equipment required and inspected, date of inspection and name of the inspector shall be communicated to the Company Operations Manager who shall keep a record of the details on the employees personnel file. Where equipment is missing or defective arrangement shall be made to replace the equipment.

3.9.5 Employees shall, where any PPE issued to them is lost or damaged so that it no longer provides the necessary protection or creates another hazard either make arrangements for a replacement to be sourced or notify an officer of the company so that they may make arrangements for the replacement.

3.9.6 Employees shall not be permitted to carry out hazardous work without all necessary PPE

3.9.7 The use of PPE shall be enforced by officers of the company where its use is required by law, this policy or its use is necessary to control a risk.

3.9.8 Suitable Head Protection to BS5240 shall be worn at all times during the construction work **unless there is no risk of injury to the head** from falling objects or hitting the head against something. In addition to the above guidelines The company shall insist that safety helmets be worn at the following times, regardless of whether there is a risk to individual personnel on site. Helmet shall be worn by all personnel at all times:

a) on new buildings until the scaffolding is removed;

b) when they are working in the vicinity of mobile plant or excavators that are operating;

c) when there is demolition work in progress on the site;

d) helmets used when climbing and absailing will be fitted with suitable chin straps;

3.9.9 All contractors working under the company's control shall provide and use personal protective equipment wherever it is required by law, The company, this policy or its use indicated in statutory assessments.

3.9.10 Respiratory Protective Equipment should be worn in accordance with of the Respiratory Protective Equipment At Work A Practical Guide. HSG53 (Fourth Edition Published 2013). This explains the Fit test process in Appendix 4.

3.10. Consultation with Employees

3.10.1 The Company shall ensure that employees are consulted in good time on matters relating to their health and safety at work and, in particular, with regard to:

a) the introduction of any measure at the workplace which may substantially affect the health and safety of those employees;

b) the arrangements for appointing or, as the case may be, nominating persons to:

- assist the company in undertaking the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions; and
- implement procedures to be followed in the event of serious and imminent danger to persons at work

c) any health and safety information the Company is required to provide to those employees by or under the relevant statutory provisions;

d) the planning and organisation of any health and safety training that the Company is required to provide to those employees by or under the relevant statutory provisions; and

e) the health and safety consequences for those employees of the introduction of new technologies into the workplace.

3.11. Maintenance

3.11.1 The company shall ensure that all company workplaces, plant and equipment are maintained so that they are, so far as is reasonably practicable, safe and without risks to health.

3.11.2 Defects in the building or equipment shall be reported as soon as practicable to the Company Secretary who shall arrange for the necessary repairs to be undertaken.

3.11.3 Only registered electricians are allowed to work on any electrical equipment or supplies.

3.11.4 Only Gas Safe registered fitters are allowed to work on any gas fittings.

3.12. New and Expectant Mothers

3.12.1 The Proprietor shall when notified that one of their female staff is pregnant:

a) ensure that a risk assessments is conducted for that staff member, to determine whether the work the employee is expected to do is of a kind which could involve risk, by reason of her condition, to the health and safety of the expectant or new mother or to that of her baby, from any substances, processes or working conditions;

b) take steps to avoid or minimise the risks;

c) monitoring the implementation of measures taken to protect the staff member concerned;

d) ensure records are kept of such risk assessments.

3.12.2 It is recognised that the circumstances of any pregnancy is personal to that staff member and that they may not immediately wish it to be known that they are pregnant. The company would therefore encourage its female staff to report their pregnancy at the earliest opportunity they feel able to do so a risk assessment can be carried out and so exposure to possible hazards controlled.

3.12.3 Where the risks to the new or expectant mother cannot be adequately controlled the company shall, if it is reasonable to do so, and would avoid such risks, alter her working conditions or hours of work.

3.12.4 If it is not reasonable to alter the working conditions or hours of work, or if it would not avoid such risk, the company shall, subject suspend the employee from work for so long as is necessary to avoid such risk.

3.13. Annual Inspection and Testing

3.13.1 The company shall ensure that:

a) all electrical equipment is tested periodically by a competent person and marked clearly to indicate it has passed the test. The frequency of testing shall be appropriate to the level of risk. Any defective equipment shall be rectified, or taken out of use and clearly labelled;

b) electricity installations in company owned or controlled buildings will be tested every five years. Any defects shall be rectified;

3.14. Health and Safety Information

3.14.1 A health and safety notice board shall be maintained:

a) at a place which is reasonably accessible to the employee while he is at work, and

b) in such a position in that place as to be easily seen and read by that employee.

3.14.2 The following information shall be displayed on the health and safety notice board:

a) the approved poster in a readable condition;

b) the names of all duty holders and in particular:

- the director responsible for health and safety;
- the company's competent source of health and safety advice;
- all first aiders;
- those responsible for controlling any evacuation or emergency response.

c) The fire and emergency plan for the building

3.14.3 Permanent signs are to be displayed in appropriate locations to warn both employees and others who may be affected by the company's undertakings of any dangers that may affect their safety.

3.14.4 Site boards will be displayed at all construction sites, detailing the personal protective equipment required and the emergency contact number for the site as a minimum.

3.15. Procurement of Contractors

3.15.1 The company shall ensure that principle designers, principle contractors and other team members that they appoint are competent (or work under the supervision of a competent person), are adequately resourced and appointed early enough for the work they have to do.

3.15.2 Designer and Contractors shall not be appointed by the company to work on company construction projects unless they have provided suitable evidence of competence against the standards set out in Construction Phase Plan (CDM 2015) guidance document relating to 6th April 2015 CDM regulations.

3.15.3 Where contractors employ less than five persons, they must complete a Company Sub-Contractor Assessment Form and sign to confirm that they will abide by the procedures set out in the O'Malley Haulage Ltd Health & Safety Policy.

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3.16. Management Review

3.16.1 The Company's Health and Safety Management system as recorded in this health and safety policy and the organisation and arrangement set out for implementing the policy shall be reviewed by the Director in consultation with their competent source of health and safety advise:

a) annually;

b) in the light of accidents, incidents, or failures of systems described in the policy.

c) following the introduction of new legislation, codes of practice, guidance and standards.

3.16.2 The views of employees and any comments made clients and contractors shall be taken into account when undertaking a review.

3.16.3 Where necessary the safety management system and any document that comprises the system shall be revised to address any issues identified within a review.

3.17. Audit

3.17.1 Compliance with the procedures set out in this policy shall be audited periodically by the company's competent source of health and safety advice who shall report in writing to the Managing Director .

3.17.2 The Managing Director shall ensure that any remedial action identified in the report is implemented within an appropriate timetable.

3.18. Information for Non-English Workers

3.18.1 Because of the influx of migrant workers and the recent free movement of workers from the EU, it is vital that provisions are made to ensure information is available to workers for whom English is not

Driving 2hrs	Break 15 minutes	Driving 2.5hrs	Break 30 minutes
Driving 2hrs	Break 34 minutes	Driving 2.5hrs	Break 30 minutes

their first language particularly when working in hazardous environments such as construction sites.

3.18.2 O'Malley Haulage Ltd understands its duties outlined in Regulation 13.4 of the CDM Regs as the following; "Every contractor shall provide every worker carrying out the construction work under his control with any information and training which he needs for the particular work to be carried out safely and without risk to health".

3.18.3 All site inductions must be communicated to those who do not speak any/ very good English either verbally via a nominated translator or preferably written in the operatives native language who must sign stating they've understood it fully.

3.18.4 At no time will non-English speaking groups of operatives be allowed to work un-supervised. There must be a minimum of one person who speaks good English out of every group of four operatives for whom English is not their first language.

3.19. Driving at Work

3.19.1 All employees driving on behalf of O'Malley Haulage shall observe current road traffic laws at all times.

3.19.2 All employees operating Heavy Goods Vehicles shall undergo any relevant training and hold the relevant license.

3.19.3 The maximum daily driving time is 9 hours. For example 4.5hrs driving with a 45 minute break, followed by a further 4.5hrs driving.

3.19.4 After a driving period of no more than 4.5 hours, a driver must immediately take a break of at least 45 minutes unless he takes a rest period. A break taken in this way must not be interrupted. For example:

Driving 4.5hrs	Break 45 minutes		
Driving 2.5hrs	Other work 1hr	Driving 2hrs	Break 45 minutes

3.19.5 Alternatively, a full 45-minute break can be replaced by one break of at least 15 minutes followed by another break of at least 30 minutes. These breaks must be distributed over the 4.5-hour period. Breaks of less than 15 minutes will not contribute towards a qualifying break, but neither will they be counted as duty or driving time. The EU rules will only allow a split-break pattern that shows the

second period of break being at least 30 minutes, such as in the following examples

3.19.6 The following split-break pattern is illegal because the second break is less than 30 minutes: Driving 2hrs

Break 30 minutes Driving 2.5hrs Break 15 minutes Driving

3.19.7 A driver 'wipes the slate clean' if he takes a 45-minute break (or qualifying breaks totalling 45 minutes before or at the end of a 4.5-hour driving period. This means that the next 4.5-hour driving period begins with the completion of that qualifying break, and in assessing break requirements for the new 4.5-hour period, no reference is to be made to driving time accumulated before this point.

3.19.8 Vehicles should not be used for any other purpose than that in connection with the business of this Company.

3.19.9 Vehicles may be taken home or parked near the driver's home overnight with the express permission of the Company.

3.19.10 Drivers must not allow any person. Other than the Authorised Company Drivers, to drive their vehicle, for any reason, at any time.

3.19.11 Vehicles owned by any other person, or business, should not be driven under any circumstances. If another vehicle is, for example, blocking an entry or exit, please find it's owner or driver and ask them to move it out of the way.

3.19.12 All defects should be reported immediately to the Managing Director. In the event of a defect on your vehicle becoming apparent in the course of your journey, the defect must be reported immediately on your return to the Head Office, unless it affects the roadworthiness/safety of your vehicle. In these circumstances you must bring the vehicle to a halt and park it as safely as possible and contact the Head Office immediately. Under no circumstances will the Company permit or condone the use of the vehicle (or trailer) where there is any defect, which might render it unroadworthy.

3.19.13 Drivers are reminded that they have legal obligations under the Road Traffic Act. All aspects of the Road Traffic Act must be complied with. All incidents, including those arising from personal business, which may result in a prosecution under the Road Traffic Act, must be reported to the Managing Director.

3.19.14 Drivers are reminded that they are liable to prosecution, which can lead to either the revocation or suspension of their licence, in the event of tachograph records showing excessive speeding. These records can now be used as evidence in a court of law. Driving in excess of spend limits is not allowed.

SECTION 4 CONSTRUCTION ACTIVITIES

4.1. Construction (Design and Management) Regulations 2015

4.1.1 The provisions of the Construction (Design and Management) Regulations 2015 place increased resposibilities On the three main parties in a building project -the client, the designer, and the builder. Importantly for the first time, the domestic market is included.

4.1.2 The Client

On all non-domestic projects (i.e. business or commercial) the client now has far more legal duties. On a domestic project such as a private house extension, the Client has no duties under the Health and Safety at Work law, so it falls to the Designer (principle designer) and the builder (Principle Contractor) to ensure the project is carried out safely and in accordance with the requirements of CDM 2015.

On a non-domestic project, the client must:

4.1.2.1.1 make sure that the project is adequately and sufficiently resourced to ensure health and safety is properly managed throughout;

4.1.2.1.2 appoint, in writing, a Principal Contractor to build and/ or manage the works on site, and a principle designer to oversee the design and planning of the project, and to create the Health and Safety File and;

4.1.2.1.3 review and approve the Construction Phase Health and Safety Plan using information supplied by the Principal Designer

4.1.3 The Principal Designer

The Principal Designer is a new role created by the updated Regulations and replaces the CDM Coordinator. The criteria for being a Principal Designer (PD) are that the person must have control over the design and they must have some control over the build programme in order that any potentially hazardous activities can be properly scheduled.

4.1.4 The Principal Contractor

Every job including domestic works will now require a Principal Contractor who will take overall control for the day to day running of the project. This is the same whether you are a building company with in-house tradesmen or a one man band who brings in trades as needed. Someone will have to be appointed by the Client as Principal Contractor.

The Principal Contractor now has a range of duties to fulfil on all projects:

4.1.1.2.1 The Principal Contractor must ensure that there are suitable welfare facilities on site, including toilets and somewhere for the workers to have their breaks. Welfare facilities must be provided from the very first day, and must remain on site until all works have finished;

4.1.1.2.2 The Principal Contractor must make sure the site/works area is secured when unattended, and that no one is placed at risk during the works. The may include erecting barriers to make sure that no one can get close to any open pits or trenches, blocking off scaffolds to prevent unauthorised people climbing them, or making sure that excessive dust or noise is contained;

4.1.1.2.3 The Principal Contractor must make sure that everyone who comes onto the site has a suitable site induction, and this needs to be recorded;

4.1.1.2.4 The Principal Contractor needs to be certain that the contractors they engage are competent, not only to do their job, but from a health and safety perspective as well. Price is always an important factor, but as Principal Contractor you will need to be happy that your chosen subbie is able to carry out his

works safely without making shortcuts. Accepting the cheapest price and ignoring health and safety requirements may well cost you dearly. Remember as Principal Contractor you are responsible for what happens on site; and

4.1.1.2.5 The Principal Contractor will need to make sure that they have someone responsible on site at all times. This does not need to be one of their own people; it can be a trusted sub-contractor foreman. Remember, no matter whom the Principal Contractor leaves in charge – it is the Principal Contractor who is responsible if they allow shortcuts to be taken or the agreed procedures to be by-passed.

4.1.2 Construction Phase Health and Safety Plans (CPHSP)

4.1.2.2 Construction Phase Health and Safety Plans (CPHSP) have previously only been needed on larger projects, but now every job needs to have one. The reason for having one is to ensure that the Principal Contractor has considered the multitude of potential hazards on the site and has built in the appropriate measures to ensure safety.

4.1.2.3 The **Construction Phase Health & Safety Plan** is the Principal Contractor's working document which sets out in detail how they will manage Health and Safety on the project and will include answers to any safety issues raised in the Pre-Construction Information Plan by the Client and Principal Designer.

4.1.2.4 The builder (Principal Contractor), has the duty to prepare the CPHSP however if they are not experienced in creating such documents they can arrange for a competent person, such as a former CDM Co-ordinator, to create it for them.

4.1.2.5 The CPHSP will include details of the principle parties in the project – the Client, the CDM Advisor if there is one, the Principal Designer and the Principle Contractor and may also include the Project Manager and any significant sub-contractors.

4.1.2.6 Some of the issues that may be relevant for inclusion in a CPHSP are: Scope of Works; Project Dates; Safety goals; Permits to Work; Exchange of Information Between Parties; Fire and Emergency Procedures; Welfare and First Aid; Traffic Management and Dust.

4.2. Project Planning

4.2.1 For all projects the company shall:

a) satisfy themselves that they and anyone they employ or engage are competent and adequately resourced;

b) plan, manage and monitor their own work to make sure that workers under their control are safe from the start of their work on site;

c) ensure that any contractor who they appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site;

d) provide workers under their control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors' work, and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency;

e) ensure that any design work they do complies with regulation 11;

f) comply with any requirements listed in Schedule 2 (welfare) and Schedule 3 (covers physical safeguards which need to be provided to prevent danger) of these Regulations that apply to their work;

g) co-operate with others and co-ordinate their work with others working on the project;

h) ensure the workforce is properly consulted on matters affecting their health and safety; and

i) obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work – for example alterations that could result in structural collapse or work on contaminated land.

4.2.2 On notifiable projects the company shall in addition satisfy themselves:

a) that a CDM Principle Designer has been appointed and the HSE notified before they start work;

b) that a Principal Contractor has been appointed.

4.3. Acting as a contractor

4.3.1 The Company shall when acting as a Principle Contractor on a construction project:

a) Plan, manage and monitor the work;

b) Check competence of all their appointees and workers;

c) Train the companies own employees to the relevant standards;

d) Provide information to all workers;

e) Comply with the specific requirements of the Construction (Design and Management) Regulations 2015;

f) Ensure there are adequate welfare facilities for their workers

4.3.2 The pre-construction information provided should be sufficient to ensure that significant risks during the work can be anticipated and planned for. It should concentrate on those issues that designers and contractors could not reasonably be expected to anticipate or identify, and not on obvious hazards such as the likelihood that the project would involve work at height. Appendix 3 of the Regulations CDM2015 The construction phase plan lists topics that should be considered when drawing up the plan.

4.4. Welfare on Construction Sites

4.4.1 The Company shall when undertaking construction work shall ensure that the Principal Contractor has provided or made available site welfare facilities such that everyone who works on any site shall has access to:

a) adequate toilet and washing facilities;

b) a place for preparing and consuming refreshments; and

c) somewhere for storing and drying clothing and personal protective equipment.

4.4.2 The welfare facilities shall be:

a) kept clean, warm and properly ventilated and lit.

b) easily available to people working on the site.

4.4.3 Toilets need to be easily accessible from where the work is being done.

4.4.4 Washing facilities should be as close as possible to the toilets.

4.4.5 Washing facilities with water, soap and towels shall be close to canteens and rest rooms so that people can wash before eating.

4.4.6 Wash basins shall be large enough to allow people to wash their faces, hands and forearms. All basins should have a supply of clean hot and cold, or warm, running water.

4.4.7 If mains water is not available, water supplied from a tank may be used. Facilities shall be available for taking breaks and meal breaks.

4.4.8 The facilities should provide shelter from the wind and rain and be heated as necessary.

4.4.9 The rest facilities should have tables and chairs, a kettle or urn for boiling water and a means of heating food.

4.4.10 There shall be proper arrangements for storing clothing not worn on site, protective clothing needed for site work and personally issued equipment. A drying area should be provided to dry wet site clothing. This area should be separated from the eating area. If electrical heaters are used, ensure that they are either fitted with a high-temperature cut-out device or are properly ventilated.

4.4.11 There shall be a supply of drinking water ideally direct from the mains if available, otherwise bottles or tanks of water may be used for storage. If water is stored, it should be protected from possible contamination and changed often enough to prevent it from becoming stale or contaminated. The drinking water tap should be clearly marked if it is possible to confuse the drinking water supply with other water supplies. Cups or other drinking vessels should be available at the water tap, unless the water is supplied as an upward jet that can be drunk from easily (e.g. a drinking fountain).

4.4.12 A decontamination procedure shall be developed, communicated to employees & implemented before any employees or equipment may enter areas on site where potential for exposure to hazardous substances exists. The procedures shall be developed to minimize employee contact with hazardous substances or with equipment that has contacted hazardous substances. OMH will not undertake direct works with contamination applicable materials, with any Asbestos containing materials or hazardous materials (excpetion of RCS) removed by specialist contractor prior to OMH works commencement

4.5. Fire precautions and risk assessment on construction projects

4.5.1 The Regulatory Reform (Fire Safety) Order 2005 (FSO) sets out the on construction site general fire safety. The FSO requires that a 'responsible person' must carry out, and keep up to date, a risk assessment and implement appropriate measures to minimise the risk to life and property from fire.

4.5.2 The Company shall on all construction projects make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under the Fire Safety Order and in particular shall identify sources of fuel and ignition and establish general fire precautions including, means of escape, warning and fighting fire, based on a fire risk assessment.

4.5.3 The Company shall take all reasonable precautions to avoid the outbreak of fire during construction work. The principals set out in Fire Prevention on Construction Site – The Joint Code of Practice on the Protection from Fire of Construction Sites and Building Undergoing Renovation Seventh edition: May 2009 published by the Construction Confederation and the Fire Protection Association will be the minimum acceptable .

4.5.4 The Company shall ensure that the work does not interfere with existing escape routes from the building, or any fire separation, alarms, dry risers, or sprinkler systems.

4.5.5 The Company shall provide all necessary first aid fire fighting equipment.

4.5.6 Managers shall ensure that the fire and emergency procedure for any premises in which they are working is communicated to all personnel under their control.

4.6. First Aid Arrangements on Construction Sites

4.6.1 The Company shall ensure, on all contracts, that:

a) there is always immediate access to a First Aider or Appointed Person;

b) there is always a fully stocked first aid box of appropriate size.

4.6.2 Any First Aiders or Appointed Persons appointed by the Company shall be responsible for:

a) taking charge in an emergency.

b) looking after the first aid equipment and facilities.

c) calling the emergency services in case of fire or emergency

d) securing the victim if trained to do so.

e) fire & Emergency evacuation procedures, including liaison with the emergency services.

f) entering accident details in the accident book.

g) notifying the Managing Director immediately of any accidents.

4.6.3 The Company shall be provided with a first aid box and shall be responsible for ensuring that they are kept fully stocked.

4.6.4 All company vehicles shall be fitted with a first aid box. The driver shall be responsible for ensuring that they are kept fully stocked

4.6.5 The Company shall ensure that there is always a first aid box of an appropriate size on all construction sites under the Company's control. The location of the first aid box shall be communicated to all site personnel. Supervisors are responsible for ensuring that the box is maintained and kept fully stocked.

4.6.6 The Company shall ensure that adequate signs and notices are displayed on all construction sites under the Company's control to ensure that all personnel are to be familiar with the location of the nearest First Aid box and where to find the First Aider or the appointed persons, in case of an emergency.

4.6.7 The Company shall ensure that records are maintained of the dates of company first aiders and appointed person's training and their qualifications.

4.7. Site Housekeeping

4.7.1 The Company shall ensure that all work areas are kept clean and tidy at all times and hazardous working conditions are not allowed to develop.

4.7.2 The Company shall ensure that all welfare facilities are kept clean and tidy. Toilets and canteen facilities shall be cleaned each day.

4.7.3 Traffic routes are not to be used for storing materials. If work restricts access along a traffic route, barriers and signs shall be used to direct both pedestrians and vehicles.

4.7.4 Hoses and electrical leads are to be laid to minimise road and walkway crossings. Where necessary, these shall be run overhead, or be provided with protective covering if run at ground level.

4.8. Site Electricity Supply and Power Distribution

4.8.1 The Company shall ensure, where necessary, that a transformer of suitable capacity to safely cater for the company's needs is provided. They shall also ensure that an adequate distribution system is put in place and that all cables and inspected before use.

4.8.2 The Company shall ensure that all electrical distribution equipment used by the company has been tested within the last three months, in accordance with the guidance given in HSG141 – Electrical Safety on Construction Sites.

4.9. Work Equipment

4.9.1 Employees shall inspect all work equipment each day before use. Equipment found to be defective shall not be used and shall be reported to their Manager or the office who shall ensure that the equipment in question is taken out of service and all necessary tests and repairs carried out.

4.9.2 Only battery or 110V power tools shall be allowed when working on construction sites.

4.9.3 240V tools may be used in domestic dwellings and other dry environments where there is no risk of cables being severed as long as an RCD is used at the source of power.

4.9.4 All electrical tools and equipment shall carry a current test certificate. Tools without test certificates shall not be used.

4.9.5 The Company shall ensure that all electrical equipment and tools used by the company have been tested within the last three months, in accordance with the guidance given in HSG141 – Electrical Safety on Construction Sites.

4.9.6 The Company shall ensure that all work equipment is inspected at least annually and a record maintained of the inspection, any defects identified and action taken to remedy the defects

4.9.7 The Company shall ensure that a record is maintained of all work equipment owned by the company along with details of any tests, inspections and repairs carried out on the equipment.

4.9.8 The Company shall ensure that adequate illumination is maintained at all work sites, the risk assessment should include the assessment of lighting requirements.

4.9.1 Pnuematic Tools

4.9.1.1 **Pneumatic tools** are powered by **compressed air**. Common types of these air-powered hand **tools** that are used in industry include nailing and stapling guns, grinders, drills, jack hammers, chipping hammers, riveting guns, sanders and wrenches.

4.9.1.2 All **air**-powered **tools** will be used at manufacturer's safe operating pressure and in accordance with HSG 39. Eye protection shall always be worn when using **air** powered or **pneumatic tools**.

4.9.1.3 Eye protection shall always be worn when using or setting up **air**-powered **tools**. Connectors, **tools**, and hoses will be check to ensure proper operating pressures.

4.9.1.4 All air lines will be fitted with whip check devices to prevent the tool from becoming accidently detached.

4.10. Materials Handling

4.10.1 Materials shall be stored so as to provide safe access for employees and equipment when handling or moving. Material is to be stored on level ground, off the ground on pallets, chocks or dunnage.

4.10.2 Flammable or combustible materials are to be stored separately and potential hazards identified. Suitable fire protection equipment is to be provided at storage areas where there is a potential source of ignition. All relevant notices shall be displayed.

4.10.3 All materials carried on vehicles are to be secured for its journey prior to the vehicle moving.

4.10.4 Only the correct plant or equipment is to be used for the handling of materials.

4.10.5 Correct manual lifting techniques require the use of the legs, not the back. If it is too heavy for one person use two, do not struggle on your own.

4.10.6 Care shall be taken when removing banding or straps by using correct tools and equipment. Ensure materials are stacked on level ground and are stable before the removal of packing or banding.

4.10.7 When dismantling wooden crates, nails shall be bent over and wood neatly stacked.

4.11. Abrasive Wheels

4.11.1 Abrasive wheels shall not be used without goggles, dust masks and gloves.

4.11.2 Abrasive wheels shall only be changed by a competent person who has undertaken a suitable abrasive wheels course.

4.11.3 Damaged abrasive wheels shall not be used. They shall be replaced immediately if discovered on a machine.

4.11.4 Where cutting concrete, brick or blockwork, dust surpression shall be implemented through wet cutting to eliminate or reduce dust production.

4.12. New plant, equipment or substances

4.12.1 Training and Instruction shall be given on the use of all new plant before it is used on site. Only personnel having received instruction shall be permitted to use plant, tools or equipment.

4.13. Safety Inspections

4.13.1 All reasonable action shall be taken to ensure a safe and healthy working environment. This shall be achieved by proper inspections carried out on a regular basis in addition to normal health and safety activities.

4.13.2 Regular informal inspections of all current work shall be carried out by Supervisors.

4.13.3 Formal health and safety inspections will be undertaken at regular intervals by the Health & Safety Advisor.

4.13.4 The results of all inspections shall be recorded and remedial measures actioned within the shortest practical time.

4.13.5 The Managing Director shall be informed of any difficulties that arise or of potential accidentsituations, highlighted in inspections.

4.14. Dust (including Silica Exposure/Management)

4.14.1 Dust of any kind, when present in substantial quantities in air becomes a hazardous substance. Wherever possible methods of work will be employed that will minimise the production of dust. This may involved work methods that will not produce dust, the use of local extraction units, or wetting down of work areas to minimise the production of dust. Wetting down shall only be carried out where it is safe to do so and shall not be done if there is any risk of contact with live electricity. As an additional measure, operative working within dusty areas shall be issued with "Face Fitted" Respiratory personal protective equipment and given training in its use and maintenance.

Where housekeeping activities give potential for the creation of dust, they will be undertken with control measures adopted in order to limit exposures to dusts. Such as wet sweeping of yards and external courtyards etc. Or with filtered vacuum extraction etc.

OMH typical works opertions producing respirable crystalline silica (RCS) are limited to:

- Demolition/crushing of concrete/masonry
- Creation of airborne dusts during lorry loading of crushed aggregates and unloading by tipping.

Workplace Exposure Limits explained & Exposure Assessment

The RCS Workplace Exposure Limit (WEL) is 0.1 mg/m3 of respirable dust, averaged over an 8 hour period.
OMH will undertake dust monitoring surveys at their works locations in order to determin the Workplace Exposure levels created by their typical works, and the effectiveness of the Dust exposure Risk Assessment control measures being implemented in keeping the dust exposure level below the WEL.
RCS exposure Risk Assessment is carried out and contained within the works specific "Safe Systems Of Work" documentation. Compliance with the Rik ssessment requirements is monitored by mabnagement/supervision and 3rd party H&S advisors during regular review and auditing.

4.15. Overhead Power Lines

4.15.1 When planning work, the existence of any overhead cables will be noted and allowed for, in accordance with the relevant standards, and the appropriate Risk Assessments carried out to identifyrisks from contact with cables by plant or vehicles, contact by operatives handling long objects - scaffold tube, sheeting, ladders etc. and the fact that electricity can 'arc' across gaps must always be taken into account.

4.15.2 At pre-contract stage, the Contracts Manager will liaise with the Principal Contractor to arrange for any necessary diversions or confirm safe distances, clearances, precautions, etc. with the Electricity Company.

4.15.3 All persons likely to be affected will be informed of any overhead cables on the site.

4.15.4 The protection provided will be checked by the Site Agent or other competent appointed person at regular intervals and maintained.

4.15.5 Permanent signs indicating the boundaries of hazardous areas will be installed and maintained. Work inside those boundaries will not take place until a specific procedure has been drawn up by either the Site Agent or Contractor as relevant.

4.15.6 All staff will be instructed in the necessary procedures for safe working and will have the boundaries pointed out to them before work commences.

4.15.7 Where plant or vehicles are required to work adjacent to or pass under or any work activity takes place in the vicinity of, overhead power cables, then suitable barriers will be erected in order to maintain a safe distance from the cables.

4.15.8 Where specific work has to take place beneath overhead cables then the cables may need to be isolated and a permit-to-work system operated.

4.15.9 In certain situations, capacitated or induced AC voltages can be created in fences and pipelines, which run parallel to overhead cables, which carry a voltage of more than 30kv. The Electricity Company must be consulted for specialist advice before work commences

4.16. Asbestos

4.16.1 Before commencing work on any contract in a building or structure where materials containing asbestos may be present (a building constructed before 2000) the Contract Manager shall ensure that they either obtain a copy of the asbestos register for the building or structure. Where:

a) there is no available information; or

b) the register is based upon a Management survey (see HSG264);

the contract manager shall request that a Demolition and Refurbishment asbestos survey (see HSG264) is carried out by a competent person of all areas that will be affected by the work.

4.16.2 In all circumstances the Contract Manager shall not permit work to start until a demolition and refurbishment survey has been undertaken and they are satisfied that all asbestos containing materials that may be disturbed by the work have either removed or protected so as not to expose anyone to danger.

4.16.3 The company accepts that no survey can be considered completely reliable. When working in buildings where asbestos may be present the Contract Manager shall ensure that all personnel working under the companies control receive appropriate information, instruction and training so that are aware of the risk and in what form an asbestos that may be present is likely to be found e.g. fire breaks above doors, pipe lagging etc.

4.16.4 Should during the course of the works any person identify any material that may contain asbestos that is not specifically detailed in the asbestos survey report for the building they must stop any work that may present a risk of exposure to asbestos and notify the work supervisor immediately

4.16.5 Where materials are uncovered during the works that may contain asbestos, supervisors shall:

a) ensure that work is stopped immediately and the area evacuated;

b) if it is safe to do so, secure the area to prevent unauthorised access and prevent the escape of asbestos particles;

c) contact the Contract Manager to request a survey by competent person.

4.16.6 Work shall not recommence until the suspect material has either been:

a) tested and confirmed not to contain asbestos;

b) removed and disposed of in accordance with all relevant statutes;

c) protected so as not to expose anyone to danger.

4.17. Work at Height

4.17.1 The company shall ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely otherwise than at height.

4.17.2 Before the company undertake any work at height the company shall ensure that a risk assessment is undertaken by a competent person to identify what measures are required to control the risks in accordance with current legislative requirements.

4.17.3 The company shall ensure that work at height is properly planned, appropriately supervised and carried out in a manner which is so far as is reasonably practicable safe. In particular they shall ensure that:

a) all work at height takes account of weather conditions that could endanger health and safety;

b) those involved in work at height are trained and competent;

c) the place where work at height is done is safe;

d) equipment for work at height is appropriately inspected;

e) the risks from fragile surfaces are properly controlled; and

f) the risks from falling objects are properly controlled.

4.17.4 The company shall ensure that no person engages in any activity for the company, including organisation, planning and supervision, in relation to work at height or work equipment for use in such work unless he is competent to do so.

4.17.5 Where work is carried out at height, the company shall do all that is reasonably practicable to prevent anyone falling and shall ensure that the company:

a) uses work equipment or other measures to prevent falls where work at height cannot be avoided; and

b) where the the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

4.17.6 The company shall ensure (as far as it is reasonably practicable to do so) that each individual place at which work is to be done at height is checked on every occasion before that place is used and by providing the necessary instruction and training to employees.

4.17.7 The company shall ensure that scaffolding, mobile towers and other similar work equipment are inspected by a competent person:

a) after they have been assembled or installed (or after it has been assembled and installed if both are required), if its safety depends on how it is assembled or installed;

b) as often as is necessary to ensure safety, and in particular to make sure that any deterioration can be detected and remedied in good time.

4.17.8 The company shall ensure that any platform used for (or for access to) construction work and from which a person could fall is inspected in place by a competent person before use (and not more than seven days before use). Where it is a mobile platform, inspection at the site is sufficient without re- inspection every time it is moved.

4.17.9 The company shall ensure that where work platforms, in the form of fixed scaffolding or mobile tower scaffolds, are erected by a O'Malley Haulage employee, they have been suitably trained and that they are inspected every seven days in accordance with Regulation 12 of the Work at Height Regulations 2005. Reports of a platform inspection shall be kept on site by the work supervisors until the work is completed and then returned to the office and kept safe from loss and unauthorised interference for another three months. All other records of inspection shall be maintained on site by the work supervisors until the next inspection has been carried out.

4.18. Working Platforms

4.18.1 Any surface upon which any supporting structure rests shall be stable, of sufficient strength and of suitable composition safely to support the supporting structure, the working platform and any loading intended to be placed on the working platform.

4.18.2 Any structure supporting a working platform shall:

a) be suitable and of sufficient strength and rigidity for the purpose for which it is being used;

b) in the case of a scaffold tower or other wheeled structure, be prevented by appropriate devices from moving inadvertently during work at height;

c) in other cases, be prevented from slipping by secure attachment to the bearing surface or to another structure, provision of an effective anti-slip device or by other means of equivalent effectiveness;

d) be stable while being erected, used and dismantled; and

e) when altered or modified, be so altered or modified as to ensure that it remains stable.

4.18.3 A working platform shall:

a) be suitable and of sufficient strength and rigidity for the purpose or purposes for which it is intended to be used or is being used;

b) be so erected and used as to ensure that its components do not become accidentally displaced so as to endanger any person;

c) when altered or modified, be so altered or modified as to ensure that it remains stable; and

d) be dismantled in such a way as to prevent accidental displacement.

4.18.4 A working platform shall:

a) be of sufficient dimensions to permit the safe passage of persons and the safe use of any plant or materials required to be used and to provide a safe working area having regard to the work being carried out there;

b) possess a suitable surface and, in particular, be so constructed that the surface of the working platform has no gap:

- through which a person could fall;
- through which any material or object could fall and injure a person; or
- giving rise to other risk of injury to any person, unless measures have been taken to protect persons against such risk; and

c) be so erected and used, and maintained in such condition, as to prevent, so far as is reasonably practicable:

- the risk of slipping or tripping; or
- any person being caught between the working platform and any adjacent structure.

4.18.5 A working platform and any supporting structure shall not be loaded so as to give rise to a risk of collapse or to any deformation which could affect its safe use.

4.19. Guard Rails, Toe Boards and Barriers

4.19.1 In relation to work at height involved in construction work:

a) the top guard-rail or other similar means of protection shall be at least 950 millimetres above the edge from which any person is liable to fall;

b) toe-boards shall be suitable and sufficient to prevent the fall of any person, or any material or object, from any place of work; and

c) any intermediate guard-rail or similar means of protection shall be positioned so that any gap between it and other means of protection does not exceed 470 millimetres.

4.20. Ladders and Steps

4.20.1 Site Supervisors shall ensure that a ladder is used for work at height only if a risk assessment has demonstrated that the use of more suitable work equipment is not justified because of the low risk and:

a) the short duration of use; or

b) existing features on site which cannot be altered.

4.20.2 Any surface upon which a ladder rests shall be stable, firm, of sufficient strength and of suitable composition safely to support the ladder so that its rungs or steps remain horizontal, and any loading intended to be placed on it.

4.20.3 All ladder shall be so positioned as to ensure its stability during use.

4.20.4 All portable ladder shall be prevented from slipping during use by:

a) securing the stiles at or near their upper or lower ends;

b) an effective anti-slip or other effective stability device; or

c) any other arrangement of equivalent effectiveness.

4.20.5 All ladder used for access shall be long enough to protrude sufficiently above the place of landing to which it provides access, unless other measures have been taken to ensure a firm handhold.

4.20.6 No interlocking or extension ladder shall be used unless its sections are prevented from moving relative to each other while in use.

4.20.7 All mobile ladder shall be prevented from moving before it is stepped on.

4.20.8 Every ladder shall be used in such a way that:

a) a secure handhold and secure support are always available to the user; and

b) the user can maintain a safe handhold when carrying a load unless, in the case of a step ladder, the maintenance of a handhold is not practicable when a load is carried, and a risk assessment has demonstrated that the use of a stepladder is justified because of the low risk; and the short

c) pre-use' check to spot any obvious visual defects to make sure the ladder is safe to use. A pre-use check should be carried out: (Ladder Register Should be completed every 2 months and recorded (appendix 5))

■ by the user;

■ at the beginning of the working day;

■ after something has changed, eg a ladder has been dropped or moved from a dirty area to a clean area (check the state or condition of the feet). Check the stiles – make sure they are not bent or damaged, as the ladder could buckle or collapse. Check the feet – if they are missing, worn or damaged the ladder could slip. Also check ladder feet when moving from soft/dirty ground (eg dug soil, loose sand/ stone, a dirty workshop) to a smooth, solid surface (eg paving slabs), to make sure the foot material and not the dirt (eg soil, chippings or embedded stones) is contacting the ground. Check the rungs – if they are bent, worn, missing or loose the ladder could fail. Check any locking mechanisms – if they are bent or the fixings are worn or damaged the ladder could collapse. Ensure any locking bars are engaged. Check the stepladder platform – if it is split or buckled the ladder could become unstable or collapse. Check the steps or treads on stepladders – if they are contaminated they could be slippery; if the fixings are loose on steps, they could collapse. If you spot any of the above defects, don't use the ladder and notify your employer.

4.21. Public Safety

4.21.1 When working in areas where the public have access all necessary steps must be taken to ensure the safety of the public. Close liason with the controller of the premises is essential.

4.21.2 Where ever practical the work area shall be segregated from other areas by appropriate hoardings, barriers or the area closed to the public. Adequate signage shall always be displayed to warn the public of the hazards.

4.21.3 Adequate notice should be given to the controller of the premises if the work presents such a risk that it cannot be carried out without closing all or part of the work area.

4.21.4 Never carry out work in an area where the public have access unless the work area is segregate or the work will not expose the public to danger.

4.21.5 Where third parties or visitors are allowed into segregated work areas they shall be made aware of O'Malley Haulage Ltd's safety standards and any special hazards that are present in the work area. They must be accompanied by a responsible person and provided with protective clothing/equipment where appropriate.

4.21.6 When planning work in public areas consideration shall always be given to the protection of disabled persons by ensuring that traffic routes remain safe to use by amongst others wheelchair users, persons with limited mobility and those with limited vision. This will include ensuring that traffic routes used by the public remain free from obstructions, trip hazards, work hazards and are adequately lit.

4.21.7 When planning work in public areas consideration shall also be given to the protection of children. Children will not necessarily be aware of the hazards or understand the meaning of barriers. Where children may be present and the work is particularly hazardous steps barriers will appropriate if the prevent access to the work area by children.

4.22. Vibration

4.22.1 Regular and frequent exposure to high levels of vibration can lead to permanent injury. This is most likely when contact with a vibrating tool or process is a regular part of a person's job.

4.22.2 Before undertaking any operation that may expose those involved to high levels of vibration the company shall ensure that an assessment of the risks is undertaken with a view, where practicable, to identify alternative ways of working which eliminate the vibrating equipment.

4.22.3 Where vibration equipment must be used the company shall ensure that:

a) exposure times are restricted;

b) that manufacturers vibration levels for all equipment used are as low as practicable; and

c) the equipment is adequately maintained.

4.22.4 The company undertake to comply with the standards set out in the Health and Safety Executive guidance INDG175 (rev1) – Health Risks From Hand-Arm Vibration - Advice For Employers.

4.23. Noise on Construction Site

4.23.1 The company shall in accordance with the Noise at Work Regulations 2005:

a) assess the risks to employees from noise at work;

b) take action to reduce the noise exposure that produces those risks;

c) provide employees with hearing protection where noise exposure cannot be reduced enough by using other methods;

d) ensure the legal limits on noise exposure are not exceeded;

e) provide employees with information, instruction and training;

f) carry out health surveillance where there is a risk to health.

4.23.2 When assessing the risk attention shall also be paid to the protection of other contractors and members of the public who may also be affected by the noise.

4.23.3 If planning an operation which is liable to expose any employees to noise at or above a lower exposure action value the company shall ensure a suitable and sufficient assessment of the risks is undertaken by a competent person to determine the measures which need to be taken to meet the requirements of the Regulations.

4.23.4 The lower exposure action values are a daily or weekly exposure (the levels of exposure to noise of your employees averaged over a working day or week) of 80 dB and/or a peak sound pressure (the maximum noise to which employees are exposed in a working day) of 135 dB and includes noise:

a) that is intrusive for most of the working day;

b) where an employee has to raise their voices to carry out a normal conversation when about 2m apart for at least part of the day;

c) where employees use noisy powered tools or machinery for more than half an hour each day;

d) where there are noises due to impacts (such as hammering, pneumatic impact tools etc), explosive sources such as cartridge operated tools.

4.23.5 The company shall ensure that risk from the exposure of employees to noise is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable.

4.23.6 Where any employee is likely to be exposed to noise at or above an upper exposure action value, the employer shall reduce exposure to as low a level as is reasonably practicable by establishing and implementing a programme of organisational and technical measures, excluding the provision of personal hearing protectors, which is appropriate to the activity.

4.23.7 The actions taken to reduce the risk from noise shall be based on the general principles of prevention set out in Schedule 1 to the Management of Health and Safety Regulations 1999 (as amended) and shall include consideration of:

a) other working methods which reduce exposure to noise;

b) choice of appropriate work equipment emitting the least possible noise, taking account of the work to be done;

c) the design and layout of workplaces, work stations and rest facilities;

d) suitable and sufficient information and training for employees, such that work equipment may be used correctly, in order to minimise their exposure to noise;

e) reduction of noise by technical means;

f) appropriate maintenance programmes for work equipment, the workplace and workplace systems;

g) limitation of the duration and intensity of exposure to noise; and

h) appropriate work schedules with adequate rest periods.

4.23.8 Where any work is likely to expose employees to noise at or above a lower exposure action value the company shall make personal hearing protectors available upon request to any employee who is so exposed.

4.23.9 Where the company is unable by other means to reduce the levels of noise to which an employee is likely to be exposed to below an upper exposure action value, he shall provide personal hearing protectors to any employee who is so exposed.

4.23.10 If in any area of the workplace under the company's control an employee is likely to be exposed to noise at or above an upper exposure action value for any reason the employer shall ensure that:

a) the area is designated a Hearing Protection Zone;

b) the area is demarcated and identified by means of the sign specified for the purpose of indicating that ear protection must be worn ; and

c) access to the area is restricted where this is practicable and the risk from exposure justifies it,

4.23.11 The company shall ensure so far as is reasonably practicable that no employee enters a Hearing Protection Zone unless that employee is wearing personal hearing protectors.

4.23.12 The company shall ensure that employees are not exposed to noise levels at or above the exposure limit values of a daily or weekly exposure of 87 dB and / or a peak sound pressure of 140 dB.

4.24. Ground Works & Excavations

4.24.1 Drawings and surveys will be obtained, where possible, prior to any excavating to determine ground conditions and the location of existing services and the exact location of buried services will be determined using a cable avoidance tool (CAT) and will be clearly marked to identify the route of the buried services.

4.24.2 Manholes and inspection chamber lids in the immediate vicinity will be lifted to help determine the depth of existing buried services.

4.24.3 Excavators will never dig using a bucket with teeth and must not excavate deeper than 150mm with each stroke unless it is known that services are definitely not present. Where services are known or suspected, hand digging must take place to identify these services with additional CAT scanning every 300mm.

4.24.4 If within 500mm of any services, only hand digging will be allowed and must be carried out with extreme caution.

4.24.5 Edge protection will be provided where a person is liable to fall and sustain an injury and will be installed a minimum of 1m from the edge or at an angle of 45^{0} from the bottom of the excavation.

4.24.6 Suitable signs and lighting will be provided around excavations as necessary. Access into an excavation is by secured ladder or proprietary access stairs.

4.24.7 Once the excavation is more than 1.2m deep suitable shoring will be installed in the form of timber battering, steel sheets or steel boxes.

4.24.8 All excavations over 2m in depth must be visually inspected on a daily basis by a competent person and formally inspected every seven days, the results of which will be recorded and kept on site.

4.25. Street Works

4.25.1 High-visibility clothing conforming to BS EN471:1994 to be worn in all cases and

4.25.2 Jackets with sleeves will be worn when working on a dual carriageway with a speed limit of 50mph or more.

4.25.3 Advance warning signs will be placed where they will be seen clearly and cause minimal inconvenience to drivers, cyclists and pedestrians and where there is a minimum risk of being knocked over by traffic.

4.25.4 Safe routes for pedestrians should where possible provide an unobstructed width of 1.5m which can be reduced to a minimum of 1m. Also, signage can be positioned on footpaths but at no time must it be reduced below 1m.

4.25.5 Signage will be displayed in accordance with DfT Transport Traffic Signs Manual: Chapter 8 and Road Danger Lamps must not be higher than 1.5m above the road or 1.2m where the speed limit is more than 40mph.

4.25.6 Pedestrians will be segregated from the works by red and white reflective Chapter 8 barriers which will be reasonably rigid to resist being blown over by the wind or traffic.

4.25.7 Diversion signage, cones and barriers will be laid out in accordance with the DfT Approved Code of Practice for "Safety at Street Works".

4.25.8 The Site Supervisor must ensure that it is easy for any person coming along the road or footpath to understand exactly what is happening and what is expected of them.

4.26. Lifting Operations

4.26.1 This procedure describes the methods for reducing the risks to person's safety during lifting operations and from lifting equipment and also outlines the methods used to ensure compliance with the 'Lifting Operations and Lifting Equipment Regulations 1998.

4.26.2 All lifting operations undertaken by the company and all lifting equipment owner or hired is covered by the requirements of this procedure.

4.26.3 Responsibilities:

a) The Managing Director is responsible for ensuring adequate resources are available at all times to achieve compliance with the requirements of this procedure.

b) Slingers/ Signallers acting as the Appointed or Competent Person for ensuring full compliance with the requirements of this procedure for all work under their control.

c) Employees and contractors for ensuring they apply with the appropriate requirements of this procedure for all lifting operations undertaken, including the lifting equipment used.

4.26.4 Definitions:

a) LOLER – 'Lifting Operations and Lifting Equipment Regulations 1998.

b) Lifting Equipment – Any equipment used for lifting or lowering loads including attachments used for anchoring, fixing or supporting it.

c) Lifting Accessories – Includes chains, slings, eyebolts, ropes etc.

d) Load – Includes a person or materials

4.26.5 This procedure covers all lifting operations undertaken by the Company or by subcontractors undertaking work on behalf of the company. The procedure also covers the lifting equipment used during lifting operations.

4.26.6 Lifting equipment includes cranes; lift trucks, goods lifts, construction site hoists, mobile elevated work platforms, vehicle inspection hoists, gin wheels, ropes, chains, eye bolts etc.

4.26.7 No person under the age of 18 years will be permitted to operate lifting equipment or undertake lifting operations on behalf of the Company.

4.26.8 Risk Assessment:

a) Before undertaking any lifting operation a risk assessment will be undertaken and recorded as detailed in Risk Assessment Procedure SSW 01. The risk assessment covers the selection and use of the lifting equipment including the lifting accessories. The assessment must also cover the planning, supervision and performance of the lifting operation to be undertaken.

b) The risk assessment will include as appropriate: -

- Selection of lifting equipment made from materials suitable for the conditions under which it will be used.
- Selection of lifting equipment of suitable strength and stability.
- How often the lifting equipment will be used and the risk of it failing or falling over.
- Where the lifting equipment will be used and the risk of it striking persons or objects.
- The type of load to be lifted including its weight, shape and what its made of.
- Limitations on use of lifting equipment specified by manufacturers.
- Means of access to and egress from lifting equipment.
- Protection against slips trips and falls, including the risk of the load falling or striking a person or object.
- Protection of the operators of lifting equipment.
- Effects of high winds.
- Provision and use of Personal Protective Equipment.
- When undertaking the risk assessment reference to the Approved Code of Practice and guidance Documents issued by the HSE will be consulted as appropriate.
- Where appropriate risk assessments will be supported by method statements.

4.26.9 Thorough Examination and Inspection of Lifting Equipment:

a) All work equipment will be thoroughly examined by a competent person for defects before being put into service for the first time.

b) All work equipment will be thoroughly examined by a competent person at regular intervals as detailed below (or at intervals described in a written scheme of examination) : -

c) Lifting equipment and lifting accessories used for lifting persons at least every six months.

d) All other lifting equipment and lifting accessories at least once in every twelve months.

e) A current certificate for the thorough examination and inspection of lifting equipment and lifting accessories must accompany the equipment or accessory at all times.

f) Where a defect is found as a result of the thorough examination and inspection a report must be issued by the competent person. All defects must be rectified within the timescale stated on the defect report.

g) Defects reports highlighting matters which may result in a risk of serious personal injury will be forwarded by the competent person to the HSE.

h) All lifting equipment including lifting accessories must be clearly marked to indicate the safe working load (SWL).

i) Records of thorough examination and inspection and certificates of conformity must be kept available for inspection by the HSE if requested.

4.26.10 Hire of Lifting Equipment.

a) Where an item of lifting equipment including lifting accessories is on hire from a Hire Company but operated by O'Malley Haulage Ltd the following responsibilities will apply: -

b) The Hire Company will be responsible for the thorough examination and inspection of the lifting equipment including the lifting accessories and providing up to date records.

c) Where the Hire Company is contracted to provide the lifting equipment and operators and contracted to undertake the lifting operation the following responsibilities will apply: -

- The Hire Company has the responsibility for the proper maintenance; examination and inspection of the lifting equipment and to ensure the lifting operations are carried out safely.
- O'Malley Haulage Ltd has the responsibility to ensure the Hire Company are competent to undertake the required work and certificates of thorough examination and inspection are obtained from the Hire Company.

4.27. Use of Excavtors for Lifting

4.27.1 Under no circumstances will excavators be used for lifting persons as they operate at speeds which make them totally unsuitable for the lifting of persons.

4.27.2 Excavators designed for lifting loads/ object handling should have a rated object handling capacity table inside the cab. If a rated object handling table is not present then the machine should not be used for object handling.

4.27.3 The use of an excavator as lifting equipment poses additional hazards as the slinger needs to be in the "danger area" adjacent to the arm/ bucket etc. during the lift to attach and monitor the load during the lift. As such, clear lines of communication must be kept between the operator and the slinger at all times.

4.27.4 All excavators and their lifting accessories will be suitable maintained, have a Thorough Examination completed and a certificate issued a minimum of every twelve months.

4.27.5 Prior to any lifting operations with excavators, the appointed person will ensure that a risk assessment is completed, ensuring that the machine is capable of lifting the intended load, that lifting accessories are adequate and free from damage and that ground conditions are suitable to allow the lift to take place.

4.27.6 The appointed person will brief all persons present/ involved in the lift on any significant findings of the risk assessment, the method statement and operatives individual roles in carrying out the task.

4.27.7 Where special lifting attachments are used, they must be compatible with the machine and its coupling methods to which they are being attached.

4.27.8 The excavator operator must always make use of the safety lever/ armrest whenever the slinger is in the danger area to avoid moving the controls by mistake.

4.27.9 The hazards associated with travelling with a suspended load, particularly the presence of personnel adjacent to the machines direction of travel, must be considered, assessed and recorded on a lifting plan.

4.27.10 All persons involved will wear hard hats, protective footwear and high-visibility clothing as a minimum.

4.27.11 Lifts will not take place where there are persons working underneath the load, for example in a trench, and the excavator operator will not move the machine until he has satisfied himself that all persons, including the slinger/ signaller, have moved themselves to a position of safety.

4.27.12 When attaching slings to the hooking device or lifting point, care must be taken to ensure that the slings and their attachments are able to hang free at all times, particularly when using a "D-Shackle" as it may limit rotation.

4.28. Demolition Activities

4.28.1 Demolition is the dismantling, deconstruction, removal, soft stripping and structural refurbishment of any building or structure, or any part thereof. Demolition work involves many of the hazards associated with the construction industry, however can also involve many additional hazards due to unknown factors which make demolition work particularly dangerous. **These may include**:

- Lack of information from the buildings original construction (Structural information / as built drawings etc.)
- Any modifications that altered the original design and or load bearings.
- Materials hidden within structural members, such as lead, asbestos, silica, and other chemicals or heavy metals requiring special material handling.
- Unknown strengths or weaknesses of construction materials, such as post-tensioned concrete

To combat these, everyone on a demolition site must be fully aware of the hazards they may encounter and the safety precautions they must take to protect themselves and their co-workers. The applicable H&S Policy Arrangements sections, such as: "Noise", "Dusts", "Vibration", "PPE", "Risk Assessments" etc. should be read and apply to almost all demolition works.

4.28.2 All applicable surveys (i.e. engineering, structural, asbestos, etc.) must be carried out by a competent person prior to starting demolition work

4.28.3 Provided below are safe systems of works (SSOW) relating to the most common demolition tasks potentially undertaken by OMH. All of which are referred to in the site specific method statements as appropriate. OMH SSOW are based on an industry best practices as defined in the British Standards for Demolition (BS6187:2011)

Mechanical demolition – Generally

Wherever possible, remote mechanical demolition is used in order to minimize the risk to workers.

Before undertaking any form of demolition, the Site Supervisor/Demolition Manager and machine operators must carry out a comprehensive walk round survey of the building to be demolished.

All demolition, full or partial should be based on a complete understanding of the nature of the structure, the inter- dependence of all structural elements, and the inter-relationships with adjacent structures and the surrounding environment.

They should also gather as much information regarding the materials used in its construction, state of existing services, asbestos and any other surveys carried out.

Some of the dangers inherent in mechanical demolition include the premature or uncontrolled collapse of the building or structure and the falling of debris.

The structural stability of the building will be continually assessed by the demolition machine operator to ensure structural stability, lateral support and at all times reduce any risk of an uncontrolled collapse.

The method of demolition will depend on the material and structural makeup of the building and sometimes the final re-use / salvage of any materials.

Machine operators must ensure that the excavator is large enough to carry out the work at arm's length, or that the machine is able to reach the structure safely by creating a raised working platform (hardcore base).

Plant should only be operated on a surface strong enough to support the machine and falling demolition arisings, where soft ground is experienced or any doubt is had, the area should be excavated and backfilled with compacted hardcore to provide a suitable base.

All demolition excavators are built to a demolition spec and as a minimum requirement fitted with a protective demolition cage to the roof and front window of the cab.

Demolition excavators have a range of attachments available to use depending on the material used in the buildings construction and method of demolition being adopted. Such attachments can include, hydraulic shears, impact hammer, muncher, grapple, digging and ditching buckets as well as a magnet attachment.

An exclusion zone will be established around all demolition activities and a trained banksman appointed and with radio or other suitable communication method to prevent unauthorised access to assist the machine demolition operations as required and where visibility is restricted. The extent of such exclusion zones will be dependent on the demolition methods and techniques applied, OMH SSOW for establishing exclusion zones and BS6187 guidance.

Demolition Principles – Structural

Progressive Demolition

Progressive demolition involves the controlled removal of sections of the structure, whilst retaining the structural stability and lateral support of the remainder of the building in order to avoid an unintentional or uncontrollable collapse.

Where progressive demolition is adopted, the key structural members on which the stability of the structures relies, together with their sequence of removal should be indicated on a drawings in the method statement itself.

Progressive demolition is the preferred method of demolition and will be employed on the majority of sites. Controlled and Deliberate removal of elements (including de-construction)

The controlled and deliberate removal of elements of a structure, includes the removal, dismantling or de- construction of selected parts of a building or structure. This method is generally used in the lead up to a controlled collapse or as part of structural refurbishment works. Where deliberate removal of elements is to be adopted, the effects of the removal should be fully understood, the elements should be clearly defined on a drawing along with the sequence of removal.

Demolition Techniques

Mechanical Demolition - Brick and Block

The demolition of the buildings will be generally based on the progressive demolition method. Typically a progressive demolition sequence of column to column will be applied, maintaining a 'square' to maintain lateral support at all times therefore walls will be reduced in height progressively working from the top of the walls, reducing its height and allowing materials to accumulate at the base of the wall to ensure that lateral support is maintained and that no single wall is ever exposed at such a height that would be deemed unsafe.

Using the selector grab or shear attachment, any roof trusses of the buildings will be removed and the material disposed of in a designated skip for recycling.

Demolition carried out using mechanical demolition techniques, using a demolition spec excavator will, with a selector grab or other suitable attachment carefully and in a controlled manner fold the building in to its own foot print.

The demolition arising's will be removed from the work area progressively in order to keep the work area clear and will be segregated as far as reasonably practical and disposed in the designated skips provided and removed from site.

Mechanical demolition – Concrete

For more substantial buildings a concrete muncher attachment may be used, of which will be used to progressively break through the concrete of the building, generally exposing rebar of which will eventually pulled out and stockpiled as it becomes free.

Typically a progressive demolition sequence of column to column will be applied, maintaining a 'square' to maintain lateral support at all times.

Hand Demolition - Brick

Although mechanical demolition is always the preferred method of working, occasionally this is not possible. An example of this would include restricted access. Where hand demolition has been risk assessed and deemed to be the most suitable method to be adopted, mechanical assistance will still be considered. Mechanical assistance may include the use of hydraulic or compressed air tools. In additional can include plant and equipment to support, lift or transport materials.

Where hand demolition is required, working at height causes the biggest risk to operatives and will be assessed on a job by job basis. Wherever possible a fixed scaffolding will be erected, providing suitable and sufficient access for operatives to work from.

When working at height and with all demolition works, an exclusion zone must be established on either side of the wall being demolished and beneath any work at height in accordance with OMH's guidance and SSOW in establishing exclusion zones.

For the demolition of brick walls, operatives will work from the scaffold platform and will work along the mortar joints, easing the masonry apart and reducing the height of the wall.

This will be done in sequence to reduce the height of the elevation until such a point where the works are concluded or it is considered safe to apply mechanical methods.

The bricks and debris generated will be progressively removed and cleared to prevent and build up of materials which may present a trip or fall hazard.

In addition, progressive clearing of material is required and debris should not be allowed to accumulate on any floors to such an extent that it imposes loads to the structure in excess of that which is has been designed to carry safely. The reduction in height of brick walls will be done using portable hand tools and can include mechanical 110v power tools as required.

Removal of slab and foundations

Once the buildings have been demolished in full, a demolition excavator with a bucket attachment will be used to grub up any hard standings, concrete slabs, footings and foundations.

Less substantial slabs can be pulled up using the bucket itself, with the slab breaking during the process.

For more substantial ground bearing slab, the concrete will be broken using a 360⁰ tracked excavator, fitted with a hydraulic hammer and the broken concrete will be excavated out using the 360⁰ tracked excavator, fitted with an digging bucket and stockpiled on site;

The mass concrete pad foundations and any strip footing foundations will be exposed by excavating adjacent to the mass concrete and broken out using a 360⁰ tracked excavator, complete with hydraulic hammer; any excavation voids will be progressively backfilled; where the grubbing up works extend to the next day, all excavation voids will be made safe by either temporarily backfilling or erecting excavation barriers and warning signs;

The demolition hardcore (brickwork, masonry and concrete) will be removed from site for re-use / recycling by 8 wheeler tipper wagons.

Concrete crushing

OMH do not own crushing equipment however where such equipment is required, it is hired along with a competent operator. All such safety controls in respect of its operation will be the responsibility of the hire company and its operator. The operation and use of the crusher must be in accordance with manufacturer instructions.

The OMH Site Manager / Supervisor is required to visually survey the site and identify that the most suitable area for carrying out the crushing process.

Under no circumstances is a crusher to be operated without sufficient water / dust suppressant. All operators of the crushing machine will be suitably trained and competent in its operation

The crushing operations area is to be identified and communicated to others working on site to ensure unauthorised access to the area.

APPENDIX 1 ACCIDENT REPORT FORM

Location			Reference		
Date of Incident			Time of Incident		
Type of Incident					
Fatality	Yes	No	Damage Incident	Yes	No
Over 3-Day Injury	Yes	No	Near Miss	Yes	No
Minor Injury	Yes	No	Dangerous Occurrence	Yes	No
Ill Health/ Disease	Yes	No	Member of the Public	Yes	No
Specified Major Injury	Yes	No	Violence at Work	Yes	No
Details of Injured Person					
Full Name			Date of Birth		
Address					
Employee	Yes	No	Sub-Contractor	Yes	No
Member of the Public	Yes	No	Visitor	Yes	No
Nature of Injury					
Hospital Attended					
Details of Witnesses					
Full Name			Date of Birth		
Address					
Full Name			Date of Birth		
Address					
Full Details of Accident					
Background					
Summary					
Actions/ Recommendations					
Person Making Report					
Signed			Position		
Name (block capitals)			Date		

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APPENDIX 2 ACCIDENT BOOK TEMPLATE

Location		Reference	
Date of Incident		Time of Incident	
Injured Person		Telephone No.	
Date of Birth		Occupation	
Address			
Signed (injured person)		Date	
Description of Accident			

What PPE was being worn at the time?							
Hard hat:		Boots:		Hi vis:		Gloves:	
Goggles:		Dusk mask:		Other:		Other:	

If PPE was not worn, why not?	
What First Aid was carried out?	
Any Hospital Treatment?	
Person Reporting Accident (if not the injured person)	
Control measures to prevent a recurrence.	

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APPENDIX 3 COSHH ASSESSMENT FORM

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APPENDIX 4 MANUAL HANDLING ASSESSMENT FORM

Contract		**Job No.**		**Date**	

Operation	
covered by this	
assessment	
Locations of	
operations	
Personnel	
Involved	
Can you	Avoid the operation Yes ☐ No ☐
	Use mechanised methods of handling Yes ☐ No ☐

If NO to either of the above an Assessment must be carried. Use the form below to assist in identifying the Risks, then set out and implement a safe system of work that will reduce the risk as far as is reasonably practicable.

THE ASSESSMENT

Is the load	Heavy ☐ Bulky ☐ Unwieldy ☐ Difficult to grasp ☐ Unstable ☐ Hot ☐ Sharp ☐
Are there	Constraints on posture ☐ Uneven floors ☐ Uneven ground ☐ Poor lighting ☐Hot ☐ Cold ☐ Humid ☐ Variations in levels ☐
Does the task	Require unusual capability ☐ Call for special information or training ☐
Does the task involve	Twisting ☐ Holding the load away from the body ☐ stooping ☐ reaching upwards ☐ carrying long distances ☐ Strenuous pushing or pulling ☐ unpredictable movements of loads ☐ repetitive movement ☐ insufficient rest or recovery ☐
Other Risks	

Overall assessment of the risk of injury	High ☐ Medium ☐ Low ☐
Overall priority for remedial action	High ☐ Medium ☐ Low ☐

Safe Method of	
Work to reduce	
the risk identified	
above	

Date / Time by which action must be taken	
Date for reassessment	
Assessors name	
Signature	

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O'MALLEY HAULAGE LTD

LADDER REGISTER (2 Monthly Inspection)

Appendix 5

Ladder Register Checks
Year:
Location:

Ladder ID	TYPE	Size (Rungs)	Date of Inspection	Inspector Name	Signature	Comments

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