COMPANY HEALTH & SAFETY POLICY

Foreword

This document contains R.D. Bull's General Statement for Health and Safety. To realise my objectives for the Health, Safety and Welfare of the Company this statement is supported by details of the Organisation and Arrangements, which are necessary to ensure that the policy is effective.

By law this company is required to have a written health and safety policy and this must be brought to the attention of all employees.

I am writing to ask for your personal commitment in developing our safety culture. Experience tells us that unless we plan in advance for our work to be carried out in a safe manner and if we do not then take care to ensure that the work is conducted in accordance with the plan, then serious, even fatal accidents could occur. It is only by giving safety a high priority at all times that we can ensure that ourselves, our colleagues and the general public are protected from the hazards which may exist throughout our working operations.

I expect that all employees to make themselves fully conversant with, and conscientiously discharge, their duties and responsibilities as defined in this Policy document, thereby ensuring that our operations are undertaken with full regard to Health, Safety and Welfare.

Safety is the concern of each and every employee within our organisation. I would therefore ask you to read, understand and comply with the contents of this document and encourage others to do likewise.

Richard Bull

COMPANY HEALTH & SAFETY POLICY

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COMPANY HEALTH & SAFETY POLICY

R.D. BULL & SONS LTD.
HEALTH AND SAFETY POLICY STATEMENT

1. As the Managing Director of R.D. Bull & Sons Ltd. I accept that I have a moral and legal responsibility for the Health, Safety and Welfare of all employees and others who may be affected by my Company's operations. I recognise that injury, damage and loss can be avoided and that consideration for health, safety and welfare should rank equally with all other commercial considerations. I therefore will ensure the full implementation of this policy and expect all employees to follow my example.

2. The policy of this Company is that all work will be carried out in such a manner to safeguard, so far as reasonably practicable, the health, safety and welfare of all employees and others, this will include other contractors, visitors and members of the general public. In particular the Company will:

    a. Ensure the workplace is safe and without risk to health, ensuring safe access and egress.

    b. Ensure plant and machinery are safe and that safe systems of work are set and followed.

    c. Give information, instruction, training and supervision necessary for health and safety.

    d. Ensure articles and substances are moved, stored, maintained and used safely.

    e. Provide a safe working environment with adequate welfare facilities.

3. As a Company we will consult with employees on health, safety and welfare matters, importantly to include:

    a. Any change which may substantially affect their health and safety at work, such as in procedures, equipment or ways of working.

    b. The health and safety consequences of introducing new technology.

    c. The information they require on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they have to deal with a risk or danger.

    d. The planning of health and safety.

4. As MD I will appoint competent people to assist the Company in meeting its statutory duties including where appropriate, specialists outside of our organisation to provide the necessary proficient advice on health and safety matters.

5. Adequate funds, time and other resources will be allocated to meet the objectives of this Policy.

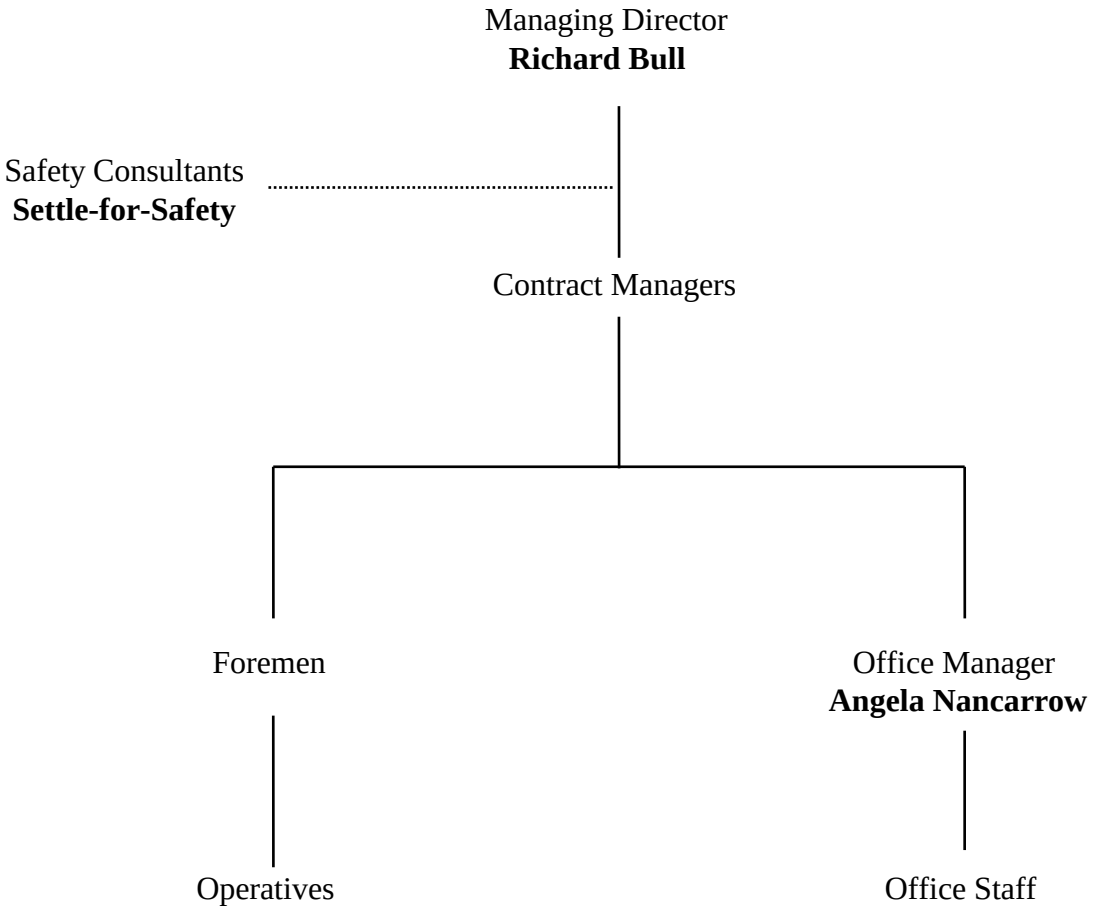
6. This will be reviewed at least annually or as legislation demands and reissued. Where appropriate amendments incorporated into this Policy will be brought to the attention of employees as new changes are implemented.

7. The allocations of duties, responsibilities and the arrangements for the implementation of this Policy within this document. With the co-operation of n achieve all that is required to meet with this, our Company's health, safety and welfare objectives.

Date: 17th February 2012

RICHARD BULL
MANAGING DIRECTOR

MANAGEMENT TREE FOR SAFETY RESPONSIBILITY



COMPANY SAFETY RESPONSIBILITIES

1. MANAGING DIRECTOR – RICHARD BULL

1.1. Has overall responsibility for the health and safety function and delegation of duties as detailed in this section of the Company's Health and Safety Policy.

1.2. He will ensure that the objectives of this policy are fully understood and observed by all levels of management and employees.

1.3. He will ensure adequate funds are allocated to meet the requirements of this Policy, and that adequate arrangements exist to enable effective management of health and safety matters.

1.4. He will appoint competent persons to assist him to comply with his obligations under all health and safety legislation. Ensuring such persons classed as competent are/will be trained to enable them to carry out their duties.

1.5. He has responsibility for ensuring this Health and Safety Policy is implemented, is comprehensive, is effective and kept up to date. He will initiate this Policy to be reviewed at least annually and amended as deemed necessary. He will further amend this Policy to take into account of new working procedures, new staffing levels, new equipment, recommendations from safety audits/inspections and/or as required by the introduction of new safety legislation.

1.6. He will provide effective procedures to be followed in the event of serious or imminent danger to all persons involved in Company undertakings and nominate competent persons to implement any evacuation procedures and restrict access to danger areas.

1.7. He will institute the reporting (in accordance with RIDDOR), investigation and costing of injury, damage and loss. He will promote analysis of these investigations to discover trends and ensure necessary control measures are put in place to eliminate any reoccurrence of incidents. He will instigate liaison with external accident prevention organisations and encourage the distribution of safety literature throughout the Company.

1.8. He will consult as necessary with the Company employees and/or with their representatives to discuss accident prevention, safety performance, safety improvements and welcome positive safety suggestions. He will further ensure that any grievance or complaints from employees concerning health and safety are fully investigated, taking appropriate remedial action.

1.9. He is to make himself familiar with all appropriate safety statutory requirements affecting the Company; this he will achieve by regularly liaising with all necessary agencies such as the Health and Safety Executive (HSE), Local Authority Health and Safety, Trade Associations, Safety Consultant, etc.

1.10. He will insist on sound working practices as laid down in Approved Codes of Practice (ACOP). Ensuring that suitable and sufficient risk assessments are undertaken to safeguard the health and safety all of employees and others not in the Company employment but who

may be affected by Company undertakings. He will establish appropriate control measures and ensure they are in place. He is also to ensure that risk assessments are reviewed as necessary and that significant findings are recorded.

1.11. He will ensure all necessary and adequate health and safety training is provided to all persons involved in Company operations. This will be on recruitment and on their exposure to new or increased risks because of:

a. Job or responsibility change.

b. Introduction of new work equipment.

c. A change in use of existing work or equipment.

d. Introduction of new technology.

e. Introduction of a new system of work or a change of one.

This training is to be repeated where appropriate, take account of new or changed risks to the employees concerned, and to take place in normal working hours. He will maintain the Company training register and organise safety training for existing staff and ensure induction training is carried out for all newly appointed employees.

1.12. He will maintain the control of all documentation necessary to demonstrate compliance with statutory regulations for all work equipment, vehicles and plant owned, externally hired and operated by the Company. He is to ensure that all Company statutory documents and registers where necessary are made available to visiting Enforcement Authorities.

1.13. He is to ensure a fire risk assessment in accordance with the Regulatory Reform (Fire Safety) Order and the Management of Health and Safety at Work Regulations is conducted for Company Premises and put in place the necessary control measures. Fire safety precautions are to be maintained and emergency procedures clearly displayed. In the event of an emergency he is to take the appropriate action to notify the emergency services and until such time as relieved of this duty, take charge of the situation ensuring no one is put into danger.

1.14. He will ensure that an asbestos survey is conducted for all Company premises in accordance with the Control of Asbestos at Work Regulations.

1.15. He will reprimand any member of the staff failing to satisfactory discharge their responsibilities to health and safety; making sure that good health and safety practices do not go unrecognised.

1.16. He will set a personal example when visiting sites by wearing appropriate personal protective equipment.

2. CONTRACT MANAGERS

2.1. They are responsible for applying the principals of this Policy to all Company operations and ensuring its effective implementation.

2.2. They will insist on sound working practices throughout all Company operations, ensuring such works are carried out in accordance with statutory provisions and as laid down by ACOPs.

2.3. They will ensure that tenders are adequately priced to allow for inclusion of safety resources, proper welfare facilities, safe systems of work and sufficient safe working equipment to avoid injury, damage and wastage.

2.4. They will delegate, as appropriate, the necessary site/contract duties and tasks, and ensure that site workforce is competent.

2.5. They will ensure an inspection procedure is in place to ascertain that contract activities are undertaken in a controlled safe manner with due regard to statutory obligations, ACOPs and Company Procedures.

2.6. They will supervise and ensure that Foremen are fully aware of their responsibilities for safety, health and welfare concerning employees, contractors and any other persons who could be affected by project work activities.

2.7. They are responsible for the preparation and reviewing of construction project health and safety plans. They will ensure that the construction phase plan is in place on site, and that Foremen are fully conversant with the plan's content before allowing any work to commence. Where necessary they will seek advice from the MD and / or as required. Further, they will ensure for all projects that:

a. Only trained and competent personnel (including sub-contractors) are employed.

b. Sufficient safe equipment, plant, materials and tools are provided which are fit for purpose.

c. Emergency procedures are planned for each projects location.

d. Sufficient welfare facilities and adequate first-aid facilities are provided.

2.8. They will ensure with assistance from Foremen that risk assessments in accordance with the Management of Health and Safety at Work Regulations are conducted for project work activities. Where risk is considered being significant, this will be addressed in writing and a safe system of work devised to overcome the risk.

2.9. They will ensure compliance with the Control of Substance Hazardous to Health Regulations (COSHH). When any toxic or hazardous material or substance is to be used, they will ensure all the requirements of storage; use and disposal are complied with. It is essential that manufacture's/suppliers technical data sheets, together with details of assessments, are

available prior to usage, copies of which should be included in company and site safety registers.

2.10. They will ensure that proper and safe provision has been made at every stage of a project for the correct implementation and allocation of resources to meet with project requirements. With assistance from the Site Foreman they are to ensure that contract activities are undertaken in a controlled safe manner with due regard to statutory obligations, ACOPs and Company Procedures.

2.11. They will conduct periodic site safety inspections and submit a report of their findings in the Project Site Safety Register.

2.12. They are responsible for the collation of information for inclusion in projects Health and Safety Files in accordance with the Construction (Design and Management) Regulation. They will promptly provide the projects CDM Co-ordinator with any information which is in the possession of the company or which they could ascertain by making reasonable enquiries of a supplier and/or sub contractor, and it is reasonable to believe the CDM Co-ordinator would include in the project's health and safety file.

2.13. They will ensure that all accidents and dangerous occurrences are reported in accordance with the RIDDOR and these are investigated thoroughly, and that suitable remedial measures are put in place to prevent reoccurrence.

2.14. They will, in liaison with the MD, assess and maintain the Company's approved list of contractors. They will ensure that firms employed by the Company are safe and competent contractors.

2.15. They will reprimand any member of the workforce failing to satisfactory discharge their responsibilities to health and safety. They will also make sure that good health and safety practices do not go unrecognised.

2.16. They will set a personal example when visiting sites by wearing appropriate personal protective equipment.

3. FOREMEN

3.1 Foremen shall as well as having a legal duty to work in a safe manner, be directly responsible to the MD and are responsible for all Company work activities on site.

3.2. They will ensure that they and their workforce know and abide by:

a. Details of site health and safety plan.

b. Site emergency procedures.

c. Site first aid and welfare facilities.

d. Site rules.

3.3. They will ensure that Company's and statutory safety requirements are fully complied with. They will regularly report to Management upon all matters relating to health and safety and immediately report:

a. Any unsafe, unhealthy or illegal working practice.

b. Any accident, dangerous occurrence, event or near miss (in accordance with RIDDOR) and any consequence resulting.

3.4. They must ensure that there is a telephone (this can be a mobile) on site and that all relevant emergency telephone numbers are displayed for all to see. Where in sole charge of a site, they will where necessary maintain site Statutory Registers and Records.

3.5. Where in sole charge of a site, they are to ensure that their workforce are provided with and wear PPE in accordance with control measures required by risk assessments and/or as dictated by statutory requirement. They must ensure that suitable welfare facilities are provided and maintained.

3.6. Where in sole charge of a site, they will take on the role of the competent person or in their absence from site, nominate a deputy, to guide all persons on site to safety in the event of an emergency. They are to take the appropriate action to notify the emergency services and until such time as relieved of this duty, take charge of the situation ensuring no one is put into danger. To this end they must at all times be aware of how many persons are on site (working/visiting/others) and of their whereabouts. The MD must be informed immediately by quickest means after they have initiated emergency procedures.

3.7. They will provide and maintain sufficient site first-aid kits. If not a qualified first-aider themselves, they will ensure that there is a first-aider on site and this persons' name and details are displayed for all to see. All accidents are to be recorded into the site and/or Company accident report book (BI510) and completed pages forwarded to the Office Manager for safekeeping.

3.8. Where in sole charge of a site, they will conduct regular mandatory inspection of scaffolds, excavations, falsework, etc. to ensure all are safe. They will regularly inspect fire-fighting equipment, tools, plant and other equipments used on site whether belonging to the Company, sub-contractors or individuals employed by R.D. Bull & Sons, ensuring all is operational, well maintained and safe to use. Any new plant or equipments must be inspected to ensure that it is safe to use and meets all statutory requirements prior to being used. Checking that all electrical equipment is in sound condition and powered by 110V supply. Before new substances are used on site they must ensure COSHH assessments have been conducted (if not already addressed in Generic COSHH assessments) and that any specific instruction and safety precautions are adhered to.

3.9. They will ensure that all work is conducted in accordance with method statements, safe systems of work and the construction phase plan. All work will be assessed for risks before method statements are written. If work has to deviate from the plan, before it is carried out it

must be discussed and agreed with where necessary with Contracts Manager/Client/CDM Co-ordinator.

3.10. They are to ensure that necessary documentation collated for the project's health safety file is handed to the Contracts Manager for formal handover to the CDM Co-ordinator / Client on the completion of the contract.

3.11. On site where applicable they are to liaise with the Principal Contractor / Site Agent / CDM Co-ordinator / Client and as required all outside enforcement authorities such as HSE, Local Authority Inspectorate, Fire Service, Police, etc. When dealing with the said, they are to be polite and cooperative. They are to accompany Safety Inspectors during all inspections and positively act on their recommendations. If any notices are served (Improvement or Prohibition) they are to abide by the notice instruction and inform the MD immediately of action taken.

3.12. They will reprimand any member of the staff failing to satisfactorily discharge their responsibilities to health and safety; making sure that good health and safety practices do not go unrecognised.

3.13. They will set a personal example by wearing appropriate personal protective equipment where required and are to carry out their work in a safe manner.

4. OFFICE MANAGER – ANGELA NANCARROW

4.1. Apart from other Company duties the Office Manager is responsible for the health, safety and welfare of R.D. Bull's main office complex. All facilities are to be maintained in accordance with all statutory regulations.

4.2. She is to ensure fire safety precautions are to be maintained and emergency procedures clearly displayed. She will ensure:

a. Office fire exits are kept clear at all times.

b. Fire emergency notices are displayed.

c. Fire fighting equipment is in place and regularly inspected.

d. Fire drills/exercises are conducted at least once a year.

4.3. She will take on the role of the competent person or in her absence from the office complex, nominate a deputy, to guide all persons to safety in the event of an emergency. She is to take the appropriate action to notify the emergency services and until such time as relieved of this duty take charge of the situation ensuring no one is put into danger. To this end she must at all times be aware of number of persons present on Company premises and of their whereabouts.

4.4. She will ensure that office equipment and machinery is correctly installed and regularly maintained and risk assessments for the office workplace are conducted. She will ensure that

employees required to use office equipment are given instruction and training in its correct use.

4.5. She will ensure that the premises welfare facilities are regularly maintained, and kept in a clean and healthy condition.

4.6. She will be the office appointed person for First Aid and will ensure that the office first aid kit is kept fully stocked and that all first aid treatments are recorded in the first aid register. She will also be the custodian of the Company Accident National Insurance Book BI.510 ensuring it is completed where necessary. She is the person responsible for the storing of all Company completed accidents records in accordance with the requirements as detailed in the Accident Book BI.510.

4.7. She is responsible for conducting office induction training.

5. EMPLOYEES

An employee is any person employed by R.D. Bull & Sons Ltd. be they full, part time or casual workers, managers, foremen or operatives or persons treated as self employed (for tax and national insurance) working on the behalf of the Company.

5.1. The Health and Safety at Work Act 1974, places certain responsibilities and obligations upon Employees whist at work. These are:

a. To take reasonable care of the health and safety of themselves and other persons who may be affected by his/her acts or omissions at work. and

b. As regards any duty, liability or requirement imposed upon his/her Employer or any other person or under any of the relevant statutory provisions or measures, is to co-operate with them so far as is necessary to enable that duty, liability or requirement to be performed or complied with.

5.2. No Employee shall:

a. Intentionally or recklessly interfere with or misuse anything provide in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions.

b. Take risks that may cause an accident to themselves and/or other persons.

5.3. All employees are reminded of their responsibility to cooperate with management / site foremen to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever they are aware of an unsafe condition, or notice a health and safety problem, which they cannot put right without putting themselves at risk, they are to report the matter to the MD or an appropriate Foreman.

5.4. Employees are required to:

a. Know emergency procedures for the site they are working on, if in doubt they are to ask the Site Foreman for explanation.

b. Work in a safe manner at all times. Not to take any risks that could endanger themselves or others. They are to warn others, particularly young and/or new operatives of known hazards.

c. Wear safety footwear at all times on site and where necessary wear other personal protective equipment that has been provided.

d. Use the correct tool/equipment for the job in hand. Keeping tools / equipment in good condition, reporting any damage and / or defects to their Foreman.

e. Not use plant or equipment (unless supervised) for which they have not been trained or experienced to use.

f. Not play dangerous or practical jokes or `horseplay' whilst on site.

g. Report any injury or illness to themselves that has been caused through a working incident. Even if they consider it to be very minor and does not stop them working.

h. Suggest safer methods for working.

i. Not to work if they are unwell, under the influence of alcohol or substances.

j. Keep welfare facilities clean and tidy. Reporting to the Foreman if welfare facilities are defective or if they see any person or know that they are abusing facilities, which are provided for the welfare of the whole workforce.

6. DRIVERS

6.1. Are to hold the relevant licence for the vehicle they drive. They are responsible for informing the MD if details or conditions affecting their driving licence change at any time.

6.2. Vehicles provided by the Company are not to be used for any purpose for what it is not intended or insured. Drivers may only drive R.D. Bull’s vehicles when they are fit to do so. They are not to drive if they are under the influence of alcohol, or illegal substances, or medication that may affect their driving capability.

6.3. Drivers have the ultimate responsibility for the road-worthiness of the vehicle they drive and also the load they are carrying. Therefore they must conduct the appropriate safety checks:

- Brakes
- Tyres
- Steering
- Mirrors
- Windscreen washers and wipers
- Lights

- Indicators
- Horn
- First aid kit
- Fire extinguisher
- Seat belts

6.4. It is the drivers' responsibility to ensure that their vehicle is not over loaded or loaded in such a way that it will affect the safe handling of the vehicle.

6.5. Drivers are to drive in a responsible manner, in accordance with Road Traffic Legislation and the Highway Code at all times. Driving is always to be conducted with due regard for other road users, prevailing weather conditions and road surfaces.

6.6. Drivers must not operate mobile phones whilst the vehicle is in motion, they are to pull over and park before answering or making a call.

6.7. Drivers are to regularly report-in their whereabouts to Company Offices in accordance with Arrangements Section of this Policy. They are to immediately inform the MD of any accidents that they may be involved in; be it a collision with a person, animal, other vehicle, object or property.

6.8. Drivers are not to smoke or permit their passengers to smoke in Company vehicles.

7. CONTRACTORS AND SUB-CONTRACTORS

7.1. This health and safety information applies to all contractors and other persons engaged to carry out specific work on the Company's premises / sites, or undertaken work on the behalf of the Company and forms part of the terms of contract. The Company's objective is to secure and maintain high standards of health and safety within all areas under R.D. Bull's control.

7.2. All contractors and their employees will be expected to work and comply with this Health and Safety Policy when working on R.D. Bull's sites. They are to familiarise themselves with Company emergency procedures and accept any instruction and training requirement given by the Company.

7.3. All work must be carried out in accordance with relevant statutory provisions, taking into account the safety of other persons and property. Contractors are to undertake and conduct their work activities in accordance with safe practices, method and procedures.

7.4. Contractors are to employ only persons, who are skilled, experienced and competent in the performance of the work they are to undertake.

7.5. At the commencement of each project contractors' operatives must report to R.D. Bull's Site Foreman and undertake site safety induction training. No work on site will be permitted until such training has been given

7.6. All plant or equipment brought onto site by contractors must be safe and in good working condition, fitted with any necessary guards and safety devices. The necessary inspection and test certificates and risk assessments must be made available for checking by the Site Foreman. All operatives must be adequately trained in the use of such plant and equipment and, where appropriate, provide proof of competence.

7.7. Contractors are to provide hazard data sheets and COSHH assessment records for hazardous substances / materials to be used during a project prior to starting work along with what control measures will be used to protect all persons from any hazard or risks. The Site Foreman therefore, must be informed of any material or substance brought on site, which has health, fire or explosion risks. Those materials or substances must be used and stored in accordance with Regulations and current recommendations

7.8. Contractors' employees are not permitted to alter any scaffold provided for their use, or use, or interfere with any plant or equipment on the site, unless authorised. Where sub contractors are required to hire or erect scaffolding they shall ensure that a suitably trained and certificated person inspects it at weekly intervals and the appropriate entry made in the Site Safety Register.

7.9. Any injury sustained or damage caused by a contractor employees during a project must be reported immediately to the Site Foreman.

7.10. R.D. Bull & Sons Ltd. has engaged Settle-for-Safety to inspect sites and report on health and safety matters. These safety advisers have this Company's authority to stop work at any time that they consider that there is an imminent risk of serious injury. Contractors informed of any hazards or defects noted during these inspections will be expected to take immediate remedial action.

7.11. Where R.D. Bull is the appointed Principal Contractor suitable welfare facilities and first aid arrangements in accordance with the CDM Regulations will be provided for contractors to share. Where R.D. Bull does not provide facilities, contractors are to ensure suitable welfare and first aid arrangements have been made for their employees before undertaking any work on site.

7.12. It is the policy of R.D. Bull that all operatives, contractors, visitors, etc. on the Company's sites will wear foot and head protection at all times other than in areas specifically identified by the Site Foreman. Contractors will be required to provide and wear and/or use correct items of protective clothing and equipment as appropriate and in accordance with control measures identified in risk assessments.

7.13. Contractors are to plan and maintain a tidy site, ensuring operatives irrespective of trade regularly maintain their own work area and dispose of arisings in an appropriate manner on a regular basis.

7.14. Contractors must provide the Site Foreman / Contract Manager promptly with any information concerning their working activities during the project, which is in their possession or can obtain which it is reasonable to believe the CDM Co-ordinator would include in this project's health and safety file.

7.15. Any breach of R.D. Bull's health and safety rules or legal requirements will lead to the suspension from site, at the contractor's own expense, and this could lead to the termination of the contract.

8. VISITORS

8.1. R.D. Bull is responsible for the safety of all visitors.

8.2. Visitors should not enter any work area unaccompanied and they should not be allowed entry into areas where they will be put at risk.

8.3. All visitors must report to the Site Foreman / Office Manager, who will ensure they sign the visitors' book before being permitted further access to the site or Company premises. All visitors are to be briefed on emergency procedures and given other appropriate information (where necessary given PPE) concerning their safety.

9. HEALTH AND SAFETY CONSULTANTS - SETTLE FOR SAFETY

9.1. Are retained as the Company's health, safety and welfare advisors and shall: -

a. Provide a telephone advisory service relating to health and safety.

b. Compile health and safety policy and procedural documentation as required.

c. If required assist in conducting risk assessments and write method statements.

9.2. Will by arrangement compile and develop project health and safety plans in accordance with the Construction (Design & Management) Regulations.

9.3. Will by arrangement and as necessary conduct site inspections, safety audits and provide an accident investigation service.

COMPANY HEALTH & SAFETY POLICY

HEALTH AND SAFETY ARRANGEMENTS

1. ABRASIVE WHEELS

1.1. An abrasive wheel is defined as a 'wheel, cylinder, disc or point' having abrasive particles and intended to be power driven. It may consist entirely of abrasive particles or be metal, wood, cloth, felt rubber or paper, with a surface covered with abrasive materials: or be formed of a ring or segment of abrasive materials, or with abrasive particles attached.

1.2. Abrasive wheels are potentially dangerous. Most accidents result from selecting the wrong type of wheel or from over-speeding. It is essential that the right abrasive wheel for the job is chosen; that it is correctly mounted by a competent person and runs at the correct speed. In most cases, abrasive wheels are rotated at very high speeds and contact with the revolving wheel can cause painful injury, particular to the eyes. There is always a risk of the wheel disintegrating or bursting as it revolves. Fragments of the wheel can be projected at great velocity in all directions.

1.3. A trained and competent person may only mount abrasive wheels. Therefore unless you have been specifically trained you are not permitted to mount/change any grinding or cutting wheels. This requirement does not stop R.D. Bull's operators from using abrasive wheels in the course of their work. Operatives who have been trained in the correct use of grinding or cutting machines will be permitted to use them. They are to wear the correct personal protection equipment and ensure that the machines' safety guards are in place.

2. ASBESTOS

2.1 Asbestos is widely recognised as a material with a health hazard. Asbestos related diseases kill more people than any other single work related cause. All types of asbestos can be dangerous if disturbed. Danger arises when asbestos fibres become airborne. They form very fine dust that is often invisible. Breathing asbestos dust can cause serious damage to the lungs and cause cancer. Asbestos diseases usually occur only as a result of prolonged exposure to asbestos dust at levels well above those found in British industry. An isolated accidental exposure to asbestos dust of short duration is therefore unlikely to result in the development of an asbestos related disease.

2.2. R.D. Bull acknowledges the health hazards arising from exposure to asbestos and will protect those employees and other persons from being exposed to asbestos as far as is reasonably practicable by minimising exposure through proper control measures and work methods supported by information, instruction and training.

2.3. The presence of asbestos in most cases will not be obvious. It can be assumed that any building constructed or refurbished before 1980s will contain asbestos-based materials in some form or other. Contract Managers and Foremen are responsible for seeking confirmation of the existence or otherwise of asbestos on sites. Where buildings have asbestos logs and / or health and safety files these should also be consulted.

2.4. Operatives are warned that no work should be carried out which is likely to disturb asbestos and expose people to risk unless adequate assessment of exposure has been conducted. This means that the areas where work is to be conducted should be visually checked for the

presence of asbestos especially where drilling holes, cutting or conducting demolishing work. Where operatives suspect asbestos they must stop work and report their suspicions to their Site Foreman who will take the appropriate action.

2.5. Some of the most common materials containing asbestos are:

a. Boiler and pipework coatings and lagging, flues.

b. Sprayed coatings providing fire and acoustic insulation.

c. Insulation board.

d. Cement-based boards, sheets and formed products.

e. Ceiling (and some floor) tiles.

f. Gaskets and paper products used for thermal and electrical insulation.

2.6. RD Bull has a legal duty to manage the risk from asbestos that may be present in premises we own or occupy. Our duty extends to:

a. Finding out if there is asbestos in our premises, its amount and what condition it is in.

b. Presuming materials contain asbestos, unless we have strong evidence that they do not.

c. Making and keeping up to date a record of the location and condition of the asbestos.

d. Assessing the risk from asbestos found.

e. Preparing a plan that sets out in detail how to manage the risk from this material and taking steps needed to put the plan into action.

f. This premises asbestos plan will be reviewed and monitored and the necessary arrangements put it in place.

g. Further, we are required to provide information on the location and condition of the asbestos material to anyone who is liable to work on or disturb it.

2.7. The MD is the appointed competent person to carry out the work to meet the requirements of this new asbestos duty. The MD must be consulted before any repairs or alterations works takes place at company offices this includes any drilling into the structure's fabric.

3. CONFINED SPACES

3.1. The Confined Spaces Regulations follow the current trend for health and safety legislation to require elimination of the hazardous activity as the first consideration, i.e. work must not be carried out in a confined space unless it is not reasonably practicable to do so.

3.2. The Regulations define a confine space as "any place including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises reasonably foreseeable risk". The specified risks are as follows:

a. Injury due to fire or explosion.
b. Loss of consciousness due to an increased body temperature (heat stress).

c. Asphyxiation.

The latter can be caused by lack of breathable air, drowning in liquid or asphyxiation or entrapment by free flowing solid.

3.3. R.D. Bull will work a 'Permit to Work' system for all confined space operations. This will include any work area where there is a restriction of access, a lack of free flowing supply of clean breathable air, or a presence of dangerous gases, vapours or fumes. Foremen will conduct specific risk assessment to determine if a 'Permit to Work' is required for these types of operations. They will determine if the workplace is a confined space by considering:

a. The type of access - is it easy or restricted.

b. Do any flammable or hazardous gases, vapours or residues present, or likely to collect (due to the nature of work, such as asphalting), cause a greater hazard.

c. Is evacuation reasonably easy in the event of an emergency.

d. Could an unstable surface give way and trap the operative.

3.4. If it can be shown there is no other reasonably practicable way for conducting work other than entering a confined space and before allowing R.D. Bull's operatives to carry out the work, the risk of assessment will take into consideration:

a. Breathable air.

b. Adequate accessibility to enter and leave safely.

c. Adequate supervision.

d. Some means of ensuring that an extra hazard will not be introduced during work.

e. Some means of removing the workers from the space in an emergency or if they become unconscious.

f. Adequate instruction, information and training for all those involved in the work.

3.5. All personnel required carrying out testing and monitoring of atmosphere must first have been suitably trained. Training also applies to operatives required to use breathing apparatus, resuscitation equipment, rescue, entry procedures, etc.

3.6. The Site Foreman will ensure that operatives and/or sub contractors follow planned confined space procedures. Any changes in working methods or conditions which were not included in original procedures must be reassessed for new hazards.

4. CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS (CDM).

4.1. The construction industry covers a vast and diverse range of activities, hazards, materials, techniques, employment patterns and contractual arrangements. In these circumstances good management of construction projects is needed from conception through to execution if health and safety standards are to be maintained. A committed approach to managing construction projects for health and safety is needed by all those who can contribute to the avoidance, reduction and controlling of health and safety risks in new build, maintenance, repairs, renovation, demolition or other construction work.

4.2. The key aim of the Construction (Design and Management) Regulations (CDM) is to integrate health and safety into the management of projects and to encourage everyone involved to work together to:

a. Improve the planning and management of projects from the very start;

b. Identify hazards early on, so they can be eliminated or reduced at the design or planning stage and the remaining risks can be properly managed;

c. Target effort where it can do the most good in terms of health and safety; and

d. Discourage unnecessary bureaucracy.

4.3. The regulations are intended for duty holders to focus attention on planning and management throughout construction projects, from design concept onwards. The aim is for health and safety considerations to be treated as an essential, but normal part of a project's development – not an afterthought. The effort devoted to planning and managing health and safety should be in proportion to the risks and complexity associated with the project. In complying with the regulations as a Company we will focus on action necessary to reduce and manage risks.

4.4. Robyland may be involved with the regulation in a number ways by taking on the legal duties as Principal Contractor, Contractor, Designer or even as Client if we were to commission construction work to be carried out. The MD will ensure that as a Company we will apply the general principals of prevention when carrying out duties:

As Client:

a. By checking competence and resources of all appointees.

b. Ensuring there are management arrangements for the project including welfare facilities.

c. Allowing sufficient time and resources for all stages of the project.

d. Providing pre-construction information to designer and contractors.

e. For notifiable projects, appointing a CDM co-ordinator.

f. Appointing a principal contractor.

g. Making sure the construction phase does not start until a suitable construction plan is in place.

As Designers:

a. By checking clients are aware of their duties.

b. Eliminating hazards and reducing risks during design.

c. Providing information about remaining risks.

d. Providing any information needed for the health and safety file.

As Principal Contractor for notifiable projects:

a. Check client is aware of duties and a CDM co-ordinator has been appointed and HSE notified before starting work

b. Plan, manage and monitor construction phase in liaison with Contractors.

c. Prepare, develop and implement a written plan and site rules (initial plan completed before construction work commences).
d. Give Contractors relevant parts of the plan.

e. Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase.

f. Check competence of all appointees.

g. Ensure all workers have site inductions and any further information and training needed for the work.

h. Consult with workers.

i. Liaise with CDM co-ordinator.

j. Secure the site

As Contractor:

a. By checking client is aware of their duties.

b. Planning, managing and monitoring our own work and that of others.

c. Checking competence of our appointees and workforce.

d. Complying with Part 4 of the regulations concerning installation and maintenance work.

e. Where applicable co-operating with the principal contractor in planning, managing work, site rules and providing information on any sub contractor we may employ.

f. Ensuring there are adequate welfare facilities for our workforce.

g. Where applicable co-operate with the Principal Contractor

h. Where applicable informing the principal contractor of any problems with the plan and of any accidents, diseases and dangerous occurrences.

i. Providing any information needed for the health and safety file.

5. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH).

5.1. The COSHH Regulations cover innumerable materials and substances that have been classified as hazardous. The regulations are quite involved, so the following six steps are the basis for evaluating health hazards.

a. Know the product. Be familiar with the substance in advance, and obtain the Product Data Sheet. Manufacturers and suppliers are required by law to provide these sheets free of charge.

b. Know the danger. Assess the potential risks to health and the exposure levels.

c. Control or eliminate the hazard. Decide what action is required.

d. Instruct users of the substance about the dangers.

e. Provide the operators with the appropriate personal protection equipment.

d. Monitor the effectiveness of any controls introduced.

Modern working methods involve the use of substances, principally chemicals, which may pose a risk to the health of people using them. No chemical is completely safe in all circumstances and any airborne dust, in significant quantities, can damage health. Since the

hazard to health posed by many substances is not known it is good practice to use working methods to minimise exposure. Where the hazards are known specific steps can be taken.

5.2. Most trades on a construction site use some kind of chemicals that are potentially hazardous. In fact almost every thing used in a building comes under the COSHH regulations. However, asbestos and lead have their own specific regulations, and their dust and fumes require special attention. Operatives must be especially aware of the dust problems from ceiling tiles, brick and woodcutting, cement, and plaster. Operatives will be made fully aware of all hazardous substances they are required to work with or may come in contact with through the course of their work. They will be trained in its correct use, precautions to be taken and necessary first-aid treatments to administer if an incident occurs during the handling of the substance.

5.3. The COSHH Regulations require RD Bull to prevent exposure to persons to substances hazardous to health, if it is reasonably practicable to do so. In order to comply with this requirement where practical and in order of preference the following steps will be taken:

a. Change process or activity so that the hazardous substance is not needed.

b. Replace the substance with a safer alternative.

c. Use the substance in a safer form for example using ready mixed other than mixing components.

d. Totally enclose the work activity / process.

e. Partially enclose and use local exhaust ventilation.

f. Provide general ventilation.

g. Reduce number of persons exposed, or duration of their exposure.

h. As a last resort where the exposure cannot be adequately controlled by measures above personal protective equipment will be provided.

5.4. Foremen are responsible for identifying all substances, which need a COSHH assessment. They will also be responsible for undertaking COSHH assessments, implementing identified actions and for informing relevant operatives about the assessment. Assessments will be reviewed when work activities change. Copies of COSHH assessments are to be kept on site.

5.5. Every operative using or encountering hazardous substances should be informed of the risks and trained in the safe systems of work to be employed. Work with hazardous substances must not take place unless a COSHH assessment has been conducted. Operatives must not work with hazardous substance unless they have read or been informed of the requirements of the COSHH assessment.

5.6. The following paragraphs contain general information about common substances that may be used during Company's operations:

a. Adhesives and Sealants - Solvent adhesive, sealants, primers, paints, thinners and cleaners are harmful to breath and the also highly inflammable. Avoid chemicals touching skin. Protect from splashes, wear protective or proper clothing, goggles and respiratory protection as required. Only use in a well ventilated area. Be aware that fumes and dust from hardening agents these can cause occupational asthma. Water based adhesives, sealers and primers are less dangerous, but repeated contact can cause dermatitis. Adhesives in powder form will cause chemical burns when mixed with water. Use gloves and protective equipment.

i. Do not wash skin with solvents.

ii. Do not use solvent-based items near naked flame, near sparks or hot surfaces.

iii. Don't eat, drink or smoke while using these substances.

b. Aggregate - Aggregate dust, which includes quartz, breathed to excess over extended periods can cause long-term health problems. Do not breathe it. Wear a dust mask.

c. Cement - When cement dust comes into contact with body fluids such as tears or sweat, an alkaline solution is produced which can cause chemical burns without any pain being felt at the time. It is also harmful to breathe and digest. Contact with eyes requires immediate attention; wash eyes with copious amounts of cold clean water and seek medical attention. Prolonged contact can cause dermatitis. Keep cement dry, but prevent the dispersion of dust. When handling cement wear suitable protection such as gloves, boots, face protection, etc.

d. Concrete and Mortar - Wet mortar can cause cement burns, dermatitis and skin ulcerations. Avoid direct skin contact. Do not let clothing become soaked with mortar either by kneeling in it or sitting on it. Wear full-length trousers, long sleeve clothing, gloves and boots. Cutting concrete will cause harmful dust that may include quartz; always wear a dust mask.

e. Bitumen and Asphalt - Contact with bitumen and asphalt will cause chemical burns to the skin, irritation to the eyes and may cause respiratory problems. Therefore avoid direct skin contact and fumes. Always wear protective clothing, gloves, boots and long sleeves. Use protective masks and when working in confined spaces such as tanks, breathing apparatus must be worn.

f. Plaster Products - Ensure good ventilation when mixing, cutting or sawing plaster products. When plaster dust comes into contact with body fluids such as tears or sweat, an alkaline solution is produced which can cause chemical burns without any pain being felt at the time. It is also harmful to breath or if swallowed for the same reasons. Contact with eyes requires immediate attention; wash eyes with copious amounts of cold clean water and seek medical attention. Prolonged contact can cause dermatitis. Keep cement dry, but prevent the dispersion of dust. Wear suitable

protection such as gloves, face protection, boots, etc., when handling it. Discard heavily soiled clothes. Ensure good ventilation when mixing, cutting or sawing plaster products.

g. Insulation - Man made fibres, like Rockwall and fibreglass, are irritants to the skin, eyes and respiratory system, they may also cause dermatitis. For this reason do not eat, drink or smoke when using it. Avoid breathing the dust, wear a mask, do not allow it coming into contact with the skin, wear suitable protective clothing. Clothing should be tight fitting at the neck, wrists and ankles. Wear gauntlet type gloves, goggles and mask.

h. Paint Removers, Paints and Vanishes - Chemical paint removers, paint and vanish may be solvent based. Special care must be taken when working with them. Over exposure will cause headache, giddiness and nausea, irritation to eyes and the respiratory system. The central nervous system may be affected, resulting in drowsiness or loss of consciousness. Always use in a well-ventilated area. Wear protective equipment. Never clean paint off the skin with white spirit or solvents.

i. Treated Timber - Tanalised timber (cell cured) contains copper, chromium and arsenic all of which are hazardous to health and is therefore a higher risk material than normal wood. Always saw and sand it in well-ventilated areas, use an oral nasal mask. Wear PVC or synthetic rubber gloves when handling. Wash hands after touch treated timber, especially before smoking, eating or drinking.

6. DISPLAY SCREEN EQUIPMENT (DSE)

6.1. Under the Health and Safety (Display Screen Equipment) Regulations the employer must carry out an analysis of workstations for the purpose of assessing risks, in particular the risks of musculo-skeletal discomfort, visual disturbance and mental stress. Risks must be remedied, so far as reasonably practicable.

6.2. R.D. Bull acknowledges that health and safety hazards may arise from use of this type of equipment. It is the intention of the Company to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns.

6.3. The Office Manager in consultation with office staff will carry out an assessment of each workstation, taking into account the DSE, the furniture, the working environment and the user.

6.4 DSEs operations will be planned so as to ensure work can be periodically interrupted to give Users a break away from the keyboard and screen. Users are advised that short frequent breaks are more satisfactory than occasional long breaks. For example a 5 – 10 minute break after 45 minutes continuous screen / keyboards work is likely to be better than a 15 minute break after 2 hours working. In most cases natural breaks will occur e.g. involving filing, answering telephones, sending fax's, etc., so the work can be planned and interrupted accordingly. Any break will allow the User to:

a. Vary his/her posture.

b. Avoid activities require repetitive arm or hand movements.

c. Provide visual relief from screen.

6.5. Users of DSEs and those to become users can request an eye and eyesight test that will be paid for by the Company. If the test shows they need spectacles especially for their visual display unit (VDU) work the Company will pay for a basic pair of frames and lenses. Users are entitled to further tests at regular intervals after the first test, and in between if they are having visual difficulties, which may reasonably be considered to be caused by their VDU work.

6.6. Users of DSEs are to adhere to the following daily start-up checks before operating this equipment:

a. Sit right back in your chair so that the backrest can support you.
b. Form a relaxed curve in your lower back and adjust your backrest to provide support when in this position.

c. Raise or lower your seat until your forearms are horizontal, make sure your wrists are straight when your hands are on the keyboard.
d. Use a footrest if your feet do not comfortably touch the floor.

e. Remove any obstacles under your desk that prevents you sitting in an upright position.

f. Check your workstation has not become disorganised forcing you to sit in an awkward position.

g. Set your display viewing distance to suit screen characters and copy stand text size.

h. Position your copy stand close to the screen (e.g. same height and viewing distance and next to display).

i. Adjust your screen and copy stand angle to suit your sitting position.

j. Adjust the brightness control to suit the office lighting level.

k. Adjust the brightness control if the light levels have altered since you started work, lower window blinds if sunlight is causing glare.

7. DRUGS & ALCOHOL USAGE

7.1. Employees (including all supervisory and management staff) undertaking, activities on behalf of the company whilst under the influence of alcohol or drugs can adversely affect the

safety and health of themselves or other persons that may be affected by those activities. Therefore it is the MD's policy that all personnel in our employ shall not be permitted to work on company undertakings whilst under the influence of alcohol or drugs. Any person known to be, or suspected of being under the influence of alcohol or drugs must be referred to management, who will arrange for the person to be removed from site.

7.2. Personnel who are prescribed drugs by their doctor, must advise management immediately prior to undertaking any work on the behalf of the company, in order that the implication of such prescription can be evaluated and thereby determine the competency of that person to continue in the undertaking of normal work and driving activities.

7.3. Any person contravening company policy will be subject to disciplinary action that may result in the termination of employment.

7.4. The effect of alcohol or drugs at work creates serious health and safety risks. Therefore the following rules will apply:

a. Do not come to work under the influence of drugs or alcohol.

b. Do not bring non-prescribed drugs or alcohol onto company premises or sites.

c. Check with your doctor or pharmacist about the side effects of prescribed medications.

d. Do not protect colleagues who you suspect of suffering from alcohol or drug abuse by keeping silent. Report your suspicions to management.

e. Ask for assistance if you feel that matters are beyond your control.

7.5. The MD recognises that symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions e.g. heat exhaustion, hypothermia, diabetes, etc. Also, the person may be affected by legitimate medication prescribed by the doctor. These conditions, while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that may be considered.

8. ELECTRICITY

8.1. All electrical equipment and electrical systems installed and used on R.D. Bull's premises and sites are subject to the Electricity at Work Regulations. Electricity can not only cause shock, but also cause burns and start fires. It should therefore never be treated lightly. All electrical equipment and systems within the workplace is/will be installed and maintained by a competent person.

8.2. All work on electrical equipment or systems that involve the exposure of conductors must be carried out with the supply switched off, isolated and secured against re-energising. A proving test to ensure isolation must be completed before starting work and an approved test instrument must be used for this purpose.

8.3. No power tools or electrical equipment of greater voltage than 110 volts where reasonably practicable shall be used on sites. All portable electrical used on site must be tested for safe working. If "mains" voltage has to be used, the risk of injury is high if the equipment, tools, leads, etc., are damaged or there is a fault. Therefore, trip devices (such as residual current devices (RCD's) rated at 30mA with no time delay) will be fitted at supply point to ensure that current is promptly cut off if contact is made with a live part. Trip devices are to be subject to routine testing and checked daily by operating the test button.

8.4. If at any time a temporary electrical system is used this wiring must be as safe as a permanent installation and must be replaced by a permanent installation as soon as practicable if it is likely to be needed for a period longer than three weeks. The use of long extension leads must be avoided wherever possible. If a reel extension lead is used, the cable must be completely wound off the reel before connecting to main supply.

8.5. Most people are aware of the health and safety hazards associated with electricity. To avoid injury, or worse, it is essential that employees adopt the following precautions:

a. Report faults immediately, do not use or continue to use faulty equipment.

b. Do not carry out repairs, etc., or even fit plugs, unless authorised to do so.

c. On a daily basis, or when you first use electrical equipment it should be visually checked to ensure that there are no obvious faults, e.g. exposed or loose wires, cracked plugs or sockets, switches not working correctly. Any faults must be reported to your manager immediately and the equipment not used.

d. Avoid trailing leads ensuring leads or supply do not come into contact with water, lift up and secure out of harms way.

8.6. Some faults, such as the loss of earth continuity due to wires breaking or coming loose within equipment, the breakdown of insulation and internal contamination will not be spotted by visual inspections. To identify these problems, a program of inspection and testing is necessary. An appointed competent person will carry out all tests and inspections. As well as testing as part of the planned maintenance program, combined inspection and testing should/will be carried out:

a. If there is reason to suspect the equipment may be faulty, damaged or contaminated, but this cannot be confirmed by visual inspection. and

b. After any repair, modification or similar work to the equipment, which could have affected its electrical safety.

A program of electrical testing and inspection can be found at the Appendix. The MD is responsible for ensuring all inspections are carried out and recorded. Records of electrical inspections are to be retained at Company Office.

8.7. No private electrical equipment is to be used in R.D. Bull's workplace unless the said equipment has been registered with the MD, and passed test inspection by appointed competent person.

9. EMERGENCY PROCEDURES

9.1. It is the intention of the Company to ensure that any risks arising from work activities are eliminated or reduced to a minimum. However, the Company acknowledges that despite these measures it cannot be assumed that a major incident will never occur, although such an incident is highly unlikely if all risks are adequately controlled. The consequences could be catastrophic if risks are not controlled and so the Company will put in place certain emergency procedures to ensure injury and damage limitation in the event of such an incident. R.D. Bull will also endeavour to give information and training as often as is necessary to all employees (and other persons, such as contractors and visitors) to enable a better understanding of these matters.

9.2. Any concerns employees may have regarding the Company's emergency procedures should be reported to management as soon as possible. The MD will then take the necessary measures to investigate and remedy the situation.

9.3. In order to be prepared for any emergency event, the Company will plan for reasonably foreseeable incidents and prepare a written plan outlining procedures to be followed in such an event. R.D. Bull will, in consultation with employees and their representatives.

a. ill carry out a risk assessment to identify foreseeable major incidents for which emergency procedures would be required.

b. Establish procedures to be followed by employees in the event of an emergency situation, including:

i. raising the alarm;
ii. means of escape;
iii. assembly points and "safe havens";
iv. summoning the emergency services;
v. evacuation of persons;

c. Appoint competent persons to be responsible for specific procedures in the event of an emergency situation.

9.4. Emergency procedures will be established for all sites, for all to follow in the event of a situation presenting serious and imminent dangers. The aim will be to set out clear guidance on when employees, contractors and others at work should stop what they are doing and move or be guided to a place of safety.

9.5. These procedures will vary from building to building and from site to site. However, procedures will set out the basis and identify the role and responsibilities of competent persons nominated to implement action when confronted with an emergency. To ensure

employees are familiarised with the laid down procedures, emergency drills will be exercised and tested to prove their effectiveness.

9.6. In the event of and an emergency at Company offices, the Office Manager will implement procedures. If this necessitates the evacuation of the premises all personnel are to muster on the pavement opposite the building at the junction of Kingstone Road and Chiswick Road.

10. EMPLOYMENT.

10.1. R.D. Bull will ensure that on engaging a person for employment, they do not suffer from any illness, disability or are undergoing treatment or prescribed medication which would constitute, in the working environment, a hazard to themselves or others.

10.2. R.D. Bull will ensure that all existing employees do not suffer from any illness, disability or are undergoing treatment or prescribed medication which would constitute, in their present working activity, a hazard to themselves or others. To this end employees are to keep Management fully informed of any ailments or disabilities they may be suffering.

10.3. R.D. Bull will only employ persons that are competent to carry out the work for which they are engaged. Employees will be provided with information, adequate supervision and given suitable training to enable them to conduct their work safely. Each person will be made aware, prior to the commencement of any work, of all relevant legislation, codes of practices and/or guidance notes to comply with safe working practices. All employees are required to read the Company's Health and Safety Policy.

10.4. It is the Company's intention to update employees on all health and safety matters as and when it is deemed necessary and when change in legislation occurs.

11. FIRE EQUIPMENT AND PRECAUTIONS

11.1. The provision of alarms, equipment, means of escape and procedures for all drills is based on the requirements of legislation. The equipment provided and arrangements for evacuation will be tested regularly to ensure its effectiveness.

11.2. All employees are required to make themselves conversant with the fire precautions and drill for their own and other site work places to which their duties may take them. All Company buildings are provided with the appropriate fire extinguishers securely fixed in readily accessible positions. It is the duty of all staff to report to the MD of loss of, lack of servicing, discharged, misused or damaged fire fighting equipment, so that prompt remedial action may be taken.

11.3. Fire precautions – Site Foremen will ensure that:

a. Sufficient fire fighting equipment is available on the site they are responsible for and that it is in date for service and inspection.

b. Training and instruction has been given to staff and operatives in respect to means of escape, the use of fire fighting equipment and fire drill procedures.

c. Records are kept on items (a) & (b) above.

d. They are to delegate a member of their workforce to conduct a fire safety check of the site workplace at the end of each working day ensuring that:

i. electrical, gas and oil equipment not required for overnight is switched off, all gas is turned off at the cylinder and all unessential electrical equipment are unplugged from the mains;

ii. unprotected equipment in use over night is safe;

iii. no cigarettes are left smouldering and waste bins are emptied;

iv. fire doors and smoke stop doors are closed, buildings and site secured;

v. all gas cylinders are removed from inside of buildings and stored in the LPG cage.

11.4. Lives and jobs are involved if a fire starts. Fire prevention is vital. The workforce should never smoke in "No Smoking" areas, and they are to make sure that in other areas smoking materials are put out before it is disposed of. All persons are warned not to:

a. Allow combustible materials to accumulate especially in corners or under desks and work benches.

b. Overload electrical sockets or cables.

Everyone can help reduce the risk of fire by:

a. Making themselves familiar with fire procedure; this means knowing how to raise the alarm, the position and use of fire extinguishers and routes of escape in case of an emergency.

b. Keeping fire escape routes clear at all times, do not place tools, furniture, equipment, waste materials, or anything else in passages, especially those which are fire evacuation routes.

c. Reporting any defective electrical equipment or frayed electrical flex or cables, overloaded electrical socket outlets, the misuse of heating appliances, and any leakage of flammable liquids.

d. Reporting damaged or missing fire equipment.

e. Keeping fire doors closed; if you notice them jammed open, close them and make sure everyone understands their purpose in a fire; smoke is a major killer in fires and makes evacuation of the building slower and more dangerous.

f. Extinguishing very small fires immediately on discovery; the first few seconds count, do not endanger yourself when fighting a fire; make sure your escape route is free.

g. Making your escape by the nearest route on hearing the alarm (if you are not directly involved) and proceeding to the assembly point as identified in the Emergency Procedures, switching power off to your work area if there is time.

12. FIRST AID

12.1. The Health and Safety (First Aid) Regulations states "An employer shall provide, or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to employees if they are injured or become ill at work". In order to discharge its duties R.D. Bull will provide adequate and appropriate number of suitable and trained persons to render first aid to ill or injured employees.

12.2. A suitable person as defined by the Regulations is someone who holds a current first aid certificate issued after successfully completing a training course approved by the Health and Safety Executive.

12.3. Name of first-aider, appointed persons and whereabouts of first-aid facilities will be displayed throughout the Company sites and first-aid arrangements communicated to the workforce during initial safety induction training.

12.4. The Office Manager is responsible for the checking and replenishing of all company first aid boxes. She is also the named person responsible for storing accident reports in accordance with the requirements as detailed in the Accident Book BI.510. Records are to be kept for three years.

12.5. Company first aid boxes and vehicle first aid kits contain sufficient quantities of suitable first aid equipment to meet most emergencies. A guide to the contents of first aid boxes and kits can be found at the Appendix.

13. HEALTH SURVEILLANCE

13.1. Risk assessment will identify circumstances in which health surveillance is required by specific health and safety regulations (e.g. COSHH, Lead, and Asbestos). The objective and benefit gained from health surveillance is that adverse health effects can be detected at an early stage, thereby enabling further harm to be prevented.

13.2. Results from health surveillance can provide a means of:

a. Checking the effectiveness of control measures.

b. Providing feedback on the accuracy of the risk assessment.

c. Identifying and protecting individuals at risk.

13.3. Present work activities carried out by R.D. Bull does not necessitate the requirement for employees to undertake regulatory health checks. However, circumstances may change (where persons may be subjected to excessive vibration, noise or hazardous substances) and all employees are requested to fully cooperate where health surveillance is programmed. Employees will be issued with a medical in confidence self assessment questionnaire which is to be updated at six monthly intervals. Assessments will are to be forwarded to the Office Manager for safe and confidential filing in personal records.

13.4. Employees are warned of the risk of exposure from UV radiation as generated by sunrays. Employees who work outdoors must realise that a tan is not healthy but is a sign of damage to the skin, which may result in malignant melanoma, skin cancer. Clearly the simplest way of protecting your skin is by wearing suitable protective clothing; keeping your shirt on whilst working. The use sunscreens or blockers (at least factor 15+) should be used as a last resort.

13.5. The Health and Safety Executive and R.D. Bull's Management strongly recommends "outdoor-operatives" to regularly check their skin and to inform their doctor during medical check-ups that they have an outdoor job. This can be classed as personal health surveillance and is a mature and sensible culture to adopt.

14. HOUSEKEEPING

14.1. Poor standards of housekeeping are common cause of injury and damage at work and can create unnecessary fire hazards. Low standards often result from poor working practices and/or organisation deficiencies. Poor housekeeping is a common cause for accidents and fires in the workplace.

14.2. Managers must ensure that housekeeping in their areas of responsibility is maintained to a satisfactory standard at all times. Workplace inspections are to be carried out on a regular basis to identify areas where standards require improvement. These are to be highlighted for remedial action.

14.3. All employees and sub contractors are responsible for ensuring that they do not allow waste material to accumulate in their working area and for keeping their workstations and work areas tidy. They are to report problems relating to storage or removal of materials, arisings and waste to their Site Foreman.

14.4. Floors must be cleaned on a regular basis and waste bins must be emptied daily. Rubbish must be kept in suitable containers and must not be allowed to overflow. Combustible waste must be kept away from ignition sources. Large items of rubbish that pose a particular hazard must be removed separately and without delay.

14.5. In order to ensure that satisfactory standards of housekeeping are achieved the following arrangements are to be adhered to:

a. Check that the workplace is free of hazards at the beginning of each day.

b. Always put materials/tools away immediately after use.

c. Clear up any spillage, arisings, etc. immediately.

d. Do not allow objects to protrude into passages, doorways, stairs, etc.

e. Ensure that waste materials are properly stored and removed on a regular basis; remove skips for emptying when full.
f. Ensure that special arrangements (do not leave it all to the cleaners/labourers) are made for the removal of unwanted extra large materials or substances.

g. Do not store materials or substances anywhere other than in their designated correct storage.

h. Ensure the workplace is tidy and materials and substances are put away at the end of each and every working day.

15. INCIDENT AND ILL HEALTH REPORTING

15.1. All employers have a legal duty to report the following work-related health and safety incidents:

- Deaths;
- Major injuries;
- Over-three-day injuries, where an employee or self-employed person has an accident resulting in them being off work (or unable to do their work) for more than three days;
- Injuries to members of the public that require them to go to hospital;
- Work-related diseases; and
- Dangerous occurrences, which could potentially have resulted in a reportable injury.

15.2. All injuries, disease, damage and/or `near-miss' resulting from incidents related to working activities, whether it is on or, is during access to and from Company premises and sites must be reported. This not only applies to employees but also to contractors, clients**,** visitors, and trade-persons injured whilst on Company premises. Reports are to be made to the MD / Foreman who will then ensure that appropriate first aid, reporting, corrective and emergency action is taken.

15.3. On the completion of first-aid and emergency procedures all details of injuries are to be entered into the accident book (BI 510) and if a notifiable incident, reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR). Reports are to be made to the Incident Reporting Centre by telephoning 0845 300 9923 (in the case of fatal or major injury) or via the HSE website in the case of all other incidents on www.hse.gov.uk/riddor.

15.4. All fatal or major injuries to any person or dangerous occurrence (as defined by RIDDOR), no matter what time of day or night it is, must also be reported to the MD by the quickest possible means (telephone). The reason for this is so that he will ensure that the incident is reported to the Enforcing Authority in accordance with RIDDOR and that an immediate Company incident investigation is conducted.

15.5. The Office Manager is the custodian of completed Accident Book records; these records are confidential and will be kept in a secure place. Foremen / First Aiders are responsible for ensuring all completed accident book records are forward to the Office Manager for safe keeping.

15.6. All incidents / accidents even if they do not result in injury or damage must also be reported to the MD. This so as he will ensure an investigation in to the incident is conducted. The MD in consultation with Safety Consultants / Foremen will initiate action to be taken to prevent a similar incident reoccurring and, record what actions and control measures were implemented.

16. LADDERS

16.1. Operatives using a ladder as a working platform are especially at risk. They are further at risk when ascending or descending, or when positioning or removing ladders. Other persons working near to, or passing by, a person working on a ladder could be in danger from tools, equipment or the person falling from height.

16.2. Foremen will ensure that ladders / stepladders are only used as working platform where a more appropriate means (podium steps, mobile tower, etc.) can not where so far as is reasonable practical can be used for accessing work at height. Foremen will ensure that all ladders used in the workplace are of the correct type for the specific task, are inspected before use, are subject to regular survey and maintenance, and meet appropriate legislative and equipment standards. These are summarised below:

a. Keeping wooden ladders free of paint or any other coating which could hide cracks or splits.

b. Marking of ladders with a unique number (to aid recognition) and with the ladder length.

c. Securing and footing of ladders as soon as possible after erection.

d. Use of ladders at the correct angle (75° from the horizontal).

e. Provision of ladder attachments where necessary.

f. Provision of non metal ladders for work on electrical circuits and systems.

g. Marking of a safe zone around ladders where persons are working above or below ground, plus use of barriers and warning notices.

h. Use of tool-carrying bags to leave operatives' hands free to hold the ladder.

16.3. A third of all reported fall-from-height incidents involve ladders and stepladders. Many deaths and injuries are caused by inappropriate or incorrect use of this equipment. Foremen are required to:

a. Make certain there is no safer means of access before using a ladder or stepladder, even for short-duration work

b. Know when to use a ladder.

c. Decide how to go about selecting the right sort of ladder for the particular job.

d. Understand how to use it.

e. Know how to look after it. And

f. Take sensible safety precautions.

16.4. Foremen are to ensure only Class 1 (Industrial) ladders are used on sites. If using leaning ladders the following will be considered:

a. Work is of short duration (15-30 minutes in one position depending on risk assessment).

b. The work only requires one hand to be used.

c. The work can be reached without stretching.

d. The ladder can be fixed to prevent slipping.

e. A good handhold is available.

16.5. When stepladders are used as a working platform the following safety procedures are to be adopted:

a. The top rung should never be used.
b. Not to be used if there is any significant manual handling of heavy, bulky or awkward loads, such as heavy ducting.

c. Lone working should not be allowed.

d. Must be Class 1 and in good condition and visually inspected daily.

e. When being used they must be opened to the full extent of the spreader cords and never used like conventional ladders lent against the wall.

16.6. Foremen will ensure that all persons required to use ladders during their work are trained in all aspects of ladder work. This will include training in the measures outlined above. Any defects discovered in a ladder or associated equipment must be reported immediately to a Foreman who will ensure that the equipment is withdrawn from use immediately and is not used until it has been repaired and tested.

17. LONE WORKING

17.1. R.D. Bull will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to health and safety. Lone working exposes employees to certain hazards. The MD's intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce and control them to an acceptable level.

17.2. Assessments of the risks of working alone carried out under the Management of Health and Safety Regulations will confirm whether one unaccompanied person can actually do the work safely. This will include the identification of hazards from, for example, means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc. Particular consideration will be given to:

a. The remoteness or isolation of workplaces.

b. Any problems of communication.
c. The possibility of interference, such as violence or criminal activity from other persons.

d. The nature of injury or damage to health and anticipated "worst case" scenario.

17.3. Employees will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Employees will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures. All employees are required to cooperate with these efforts to ensure safe working and to report any concerns to management.

17.4. Apart from employees being sure that they are capable of doing the job on their own, the three most important things to be certain of are that:

a. The lone worker has full knowledge of the hazards and risks to which he or she is being exposed.

b. The lone worker knows what to do if something goes wrong.

c. Management knows the whereabouts of the lone worker and what he or she is doing.

17.5. Where operatives or any other employee of R.D. Bull are expected to work alone and away from Company offices / site, they must first inform their Site Foreman or Office Manager and ensure details of their movements are known. Details required will be: destinations, purpose of absence, contact information, modes of travel and expected duration of absence.

17.6. It is the responsibility of all employees' working alone to regularly communicate with their Site Foreman or Office Manager via the telephone.

18. MANUAL HANDLING

18.1. The objective of Manual Handling Operations Regulations is to apply an ergonomic approach to the prevention of injury while carrying out manual handling tasks.

18.2. R.D. Bull has a duty to make evaluations and then assessments of workplace manual handling operations. Where so far as it is reasonably practicable, we will avoid the need for employees to carry out those handling operations, which involve the risk of injury. Where this cannot be done we will ensure the following:

a. To take appropriate steps to provide employees who are carrying out manual handling operations with the general indications and, where reasonably practicable to do so, precise information on the weight of each load and the heaviest side of any load whose centre of gravity is not centrally positioned.

b. To make, keep up to date, review and amend a suitable and sufficient assessment of all such manual handling tasks.

c. To take appropriate steps to reduce the risk to employees arising from any such operation to the lowest level reasonable practicable.

18.3. R.D. Bull will provide all employees with information and training to ensure they operate when lifting with maximum comfort and hence maximum efficiency. Employees will be informed about hazards and risks; in the correct use of their own bodies, their tools, equipment and work station; and in safe systems of work. Manual handling risk assessments will be conduct by the MD / Site Foremen, as will all necessary training.

18.4. Training is important and will cover:

a. How to recognise harmful manual handling.

b. Appropriate systems of work.

c. Use of mechanical aids.

d. Good handling technique.

18.5. All operatives are warned to always think before they lift. To plan the lift. Where possible use handling aids (wheel barrow, sack trolley, forklift, hoist, etc.) To get assistance. When lifting they are to remember the techniques that they will have been taught: Position of feet; Adopt a good posture; Bend knees, straight back and tuck chin in; Get a firm grip; Keep close to the load; Don't jerk; Move the feet; Put down the load, then adjust.

19. MONITORING OF COMPANY SAFETY POLICY

19.1. Suggestions on where and how safety arrangements can be improved and benefit RD Bull's employees will be most welcome. Employees are requested to pass on health, safety and welfare suggestions to the MD.

19.2. Improvement of performance in health and safety practice is only achieved through continual development of management techniques in risk control.

19.3. The aims of monitoring therefore are to achieve:

a. The maintenance of progressive improvement of an effective health and safety policy.

b. The maintenance and development of our organisation to ensure the proficient implementation of the policy.

c. The continued improvement of performance standards.

d. The quick and effective implementation of remedial action in the event of failures or shortfalls in policy and procedures.

19.4. Measures that will be adopted to achieve these objectives shall include:

a. Consultation with employees.

b. Encouragement of suggestions, observations and criticisms by employees.

c. Report of unsafe practices and / or hazards by employees.
d. Reporting of near misses and other incidents.

e. Workplace / site inspections by Foremen.

f. Undertaking of safety inspections by MD / Contract managers / Safety Consultant.

19.5. At intervals of no less than 12 months, the MD with assistance from the Safety Consultant will assess Company safety performances, review this Health and Safety Policy and implement changes if considered necessary.

19.6. Safety meetings between MD and employees are encouraged and will be periodically arranged or will be convened if so requested by employees. A notice of the meeting will be promulgated. It is hoped that by promulgating this notice it will promote discussion, ideas and suggestions from employees. Employees' involvement in health and safety is essential in effective occupational accident and ill-health prevention.

20. NEW EQUIPMENT, PLANT, MACHINERY AND SUBSTANCES

20.1. The MD will ensure that all purchased, leased or loaned equipment, plant, machinery and substances introduced in to our working environment, meet all specific provisions of regulations and conform to recognised standards.

20.2. The MD will ensure:

a. All operations / work activities are assessed to take account of the work conditions and hazards when selecting work equipment.

b. Work equipment is designed and constructed in compliance with appropriate EU and BS standards.

c. The equipment is suitable for its intended use.
d. Safe working practices and procedures are devised in accordance with applicable standards.

f. Equipment is maintained in good and safe working order.

g. All equipment is regularly tested and a register thereof is maintained.

h. Where use of the equipment is likely to involve specific risk, then use of that equipment will be restricted to persons specifically trained and appointed as the competent person to use the said equipment.

i. Only suitably trained persons will be allowed to undertake repairs, modifications, maintenance or servicing to any equipment.

20.3. Before equipment is put to use, the MD will ensure that it is maintained to an efficient state (in accordance with the manufacturers' specification) and is in good working order.

20.4. Before operatives are expected to use plant and equipment they will be given training in the correct and safe use of the said equipment.

20.5. No operative is to use any plant, equipment or substance, which they are unfamiliar with or have not been previously trained to use. If in any doubt they must seek the assistance of from a Foreman.

21. NOISE

21.1. The MD will take all reasonable steps necessary to ensure that the risk of hearing damage to operatives who work with noisy equipment or in a noisy environment is reduced to a minimum. We also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress and will take all reasonable steps to reduce noise levels as far as possible.

21.2. The MD will, as far as is reasonably practicable, take all steps to reduce noise exposure levels to operatives by means other than the use of personal protection. The company accepts that the use of ear protectors is a last resort, and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

21.3. The MD will provide suitable and effective ear protection to operatives working in high noise levels. We will also provide for the maintenance and repair or renewal of the

protective equipment, and provide training in the selection and fitting of protectors and details of the circumstances in which they should be used.

21.4. Working in high levels of noise without proper protection can cause irreversible damage to hearing. Even at lower levels noise can cause disturbance and stress. The risk of RD Bull's operatives incurring harmful and disturbing effects of noise can be minimised if operatives take the following precautions:

a. Avoid making unnecessary noise.

b. Co-operate fully when any noise assessments are being carried out so that estimates of noise exposure levels are as accurate as possible.

c. Correctly use all equipment and procedures designed to reduce noise exposure levels, e.g. acoustic covers, silencers, etc. Do not interfere with or modify any such equipment without authorisation and cooperate to ensure that it is properly maintained.

d. Always wear hearing protection provided when required to do so, e.g. in designated and marked Ear Protection Zones. Make sure that hearing protection is always fitted correctly and are properly looked after.

e. Promptly report all situations that may lead to increases in noise exposure levels, such as defects in equipment or changes in work routine.

f. Inform the MD immediately of any problems caused by noise at work.

21.5. As a "rule of thumb" if operatives have to shout or raise their voice to be heard by someone just 2m away or if they have a ringing in their ears after work there is probably a noise problem in their workplace. In this instance action must be taken to protect their hearing and where practical to reduce the noise level.

22. PERMITS TO WORK

22.1. A permit to work system will operate on R.D. Bull sites where there is a high risk of injury, for example, when working with naked flames or working on live electrical supplies, and where it is not sufficient to rely on either human behaviour or on other systems of work.

22.2. A permit to work is a formal, controlled safe system of work, containing authority to work as well as being a check list and reminder intended to ensure that work is conducted to high safety standards when there is high risk. A permit to work is a document that combines:

a. A statement of the work to be done, when and by whom.

b. A clear description of the plant or pieces of equipment involved, and details showing how they are identified.

c. An indication of the extent to which the plant has been made safe (if applicable).

d. A warning of possible remaining hazards.

e. Precautions to be taken against these hazards.

f. A notification of release of the equipment to those who are to carry out the work.

g. A formal acceptance of the tasks concerned and agreement to abide by conditions and precautions specified.

h. A notification that the task is complete.

i. An acceptance that the task is complete.

j. Or, a notification that the task is incomplete necessitating additional arrangements including the issuing of a further permit to work.

22.3. Permits to work will be issued by the Site Foreman prior to starting any task assessed as requiring the extra safety precaution. These may be required for confined spaces, overhead and roof work, hot work, etc. On receiving a permit to work operatives / contractors are to:

a. Check the content of the work permit.

b. Visit the scene of the work with the Site Foreman issuing the permit for an on the spot inspection of the task.

c. Ask as many questions as necessary until they are satisfied that they fully understand everything about the task, including the requirements of any code of practice which apply.

d. If they are satisfied that they understand the task, the conditions under which the task is being permitted to be done, the precautions they must take and what they must do about any hazards that may be present, then they can accept the permit by signing in the space provided.

22.4. A permit to work is issued in certain conditions known to the issuer at the time of issue. It follows that the precautions then considered necessary may only hold well if the task is carried out as originally intended. Therefore, if the recipient of the issued permit to work find that it is necessary to depart in any way from the task to be done as agreed when the permit was first issued. They must not make any change until they have obtained the agreement from the person who issued the permit. If the change they wish to make alters in any way the conditions covered by the permit, then they must obtain a new permit to work before they start work. The original permit must be signed off.

22.5. A time of expiry will be written on each permit to work. The Site Foreman must make sure that the work does not over run this time. If work is not complete, the permit must be handed back and a new one issued.

22.6. When the task has been completed the area must be inspected to make sure that it is safe and ready for the return to normal operation. The cancellation line on the permit to work should be signed giving completion date and time.

23. PERSONAL PROTECTIVE EQUIPMENT (PPE).

23.1. Personal protective equipment (PPE) means all equipment designed to be worn or held by a person at work to protect them against one or more risks. Both protective clothing and equipment are within the scope of the definition, and therefore such items as diverse as safety footwear, waterproof clothing, safety helmets, gloves, high visibility clothing, eye, hearing and respiratory protection and safety harnesses are all covered by the Personal Protective Equipment at Work Regulations.

23.2. R.D. Bull requires every employee who may be exposed to risk while at work, (except where any such risk is adequately controlled by other means which are equally or more effective) to wear PPE which will be provided free of charge. PPE will be used as a last resort. Steps will first be taken to prevent or control risks at source by making machinery or operations safer, by using engineering controls and/or safe systems of work. Risk assessments will be conducted in accordance with the Management of Health and Safety at Work Regulations to help determine the most appropriate control measures possible for this equipment. Appropriate information, instruction and adequate training will be given by the MD / Site Foremen to those required to use PPE. This so as they know the risks the PPE will avoid or limit, and the purpose, manner of use and action required by the employee to ensure PPE remains and is maintained fit for purpose, in working order, good repair and remains in a hygienic condition.

23.3. All employees provided with PPE must take reasonable steps to ensure it is properly used in accordance with the training received. Any loss or defect to the issued PPE is to be reported to the MD / Site Foreman.

24. RISK ASSESSMENTS

24.1. The Management of Health and Safety Regulations makes it a legal requirement for risk assessment to be carried out for every work activity. Risk assessment is carried out to enable control measures to be devised and put into place to avoid the risk. Where risk is deemed to be significant, results are to be recorded and information on the risk given to the workforce who are assessed as being at risk.

24.2. Hazard and risk - a hazard is something with the potential to cause harm and covers injury and ill health, loss of production and damage to plant and property; a risk is the likelihood of damage, injury or harm occurring. Risk reflects both the likelihood that harm will occur and its severity.

24.3. The MD or Foremen will conduct risk assessments. Once the risk assessment has been carried out the MD / Foremen will formulate control measures and make a judgement as to what preventive action is to be taken. As far as is reasonably practicable this judgement will weigh the costs (generally time, trouble, effort, money) of reducing the risk to health against the risk. Where the costs are shown to be grossly disproportionate to the benefits that would

arise, it may not be reasonably practicable for the costs to be incurred. However, Employees can be assured that they will not be put at or expected to take risks. Results of risk assessments and control measures to be put in place will be recorded and communicated to the workforce.

24.4. Foremen are tasked to take appropriate steps to monitor that control measures identified by risk assessment remain adequate, are applied, and are working. If the control measures are found to be unsuitable Foreman shall take steps to ensure that they are suitably modified and if necessary that a fresh risk assessment is undertaken.

25. SAFETY REPRESENTATIVES & CONSULTATION WITH EMPLOYEES

25.1. The MD does not expect to be in a position where trade union safety representatives will be appointed. If the occasion does arise the MD will respect trade union wishes and recognise there right to appoint safety representatives. However, the workforce is encouraged to nominate safety representatives from within their ranks so as they may take an active part in establishing a safe and healthy working environment.

25.2. Workforce safety meetings will periodically be arranged or will be convened if so requested. A notice of the meeting will be promulgated to inform all employees of the agenda. It is hoped that by promulgating this notice it will promote discussion, ideas and suggestions from and within the workforce.

25.3. RD Bull & Sons is only a small construction company and the MD will meet and be in direct contact will all Company employees on at least a weekly basis. During these occasions employees are encouraged to discuss with the MD any concerns they have with Company health, safety or welfare matters.

26. SMOKING

26.1. As part of its continuous review of health and safety matters the MD has considered the current evidence of the health risks associated with passive smoking, as well as the discomfort suffered by non-smokers exposed to tobacco smoke. Therefore, the MD has adopted a policy, which restricts smoking in all working areas. The aim of the smoking policy is to guarantee the right of non-smokers to breathe smoke-free air at work, whilst also taking into account the needs of those that smoke.

26.2. In anticipation with the introduction of new legislation coming in to force on 1st July 2007 to make the public places and workplaces smoke-free, with the exception of a limited number of exemptions, and in order to preserve the health of non-smokers (and maintain safety in the workplace) the following standards should be observed:

a. If employees wish to smoke, they must do so only in designated smoking areas.

b. Employees are not take smoking breaks for longer than allowed or at times not previously agreed with their Foremen.

c. Employees must not smoke in Company vehicles.

26.3. All visitors, temporary staff and sub-contractors will be expected to abide by the terms of the smoking policy. Appropriate no smoking signs are / will be displayed throughout Company buildings and sites, and employees should tactfully remind visitors of the no smoking policy. Any concerns employees may have regarding smoking at work should be reported immediately to the MD so that corrective action can be taken if necessary.

27. STRESS

27.1. The MD has a duty to ensure employees' health is not harmed by work-related stress. In particular as a company, we must:

a. Assess the risk to employees' health from work-related stress.

b. Put in place measures to eliminate (or where that is not possible, reduce) that risk.

c. Consult with employees, either directly or through representatives, about workplace and organisational changes that are likely to significantly affect the health or safety of employees.

27.2. Stress is not a weakness and employees do not have to suffer. Work-related stress is a symptom of an organisational problem, not an individual weakness.

27.3. Stress is the adverse reaction people have to excessive pressure or other types of demand placed on them. Things at work or by things outside of work or both can cause it. Work-related stress is not an illness, but it can lead to increased problems with ill health, if it is prolonged or particularly intense, For example it can produce:

a. Physical effects such as heart disease or back pain, gastrointestinal disturbances and various minor illnesses.

b. Psychological effects such as anxiety and depression.

27.4. Where employees need help if they have a problem they are encouraged to contact the MD direct who will do all in his power to support them through their troubled time. Employees are further advised to speak to their GP if they are worried about their health.

28. TRAINING.

28.1. The Company will ensure that all employees receive training on health and safety, to assist them in undertaking their tasks safely and efficiently. Where considered necessary, external courses on specific subjects may be arranged. MD, Contract managers or Foremen will conduct all other safety training including induction training. It is the duty of all managerial staff to ensure subordinates receive appropriate training and instruction where required.

28.2. Providing adequate training to our workforce is a requirement of the Health and Safety at Work Act. It is also required by other more specific legislation, which relates to the use of machinery, handling activities, hazardous substances and the wearing of personal protective equipment are some of examples of such legislation. The test of adequacy is based on

providing sufficient training to ensure employees can carry out their duties without jeopardising either their health and safety or that of their colleagues and others.

28.3. The following procedures describe the steps that RD Bull will take to comply with our obligations to provide adequate training:

a. All new employees will receive induction training, which will cover the following information:

- The Health and Safety at Work Act.
- Company health and safety policy.
- Fire and emergency procedures.
- First aid - names of first-aiders, introduced to them, contents and position of first aid boxes and rules for their use.
- Regulations concerning PPE
- Regulations concerning manual handling.
- Regulations concerning, tools, COSHH, plant and other work equipment.
- General and specific hazards allied to and around SCL working environment.
- Risk assessments and safe systems of working.
- Procedures for reporting accidents, injuries and property damage.
- Welfare - location of toilets and other welfare facilities provided on sites and at Company offices.

b. This training will also be provided to other groups who will be working on Company premises and sites. This includes agency temps, work experience students and contractors.

c. Some training is a statutory requirement, e.g. for manual handling activities. However, where this is not the case, a risk assessment will be used to determine whether any training necessary in order to carry out the job role safely. The specific needs of the individual will also be considered at this time. Other training needs will be identified during the annual appraisal.

d. Where an operative's job involves the operation of tools or machinery, on-the-job training will be provided by Foremen or external trainers where appropriate.

e. If certain training is needed and it cannot be provided in-house, then the individual operative and the MD will need to identify a suitable course.

28.4. Additionally all persons required to work on construction site projects will be inducted by Site Management / Foreman on site wide arrangements and safety rules applicable to the site and its operations. Foremen will use a site induction training "aide-to-memoir" when carrying out this training.

28.5. Foremen will provide their operatives with regular toolbox talks and other training to ensure that they work according to statutory requirements, risk assessments and method statements.

28.6. Employees are expected to cooperate with management fully with regard to attending health and safety courses. The MD expects that all reasonable effort will be made to attend a course, but if this isn't possible, the MD is to be notified well in advance.

28.7. All records of training will be held by the Office Manager or on site by the Site Foreman together with any certificates awarded from outside agencies. No person will work on a RB Bull site without having training, which is suitable for the work activity they are to carry out as detailed in the method statement / safe system of work; unless it is for the purpose of training under close supervision.

29. VIBRATION

29.1. The use of various types of hand-held tools, in particular those which are of a rotary or percussive nature, are a serious cause of growing concern. The regular and prolonged use of such tools can cause the users to suffer various forms of damage, a condition known as 'hand-arm vibration syndrome'. The most common form of which is the damage caused by vibration white finger (VWF). Symptoms of vibration white finger are usually set off by the cold, with early indications of the fingertips rapidly becoming pale and loss of feeling. These attacks can produce numbness and 'pins and needles'. This phase is followed by an intense red flush (sometimes preceded by a dusky bluish phase) signalling the return of blood circulation to the fingers and is usually accompanied by an uncomfortable throbbing. Continued work will see the affected area becoming larger.

29.2. Foremen are to take into account all work activities involving vibration during initial risk assessments as required under the Management of Health and Safety at Work Regulations. The use of various tools and operations can expose operatives to hazards from vibrations such as operating:

- Concrete breakers.
- Chisels (air or electric).
- Pneumatic drills.
- Angle grinders and sanders.
- Chainsaws.
- Woodworking machinery.

29.3. The risk of vibration-related injury depends on a number of issues:

a. The amount of vibration.

b. How long the equipment is used and the conditions of use.

c. The posture of the operative.

d. The temperature at which work is carried out.

Each of these will have impact on the long-term effects including bone and muscle damage.

29.4. RD Bull's strategy is to ensure the exposure of employees to the effects of vibration is reduced as far as reasonably practicable. Carrying out a risk assessment on all work tasks and addressing the following issues will achieve this:

a. Can the job be done without using high vibration tools? If this is not possible, is it feasible to reduce the vibration levels of the tools to be used?

b. Ensuring that any new tools have vibration controls built in. All tools, whether supplied by the Company or hired, will be safe to use and handle, in compliance with the requirements of the Provision and Use of Work Equipment Regulations.

c. Training operatives in the correct use of vibrating tools, they will be helped to recognise the vibration symptoms and the need to report them to Site Management and subsequently to the HSE under the RIDDOR.

d. Providing suitable clothing and gloves to reduce the effect of cold on the operatives' hands and other parts of the body.

e. To reduce exposure period for the operative through a job rotation and regular rest periods.

29.5. To minimise risk of injury from vibration operatives must:

a. Use safe working practices, which are designed to minimise vibration being directed to the hands, thereby maintaining a good blood circulation to the affected areas.

b. Make sure tools are properly maintained and promptly report defects and problems with the equipment to the Site Foreman.
c. At the onset of the first signs of vibration white finger symptoms, stop work and report 'warning-signs' to Site Management. Symptoms of vibration white finger are usually set off by the cold, with early indications of the fingertips rapidly becoming pale and loss of feeling. These attacks can produce numbness and 'pins and needles'. This phase is followed by an intense red flush (sometimes preceded by a dusky bluish phase) signalling the return of blood circulation to the fingers and is usually accompanied by an uncomfortable throbbing pain. Continued work will see the affected area becoming larger.

30. VIOLENCE AT WORK

30.1. It is recognised that some employees may be exposed to risk of assault (be it verbal or physical) whilst at work. RD Bull & Sons Ltd. has therefore adopted a Policy for dealing with violence to employees whilst at work. Under this policy the MD will monitor and ensure the implementation of the policy within the Company. This can only be achieved if employees report all assaults and potential violent confrontations.

30.2. Violence at work can be physical and physiological force, whether the instigator of the violence is a fellow employee (regardless of status), an employee of another contractor or from a member of the general public. Physical force against an individual is an obvious example of violence, but it can also take the form of verbal abuse and threats, threatening gestures, racial and sexual harassment.

30.3. Bullying from within our workforce will not be tolerated. The MD will provide support and advice to any employee who is subjected to bullying, or other violence or assault, and he should be the first point of contact.

31. WELFARE FACILITIES.

31.1. R.D. Bull will provide welfare facilities in compliance with the CDM Regulations together with any other legislation that maybe applicable to that particular site. Where required we will meet all specific welfare requirements as stated by the Client in contract documentation.

31.2. R.D. Bull will provide adequate facilities on site for the health and welfare of employees, sub-contractors and self employed. Facilities will include shelter and accommodation for clothing and taking meals, washing facilities, sanitary conveniences, with safe access to these facilities.

31.3. It is the responsibility of the Site Foreman to ensure that all welfare facilities are cleaned and regularly maintained on a daily basis. All operatives are reminded that welfare facilities are provided for their benefit and should therefore be looked after and not abused. All are requested to keep the facilities clean and tidy.

32. WORKING AT HEIGHT

32.1. RD Bull & Sons Ltd is required to carry out a risk assessment for all work conducted at height and to put in place arrangements for:

a. Eliminating or minimising risks from working at height.

b. Safe systems of work for organising and performing work at height.

c. Safe systems for selecting suitable work equipment to perform work at height.

d. Safe systems for protecting people from the consequences of work at height.

32.2. The risk assessment and action taken will be proportionate to harm that could occur if no

action was taken. Contract Managers / Foremen will assess by careful examination what harm could be caused from working at height with the view to taking the necessary steps to reduce the likelihood of this harm occurring, either through avoiding the activity or, where this is not reasonably practicable, through carrying it out in a safe manner using the appropriate work equipment.

32.3. There is no minimum requirement for work at height. Work at height can be defined as "all work activities where there is a need to control a risk of falling a distance liable to cause personal injury. This is regardless of the work equipment being used, the duration the person is at a height, or the height at which the work is performed. It also includes access to and egress from a place of work."

32.4. Not withstanding the above, the RD Bull's overriding principal is to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury. To achieve this we as a Company will be required to:

a. Assess the risk to decide how to work safely.

b. Follow the hierarchy for safe work at height – avoid, prevent, mitigate and give collective priority.

c. Plan and organise work properly taking account of weather conditions and the possibility of emergencies.

d. Ensure those working at height are trained and competent.

e. Make use of appropriate work equipment.

f. Manage the risks from working on or around fragile surfaces and from falling objects.
g. Inspect and maintain the work equipment to be used and inspect the place where the work will be carried out, including access and egress.

33. YOUNG PERSONS

33.1. A young person is defined as an individual who has reached school-leaving age but has not reached the age of 18. R.D. Bull is aware of the additional risks that may follow the consequences of the employment of young persons and will take all measures necessary to minimise those risks so far as is reasonable practicable. Additional risk assessments and control measures will be required to ensure the health and safety of young persons.

33.2. R.D. Bull is aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with the restriction. Young persons will be afforded extra information, instruction, training and supervision required enabling them to work safely.

33.3. Pupils and young persons on work experience or on placement is not to be discouraged, however, all such programmes must be approved by the MD and properly organised to address all necessary health, safety and welfare requirements.

APPENDIX A

LEGISLATION APPLICABLE

The following are just some of the Acts and Regulations that are applicable to the Construction Industry. R.D. Bull's work will be conducted to the requirements of legislation in particular to but by no means restricted to:

Health and Safety at Work Act
Construction (Design and Management) Regulations
Lifting Operations and Lifting Equipment Regulations
Construction (Head Protection) Regulations
Management of Health and Safety at Work Regulations
Workplace (Health, Safety and Welfare) Regulations
Provision and Use of Work Equipment Regulations
Work at Height Regulations
Manual Handling Regulations
Personal Protective Equipment at Work Regulations
Health and Safety (Display Screen Equipment) Regulations
The Regulatory Reform (Fire Safety) Order
Confined Spaces Regulations
Control of Lead at Work Regulations
Control of Substances Hazardous to Health Regulations
Control of Asbestos Regulations
Environmental Protection Act
Control of Pollution (Special Waste) Regulations
Control of Pollution (Amendment) Act
Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations
Health and Safety (First-Aid) Regulations
Reporting of Injuries, Disease, and Dangerous Occurrences Regulations
Highly Flammable Liquids and Liquefied Petroleum Gases Regulations
Electricity at Work Regulations
Noise at Work Regulations
Safety Representatives and Safety Committees Regulations
Safety Signs Regulations
Health and Safety Information for Employees Regulations
Site Waste Management Plan Regulations

APPENDIX B

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS

1. What is a reportable injury?

1.1. The following categories of injury must be reported to the Health and Safety Executive by the quickest possible means (i.e. telephoning 0845 3009923) and confirmed in writing within 10 days on a report form F2508:

a. Death of an employee, self-employed person or visitor on site. (Or if death occurs within 11 months of the injury - report the death as soon as it is known.

b. One of the specified major injuries:

i. Fracture of the skull, spine or pelvis.

ii. Fracture of a bone in the arm, wrist, leg or ankle (but not a bone in the hand or foot).

iii. Amputation of hand, foot, finger, thumb or toe.

iv. Loss of sight of an eye.

v. Penetrating injury to the eye or chemical or hot metal burn to the eye.

vi. Injury including burns requiring immediate medical treatment, or loss of consciousness due to an electric shock.

vii. Loss of consciousness due to lack of oxygen.

viii. Loss of consciousness or illness requiring medical treatment due to any substance, pathogen or infected material.

xv. Any injury resulting in hospital admission for 24 hours or more.

1.2. The following category of accidents should also be reported to the Enforcing Authority on a form F2508 via the HSE website (www.hse.gov.uk) within 10 days of the incident:

a. Any injury, which results in absence from work of 3 days or more (and the injury is not a major injury as defined above).

2. What is a Dangerous Occurrence?

2.1. The following are applicable specified dangerous occurrences, which must be reported to the Health and Safety Executive, by telephone, and confirmed within 10 days on form F2508 via the HSE website (www.hse.gov.uk).

a. The collapse of, the overturning of, or the failure of any load bearing part of:

i. any pile driving frame or rig having an overall height, when operating, or more than 7 metres.

ii. any lift, hoist, crane, derrick or mobile powered access platform, but not any winch, teagle, pulley block, gin wheel, transporter or runway;

iii. any excavator.

b. Explosion, collapse or bursting of any closed vessel including a boiler or boiler tube, in which the internal pressure was above or below atmospheric pressure, which might have been liable to cause the death of, or injury to, any person, or which resulted in the stoppage of the plant involved for more than 24 hours.

c. Electrical short circuit or overload attended by fire or explosion which resulted in the stoppage of that plant involved for more than 24 hours and which, taking into account the circumstances of the occurrence, might have been liable to cause the death of, or injury to, any person.

d. An explosion or fire occurring in any plant or place which resulted in the stoppage of that plant or suspension of normal work in that place for more than 24 hours, where such explosion or fire was due to the ignition of process materials, their by-products (including wasted) or finished products.

e. The sudden, uncontrolled release of one tonne or more of highly flammable liquid from any system or plant or pipeline.

f. A collapse or partial collapse of any scaffold which is more than 5 metres high which results in a substantial part of the scaffold falling or over-turning; and where the scaffold is slung or suspended, a collapse or partial collapse of the suspension arrangements (including any outrigger) which causes a working platform or cradle to fall more than 5 metres.

g. Any unintended collapse or partial collapse of:

i. any building or structure under construction, reconstruction, alteration or demolition, or of any falsework, involving a fall of more than 5 tonnes of material;

ii. or any floor or wall of any building being used as a place of work, not being a building under construction, reconstruction, alteration or demolition.

h. Incidents involving the escape of substances or pathogens, which could cause death or injury or ill health (includes releases from landfill sites or exploratory land drilling sites).

i. Any ignition or explosion of explosives. Where the ignition or explosion was not intentional.

j. Any incident where breathing apparatus malfunctions in such a way as to deprive the user of oxygen.

k. Any incident in which plant or equipment either comes into contact with an uninsulated overhead electrical line in which the voltage exceeds 200 volts, or causes an electrical discharge from such an electric line by coming into close proximity to it, unless in either case the incident was intentional.

3. What is an Industrial Disease?

3.1. The following diseases are to be reported to the Health and Safety Executive on form F2508A as soon as a written diagnosis is received from a doctor:

a. Poisoning - acrylamide, arsenic, benzene, beryllium, cadmium, carbon disulphide, etc.

b. Skin diseases - chrome ulcer, radiation skin injury and skin cancer from work involving exposure to mineral oil, tar, pitch or arsenic.

c. Lung disease: -

i. occupational asthma from work with isocyanates, fumes/dust, various resin hardeners, etc.,

ii. pneumoconiosis from work with silica rock, sand, and blasting, granite dust, slate operations, etc.

iii. mesothelioma, lung cancer, or asbestosis from work with asbestos or its products.

d. Infections - leptospirosis, hepatitis, tuberculosis, and other illness caused by pathogens.

APPENDIX C

CONTENTS OF FIRST AID KITS

Site First Aid Box:

1 x General guidance card on first aid
6 x triangular bandages
20 x assorted plasters
20 x antiseptic wipes
3 x extra large dressings
6 x medium dressings
2 x large dressings
6 x eye pads
6 x safety pins

Vehicle First Aid Kit

1 x General guidance card on first aid
2 x triangular bandages
6 x assorted plasters
6 x antiseptic wipes
1 x extra large dressings
2 x safety pins

The contents of first aid kits must be replenished after use in order to ensure a continued sufficient supply of materials. They must also be checked to establish that material “safe-to-use-by-date” has not expired.

APPENDIX D

PROGRAM FOR ELECTRICAL TESTING AND INSPECTIONS

EQUIPMENT/ APPLICATION	VOLTAGE	USER CHECK	FORMAL VISUAL INSPECTION	COMBINED INSPECTION AND TEST
Battery - operated power tools and torches	Less than 25V	No	No	No
110V portable and hand-held tools, extension leads & moveable wiring systems	Secondary winding centre tapped to earth (55V)	Weekly	Monthly	Before first putting into use and then 3 monthly
230V portable and hand-held tools, extension leads & portable floodlighting	230V mains supply through 30mA RCD	Daily before use	Weekly	Before first putting into use and then monthly
230V equipment such as shutter and barriers	230V supply fuse or MCBs	Weekly	Monthly	Before first putting into use and then 3 monthly
RCD's portable		Daily before use	Weekly	*Before first putting into use and then monthly
RCD's fixed		Daily before use	Weekly	*Before first putting into use and then monthly
Other 230V equipment such as kettles, computers etc.	230V	Monthly	6 Monthly	Before first putting into use and then yearly

- Note: RCDs need a different range of tests to other portable equipment, and equipment designed to carry out appropriate tests on RCDs will need to be use.

Managing the Electrical Test Programme

The MD is responsible for managing a system that regularly inspects and tests Company premises and site electrical equipment. The essential elements of such a system are as follows.

1. Conduct a survey to compile a register of equipment to be tested.

2. Arrange for a competent person to inspect and test

3. Ensure the tested equipment is marked as safe after successful completion of the tests. A suitable label is to be fixed to the equipment, which provides the user with the information that the equipment has been tested and is safe for use.

4. Keep a permanent office record of the date tested and the date that the next test is due.

5. Instruct all staff that no equipment may be used unless it bears a valid test label and the date of intended use is within the period shown on the label.

6. Monitor the effectiveness of the test programme by noting which equipment requires regular repair and investigate the reason for the failure or damage. Take corrective action if the required measures are within your control or refer the problem to the appropriate person.

7. Be prepared to discipline staff who use "time expired" or known faulty equipment.

ELECTRICAL TESTING INTERVALS OFFICES AND OTHER LOW-RISK ENVIRONMENTS

Equipment	User Checks	Formal Visual Inspection	Inspection and Testing
Battery operated (less than 20V)	No	No	No
Extra low voltage (less than 50V)	No	No	No
PCs and VDU screens	No	Every 2 - 4 years	No (if double insulated), otherwise up to 5 years
Stationary photocopiers fax machines etc.	No	Every2 – 4 years	No
Hand held double insulated equipment	Yes	Every 6 months – 1 year	No
Earthed equipment (Class 1)	Yes	Every 6 months – 1 year	Every 1 – 2 years
Cables and plugs connected to earthed equipment, and mains voltage extension leads	Yes	Every 6 months – 4 years (depending on equipment)	Every 1 - 5 years (depending on equipment)

APPENDIX E

RISK ASSESSMENT

1.1. The MD, Contract Managers and Site Foremen will conduct risk assessments.

1.2. There are four possible acceptable methods of addressing the issue of risk assessment and the most appropriate should be adopted. These are:

a. Where operations are of a routine nature and no significant hazards are likely, and providing work is proceeding in accordance with a formalised safety procedure, it is reasonable to assert that a risk assessment has been conducted.

b. Where a detailed Site Safety Plan adequately addresses the issue of 'risk and control' this medium may be used for the risk assessment. The method statement may also extend to encompass other assessments required by specific regulations.

c. Where appropriate the generic risk assessment may be applied.

d. Where none of the aforementioned are adequate or appropriate a specific risk assessment shall be made.

1.3. Risk assessment must be specific to the activity and planned operation of work. The result of the risk assessment will form a basis for implementing correct control measures.

1.4. A hazard is something with the potential to cause harm, and can include substances or machines, methods of work and other aspects of work organisation. All aspects of the task, including normal operation, breakdown conditions, maintenance and emergency situations, should be evaluated for potential hazards. Close observation is required to identify the full range of possibilities. An accurate description of the significant hazards and the relevant harm should be recorded. To do this the MD / Contract Managers / Site Foremen are to take a subjective judgement of the likelihood of damage/injury occurring (risk), potential damage/injury that would occur if the worst were to happen (hazard).

1.5. The persons at risk should be identified when considering the hazards. These may be:

a. Employees.

b. Employees of other employers - sub-contractors.

c. Visitors - client, delivery drivers, trespassers.

d. Others - general public, neighbours.

The effect of a hazard on a person will depend on factors such as their age, sex, state of health, etc.

1.6. The purpose of the risk analysis is to obtain an idea of the size or scale of the risk in order to make a decision on the required control measures and prioritisation. The method of analysing risk is based on the following definition of risk:

Hazard Severity x Likelihood of Occurrence = Risk
Risk is defined as a measure of the likelihood that the harm from a particular hazard will occur, taking into account the possible severity of the harm. The likelihood of the harm is expressed in the terms of the frequency with which it could occur (i.e. anything from very often to very rarely) and the severity of harm is expressed in terms of the injurious effects on the person (i.e. from minor injury to fatality). The analysis of the risk involves consideration of the two factors of likelihood and severity.

1.7. Severity - The assessor will need to make a judgement of the potential outcome of the hazard; the severity. It is important to be realistic about harm that could be caused. Common sense should be used but guidance can also be provided in the form of manufacture's data or HSE guidance. Accident statistics will highlight high-risk activities. Factors affecting severity include:

a. The number of people who may be affected in one incident.

b. Individuals especially at risk because of disabilities or medical conditions.

c. Concentration of a substance, speed, height, weight, amount of energy, etc.

1.8. When analysing the severity of a hazard any control measures already provided should only be taken into account if they reduce the risk at source, i.e. they make the hazard less dangerous and cannot be affected by lack of maintenance, human error, wilful removal, etc. For example, the provision of gloves to someone who is using a saw does not make the blade of the saw less dangerous. Any control measures taken into consideration when analysing risk should be recorded.

1.9. The rate of accidents in the construction industry is high and the nature of accidents varies greatly, ranging from simple bruising to multiple deaths. Therefore, a more sophisticated method may be required for the larger construction site/contract where, for example, distinction must be made between single and multiple fatalities. Below is the definition for applying the severity factor for all Company risk assessments;

a. Minor - injury requiring medical attention and leading to absence from work for up to three days.

b. Major - RIDDOR major injury per event resulting in more than three days absence from work.
c. Severe - multiple major injuries, single/disability injury or occupational illness.

d. Fatality - single or multiple fatalities per event.

1.10. The likelihood of the accident actually causing harm must be judged. It can be difficult to determine the likelihood of a hazard but it is important not to underestimate this and further

guidance, e.g. accident statistics should be referred to if necessary. A number of factors should be taken into account:

a. The number of times the situation occurs, e.g. once in the contract, or twice a day.

b. The location and position of the hazard, e.g. workers in its vicinity, or at an isolated location.

c. The clarity of the hazard, i.e. whether it is easily recognised as such or whether it is a hazard people may not normally expect.

d. The amount of distraction from nearby activities.

e. The duration of exposure to the hazard, i.e. continuous or infrequent.

f. The environmental conditions, e.g. whether the chances of people slipping will increase following rain.

g. The quantities of materials used.

h. The competence of people undertaking the task, e.g. whether special training has been given to all the workers.

i. The condition of equipment used, e.g. whether any equipment that is not in good condition will be used.

1.11. When considering likelihood, the effectiveness of any existing control measures must always be taken into account. However, when completing the assessment sheets, the risk should be calculated without any control measures in place, so that the effect of the hazard without control measures can be seen to be worst scenario against which proposed control measures can be judged. In addition, introducing control measures may increase the likelihood of harm created by other hazards so that the overall risk may be higher with the controls than without, e.g. the wearing of goggles may be required by the risk assessment but may increase risks as it restricts the workers vision. Below is the definition for applying the likelihood factor for all Company risk assessments;

a. Frequent - would be expected to occur more than once during the contract period.

b. Likely - would be expected to occur once during contract period.

c. Unlikely - may possibly occur during contract period.

d. Remote - so unlikely, occurrence may not be experienced during contract period.

Once the likelihood that an unsafe event will occur and the severity of the outcome should it occur has been assessed, a valid judgement of the risks arising from the activity should be made. Following this, a decision on whether the risks are tolerable will need to be made. Terms used to describe the risk factor or rating is high, medium or low.

1.12. The risk rating enables decisions to be taken on the amount of effort to be expended on a hazard. In general, high-level risks require the provision of considerable additional resources involving special equipment, training, high levels of supervision, and consideration of the most effective methods for eliminating or controlling hazards. Lower-level risks may be considered as acceptable, but actions should still be taken to try to reduce these risks further if possible within reasonable limits, especially if these hazards are certain or very likely to occur. Examples of how action may be categorised are below:

a. High - review urgently required determining whether the risk can be removed or reduced, or the controls improved;

b. Medium - risks not acceptable, hazards and controls need investigation to consider reasonable practicable improvements;

c. Acceptable.

1.13. Having decided on the severity and the likelihood the risk rating can be determined. The risk-rating matrix below can be used to help determine what action needs to be taken.

Risk-rating matrix

Severity	**Likelihood**			
	Frequent	Likely	Unlikely	Remote
Fatality	*High*	*High*	*High*	*High*
Severe	*High*	*High*	*Medium*	*Low*
Major	*High*	*High*	*Low*	*Low*
Minor	*Medium*	*Medium*	*Low*	*Low*

1.14. The final step in the risk assessment process is evaluation of the risk, which will require the assessors to decide whether the hazards identified have been suitably controlled. The risk analysis stage took into account the control measures currently applied to the hazard and therefore the results of the analysis indicate the amount of risk that remains (residual risk). This result will be used to decide if the residual risk of each hazard is:

- ◊ trivial
- ◊ adequately controlled
- ◊ not adequately controlled

1.15. An action plan must be developed to deal with hazards that are not adequately controlled.

1.16. The hazards and level of risk shall be noted and appropriate control measures introduced. The hazards control measures shall be made known to all those involved and instructions given that the control measures are to be implemented. The Site Foremen shall take appropriate steps to monitor that control measures remain adequate, are applied, and are working. If the control measures are found to be unsuitable the Site Foremen shall take steps to ensure that they are suitably modified and if necessary that a fresh risk assessment is undertaken. This applies both to R.D. Bull's work and that of the contractors under our charge.

COMPANY HEALTH & SAFETY POLICY

RD BULL & SONS LIMITED
SPECIFIC RISK ASSESSMENT FORM

Site Name	
Site Foremen	
Method statement required	**Yes No** ☐
Nominated person(s) to implement & monitor control measures on site	
Hazard, activity, task assessed	

Level of Risk: **H = high M = medium L = low I= insignificant**

Type of Risks	H	M	L	I
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

Who could be harmed

	√ As appropriate
Employee	
Contractor	
General Public	
Visitors	
Children	

Control Measures

Information, Instruction & Training Required

Further Information e.g. HSE & BSI Guidance & RD Bull's Procedures

Person Protective Equipment (PPE

Hard hat	☐	Goggles/visor	☐
Safety boots	☐	Dust mask	☐
Gloves	☐	Respiratory protection	☐
High visibility jacket/clothing	☐	Overalls	☐
Ear defenders/plugs	☐	Safety Harness	☐

Assessment conducted by		**Date**	

COMPANY HEALTH & SAFETY POLICY

RD BULL & SONS

COSHH ASSESSMENT RECORD **Reference No. _____**

Activity/Product to be Assessed	

Do we need to use the product?	**YES NO**	**Is there a safer alternative?**	**YES NO**

HAZARDOUS CONTENT OF PRODUCT *(From safety data sheet to be attached)*	
EXPLOSIVE	IRRITANT
OXIDISING	SENSITISER
FLAMMABLE	CARCINOGENIC
POISONOUS	MUTAGENIC
TOXIC	
HARMFUL	
CORROSIVE	

FORM OF PRODUCT
DUST
FUMES
MISTS
GASES
VAPOUR
SOLID
LIQUID

LOCATION OF USE
WELL VENTILATED AREA
POOR VENTILATED AREA
CONFINED SPACE

HOW THE SUBSTANCE GETS INTO THE BODY
BREATHING IN
SWALLOWING/EATING
CONTACT WITH SKIN
EYES
CUTS OR BROKEN SKIN

WHO MAY BE HARMED
OPERATIVES
OTHER TRADES
OCCUPIER
GENERAL PUBLIC

STANDARD CONTROL MEASURES TO BE ADOPTED		
SAFE PLACE	**SAFE PERSON**	**PPE FOR THIS PRODUCT**
CHANGE FORM OF PRODUCT	PERMIT TO WORK	DUST MASK
REDUCE CONCENTRATION	SUPERVISION	RPE OTHER
REDUCE AMOUNT USED	METHOD STATEMENT	EYE PROTECTION
INCREASE VENTILATION	TOOLBOX TALKS	GLOVES
LOCAL EXHAUST VENTILATION	SPECIFIC TRAINING	PROTECTIVE APRON
BARRIER WORKING AREA	MONITOR EXPOSURE	
CONTROL ACCESS TO AREA	HEALTH SURVEILLANCE	

ADDITIONAL CONTROL MEASURES TO BE ADOPTED

FIRST AID
MOVE TO FRESH AIR
WASH AFFECTED AREA
INDUCE VOMITING
IRRIGATE EYE WITH WATER
GIVE WATER TO DRINK
REMOVE CONTAMINATED CLOTHES
SEEK MEDICAL ADVICE

WASTE DISPOSAL
SITE COSHH SKIP
NORMAL SKIP
SEALED CONTAINER / BAG
RETURN TO SUPPLIER
RETURN TO COMPANY'S YARD

COMPLETED BY	**SIGNATURE**	**DATE**

APPENDIX F

ACTIVITY CHECKLIST

1. This list is to be used as an aid-to-memoir by Foremen. It lists the main points to consider when checking health and safety on site. Identify the hazards, then assess and control the risk. It is not a comprehensive list; more detailed information must be sort from construction reference books and HSE publications.

2. A range of plant and equipment (e.g. scaffolds, cranes, hoists, electrical equipment and excavations) needs to be inspected on a regular basis by a competent person to ensure safety. Records of some inspections are also required to be made and kept.

3. Regular inspection is important but it is also essential that when defects are identified by the inspection or reported by people using the equipment, either the defects are remedied immediately or work is stopped until necessary repairs are completed.

Access on site

- Can everyone get to their place of work safely?
- Are access routes free from obstructions and clearly signposted?
- Are holes protected with clearly marked and fixed covers to prevent falls?
- Are temporary structures stable, adequately braced and not overloaded?
- Will permanent structures remain stable during any refurbishment or demolition work?
- Is the site tidy, and are materials stored safely?
- Is lighting adequate, especially when work is being carried on after dark outside or inside buildings?

Welfare

- Are toilets readily available and are they kept clean and properly lit?
- Are there wash basins, hot and cold (or warm) running water, soap and towels?
- Are the wash basins large enough to wash up to the elbow and are they kept clean?
- Is there somewhere to change, dry and store clothing?
- Is there a place where workers can sit, make hot drinks and prepare food?
- Are drinking water and cups provided?
- Can everyone who needs to use them get to the welfare facilities easily and safely?

Scaffolds

- Are scaffolds erected, altered and dismantled by competent people?
- Are all uprights provided with base plates (and where necessary, timber sole plates)?
- Are all uprights, ledgers, transforms and braces in enough places to prevent collapse?
- Is the scaffold tied to the building or structure in enough places to prevent collapse?
- Are there double guard rails and toes boards or other suitable protection at every edge, to prevent falling?
- Are brick guards provided to prevent materials falling from scaffolds?

- Are the working platforms fully boarded and are the boards arranged to avoid tipping or tripping?
- Are there effective barriers or warning notices in place to stop people using an incomplete scaffold, e.g. where working platforms are not fully boarded?
- Is the scaffold strong enough to carry the weight of materials stored in it and are these evenly distributed?
- Does a competent person inspect the scaffold regularly, e.g. at least once a week if the working scaffold is 2m or above in height or at suitable intervals if less than 2m, and always after it has been altered or damaged and after extreme weather?
- Are the results if inspections recorded and kept?
- Have propriety tower scaffolds been inspected and are they being used in accordance with suppliers' instructions?
- Have the wheels of tower scaffolds been locked and outriggers deployed when in use and are the platforms empty when they are moved?

Ladders

- Does your risk assessment conclude that ladders are the right way to do the job? Don't work from a ladder if there is a safer way using more suitable equipment!
- Are the ladders in good condition?
- Do ladders rest against a solid surface and not on fragile surfaces or insecure materials?
- Are they secured to prevent them from slipping sideways or outwards?
- Do ladders rise a sufficient height above there landing place (about 5 rungs)? If not, are other handholds available?
- Are ladders positioned so that users do not have to overstretch?

Roof Work

- Is there edge protection to stop people or materials falling?
- During industrial roofing, have nets been provided to stop people falling from the leading edge of the roof and from partially fixed sheets?
- Where nets are used, have they been rigged safely by a competent person?
- Have you identified fragile surfaces such as fibre cement sheets and roof lights?
- Have you taken precautions to stop people falling through fragile surfaces when working on the roof, e.g. by providing barriers, covers and working platforms?
- Are people kept away from the area below the roof work? If this is not possible, have precautions been taken to stop debris falling onto them?

Powered access equipment

- Has the equipment been installed by a competent person?
- Are the operators trained and competent?
- Is the safe working load clearly marked?
- Is the equipment inspected by a competent person?
- Does the working platform of the powered access equipment have adequate, secure guard rails and toe boards or other barriers to prevent people and materials falling off?

- Have precautions been taken to prevent people being struck by:
  - the moving platform;
  - projections from the building; or
  - falling materials?

Traffic, vehicles and plant

- Are vehicles and pedestrians kept apart? If not, do you:
  - separate them as much as you can and use barriers?
  - tell people about the problem, and what to do about it?
  - display warning signs?
- Can zero tail swing excavators be used or is there adequate clearance around slewing vehicles?
- Can reversing be avoided, e.g. by using a one way system, or if not, are properly trained signallers used?
- Are vehicles and plant properly maintained, e.g. do the steering lights, handbrake and footbrake work properly?
- Have drivers received proper training and are they competent for the vehicles or plant they are operating?
- Are loads properly secured?
- Have you made sure that passengers are only carried on vehicles designed to carry them?
- Have you made sure that plant and vehicles are not used on dangerous slopes?

Hoists

- Has the equipment been installed by a competent person?
- Are operators trained and competent?
- Is the rated capacity clearly marked?
- Are the hoists inspected by a competent person?
- Does the hoist have a current report of thorough examination and a record of inspection?
- Is there a suitable base enclosure to prevent people from being struck by any moving part of the hoist?
- Are the landing gates kept shut except when the platform is at the landing?
- Are controls arranged so that the hoist can be operated from one position only?

Cranes

- Is the crane suitable for the job?
- Has the lift been properly planned by an ‘appointed person’?
- Is the crane on a firm, level base? Are the riggers properly set?
- Who is the appointed ‘crane supervisor’ responsible for controlling the lifting operation on site?
- Are the crane driver and signaller trained and competent?
- Is the load secure?
- Has the signaller/slinger been trained to give signals and to attach loads correctly?
- Have you made arrangements to make sure the driver can see the load or has a signaller been provided to help?

- Are people stopped from walking or working beneath a raised load?
- Does the crane have a current report of thorough examination and record of inspection?

Excavations

- Is there adequate support for the excavation, or has it been sloped or battered back to a safe angle?
- Is there a safe method used for putting in the support, without people working in an unsupported trench?
- Is there safe access into the excavation, e.g. a sufficiently long, secured ladder?
- Are there barriers or other protection to stop people and vehicles falling in?
- Are properly secured stop blocks provided to prevent tipping vehicles falling in?
- Could the excavation affect the stability of neighbouring structures or services?
- Are materials, spoil and plant stored away from the edge of the excavation to reduce the chance of a collapse?
- Is the excavation regularly inspected by a competent person?

Manual Handling

- Are there heavy materials such as roof trusses, concrete lintels, kerbstones or bagged products which could cause problems if they have to be moved by hand? If so:
    - choose lighter materials;
    - use wheelbarrows, hoists, telehandlers and other plant or equipment so that manual lifting of heavy objects is kept to a minimum;
    - order materials such as cement and aggregates in 25kg bags; and/or
    - avoid the repetitive laying of heavy building blocks weighing more than 20kg?
- Have people been instructed and trained how to lift safely?

Hazardous substances

- Have you identified all harmful substances and materials, such as asbestos, lead, solvents, paints, cement and dust?
- Have you checked whether a licensed contractor is needed to deal with asbestos on site? (Most work with asbestos requires a licence, although you can do some limited work with material that contains asbestos without one.)
- Have you identified and put into place precautions to prevent or control exposure to hazardous substances' by:
    - doing the work in a different way, to remove the risk entirely;
    - using a less hazardous material; or
    - using tools fitted with dust extraction?
- Have workers had information and training so they know what the risks are from the hazardous substances used and produced on site, and what they need to do to avoid the risks?
- Have you got procedures to prevent contact with wet cement (as this can cause both dermatitis and cement burns)?
- Have you arranged health surveillance for people using certain hazardous substances (e.g. lead)?

Noise

- Have workers had information and training so they know what the risks are from the noise on site, and what they need to do to avoid those risks?
- Have you identified and assessed workers' exposure to noise?
- Can the noise be reduced by using different working methods or selecting quieter plant, e.g. by fitting breakers and other plant or machinery with silencers?
- Are people not involved in the work kept away from the source of the noise?
- Is suitable hearing protection provided and worn in noisy areas?
- Have hearing protection zones been marked?
- Have you arranged health surveillance for people exposed to high levels of noise?

Hand-arm vibration

- Have workers had information and training so they know what the risks are from hand-arm vibration (HAV) on site, and what they need to do to avoid the risks?
- Have you identified and assessed risks to workers from prolonged use of vibrating tools such as concrete breakers, angle grinders or hammer drills?
- Has exposure to HAV been reduced as much as possible by selecting suitable work methods and plant?
- Are reduced-vibration tools used whenever possible?
- Have vibrating tools been properly maintained?
- Have you arranged health surveillance for people exposed to high levels of hand-arm vibration, especially when exposed for long periods?

Electricity and other services

- Have all necessary services been provided on site before work begins and have you also identified existing services present on site (e.g. electric cables or gas mains) and taken effective steps (if necessary) to prevent danger from them?
- Are you using low voltage for tools and equipment, e.g. battery-operated tools or low voltage systems?
- Where mains voltage has to be used, are trip devices (e.g. residual current devices (RCDs)) provided for all equipment?
- Are RCDs checked daily by users and properly maintained?
- Are cables and leads protected from damage?
- Are all connections to the system properly made and are suitable plugs used?
- Are tools and equipment checked by users, visually examined on site and regularly inspected and tested by a competent person?
- Where there are overhead lines, has the electricity supply been turned off, or have other precautions been taken, such as providing 'goal posts' or taped markers?
- Have hidden electricity cables and other services been located (e.g. with a locator and plans) and marked, and have you taken precautions for safe working?

Confined spaces

- Do you work in confined spaces where there may be an inadequate supply of oxygen or the presence of poisonous or flammable gas? If so, have you taken all necessary precautions?
- Confined spaces include tanks, sewers and manholes; they do not have to look dirty to be dangerous!

Tools and machinery

- Are the right tools or machinery being used for the job?
- Are all dangerous parts guarded, e.g. gears, chains, drives, projecting engine shafts?
- Are guards secured and in good repair?
- Are tools and machinery maintained in good repair and are all safety devices operating correctly?
- Are all operators trained and competent?

Fires and emergencies

General

- Are there emergency procedures, e.g. for evacuating the site in case of fire or for rescue from a confined space?
- Do people on site know what the procedures are?
- Is there a means of raising the alarm and does it work?
- Is there a way to contact the emergency services from site?
- Are there adequate escape routes and are these kept clear?
- Is there adequate first-aid provision?

Fire

- Is the quantity of flammable materials, liquids and gases on site kept to a minimum?
- Are they properly stored?
- Are suitable containers used for flammable liquids?
- Are flammable gas cylinders returned to a ventilated store at the end of the shift?
- Are smoking and other ignition sources banned in areas where gases or flammable liquids are stored or used?
- Are gas cylinders, associated hoses and equipment properly maintained and in good condition?
- When gas cylinders are not in use, are the valves fully closed?
- Is flammable and combustible waste removed regularly and stored in suitable bins or skips?
- Are suitable fire extinguishers provided?

Protecting the public

- Is the work fenced off from the public?
- Are road works barriered off and lit and a safe alternative route provided?
- Are the public protected from falling material?

- Have you provided a safe route through road works or pavement scaffolding for people with prams, wheelchair users and visually impaired people?
- When work has stopped for the day:
- Is the boundary secure and undamaged?
- Are excavations and openings securely covered or fenced off?
- Is all plant immobilised to prevent unauthorised use?
- Are bricks and materials safely stacked?
- Are flammable or dangerous substances locked away in secure storage places?

APPENDIX G

SAFETY RULES AND SAFE WORKING PRACTICES

This section of the health and safety policy has been compiled to meet the need for a day-to-day safety reminder of all operatives for the safety precaution that must always be considered as an essential practice on all R.D. Bull's sites.

Use safe practices

Think safety. If you do not understand - ask. Read R.D. Bull's company health and safety policy and abide by its contents. Be aware of safe working practices:

- Do not take chances, short cuts can be dangerous.
- Plan your work ahead and plan to prevent accidents.
- Keep your mind on your work.
- Be sure you are in good physical condition before starting work.
- Do not drink alcohol during the working day or use tranquillisers, unless under medical advice.
- Do not play the fool on site.
- Teach new work mates safe working practices.
- Watch out for safety of all persons on site, particular that of young people.

Your responsibilities

Always conduct yourself in a responsible and orderly manner that will reflex favourably upon you and R.D. Bull's. Remember that you, as well as your employer, have a legal responsibility under the Health and Safety at Work Act to work safely at all time.

- Take care not to expose other trades, site personnel or members of the public to any danger when you are at work or subsequently.
- An operative who is not safety conscious is a danger to himself and others around.
- Protect others when leaving the site by:
    - ◊ securing machines and equipment.
    - ◊ locking away small tools and appliances.
- Children are a hazard on site, both during working hours and later when the site is unattended - do not encourage them.
- HSE inspectors may prosecute you or R.D. Bull if you are found working in an incorrect manner or using equipment likely to cause an accident.
- Remember that accident prevention at work depends on you all giving that little more thought to what you are doing. Short cuts, lack of care and rushing work are the major cause of accidents today.

Control of Substances Hazardous to Health (COSHH)

Be aware of what this means to you

- Always ensure you are in receipt of or aware of the COSHH assessment for all materials you handle. This also means by-products of materials being used.
- It is the responsibility of the MD to provide these assessments.
- Where hazards exists with any material being handled, you should be made aware of this and take proper precautions.
- You must at all times make proper use of protective clothing or equipment provide for you to use.
- If you find a defect in any clothing or equipment provided, inform your Site Foreman or the MD.
- You should at all times co-operate with your employer, with regard to any duty in law imposed by these regulations.
- You must not intentionally, or recklessly interfere with or misuse anything provided in the cause of health, safety and welfare.
- At all times make use of facilities provided in respect of industrial hygiene.

Wear safe clothing and equipment

Unsafe clothing can cause personal injuries

- All operatives on site must wear safety hard hats.
- Discard loose clothing such as ties and scarves.
- Avoid wearing jewellery.
- Wear well fitting, narrow legged trousers, without turn-ups.
- Wear safety goggles and a mask when using power tools such as grinders.
- Approved safety footwear must always be used.
- Shorts should not be worn, particular when working with hot materials.
- Wear warm clothing in cold weather.
- Do not work bare chested when the weather is hot.

Set up safely

Safety should always be on your mind. Hazardous conditions can be avoided if you set up site safely.

- Accidents and emergencies can happen at any time.
- When arriving on site locate the nearest telephone, check that a first aid post or first aid kit is available and note location and name of first-aider.
- Get to know emergency telephone numbers and site emergency procedures.
- Select a safe area for unloading equipment and supplies.
- Select a location where the ground is firm, reasonably level and free of debris.
- Do not injure yourself, or others, by attempting to unload or move heavy and bulky equipment and materials. Get help to lift.
- Make sure that working areas are clear of obstructions, particular trailing leads.
- Check that a fully charged, appropriate fire extinguisher is available on site.

Ladder safety

Do not climb on makeshift arrangements - use a suitable ladder.

- Inspect ladder for splits, missing or damaged runs or fittings.
- Do not use defective ladders; report them to the Site Foreman.
- Ladders must be placed on firm, level ground and always tied at the top and preferably at the bottom.
- Make sure that the ladder is long enough for the work, it should extend at least 1.05m above its resting-place or above the run the user stands on.
- Place ladders at a sensible angle, an incline of 75° - which is one unit out at the foot for each four units of height up (1 in 4).
- Always face the ladder when using it, maintain a firm grip, and use both hands.
- Do not over reach or lean away from the ladder.
- Never allow more than one person on the ladder at any one time.
- Keep ladders away from electrical power lines.
- Extension ladders must be overlapped by at least three rungs, be sure that securing clips are fully engaged.
- Ensure that the access point area to the ladder is kept clear of all materials and debris.

Handling materials safely

Always think before you lift. Plan the lift. Where possible use handling aids (wheel barrow, sack trolley, forklift, hoist, etc.) Get assistance. When lifting remember the techniques that you will have been taught.

- Always use correct lifting techniques.
- Use you legs, not your back.
- Always get help when lifting heavy or bulky loads.
- Be especially careful when handling materials at height.
- Make sure there are no obstacles in your path when moving loads.
- Make sure you are in possession of 'loading out' information from the site agent.
- Do not over load vehicles, hoists, working platforms or scaffolds.
- Do not bomb materials, drop or throw from heights.

Site housekeeping

A tidy site is a safe site. Stack and secure all materials as they arrive on site.

- Protect and secure all materials that can be damaged.
- Leave site clean and tidy on completion of work.

Safe handling of tools and equipment

Using the correct tools and equipment for the task will make your job safer and more efficient. Use the right tool for the job.

- Keep tools and equipment dry and in good condition.
- Keep safety guards in place.
- Do not operate tools or equipment if you do not know how.
- Check that all electrical appliances operate from 110-volt supply or battery only.

- Check that plugs and sockets are undamaged, correctly wired and that they are earthed.
- Automatic cut-out switches (RCDs) must not be interfered with.
- Always disconnect the power supply of a machine or tool that is being cleaned, repaired or adjusted.
- Only repair or adjust tools if authorised to do so.
- Do not force or overload tools and equipment.
- Safety eye, ear and oral nasal protection must be worn when using disc type cutting tools.
- A properly trained and certified person must always mount abrasive cutting discs.
- Report all defective tools or equipment to the Site Foreman.

Vehicle safety

The same common-sense rules apply to handling R.D. Bull's vehicles as they do to the family car. Read and follow the Highway Code. Drivers are reminded that they are responsible for the vehicle road-worthiness.

- Drive defensively; expect the unexpected.
- Check and secure the load before you drive.
- Do not overload and make sure the load is evenly distributed.
- Be extra careful when carrying LPG cylinders.
- Do not reverse a vehicle without an outside observer to watch the blind spots and warn others.
- Drive to within the speed limit; obey the site speed limit.
- It is the driver responsibility to:
    - ◊ keep vehicles clean and tidy and be sure they are fit to be on the road.
    - ◊ keep a check on tyres, brakes, lights, horn, oil, water and fuel.
    - ◊ report any defects immediately; your life and others may be at risk.
- Ensure that the necessary paperwork is always carried in the vehicle.
- Ensure that the vehicle has a first aid kit and fire extinguisher.
- Check that permission has been given to carry any passengers.
- Do not carry passengers outside of the vehicle cab.
- Always wear seat belts as required by law.
- Never operate mobile phones whilst the vehicle is in motion.
- Do not smote in company vehicles.

Personal health and hygiene

Hygiene is an important part of keeping fit and healthy and will help to prevent illness and industrial diseases.

- Protect yourself at work by wearing clean clothing and footwear suitable for the weather and working conditions.
- Use barrier creams on your skin before starting work in excessively dirty conditions.

- Keep clean all safety personal equipment such as hard hats, goggles, respirators and other equipment that contacts with your skin.
- Wash your hands before eating or smoking.
- Wash your hands before and after using the toilet.
- Always remove material residues from your hair and skin immediately you finish working.
- Make sure you are fully aware of COSHH information for all materials being handled on site.
- Be aware of and observe the rules governing asbestos.
- Be aware of diseases, such as AIDS, which can be transmitted via body fluids, if you are called upon to administer any form of first aid.

Accidents and first aid

Should any accident occur, inform the site first aid personnel immediately.

- Make sure that you know the site procedure for dealing with accidents.
- Know the location of a telephone so that an ambulance or medical services can be called when necessary.
- Do not attempt first aid yourself unless you have been fully trained in its application; get help.
- Some accident situations do, however, require instant action and in such cases the following guidelines should be observed:
    - ◊ Do not move injured persons, unless their position is endangering their life.
    - ◊ Stay with injured persons, reassure them, make comfortable by keeping them warm and ensuring that they can breathe freely, this will help to prevent the onset of shock.
    - ◊ Call for assistance and get someone else to fetch the medical services.
    - ◊ If shock sets in, lay casualty down, keep head low and turned to one side, raise lower limbs if possible. Protect with blanket/coat.
    - ◊ If severe external bleeding is present, apply direct pressure to the wound, if a foreign body is embedded in the wound; apply pressure to sides of wound.
    - ◊ Do not give anything in the mouth, lips may be moistened. Do not allow casualty to smoke.
- Burns or scalds should be treated by gently using running cold water for at least ten minutes or until pain subsides. After cooling, carefully remove clothing, which has been soaked in the scalding fluid. Do not remove burnt clothing.
- In case of electric shock, do not touch the victim until the power supply is switched off, treat as for shock and get medical help.
- Report all accidents or near misses to the Site Foreman and MD.