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**1.1 Health and Safety Policy**

The management teams of the company forming HI-TECH PROPERTY SERVICES LTD regard the provision of a safe and healthy working environment as a core business objective. Which can only be effectively achieved by the co-operation between the directors, management teams and employees of each member Company at every level.

In line with the above core objective for health and safety, HI-TECH PROPERTY SERVICES LTD 's appointed Directors and Administrator will also ensure, so far as is reasonably practicable, that provisions are made for the maintenance of plant, equipment and implementation of systems of work that are safe and without risks to health, in addition to the maintenance of office and site working environments for persons employed which is safe, without risks to health and adequate with regard to facilities and arrangements for their welfare at work.

HI-TECH PROPERTY SERVICES LTD will comply with the requirements of the HASWA 1974 and subsequent associated legislation and will employ industry best practise to ensure that companies with whom the contracts or sub-contracts with have a similar high standard.

The Administrator and management teams of member companies will sustain and carry out this policy on behalf of HI-TECH PROPERTY SERVICES LTD by all means at their disposal and will strive to provide adequate safety and job training for applicable employees, with particular attention to special safety training where appropriate. They will also strive to ensure continuing compliance with the requirements of relevant legislation, assist in undertaking risk assessments of all activities and ensure that safe systems of work and safe working environments are maintained.

Similarly all persons working directly or on behalf of HI-TECH PROPERTY SERVICES LTD are required to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to immediately report any hazard which may lead to injury or damage which they cannot themselves control.

The requirements of HI-TECH PROPERTY SERVICES LTD health and safety policy and procedures also form part of the terms and conditions of the contracts of appointed sub-contractors; breach of the requirements is a serious offence.

The health and safety policy and procedures of HI-TECH PROPERTY SERVICES LTD will be reviewed on an annual basis to ensure its continuing effectiveness and to make improvements as required by changes in any work practices, processes, legislative or regulatory requirement.

On behalf of HI-TECH PROPERTY SERVICES LTD .....Managing Director  
G Waterman

Date Approved ..... Review Date .....

## **SECTION 3.0 ARRANGEMENTS**

### **2.1 Organisational Responsibility – Health and Safety**

#### **Company Directors**

The appointed Directors of HI-TECH PROPERTY SERVICES LTD, acknowledge their legal responsibilities for health and safety matters and the same persons will endeavour to maintain an understanding and workable knowledge of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety Regulations 1999 and such other relevant regulations and codes of practise as are pertinent to the business activities of HI-TECH PROPERTY SERVICES LTD. The applicable Directors will

- Ensure that an effective health and safety policy remains in place and is reviewed annually
- Ensure the provision of sufficient funds and resources to meet health and safety requirements.
- Ensure that time is made available for all persons employed by HI-TECH PROPERTY SERVICES LTD to receive training in health and safety matters.

#### **2.2 Health and Safety Coordinator**

The aforementioned Directors have appointed the Health and Safety Coordinator with responsibility for co-ordinating day-to-day health and safety matters with respect to work activities undertaken on behalf of HI-TECH PROPERTY SERVICES LTD and who in addition to other duties will

- With the support of applicable Site Installation Managers, ensure the provision and maintenance of plant, equipment and working environments for employees that are so far as is reasonably practicable, safe, without risk to health and adequate as regards facilities and arrangements for their welfare at work.
- Appoint and maintain contact with external health and safety advisors and relevant legislative bodies
- Ensure compliance with the legal requirements of health and safety issues affecting HI-TECH PROPERTY SERVICES LTD and its business activities.
- Be proactive in the effective joint planning, organising, controlling and monitoring of health and safety matters and for the need for the undertaking of sufficient assessments of risks to persons employed and others in the in-direct employment of HI-TECH PROPERTY SERVICES LTD to which site activities may give concern.
- Ensure consultation with employees and others not in the employment of HI-TECH PROPERTY SERVICES LTD on matters relating to health and safety issues and to ensure that this full health and safety policy is effectively understood and interpreted.
- Respond as requested to individual health and safety concerns in respect to the identification and co-ordination of health and safety induction and training.
- Be proactive in assisting in the promotion and review of HI-TECH PROPERTY SERVICES LTD policy statement to ensure its effectiveness in complying with legislation, current and as further amended or introduced.

#### **2.3 Appointed Site Installation Managers**

The Directors of HI-TECH PROPERTY SERVICES LTD will appoint a Site Installation Manager to work along side the Administrator, who together will act as the main lines of communication and have responsibility for ensuring that persons working under the jurisdiction of HI-TECH PROPERTY SERVICES LTD are adhering to the health and safety policy.

The appointed Site Installation Managers overseeing works activities will ensure that all of the requirements of this health and safety policy are observed and complied with. Each person overseeing work activities will also be responsible for the health and safety of themselves and for that of the persons under their control.

Additional responsibilities of appointed site managers is to

- Encourage co-operation between management and employees of HI-TECH PROPERTY SERVICES LTD in the further promotion and development of health and safety measures and for monitoring their effectiveness.

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- Make themselves familiar with the contents of HI-TECH PROPERTY SERVICES LTD Health and Safety policy and to fully implement its requirements at all times.
- Assist in ensuring by adequate supervision and appropriate training, that safe working practises are adopted particularly in the case of young and inexperienced personnel and to ensure so far as is reasonably practicable, the maximum safety for all persons under their control.
- Assist in ensuring as is reasonably practicable, that all plant, machinery and equipment is in a safe working order, that safety rules and statutory requirements are observed and that safety equipment/ protective clothing is provided and used by personnel when required.
- Also assist in ensuring that all plant equipment and machinery is maintained in accordance with manufactures instructions and a record kept and that all operations of equipment is only permitted by competent and authorised persons
- Make every endeavour to resolve health and safety problems referred to them by personnel under their control, and to refer to the Administrator any problem for which they cannot achieve a satisfactory solution.
- Ensure that accidents at work are properly recorded and to conduct any necessary preliminary investigations into the cause of such accident. They must also notify the Administrator as soon as possible providing all of the relevant information.
- Assist in conducting regular safety inspections of site work operations under their control and to report any adverse findings to the Administrator.
- Ensure that all applicable employees are aware of the local first aid facilities, fire precautions and emergency procedures and to arrange for replenishment or servicing of any such items.
- Minimise the likelihood of an accident happening by ensuring that employees practise good house keeping techniques
- Assist in ensuring that all relevant health and safety information required is supplied to affected parties when work activities being carried out may pose a hazard to other persons not directly employed by HI-TECH PROPERTY SERVICES LTD.
- Incorporate additional Health and safety information and to make employees working under their control are aware of such information when working on sites under the control of a Principal Contractor.
- Set a personal example in matters relating to health and safety in the work place

### **2.4 Site and Administrative Employees**

Site and administrative employees are reminded that under current health and safety legislation that they have a legal duty to co-operate with the Administrator and appointed Site Installation Managers on matters regarding health and safety, whilst being required by law to work in a safe manner and to make full use of any information, instruction, protective equipment or training given.

Attention is drawn to all employees that the Health and Safety at Work etc. Act 1974 places specific obligations on all persons employed. Section 7 and 8 contain specific requirements as follows Section 7: It shall be the duty of every employee while at work; to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions. As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirements to be performed or complied with.

Section 8: No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant provisions.

Additional requirements that HI-TECH PROPERTY SERVICES LTD, expects employees (as applicable to employment duties) to comply with in order to fulfil its obligations under current health and safety legislation encompass

- Making themselves familiar with HI-TECH PROPERTY SERVICES LTD health and safety policy and to fully implement its requirements at all times along with statutory regulations.
- Wear the correct personal protective equipment as the need arises and to use any safety devices supplied as instructed. Work should not commence if the necessary safety equipment required is unavailable for the work activity being carried out.

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- All risk assessments; COSHH and safe systems of work must be fully implemented. Any employee who is unfamiliar with or unsure of requirements must seek clarification from their appointed Site Installation Manager before commencing work.
- All equipment supplied for the undertaking of applicable work activities must be used in a safe manner and checked for defects before used.
- Only competent and authorised employees must operate mechanical equipment. Persons in charge of mechanical equipment will carry out the necessary daily checks as per manufacture's information. Any defects found must be reported to their appointed Site Installation Manager or Administrator who will arrange for the necessary repairs to be carried out.
- All near misses or accidents no matter how small or insignificant must be reported to their appointed Site Installation Manager who will carry out an investigation and fill in the appropriate accident forms and contact the appropriate authorities, [HSE or EHO], as necessary. Ensuring that the accident is adequately reported as required by the RIDDOR Regulations of.
- Any investigation that may be required will then be implemented and a report submitted to an applicable member Company Director.
- All employees are required to help minimise the likelihood of an accident, particularly during site working, by practising good housekeeping techniques. All materials and equipment must be stored or used in such a manner that helps prevent the possibility of an accident or injury happening.
- When working on sites under the control of another party, site based employees will implement any additional health and safety required by their safety officer, in addition to this health and safety policy.

### **2.5 Sub-Contractors**

All sub-contractors working for, or engaged in activities on behalf of HI-TECH PROPERTY SERVICES LTD will ensure that they fully comply with the health and safety policy as set out by the . They will also ensure that all statutory legislation and codes of practises are complied with at all times in so far as is reasonable practicable. Supervision for sub contractors will remain with HI-TECH PROPERTY SERVICES LTD appointed Site Installation Manager in conjunction with representatives from the sub-contractor concerned.

All sub-contractors will affect adequate insurance cover to protect the sub-contractor's employees and third parties and to indemnify HI-TECH PROPERTY SERVICES LTD against any and all loss, injury damage or claim, which may arise directly or indirectly as a result of any act or omission on the part of the sub-contractor, their employees or their sub-contractors. In addition

- Sub-contractors are expected to read and make themselves familiar with HI-TECH PROPERTY SERVICES LTD, Health and Safety Policy and to fully implement its requirements at all times.
- All work must be carried out in accordance with relevant statutory health and safety provisions taking in to account the safety of themselves, others and any members of the general public.
- Ensure that a copy of their Health and Safety policy is made available to HI-TECH PROPERTY SERVICES LTD upon request.
- All sub-contractors will be in possession of and use such safety devices and personal protective equipment necessary to carry out their work activities.
- Any substances or materials intended for use must automatically be accompanied by the relevant risk or COSHH assessment. Waste materials and packaging is to be removed from site and disposed of as per manufactures and/or applicable local authority recommendations.
- Provisions for first aid and fire fighting requirements will remain in the responsibility of the sub-contractor concerned. These provisions must be confirmed with HI-TECH PROPERTY SERVICES LTD Administrator and/or appointed Site Installation Manager before any works commence, who will give advice of any additional facilities available on site.
- All accidents are to be reported to the appointed Site installation Manager and/or Administrator as applicable, who will arrange for an investigation in to the circumstances leading up to the accident. Written confirmation will also be required from the Sub-Contractor that the accident has been recorded and reported in line with current RIDDOR Regulations.

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### 2.6 Visitors to HI-TECH PROPERTY SERVICES LTD Offices and Installation Sites

HI-TECH PROPERTY SERVICES LTD seek to ensure the safety of all visitors to its offices and installation sites therefore we require the co-operation of visitors by

- Directly reporting to the appointed Site Installation Manager or applicable Office Reception on arrival, in order for them to be made aware the purpose of visit, time of arrival and any vehicle detail.
- Not entering any installation site work areas, or offices, etc. without correct authority and unless under direct supervision.
- Observing all safety warning signage or as may be verbally instructed of.
- Wearing safety equipment as provided by HI-TECH PROPERTY SERVICES LTD Administrator, appointed Site Installation Manager or informed of as necessary for them to possess prior to their visit.

### 3.1 Abrasive Wheels and Cutting Discs

All grinding/cutting machines, whether permanently installed or of the portable type, must comply with The Provision and Use of Work Equipment Regulations. The use of abrasive/cutting wheels and discs must be the subject of risk assessment, to ensure that any risk to safety or health is reduced to an acceptable level. Abrasive/cutting wheels and/or discs must only be used for tasks and under conditions for which they are suitable.

**Note:** *Abrasive wheels in particular are at risk of bursting or fragmenting if they are operated outside the specified maximum rotation speed. In order to avoid bursting the correct wheel must be used with regard to its type, size and speed.*

The Administrator and appointed Site Installation Managers will ensure that site employees, sub-contractors and their employees who use abrasive wheels or cutting discs have been provided with adequate information, instructions and training in their correct handling and mounting (including pre-mounting and storage procedures).

All persons operating an abrasive wheel or cutting machine in addition to being compulsory required to wear eye protection, should wear safety footwear, gloves, overalls and dust masks. If noise levels exceed the permissible levels set in the 'Noise at Work Regulations 1989' ear protection must also be worn

### 3.2 Access Equipment

If possible the need for work at height should be avoided., where this is not possible, on all contracts the applicable Site Installation Managers will liaise closely with the client and other contractors to ensure that wherever practicable employees are able to work from scaffold to carry out their works and not have to re-visit site and have to work from ladders.

The appointed Site Installation Managers will ensure that all forms of access equipment to be utilised by HI-TECH PROPERTY SERVICES LTD employees remain in good condition and are regularly examined for continuing suitability and safe for use.

#### Scaffolding

All forms of scaffolding can impose hazards not only to persons providing a scaffold service but also to the end user and others underneath or nearby. Persons intending to use scaffolding are required to be mindful of this at all time and should be professionally conscientious with regards to their work and how it could affect others.

*Portable Tower Scaffolding;* Is to be erected in accordance with the manufacturers/suppliers recommendations by suitably trained and/or competent persons and must be adequately secured in position to prevent them from tipping. Working platforms must be properly/fully boarded and ladders must be provided for access to the tower scaffold platforms again in accordance with the manufacturer's recommendations.

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*System Tower Scaffolding*; Persons involved in providing, i.e., designing, planning, managing, erecting, maintaining, dismantling, testing and inspecting of systems tower scaffolding must do so in accordance with all appropriate Health and Safety Law and Codes of Practices etc. Where it is possible for a person to fall 2m or more from a working platform, the platform and associated parts need to be inspected by a competent person, before first use, after substantial alteration, after any event likely to have affected its stability, for example, following strong winds and at regular intervals not exceeding seven days. Where the provision of the scaffold is under the control of HI-TECH PROPERTY SERVICES LTD the Administrator and/or Installation Site Manager will arrange to have the inspections carried out by a competent person.

All working platforms above 2 metres where it could be possible for material/equipment to fall must be fitted with toe boards to the outside edges and the ends of the platforms. The toe board height should not be less than 150mm. Guardrails must also be fitted to all working platforms.

All ladders for access to scaffold working platforms must be secured into position preventing them from slipping/moving the ideal angle for a ladder is 72 degrees. Safe opening must be provided in guardrails and toe boards for unobstructed ladder access, whilst ladders must extend at least 1.05 metres above the landing level for adequate handhold.

Scaffolding can impose hazards not only to persons providing a scaffold service but also to the end user and others underneath or nearby. Employees of HI-TECH PROPERTY SERVICES LTD are there by required to be mindful of these at all times and should be professionally conscientious with regards to their work and how it could affect others. Materials must not be stored above the height of the toe board, unless additional measures are put into place.

### **Mobile Elevated Work Platforms [MEWPS]**

Operators of MEWPS must be trained and suitably competent to operate this type of equipment. Operators must be fully aware of the manufacturers/suppliers instructions for operating and inspecting the plant, as well as having a good understanding of safety awareness regarding the plant and how working with plant of this type can affect others.

Fall restraint [rather than fall arrest] harnesses & lanyards must be worn at all times whilst working in a boom or cherry picker type MEWP.

There is a legal requirement for visual inspections of the aforementioned to be carried out daily before use and weekly (50 operational hours) by a competent operator. Considerations must also be given to the manufacturer's instructions, which may require more frequent checks. I.e. every six months (1000 operational hours), or the period recommended by the manufacturer. After any accident, major repair or modification, all working parts of this type of equipment must be thoroughly examined by a competent person.

### **Ladders**

Ladders are last in the hierarchy for equipment to be used when working at height. Ladders should only be used where operations are only going to last 10 minutes, and three points of contact must be maintained at all times. Site working employees and appointed sub-contractors when particularly using ladders should ensure they cannot slip, whilst also ensuring that the ladder is correctly angled (one out for every four up) and should be tied or footed at all times.

Such persons are instructed when using ladders, not to overreach and to make sure the ladder is long enough and positioned so as to reach the work safely nor to climb or work off a ladder unless they can hold onto it. With respect to stepladders the same persons are instructed not to use the top platform of a stepladder unless it is designed with special handholds.

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### **3.3 Accident or Incident Reporting and Investigation**

All accidents or incidents (however insignificant as maybe seen by the individual) are to be reported to the appointed Site Installation Manager or Administrator who will ensure that a record of reported accidents or incidents at work, are recorded on to an 'Accident Report' form along with the following information and detail

- Details of injured person, the accident details and date, time and location of the accident
- Details on completion of accident/incident investigation and its findings
- Whether the detail is reportable under the requirements of RIDDOR 1995

Copies of all records will then be forwarded to the offices of HI-TECH PROPERTY SERVICES LTD where they will be entered into the appropriate accident records book and maintained along with witness statements, investigation reports etc. for a minimum period of 3 years from the date on which they were made, in order to comply with the data protection act, all such information is to be kept secure.

Reported work accidents/incidents will also be reviewed, in order for them to act as an additional measure of the health and safety performance of HI-TECH PROPERTY SERVICES LTD and for the need for any appropriate change to systems of work processes or procedures. The same statistics will make an important contribution to the undertaking and ongoing evaluation of hazard assessments as they can help identify types and causes of accidents/incidents, locations and times etc. which may additionally help in deciding the need for further control measure priorities.

As required under RIDDOR regulations, certain accidents and dangerous occurrences, excluding motor accidents but including acts of physical violence, which occur during the course of the working day, are to be reported to the enforcing authority for the location of the installation site. The Administrator or applicable Installation Site Manager will deal with reportable accidents by the quickest means, e.g. via the Internet to the national incident centre. Over-three-day accidents and diseases will be reported as soon as possible after they are known in the same manner.

Sub-contractor employees or the self-employed persons working on contract to HI-TECH PROPERTY SERVICES LTD must ensure that their companies or themselves as a self-employed person conform to the requirements of RIDDOR, whilst also informing the applicable Site Installation Manager or Administrator of any reportable occurrence or incident.

### **3.4 Alcohol and Drug Abuse**

Alcohol or drug abuse by can adversely affect the safety and health of the individual employee and others. It therefore continues to be the policy of HI-TECH PROPERTY SERVICES LTD and its member companies, that any person known to be or strongly suspected of being, affected by alcohol or drugs, must be notified to the appointed Site Installation Manager or Administrator who will arrange for the person to be removed from the workplace.

All personnel should note that it may take more than 24 hours for alcohol in blood to disperse, therefore employees should carefully consider this aspect, particularly those who are engaged on safety critical work or those employees engaged on Contracts where the Clients specify very low acceptable alcohol levels.

### **3.5 Asbestos Control Policy**

It is the objective of HI-TECH PROPERTY SERVICES LTD to prevent any harmful exposure to persons who could be affected by work activities where asbestos is present. Whilst the three main types of asbestos previously used/found are

- Chrysotile, commonly known as 'White' asbestos.
- Crocidolite, commonly known as 'Blue' asbestos.
- Amosite and Mysorite, commonly known as 'Brown' asbestos.



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Employees also need to be aware that asbestos can be found blended with cement and similar materials, as it was widely used as building materials such as roof sheets and pipes. In combination with calcium silicate and magnesia, it formed a thermal insulation material for boilers, steam pipes and similar applications.

Asbestos based compounds have also in the past been applied by spray techniques to provide fire-resistance to walls and ceilings.

**Note:** *If asbestos is found or suspected at the workplace where it is likely to be disturbed, then all activities must cease and the area be cordoned off until a sample can be taken and the substance can be analysed, to determine the type of asbestos present. Once the type of asbestos has been determined, all necessary precautionary arrangements can be made.*

The Administrator and Site Installation Managers will ensure that prior to work activities starting where asbestos is present that applicable personnel receive safety induction specific to the asbestos precautionary measures and controls. Induction will also include details of the 'Risk Assessment' for asbestos related works specific to the work activity to be undertaken. Confirmation will also be made that all Client requirements can be complied with regarding asbestos procedures for precautionary measures and controls to be complied with and that all necessary information regarding asbestos is obtained from the Client prior to work being carried out which could give rise to harmful asbestos exposure, i.e. client's asbestos policy, asbestos surveys and reports, drawings showing where asbestos is present and incident records, etc.

The Administrator with the support of the Site Installation Managers will also take responsibility for vetting that licensed contractors safety arrangements are in order, i.e. their license details, the training records of employees carrying out the work on site, the service records of equipment that will be used on site, particularly the function tests and that equipment that will be supplied to site will be clean and free from asbestos contamination, waste arrangements and records and their past accidental asbestos exposure incidents records.

If in the case that asbestos materials have not been pre-identified, but during the course of the work being undertaken, hidden or dusty materials are discovered, they must be suspected of containing asbestos therefore all persons undertaking work on behalf of HI-TECH PROPERTY SERVICES LTD are instructed to immediately stop work and report the matter to the Administrator. Until results are made known no further work is to be undertaken and even then before recommencement of site working, appropriate control measures will be identified with all interested parties and necessary actions implemented

### 3.6 Audits/Inspections (Workplace)

The objective of the workplace audit/inspection will be to ensure compliance with HI-TECH PROPERTY SERVICES LTD health and safety policy statement of intent and implemented procedures, whilst giving due consideration to

- Any changes in legislative or regulatory requirements.
- Changes in new safety technology and work practices.
- Results of site and office safety inspections
- Reported accident and incident records and investigations

HI-TECH PROPERTY SERVICES LTD Administrator is responsible for ensuring that implemented safe working procedures and associated documents are monitored and reviewed as a minimum on an annual basis, to ensure that the same remain effective and provide a positive contribution to the overall operations of the .

In addition and as determined applicable to the length of time spent on individual sites, the appointed Site Installation Manager or a nominated representative will additionally carry out regular reviews of the safe working procedures on the site and their associated control documentation.

Proposals for significant changes in health and safety procedures arising out of this review process will be subject to consultation with affected parties and approval before implementation occurs, following which

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required changes as necessary will be made to Health and Safety policy, procedures and supporting records.

Before inspections are undertaken, certain basic decisions are to be taken to ensure the achievement of objectives, such as

- What needs inspecting, with checklists being developed for the inspection.
- Aspects of the Items to be checked i.e. portable electrical appliances, work equipment and office furniture as they are likely to become hazardous when unsafe because of stress, wear, impact, vibration, heat, corrosion, chemical reaction or misuse.

- Inspection frequency in the absence of statutory requirements or other industry guidance will depend upon the potential severity of the failure, if the item fails and the potential for injury.

Items found to be missing or defective will be followed up, not merely recorded. Dangerous situations encountered will be corrected immediately if their existence constitutes a serious risk of personal injury or significant damage to the equipment. Any unsafe behaviour seen during the inspection will be corrected, which may also include the undertaking of disciplinary measures, for actions such as the unauthorised removal of guards or failure to use personal protective equipment.

### 3.7 Cartridge Operated Tools

The use of cartridge-operated tools is restricted for use only by properly trained and competent employees over the age of 18 years. All cartridge-operated tools must be thoroughly checked and inspected prior to use and withdrawn if any defect in the equipment is found. Cartridges and fixings even though they look similar in appearance are not interchangeable and must only be used in the equipment for which they are specified. Therefore the applicable Site Installation Managers will ensure that supervised test runs are to be carried out before the method of using cartridge-operated tools is put into general practice during site working. When operating cartridge tools, personnel must wear head, ear and eye protection. Major hazards in using cartridge tools apart from malevolent firing are as follows

- Where material is of a soft nature, the fastener can puncture and emerge from the other side like a bullet.
- Where the material is brittle or of uneven constituency, the fixing device may turn back on itself and injure the operator.
- The material may splinter at the point of impact.
- Recoil, which can throw the operator off balance.
- Excessive noise levels in certain circumstances, for example, confined spaces.

### 3.8 Confined Space Working

In instances of work requiring to be undertaken within a confined space by persons directly or indirectly employed by HI-TECH PROPERTY SERVICES LTD, the following measures are to be put into place

- Applicable persons instructed in the method of safe working to be adopted and at least one person in the team has been satisfactorily trained/instructed in emergency evacuation, rescue, first aid and fire fighting procedures.
- Each person to enter the confined space has been satisfactorily trained in the use of any necessary breathing apparatus that may need to be used.
- Atmospheric testing has been carried out as is determined necessary, by a competent person internal or external to HI-TECH PROPERTY SERVICES LTD and the results or report outcomes made known to all concerned persons. If the results of atmospheric testing indicate that the atmosphere is not safe, forced ventilation and extraction has been installed guaranteeing an air supply of at least 1.5M<sup>2</sup> per person per minute.
- Barriers or appropriate signage have been suitable put in place to warn other people that the confined space is occupied.

**Note:** *No person is enter any confined space without a competent person remaining outside, having being informed of the nature of work to be undertaken, numbers of persons involved and time anticipated to be spent within the confined space.*

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### **3.9 Construction (Design & Management) Regulations 2007**

The Construction (Design and Management) Regulations 2007 (CDM2007) come into force on 6 April 2007. They replace the Construction (Design and Management) Regulations 1994 (CDM94) and the Construction (Health, Safety and Welfare) Regulations 1996 (CHSW)., set out the way in which all building and construction projects, that are covered by the Regulations, should be designed and managed from the initial concept to final completion.

#### **PRE-TENDER STAGE HEALTH & SAFETY PLAN**

As soon as they are appointed, the CDM Coordinator must ensure that the health and safety plan is prepared before any arrangements are made for a contractor to carry out or manage any construction work.

This pre-tender health and safety plan should be supplied to persons who are being invited to tender for work and should include:

- \* A general description of the construction work that is in the project.
- \* Details of any time scales, including the time scales for any intermediate stages of the project.
- \* The details of any foreseeable risks to the health and safety of anyone carrying out construction work on the project.
- \* Any other information that can be obtained that would be needed by a contractor to show either that they are competent or that they have allocated sufficient resources to health and safety for the project.
- \* Such information that the CDM Coordinator has, or can easily obtain, that a contractor would need in order to meet any of the requirements imposed on them by the Regulations.
- \* Information that any contractor will need to know about any welfare provisions which will be required.

The pre-tender health and safety plan will give contractors all the information that they need in order to demonstrate their competence, and it will alert them to all of the potential health and safety problems that might arise on site during the project.

Important areas in the pre-tender plan will include precise details of any previous use of land or any buildings that are there, as this will highlight possible contamination.

Knowing the existence of any underground or overhead services, together with the location of old cess pits or cellars etc., will allow contractors to plan accordingly.

Additional information concerning the plan is contained in Appendix 4 of the ACOP,

#### **Under the following headings:**

- \* Nature of project
- \* The existing environment
- \* Existing drawings
- \* The design
- \* Construction materials
- \* Site wide elements
- \* Overlap with client's undertaking
- \* Site rules
- \* Continuing liaison

Similar information is contained in the guidance notes.

#### **CONSTRUCTION PHASE HEALTH & SAFETY PLAN**

Once the principal contractor has been appointed, the CDM Coordinator hands the health and safety plan over to them. It is then their responsibility to develop it into a working document that will assist in the health and safety management of the project. As has been said, the principal contractor has to be notified of contractors' risk assessments and other matters, and it is this type of information that will need to be built into the health and safety plan to make it fully effective. The principal contractor may also write into the health and safety plan any rules for the management of the construction work that they believe are reasonable and necessary for the purposes of health and safety during the construction phase of the project. Generally, during the construction phase the health and safety plan must contain all of the details set out above, plus:

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\* Details of the arrangements for ensuring the health and safety of all persons who may be affected in any way by the construction work.

\* The arrangements for the monitoring of the health and safety performance of persons engaged in construction work to ensure that they are complying with the relevant statutory provisions, and the health and safety plan.

\* Information concerning the welfare arrangements that have been made.

The information that is contained in the construction phase health and safety plan must be made available to, or be made known to, other contractors so that they may be aware of risks to health and safety that may arise for their employees. They must also be given details of anything else that is required of them during the construction phase.

With this knowledge they will then be able to meet the requirements that are imposed on them under the health and safety plan. They obviously also have to meet the requirements that are imposed on them by the relevant statutory provisions.

Appendix 3 of "A Guide To Managing Health and Safety In Construction", lists the contents of the health and safety plan during the construction phase as the answers to two questions.

1. What should the Health and Safety plan start with?

2. What arrangements should be set out in the Health and Safety plan for managing and organising the project?

The answer to the first question is given as:

\* A description of the project

\* A general statement of health and safety principles and objectives

\* Information about any restrictions

The answer to the second question is that it includes:

\* Management

\* Setting standards

\* Information for contractors

\* Selection procedures

\* Communications and co-operation

\* Activities with risks to health and safety

\* Emergency procedures

\* Reporting of RIDDOR information

\* Welfare

\* Information and training for people on site

\* Consultation with people on site

\* Site rules

\* Health and safety file

\* Arrangements for monitoring

- Project review

### THE HEALTH AND SAFETY FILE

It is the responsibility of the CDM Coordinator to ensure that a health and safety file is prepared for each building or structure that there is in the project.

At the completion of the project the file is given to the client and then remains with the building or structure for ever as a permanent record of how the project was designed and built.

The purpose of the file is to give persons who may later have to carry out any further construction work, refurbishment, repairs, maintenance or cleaning work on or in the building or structure, important information that concerns health and safety.

The Regulations require that the health and safety file contains:

\* All the design and other information that has been supplied by the designer

\* Any other information relating to the project which it is reasonably foreseeable will be needed to ensure the health and safety of persons carrying out, or who will carry out, construction work or cleaning work in or on the structure.

It can be seen that the file will contain the as designed and the as built drawings together with details of all of the construction process.

It will also contain information about any articles, substances or materials used in the structure together with manufacturer's information, maintenance instructions, procedures and schedules for any items of installed plant and equipment.

## **SECTION 3.0 ARRANGEMENTS**

The client must keep the file and the information contained in it made available to persons who need it before or when carrying out construction work etc. at a later date.

If the structure is ever sold then the file must be transferred to the new owner.

When having regard for the detailed content of the health and safety plan and the health and safety file the definition of 'construction work' should be borne in mind.

Some additional information concerning the health and safety file is contained in Appendix 5 of the ACOP and Appendix 4 of the guidance.

### **The relevant statutory provisions**

The term 'relevant statutory provisions' is used on several occasions in the Regulations.

The explanation of the term can be found in The Health and Safety Act, and means:

- \* The Health and Safety at Work Act

- \* All the legislation listed in the schedule to the Act

- \* All Health and Safety regulations that are made under the provisions of the Act.

It can be seen, therefore, that all regulations such as those on the Control of Substances Hazardous to Health, the Management of Health and Safety at Work, the Provision and Use of Work Equipment, Electricity at Work, Manual Handling and Noise etc. are, in fact, relevant statutory provisions.

### **3.10 Control of Substances Hazardous to Health**

It remains the policy of HI-TECH PROPERTY SERVICES LTD that no persons working for, or on our behalf use any hazardous product or material without an appropriate assessment of the same being carried out.

Whilst all possible steps will be taken to eliminate the need of using as many hazardous substances as is possible in the pursuance of work activities, all hazardous substances that cannot be eliminated will be researched to ascertain if safer products are available for use. Where it is not possible to eliminate or substitute such substances action will be taken to ensure that before any work activity-involving exposure to known hazardous substances commences, that suitable written assessments of risks created or associated with the same are identified.

It is also the responsibility of all persons employed by HI-TECH PROPERTY SERVICES LTD to fully implement and use the information contained within the documented assessments when carrying out any work activity that requires the use of such substances. Appointed Site Installation Managers will ensure that only those employees trained and authorised to use such substances are carrying out those tasks that require their use and that all equipment, materials or warning devices are made available before such products are used and that such equipment is effectively maintained.

The storage and transportation of hazardous substances will be in compliance with current health, safety and transport regulations and will follow the stipulations as laid by the manufacture or supplier of such substances.

Necessary monitoring of exposure to hazardous substances (where deemed applicable) will continue to be done to ensure that exposure stays within acceptable levels. Where also deemed necessary, the Administrator, will make arrangements for additional external health monitoring facilitation for the further protection of all persons employed by HI-TECH PROPERTY SERVICES LTD and its member companies who maybe affected by the use of such substances.

### **3.11 Consultations and Communication**

As there is no Trade Union appointed safety representatives within HI-TECH PROPERTY SERVICES LTD and therefore in consideration of the Health and Safety (CWE) Regulations the Administrator and applicable Site Installation Managers will be involved in discussions with employees on matters relating to health and safety.

The objectives of such discussions will be to improve and maintain standards of health and safety and to consult on matters that may affect employees of HI-TECH PROPERTY SERVICES LTD, with regards to new work process, new work activities, changes of work equipment and changes to current health and

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safety legislation. In order to effect a culture change at both office and site levels the following principles will be established

- Every person employed by HI-TECH PROPERTY SERVICES LTD has the right to stop work if he or she feels to be at risk.
- No punitive action will be taken against any employee who raises a health and safety issue
- Aggressive and confrontational language aimed at employees who raises a health and safety issue will be considered unacceptable
- All persons employed will be informed of the appropriate consultation mechanisms during induction training
- As determined applicable to the nature and duration of site working activities an additional mechanism for consultation will be agreed upon with those persons concerned.

It is also recognised that it is not possible to fully understand the complexities of current health and safety legislation and from time to time consultation with health and safety specialist will have to be taken in order to fulfil health and safety obligations.

**Note:** *All persons employed are reminded that the Directors of HI-TECH PROPERTY SERVICES LTD have a proactive attitude to health and safety matters and actively encourage employees to voice their concerns on health and safety matters at all times.*

### 3.12 Disciplinary Measures (Health and Safety)

Persons employed by HI-TECH PROPERTY SERVICES LTD at all levels are clearly reminded that their duties and responsibilities for effective health and safety in addition to those detailed within the policy statement of intent, include

- Not using work equipment, plant or machinery unless they have been determined as competent in its use and authorised to do so.
- That under no circumstances do they remove guards or other forms of safety device provided for safe operation nor operates work equipment, plant or machinery without the same being securely in place.
- The Compulsory wearing and use of personal protective equipment as instructed and provided and for reporting any damage or loss of the same to the applicable Site Installation Manager or Administrator.
- The handling and using of substances that have been determine as harmful to health in the correct manner as trained or instructed to do so and immediately informing the applicable Site Installation Manager or Administrator of any spillages, leakage so that necessary actions can be instigated.
- Making full and proper use of systems of work put in place in order to reduce the risk of injury during manual handling, also immediately inform the Site Installation Manager or Administrator of any identified or anticipated hazardous handling activities.

Persons employed by HI-TECH PROPERTY SERVICES LTD are reminded that the listing detailed above is not exhaustive and that any deliberate or wilful failing to comply with such rules and duties informed of or further detailed within this policy document will render the individual/s liable to disciplinary action, which may result in the termination of their employment or contract with the.

### 3.13 Electricity at Work

In compliance with the Electricity at Work Regulations, the Low Voltage Electrical Equipment (Safety) Regulations, employees and sub-contractors working on behalf of HI-TECH PROPERTY SERVICES LTD are required to co-operate with the Administrator and applicable Site Installation Manager (having been jointly designated the post of duty holder for electrical safety) so far as is necessary, to comply with the Regulations. It is the policy of HI-TECH PROPERTY SERVICES LTD that no persons employed by the same are to work on any form of electrical equipment or apparatus unless authorised on the basis that they possess the necessary knowledge or experience or are under adequate supervision. Knowledge or experience includes the adequate knowledge and experience of electricity and electrical working of the equipment or system and practical experience of that class of system.

*Portable Electrical Equipment;* Examples of equipment used by persons employed by HI-TECH PROPERTY SERVICES LTD and classed as portable electrical are portable office equipment such as computers and printer's, extension leads, inspection lamps, drills, cutters and grinders. Portable office electronic equipment testing is not considered necessary and only visual signs of damage is required i.e.

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damage to cable (apart from light scuffing), damage to the plug e.g. cracked casing, bent pins, equipment with intermittent fault.

However, other forms of portable appliance testing whilst being subject to appropriate examinations as previously detailed will also be subject for the following electrical testing will be as set out in the following table

	User Checks	Formal Visual Examination		Combined Examination Testing	
Electronic equipment	No	Yes	1 Year	No	
Double insulated not hand held e.g. moved occasionally	No	Yes	1 Year	Yes	1 Year
Double insulated and hand held	Yes	Yes	1 Year	Yes	1 Year
Earthed equipment e.g. drills, grinder's, disc cutters	Yes	Yes	1 year	Yes	1 year

Equipment, which fails a visual inspection or test and cannot be readily and safely, repaired, will be immediately withdrawn from use. The equipment will be investigated, repaired and re-tested prior to issue for re-use.

*Site Work Activities;* Restrictions are placed on employees or sub-contractors contracted by HI-TECH PROPERTY SERVICES LTD where technical knowledge or experience is necessary to prevent danger or injury. No person may work on Clients electrical apparatus unless they possess the necessary knowledge or experience or are under adequate supervision. Such knowledge or experience includes

- Adequate knowledge and experience of electricity and electrical work the system and practical experience of that class of system
- Understanding of the hazards and their precautions and the ability to recognise, at all times, whether or not it is safe to continue work

Wherever possible, work on electrical systems will be carried out after the system has been made 'dead'. This will include actual isolation of the equipment from the power supply, rather than just switching off and the isolation mechanism locked off and/or clearly marked as such.

### 3.14 Electrical Powered Tools

It is the policy of HI-TECH PROPERTY SERVICES LTD to restrict the use of electrical powered tools and to use battery powered equipment when ever possible. Where a need exists for the use of electrical powered tools such equipment is to be restricted to 110 volt. All isolating transformers used to reduce the power down from a 240volt supply are to be located as close to the supply as possible and protected by a residual circuit breaker.

It is the duty of persons using the equipment to ensure that a visual inspection as to its integrity is carried out before the equipment is used. These inspections will include the checking all leads casings, plugs and sockets to ensure that the equipment is safe and can be used with out risk.

Any faults found with the equipment will render that equipment unsuitable for use and it must be removed to a secure location to prevent others being placed at risk and the fault reported to the Site Installation Manager in charge of the site activities. The appointed Site Installation Manager will also ensure that the equipment remains out of circulation and will arrange for the equipment to be repaired or destroyed depending on the level of damage.

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### **3.14 Electrical Powered Tools Cont**

All hired equipment is to be accompanied with the relevant information stating that the Hire Company has checked it and that it is suitable for use, this will include any information as provided by the manufacturer.

### **3.15 Equipment Hire**

The procurement procedures of HI-TECH PROPERTY SERVICES LTD management control systems will ensure the evaluation and suitability of organisations from which hire equipment for site use is made.

As is applicable, purchase orders placed on hire equipment suppliers will require the hirers to undertake such additional statutory or other inspections as maybe necessary during the period of equipment hire and to confirm as requested in writing that equipment meets legal or other generally accepted standards of safety for all uses to which the equipment might be used.

### **3.16 Fire and Emergency Arrangements**

All persons employed by HI-TECH PROPERTY SERVICES LTD be it within offices or for applicable site working will be instructed in the precautions and action to be taken in the event of a fire or other form of emergency incident arising and to ensure that they understand their responsibilities in the event of such an emergency. The Administrator and/or applicable Site Installation Manager will give detail of procedures to be followed during induction training i.e.

- Action to be taken upon discovering a fire or other form of emergency situation or being informed/hearing of an emergency situation
- Methods of raising the alarm and correct methods for notifying the emergency services
- Appropriate location of fire-fighting equipment
- Evacuation of premises and knowledge of escape routes and requirement to assemble at an appropriate location for an evacuation register to be verified.
- Switching off of plant, equipment and isolating power supplies only where safe to do so

All persons employed by HI-TECH PROPERTY SERVICES LTD and any sub-contractors and visitors in attendance on the day, will participate in any fire and emergency incident evacuation drills under the direction of an appointed Site Installation Manager or the Administrator. Persons employed by HI-TECH PROPERTY SERVICES LTD and appointed sub-contractors whilst working on our behalf must also familiarise themselves with any additional procedures which apply to work being undertaken within various sites. Whilst having a duty to minimise fire risks they are required to heed the following fire prevention rules

- Comply with the requirement detailing that where smoking is allowed, always ensure cigarettes and matches are extinguished.
- Check electrical portable equipment and connections for damage before use and never overload an electrical supply. Never make unauthorised repairs to portable electrical equipment or electrical installations
- Follow clear rules for hot work such as making sure fire extinguishers are at hand and that sparks and heat cannot set fire to surrounding materials and after the work has finished (usually an hour later) check the work area to make sure there is no smouldering
- Always store flammable liquids in closed containers provided for that purpose
- Dispose of all packaging and other materials in skips and cages provided, whilst ensuring that potential combustible materials are not stored in locations, which give easy access to intruders.
- Do not block any access or egress routes
- Be aware of fire risks generally and bring any identified hazards to the attention of the applicable Site Installation Manager or the Administrator.



## **SECTION 3.0 ARRANGEMENTS**

### **3.17 First Aid Provisions**

HI-TECH PROPERTY SERVICES LTD recognises its responsibilities under the Health and Safety (First Aid) regulations and its requirements to provide adequate and appropriate equipment, facilities and personnel to enable effective first aid to be given and as such is committed to providing suitable and sufficient first aid provisions for persons in our employment at all times.

First aid treatments will be administered by persons employed by HI-TECH PROPERTY SERVICES LTD, who have either completed an approved/recognised training course or are deemed competent to take charge in an emergency and take charge of first aid equipment and facilities provided in the un-planned absence of a trained first aider.

Adequately stocked and maintained first aid boxes suitable for the number of employees working on sites will be provided at the following locations, transient sites in a transportation vehicle and on static sites they will be located at the site office. With respect to transient sites, a vehicle supplied for transportation will be provided with a fully stocked first aid box suitable for the number of persons working on the applicable site. These vehicles will remain on the site at all times when work activities are taking place and will be clearly marked to show they contain first aid equipment. Vehicles chosen to provide first aid equipment will also contain information on emergency procedures and emergency services contact numbers as the situation may require

For static sites, first aid facilities sufficient for the number of persons working on the site will be provided in the office or canteen. These locations will be marked with the appropriate signs and brought to the attention of those persons employed on arrival to the site and before work commences. First aid locations will remain unlocked at all time during the period of the working day.

It is the first aider's responsibility to inform the appointed Site Installation Manager or the Administrator of any defect or missing items from the first aid equipment who will then arrange for the item/s to be replenished as soon as possible.

### **3.18 General Public Safeties**

The general public is defined for the purpose of the health and safety policy as any person who is not employed by HI-TECH PROPERTY SERVICES LTD i.e. Pedestrians, road users and any persons who could be affected by HI-TECH PROPERTY SERVICES LTD work activities on site locations. General public areas must always be kept free from any unsafe obstructions and activities that could be a hazard. Where general public areas have to be guarded-off due to the nature of work activities, all necessary temporary safeguards must be provided and adequate control measures put in place.

Areas of possible danger to the general public must also be safely guarded-off and appropriate warning notices displayed. Those that could be affected by the works must be notified in advance wherever possible so that where necessary, their normal safety arrangements can accommodate additional safety provisions necessary for the safe use of temporary works. When pavements could be affected by work activities all appropriate signs and guards must be displayed. Temporary walkways for pedestrians must be at a safe distance from the work and the walkways should be defined with red and white continuous rigid guardrails and toe-boards or hoarding.

### **3.19 Induction and Training for Health and Safety**

Recognition is given by the Directors of HI-TECH PROPERTY SERVICES LTD for the legal requirement to ensure that all persons employed are effectively inducted, trained and provided with information and instruction in order for them to safely undertake their employment duties. Key factors with particular reference to health and safety matters to be covered during Employee induction by an appointed Site Installation Manager or the Administrator (as applicable) will include as a minimum

## SECTION 3.0 ARRANGEMENTS

### 3.19 Induction and Training for Health and Safety Cont

- Induction training, when a employee is newly recruited or assigned a work activity in an unfamiliar environment or before being exposed to new or increased risks due to a change of responsibility, new working activities, systems of work or equipment.
  - The periodic and re-emphasis of work procedures where there has been a change in legislation or to achieve the health and safety policy requirements.
  - The health and safety policy of HI-TECH PROPERTY SERVICES LTD , its aims and objectives
  - Duties under health and safety law e.g. reporting problems, using control measures.
- 
- That rules and procedures of health and safety will be enforced and those wilfully violating them will be subject to disciplinary procedures, which may result in the termination of employment or contract.
  - Details of office welfare and amenity provisions and the basic outline of provisions to be made on sites under the direct control of HI-TECH PROPERTY SERVICES LTD.
  - The need to seek first aid or medical treatment, no matter how trivial an injury may appear and to immediately notify the appointed Site Installation Manager or the Administrator of the incident.
  - The wearing and use of personal protective equipment - as a compulsory condition of employment or contract.

Arrangements as are required for employee training in order to reduce the risks of injury will be implemented by the applicable appointed Site Installation Manager or other competent persons having such training, technical knowledge and/or experience. Training will be carried out to meet the requirements of HI-TECH PROPERTY SERVICES LTD and the individual, taking in to consideration the legal implications for both the employee and employer. It is also the responsibility of the Administrator and applicable Site Installation Manager's to identify and monitor the requirements of the individual employee concerned with regards to training needs. In some instances this may be carried out in house and assessed by a competent person. For all other cases the training needs may have to be met by attendance at an approved training provider's establishment, who in turn will facilitate the agreed training and issue the appropriate certificate or licence. All employees holding these qualifications will attend any refresher courses that are required in order to ensure that proficiency levels are maintained.

Further training needs for persons employed by HI-TECH PROPERTY SERVICES LTD will continue to be carefully monitored to take in to account any changes in legislation, procedures, plant or equipment, Company requirements or working practises. Copies of individual competency certificates or licences will be held by HI-TECH PROPERTY SERVICES LTD and will be made available to interested party upon request.

### 3.20 Management and Control of Sub-Contractors

The Administrator on behalf of HI-TECH PROPERTY SERVICES LTD will determine the occasions for the need to appoint sub-contractors. Likewise the Administrator may appoint an applicable Site Installation Manager as the "s Representative' from the point of view of the Sub-contractor.

The Administrator will also make arrangements for sub-contractors to complete a 'Sub-Contractor Health and Safety Questionnaire'. Discretion will remain to be exercised with regard to the risks likely to be associated with the work before requesting or when demanding any detailed response from sub-contractors.

**Note:** *All Sub-Contractors are required to co-operate fully and provide such additional information as necessary and when asked to do so for the enhancement of health and safety.*

In addition to risks as highlighted in published HI-TECH PROPERTY SERVICES LTD risk assessment documents and measures in place to control and reduce the level of risk. The following detail and information will be verbally communicated or given in writing as is deemed necessary to sub-contractors as pointers to most if not all of the common health and safety issues, which may arise during any proposed site work undertakings

## **SECTION 3.0 ARRANGEMENTS**

### **3.20 Management and Control of Sub-Contractors Cont**

- Details of safe access/egress to or from places of work.
- Emergency procedures in place within the applicable sites and the person/s nominated to help with emergency evacuation.
- Occupational health risks, including any noise hazards.
- First-aid requirements to be provided by the sub-contractor and any arrangements available on site, detail for the reporting of all accidents,
- Welfare amenities as applicable
- Personal protective equipment requirements.

### **3.21 Manual Handling**

The Construction design and Management Regulations and Manual Handling Regulations require HI-TECH PROPERTY SERVICES LTD to make evaluations and assessments of activities that have the potential for causing injury, particularly back strain. Whilst it is the objective of the and its member companies to reduce the potential risk of personal harm to the lowest level reasonably practicable, it is not possible to eliminate the need for some manual handling operations; therefore every effort will be made to keep such tasks to a minimum.

Suitable and sufficient risk assessments will be undertaken to cover all work activities that require manual handling operation that pose a significant risk to the health and safety of persons employed by HI-TECH PROPERTY SERVICES LTD.

These assessments will be recorded and brought to the attention of those affected. The same assessments will also take in to account work place conditions, distance, environmental factors and the age and gender of person's undertaking manual handling operations. As applicable the Administrator and Site Installation Manager will also continue to assess and make judgement as is further appropriate to the degree of risk associated with new work activities requiring undertaking i.e.

- Loads; weight, bulky difficult to grasp, distance from the persons trunk, unsatisfactory bodily movements, excessive bodily movement, risk of sudden movement of loads, intrinsically harms e.g. sharp or hot?
- Working environment; restrictions/constraints, poor floors levels, atmospheric conditions e.g. hot/cold, air movement, and lighting conditions.
- Individual capability; require unusual capability, endanger those with health problems etc.

and implement appropriate controls and give appropriate instruction and training in manual handling techniques so as to minimise the level of risk to the lowest practically possible.

Where lifting equipment has been identified to carry out certain lifting operations then all persons employed by HI-TECH PROPERTY SERVICES LTD will use it. Under no circumstances will employees try to carry out manual handling operations on task deemed unsuitable.

Manual handling training will be given to all employed persons involved in manual handling operations when a risk of injury has been identified. However, such persons must notify their applicable Site Installation Manager or Administrator immediately should they suffer acute injury or develop health problems related to manual handling operations, or if they feel that any load to be lifted manually is too heavy for them to lift safely.

### **3.22 Noise at Work**

It is the policy of HI-TECH PROPERTY SERVICES LTD to comply with the Noise at Work Regulation 1989 and to ensure that persons affected by work activities are not subjected to noise levels that may present a risk of damage to their hearing. It has been determined as a rule of guidance that if personnel employed by the or sub-contractors have difficulty in speaking to each other over an approximate

## **SECTION 3.0 ARRANGEMENTS**

distance of 2 metres then a noise assessment will need to be performed 85dba; where appropriate PPE must be offered and 90dba; where PPE must be worn.

### **3.22 Noise at Work Cont**

Only competent persons employed by a verified noise assessment Company will carry out assessments and the same persons will be requested to provide adequate information to enable corrective actions to be undertaken. In addition, where these findings exceed the legal noise levels as stated in the regulations HI-TECH PROPERTY SERVICES LTD will provide each person employed with the appropriate hearing protection

- It is the duty of employees to wear and make full use of the hearing protection equipment provided.
- Employees will only be permitted to wear hearing protection issued, under no circumstances will hearing protection be used from any other source with out authorisation from applicable Site Installation Manager or the Administrator.
- Site Installation Manager will ensure that all employees required to wear such protection will comply with those instructions when carrying out those work activities identified as requiring hearing protection.
- Were possible hearing protections zones will be set up and clearly marked to warn persons entering the working area that hearing protection is required?
- All equipment either owned by HI-TECH PROPERTY SERVICES LTD , its member companies or hired for the purpose of pursuing work activities on behalf of the will be clearly marked with the appropriate warning decals giving notice that there is a risk to the operator of that equipment.

The Administrator and Site Installation Manager's will ensure that when hiring work equipment for the use of employees that such equipment is delivered with a noise level assessment either carried out by the Hire Company, or by the equipment's manufacturer

### **3.23 Permit to Work**

In compliance with the Health and Safety at Work etc. Act and the Management of Health and Safety at Work Regulations, where special precautions have to be taken before, during or following any potentially hazardous work activity, a system's of permit to work is to be introduced. The system of permit to work is intended to set out the nature of work activity to be performed and recording of all precautions to be considered in correct sequence.

The permit to work as determined necessary to issue will be raised and controlled by the Administrator and the applicable Site Installation Manager's and issued to a person employed by the or Sub-Contractor who is competent to undertake the work activity safely. The permit will only be valid for each applicable day of issue for the work undertaking and will detail authority to start the work and specify the time when the work must stop for the particular day.

On completion of the work activity the permit will be signed the competent person undertaking the work activity in order to confirm that all necessary precautions and safety checks have been taken and that further work can proceed. The permit will also be signed off by the appointed Site Installation Manager to confirm the permit has been cancelled. Where as the time for the work activity expires before the work is completed, the applicable work activity area is to be made safe and a new permit issued for the continuance of the work activity, as above.

The permits to undertake applicable work activity will be maintained by the appointed Site Installation Manager, until completion of site working before being forwarded to the offices of HI-TECH PROPERTY SERVICES LTD for a further period of three months.

### **3.24 Personal Protective Equipment (PPE)**

In accordance with the Personal Protection Equipment Regulations when other methods of control do not adequately minimise risks to health and safety the Administrator and applicable Site Installation Manager following consultation with all concerned parties, will ensure that suitable and necessary personal protective equipment is provided to employees of the who remain exposed to a risk of harm. There are

## **SECTION 3.0 ARRANGEMENTS**

various types of equipment that employee's maybe required to use including safety glasses, footwear, helmets, ear defenders and reflective jackets. While this is not an exhaustive list of equipment it has been detailed to identify the most common types required on most sites.

The Administrator and appointed Site Installation Manager will ensure that all equipment is assessed to ensure that it is compatible with other items of protective equipment that may require to be worn in order to undertake work activities.

Persons employed by HI-TECH PROPERTY SERVICES LTD will also continue to be provided with instruction and training as is adequate to enable them to know the risk/s that the personal protective equipment will avoid or limit, the purpose and manner for which it is to be used and the action to be taken to ensure that it remains in efficient working order and good repair.

Persons employed by HI-TECH PROPERTY SERVICES LTD member companies and issued with personal protective equipment are informed of the compulsorily requirement to wear the same when carrying out work activities on behalf of HI-TECH PROPERTY SERVICES LTD . In addition to the fact that whilst personal protective equipment is provided free of charge to such persons, they never the less remain responsible for ensuring that it is suitable stored when not being required for use, in addition to reporting any loss or damage

### **3.25 Power Tools/Equipment**

Whilst it is the responsibility of HI-TECH PROPERTY SERVICES LTD Administrator and Site Installation Manager's to provide the right kind of power tools and equipment for the job and to see that they are properly used, personnel employed will only operate equipment for which they have been thoroughly trained or deemed competent to use. Any defects in equipment and tools must be reported immediately to the applicable Site Installation Manager or Administrator.

All personnel are instructed not to use unsafe defective equipment until it has been put back in good safe condition, nor to attempt to repair or maintain equipment unless they have been properly trained to do so, particularly when it may involve the removal of safety guards or live electric's.

### **3.26 Provision and Use of Fixed and Portable Work Equipment**

HI-TECH PROPERTY SERVICES LTD Administrator and appointed Site Installation Manager's will ensure that workplace equipment as provided irrespective of origin or hired is suitable and safe for the purpose for which it is to be used. Proactive consideration will continue to be given particularly with regard to site environmental conditions, layout and to the risks of persons using the equipment.

Where the use of fixed or portable work equipment is likely to involve a specific risk to health or safety, the Administrator and/or Site Installation Manager will ensure that the use of that work equipment, is clearly restricted to HI-TECH PROPERTY SERVICES LTD employees who have received training in its correct use, whilst being also aware of the equipment guarding arrangements.

The removal or operation of fixed or portable equipment by any person employed by HI-TECH PROPERTY SERVICES LTD without the correct guarding being in place will be deemed a serious offence, which will result in disciplinary action being taken that, could result in the termination of their employment.

Persons using fixed and portable equipment will use the same for the purpose it has been designed for only. Regular inspections are to be carried out on the equipment by both personnel using the equipment and the applicable Site Installation Manager who will ensure that it can continue to be used with out risk to health and safety.

No equipment owned or hired by HI-TECH PROPERTY SERVICES LTD is to be loaned or given for use to persons not in the employment of the same. The following is to apply in the event that an individual employee identifies any form of defective fixed or portable work equipment during the course of its use, or in the instance that an item of work equipment fails any maintenance or inspection procedure

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### 3.26 Provision and Use of Fixed and Portable Work Equipment Cont

- The equipment will be immediately withdrawn from use or clearly marked as not to be used
- Unserviceable equipment will be isolated, stored pending repair or disposal in such away as to prevent accidental use.
- Satisfactory inspections of the fixed or portable work equipment will be made before introducing the equipment back into use

Fixed and portable work equipment repair, modification, maintenance and servicing is restricted to persons who have been specifically designated to perform activities of that description, records of repairs, maintenance and including preventive maintenance will be maintained.

### 3.27 Risk Assessment

All work activities and operations carried out by HI-TECH PROPERTY SERVICES LTD will be assessed for their potential to cause harm, and their possibility to pose a threat to employees, or other persons not directly employed by the . Where the risk or hazard identified is considered to be significant a written record will be produced identifying those individuals or s of persons deemed to be most at risk.

These assessments will contain such information as to the types of risks identified; they're potential to cause harm, and the severity and likelihood of it happening. Control measures required will be identified in order to reduce the risk to an acceptable level, whilst consideration is also given to alternative methods of work and materials used. Persons employed by HI-TECH PROPERTY SERVICES LTD will be fully informed as to these assessments and supplied with such resources, information, protective equipment and training to ensure their safety so far as reasonable practicable.

Accident statistics will be monitored to ensure that the risk assessments are working satisfactorily, and where necessary updated to include any such additional measures so identified. In the event of changes to existing statutory health and safety legislation, or best working practises all risk assessments effected will be reviewed and amended.

Responsibility for carrying out the risk assessments that cover the activities undertaken by HI-TECH PROPERTY SERVICES LTD will remain with the Administrator and applicable Site Installation Manager's. After completion of applicable risk assessments the appointed Site Installation Manager's will have a continuing responsibility to ensure

- The effective implementation of measures identified as necessary by the risk assessments
- That details of the risk assessment and supplementary information are made known and available to those employed by the , relevant sub-contractors and visitors
- That any additional training as deemed necessary is undertaken

Risk assessments will also continue to be monitored and reviewed in order to ensure their continuing validity, or when reports indicate that they may no longer be valid and the importance for additional and fresh assessments require to be undertaken when identified risks change for whatever reason.

### 3.28 Statutory Inspections

Statutory inspections at sites under the control of HI-TECH PROPERTY SERVICES LTD and as required under the Construction (Health, Safety and Welfare) Regulations will be undertaken by competent persons, who must be satisfied that the work can be done safely and before any work begins and at subsequent specific periods as determined applicable to the nature of work activity.

All work equipment, lifting equipment, and work platforms, mobile plant etc **must** be inspected prior to first use, and the inspection must then be recorded. There after daily checks must be made with recorded inspections carried every 7days. Reports will remain on site with the applicable Site Installation Manager until completion of the relevant work and thereafter for a further three months at the offices of HI-TECH PROPERTY SERVICES LTD. The content of the reports will identify

## **SECTION 3.0 ARRANGEMENTS**

- Location and description of place of work inspected and the date and time of inspection
- Details of any unsatisfactory matters identified, corrective action taken and any further action required.
- Name and authority of the person undertaking and reporting on the inspection.

### **3.29 Use of Display Screen Equipment (DSE)**

HI-TECH PROPERTY SERVICES LTD administrator has given due consideration to the fact that DSE workstations to used by administrative personnel based at the s offices must meet the requirements of the Display Screen Regulations and as such the following have been given due consideration to the suitability and ease of use display screens, keyboards, work desk/surfaces, supports, work chairs and space requirements in addition to lighting, reflections and glare levels.

Display screen users are defined as persons who use the display screen as part of their job for more than three hours per day. Such persons will

- Participate in the planning of their work activities, so that their daily work on the DSE is periodically interrupted by changes of activity to reduce their workload at the equipment and have access to periodic eye teats following request to the administrator.
- Have made available free of charge, corrective appliances where normal glasses are not sufficient and where the result of eyesight tests show such appliances to be necessary.

### **3.30 Vibration**

The applicable Site Installation Manager or Administrator will ensure that an assessment is carried out where it is identified that persons employed by HI-TECH PROPERTY SERVICES LTD maybe exposed to significant levels of vibration from the use of hand-held high vibration tools. Operators must be given information in how to reduce the risk of Hand Arm Vibration [HAV] and also as to what the symptoms and consequences of HAV are.

The amount of energy transferred from a hand-held vibration tool to a person's hand will be reduced to the lowest level practically possible. In construction this will normally be achieved through eliminating the use of the hand-held tools, by using low vibration tools or decreasing exposure through limiting the usage period of the tool. Information is to be obtained from hirers or manufacturers relating to the vibration frequency of equipment to be used. This can then be used in conjunction with the vibration calculator on the HSE web site to give an indication as to the allowed period of work.

### **3.31 Workplace Environment and Welfare Facilities**

The Administrator and Site Installation Manager (as applicable) will continue to ensure the provision of safe and healthy working environments with safe access and egress, for employees, sub-contractors and visitors.

General factors continuing to be taken into consideration will include

- Implementing suitable systems of maintenance for the workplace and of work plant and equipment.
- Ensuring that during working hours, the temperature inside applicable buildings remain reasonable.
- The provision of sufficient lighting to enable people to work, use facilities and to move from place to place safely and without experiencing eyestrain.
- Ensuring that permanent and transient office surrounds, furniture, furnishings and fittings continue to be kept sufficiently clean.
- Ensuring that walkways and vehicular access/egress routes remain in such conditions that employees and visitors may use appropriate routes without causing danger to their safety.

## **SECTION 3.0 ARRANGEMENTS**

### **3.31 Workplace Environment and Welfare Facilities Cont**

Office welfare facility requirements will be regularly verified to confirm the continuing provisions of

- Adequate toilets in readily accessible place for employees and those rooms containing them are adequately lit and ventilated, whilst being kept clean and orderly.
- Washing facilities that provided and include a supply of clean hot and cold, or warm running water, soap or other suitable cleaners and suitable means of drying.
- Adequate supply of wholesome drinking water being provided wherever possible direct from the mains. The same will be clearly identified to prevent it being confused with water which is unfit to drink.

With regards to site working it is the responsibility of the Administrator and the applicable Site Installation Manager to ensure the provision of welfare facilities. These facilities will take in to account the location, duration, activities, and number of employees required to use those facilities. Those facilities will also take into account persons who have reason to visit the site on Company business, or other persons who may be inspecting the area of operations.





**APPENDIX AG 02**

**PORTABLE ELECTRICAL EQUIPMENT - VISUAL CHECKLIST**

ITEM	INSPECTIONS	PASS	FAIL
<b>Socket(s)</b>	Cracks		
	Missing Parts		
	Secure Mounting		
<b>Plug(s)</b>	Cracks		
	Missing Parts		
	Operational Cable Clamp		
	Burn/Heat Marks		
<b>Fuse(s)</b>	Incorrect Rating		
	Incorrectly Installed		
<b>Cable(s)</b>	Cuts/Cracks		
	Fraying		
	Ageing		
	Oil Damage		
	Corrosives Damage		
	Incorrect Joint		
	Incorrect Current Carrying Capacity		
	Incorrect Length		
	Tripping Hazards		
	Burn/Heat Marks		
	<b>Cable Entry to Appliance</b>	Excessive Wear and Tear	
Insecure			
<b>RCD's/Breakers</b>	Incorrect Rating		
	Incorrectly Installed		
	Not operating		
<b>Equipment</b>	Unsuitable for Task		
	Incorrectly Located		
	Missing Covers/Casings		

**Action Requirements/Additional Comments**

**Inspected By:**

**Position:**

**Date:**



**APPENDIX AG 04**  
**LADDER/STEPLADDER INSPECTION - CHECKLIST**

**Item Description:**

**ID Ref:**

**Inspected By:**

**Position:**

**Date:**

	<b>Pass</b>	<b>Fail</b>	<b>N/A</b>	<b>Repaired/Removed</b>
Broken stop on hinges				
Broken, split or worn steps				
Bruising of any timber component				
Centre section extension guide misaligned				
Cracked, split, worn or broken stiles or braces				
Damaged or very worn non-slip end-pieces				
Identification marking missing or illegible				
Jammed or unserviceable pulleys				
Locks not seating correctly				
Loose nails/screws/bolts/rivets/other fixings				
Loose or bent hinges				
Loose steps or rungs				
Loose wedges, tie rods or reinforcement				
Loose, broken or missing extension locks				
Missing steps or rungs				
Non-clear coating applied				
Rusted or corroded metal components				
Sharp edges on stiles or rungs				
Slippery stiles, rungs or steps				
Splinters or slivers on stiles, rungs or steps				
Splitting or fraying feet				
Stop on hinges spreader broken				
Twisted or distorted stiles				
Unstable/Wobbling				
Worn, broken or missing cords				

**Additional Comments**

**APPENDIX AG 05**

**PLANT AND EQUIPMENT - INSPECTION REPORT**

Construction (Health, Safety and Welfare) Regulations 1996

1. Name and address of person for whom the inspection was carried out.

2. Site address

3. Date and time of inspection

4. Location and description of workplace (including any plant equipment or materials) inspected

5. Matters which give rise to any health and safety risk

6. Can work be carried out safely

 YES NO

7. If no, name and position of person informed

Continue Overleaf....

**APPENDIX AG 05  
PLANT AND EQUIPMENT - INSPECTION REPORT - Cont'd...**

8. Details of any other action taken as a result of matters identified in 5 over

9. Details of further action considered necessary

10. Name and position of person making the report

11. Date report handed over

12. Name of person handed over to

**Note:**

For guidance on the places of work requiring the undertaking of inspection and for the timing and frequencies of inspections refer to a copy of the 'Inspections Reports Notes' held in the health and safety policy file and/or in addition refer any queries etc to the Site Installation manager or HI-TECH PROPERTY SERVICES LTD Administrator.

**APPENDIX AG 06**

**GENERIC - RISK ASSESSMENT FORM**

Hazard Reference No.

Reason for Assessment

Area/Activity Assessed

Hazard Description

Hazard Categories

Risks

Existing Controls

Assessment Key

Likelihood	Severity	Risk Factor
Unlikely - 1	Minor - 1	1 - 3 Low Risk
Possible - 2	Serious - 2	4 - 6 Medium Risk
Probable - 3	Critical - 3	7 - 9 High Risk

Risk Calculation

Likelihood x Severity =

Risk Factor

\* Low / Medium / High

\* Highlight risk level factor

Further Controls Required

Assessed By

Date

**APPENDIX AG 07**

**WORK SPECIFIC RISK ASSESSMENT FORM**

Site Ref:

Site Location:

Raised By:

Position:

Date:

Period Valid For

Sheet of

Risk	Persons at Risk	Hazards Assessed	Initial Risk Level	Control Measures	Risk After Control



COSHH - MATERIAL ASSESSMENT

Assessed By:	Position:	Issued:
<b>MATERIAL</b>		
<b>TRADE NAMES</b>		
<b>RISK TO HEALTH</b>  - Hazards Identification  - Route of Exposure  - Degree of Risk	Skin <input type="checkbox"/> Eyes <input type="checkbox"/> Breathing In <input type="checkbox"/> Cuts etc. <input type="checkbox"/> Swallowing <input type="checkbox"/>	
<b>APPROVED USES</b>		
<b>HANDLING PROCEDURE</b>  - Work Methods  - Controls  - Protective Equipment	Eye Protection <input type="checkbox"/> Gloves <input type="checkbox"/> Face Mask <input type="checkbox"/> Ear Protectors <input type="checkbox"/>	

Continue Overleaf ...

**APPENDIX AG 08**

**COSHH - MATERIAL ASSESSMENT**

<p><b>COSHH ASSESSMENT</b></p> <p>- Risk to Health</p> <p>- Risk to Health:</p>	<p><input type="checkbox"/> Controlled if relevant precautions as detailed overleaf are in force</p> <p><input type="checkbox"/> Requires precautions detailed overleaf and actions below</p>
<p><b>COSHH ACTION REQ.</b></p> <p>- Handling</p> <p>- Monitoring of Exposure</p> <p>- Information to Staff</p> <p>- Instruction Issued</p> <p>- Training Required?</p> <p>- Health Surveillance?</p> <p>- Other Controls</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/> Specify – _____</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>FIRST AID</b></p> <p>- Eyes</p> <p>- Skin</p> <p>- Breathing</p> <p>- Swallowing</p> <p><b>FIRE PRECAUTIONS</b></p> <p><b>STORAGE</b></p> <p><b>SPILLAGE</b></p> <p><b>DISPOSAL</b></p>	

**Note:** This assessment and other information contained within have been prepared from the technical data supplied. Safety in the use of any material is additionally the responsibility of the user and if any doubt exists in reference to the use of this material the user is instructed to seek further detail or clarification from the Site Installation Manager or Administrator before using this material.



## APPENDIX AG 10 SUB-CONTRACTOR - HEALTH & SAFETY EVALUATION RECORD

### Section 1: Sub-Contractor Detail and Proposed Supply/Service Requirement

Name:

Contact:

Tel.

Detail of Supply/Service:

Indicate accordingly, does the sub-contractor employ more than four employees: **Yes**  **No**

(If 'No' give detail per 2. If 'Yes' go to 3 ensure all detail given evidence collected. Ensure you complete 4)

### Section 2: Health and Safety detail to be provided by HI-TECH PROPERTY SERVICES LTD

Ensure that the contractor and their employees are made clearly aware of and supplied with details of the following (as applicable)

- Safety rules and procedures in place.
- Identified hazards in any areas that sub-contractor may undertake any form of work.
- Details of requirements for the wearing of PPE by both the sub-contractor and their employees
- Actions to be undertaken in case of fire or other form of emergency and person/s to be contacted.
- Sound of the fire alarm and how to raise it.
- Details for the provision of first aid requirements.
- Methods for the reporting of accidents or any dangerous occurrences.
- Agree the amount of contact required between sub-contractor and their employee/s.

### Section 3: Health and Safety detail to be provided by the Sub-Contractor

Where as the sub-contractor employs more than four persons there is a requirement to both inform and request the details of the following;

#### Inform

- Of safety rules and procedures to be put in place.
- Identified hazards in any areas that the sub-contractor may undertake any form of work.
- Details of requirements for the wearing of PPE by contractors.
- Actions to be taken in case of fire, or other form of emergency incident and person to be contacted.
- Sound of the fire alarm or how to raise the same.
- Agree the amount of contact required between the sub-contractor and their employees.
- Special arrangements required i.e. work to be undertaken outside normal working hours.

#### Request

- Details of sub-contractors health and safety policy.
- Copy of risk assessments for minimising identified hazards during any form of work undertakings.
- COSHH assessments details for substances to be used during work undertakings.
- Details of the provision of first aid requirements during work undertakings.
- Methods for the reporting of accidents or any dangerous occurrences.
- Method statement for work undertakings to be performed.

Continue Overleaf.....

**APPENDIX AG 10  
SUB-CONTRACTOR - HEALTH & SAFETY EVALUATION RECORD - Cont'd...**

**Section 4: Sub-Contractor Evaluation**

Sub-Contractor health and safety evaluation record raised and reviewed on behalf of HI-TECH PROPERTY SERVICES LTD

Signed ..... Position ..... Date .....

Any additional comments of actions required?

.....  
.....  
.....  
.....  
.....  
.....

**Section 5: Sub-Contractor Approval**

Satisfactory evaluation and approval of sub-contractor completed (information given, records received as relevant to section 3 attached to this document).

Signed ..... Position ..... Date .....

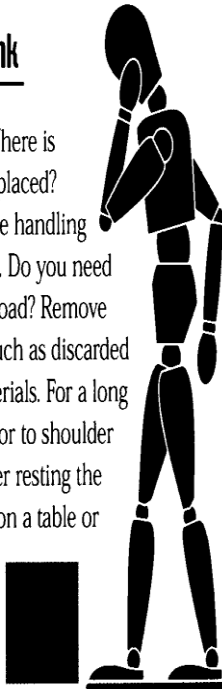
MANUAL HANDLING CONTROL INSTRUCTION

Manual Handling Techniques

Detailed below are some of the important points associate with manual handling, using basic lifting operations

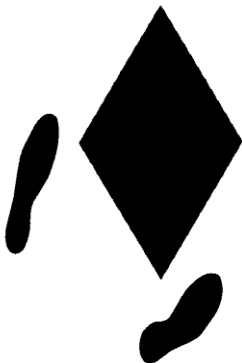
**Stop and think**

Plan the lift. Where is the load to be placed? Use appropriate handling aids if possible. Do you need help with the load? Remove obstructions such as discarded wrapping materials. For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench to change grip.



**Position the feet**

Feet apart, giving a balanced and stable base for lifting (tight skirts and unsuitable footwear make this difficult). Leading leg as far forward as is comfortable and if possible, pointing in the direction you intend to go.



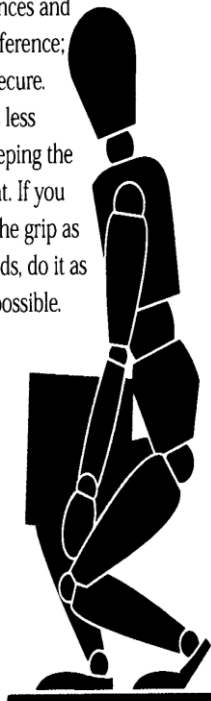
**Adopt a good posture**

When lifting from a low level, bend the knees. But do not kneel or overflex the knees. Keep the back straight, maintaining its natural curve (tucking in the chin helps). Lean forward a little over the load if necessary to get a good grip. Keep the shoulders level and facing in the same direction as the hips.



**Get a firm grip**

Try to keep the arms within the boundary formed by the legs. The best position and type of grip depends on the circumstances and individual preference; but must be secure. A hook grip is less tiring than keeping the fingers straight. If you need to vary the grip as the lift proceeds, do it as smoothly as possible.



**Keep close to the load**

Keep the load close to the trunk for as long as possible. Keep heaviest side of the load next to the trunk. If a close approach to the load is not possible, slide it towards you before trying to lift.

**Don't jerk**

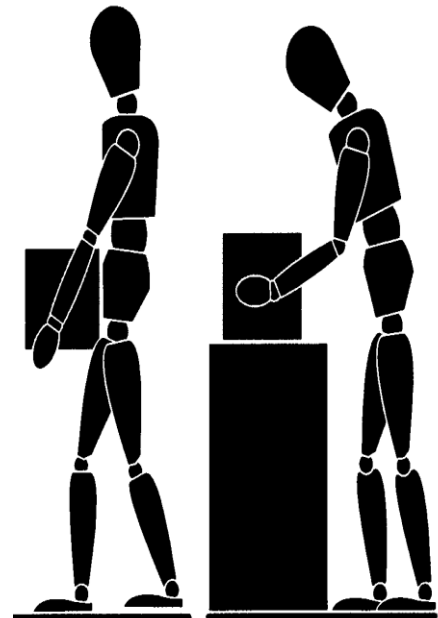
Lift smoothly, raising the chin as the lift begins, keeping control of the load.

**Move the feet**

Don't twist the trunk when turning to the side.

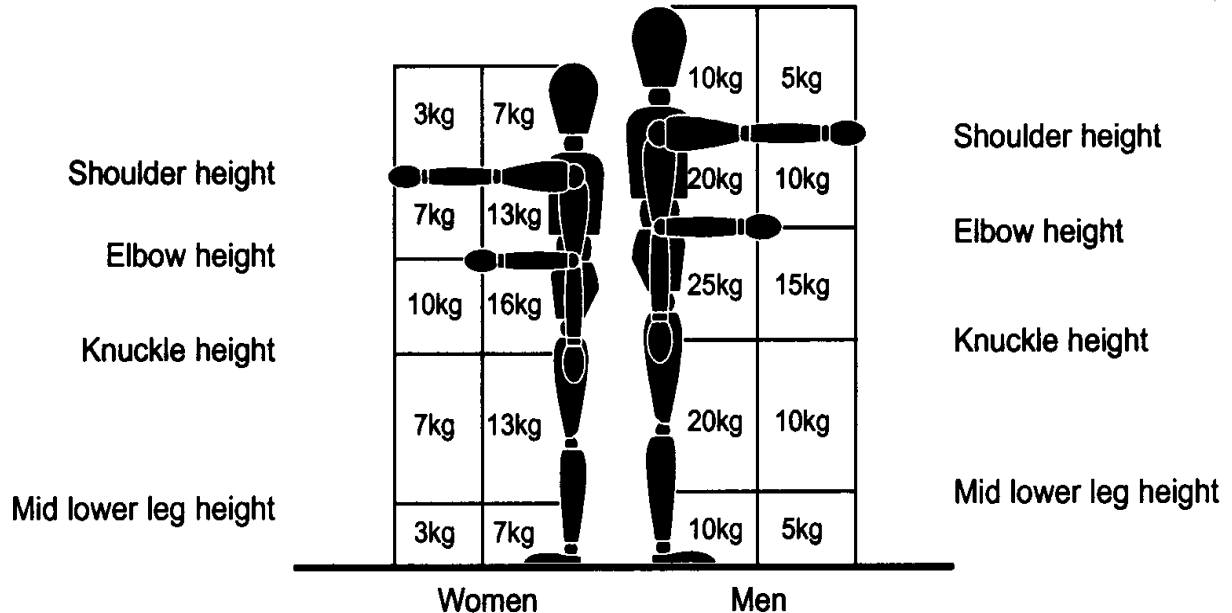
**Put down, then adjust**

If precise positioning of the load is necessary, put it down first, then slide it into the desired position.



## APPENDIX AG 11 MANUAL HANDLING CONTROL INSTRUCTION - Cont'd...

### Generic Risk Assessment Guidelines



Each box in the diagram above shows guideline weights for lifting and lowering, the operation takes place in reasonable working conditions with the lifter in a stable body position.

Observe the activity and compare to the diagram. If the lifter's hands enter more than one box during the operation, use the smallest weight, use an in-between weight if the hands are close to a boundary between boxes. The weights assume that the load is readily grasped with both hands.

Reduce the guideline weights if the lifter twists to the side during the operation, as a rough guide reduce them by 10% if the handler twists beyond 45° and by 20% if the handler twists beyond 90°.

The guideline weights are for infrequent operations – up to about 30 operations per hour and where the pace of work is not forced, adequate pauses to rest are or use different muscles are possible and the load is not supported for any length of time. Reduce the weights if the operation is repeated more often. As a rough guide reduce the weights by 30% if the operation is repeated once or twice a minute, by 50% where the operation is repeated five to eight times a minute and by 80% where the operation is repeated more than 12 times a minute.

Any operation involving more than twice the guideline weights will require to be more rigorously assessed even for very fit, well-trained individuals working under favourable conditions.

There is no such thing as a completely 'safe' manual handling operation, but working within the guidelines will reduce the need for a more detailed assessment.

Source of diagrams and information – HSE 3/00

**APPENDIX AG 12**

**ACCIDENT REPORT FORM**

(Detail of the same to be entered into the accident record book)

**Person detail, date, time and location of accident**

Surname: ..... Title: ..... Forenames: .....

Home Address: .....

..... Post Code: .....

Job Title: ..... Date: ..... Time of accident: .....

Address where accident occurred: .....

..... Location : .....

**Accident details**

Nature of injury (detail parts of body injured, express right or left): .....

.....

Activity at the time of accident occurring : .....

Did the injured person require medical treatment: YES/NO

If yes nature of treatment: .....

Name of medical establishment providing treatment: .....

**Accident investigation**

Accident investigated by: ..... Position: .....

\* Findings:

.....

.....

.....

\* Actions taken to prevent possible re-occurrence: .....

.....

*\* Continue on a separate sheet if needed and attach to this report form.*

**Accidents reportable under RIDDOR**

Is the accident reportable (RIDDOR) Yes/No

If yes person responsible for sending report: ..... Date Report sent: .....

**Accident reported by and report raised by**

Person reporting accident: ..... Date: ..... Time: .....

Person raising report: ..... Date: ..... Time: .....



## APPENDIX AG 13

### SITE SPECIFIC - INDUCTION RECORD

The purpose of this site-specific induction is to encompass the following, for both employees of HI-TECH PROPERTY SERVICES LTD , Sub-Contractors and Visitors

**Employee/Sub-Contractor/Visitor Name:**

**Trade/Occupation:**

The Administrator is responsible for imparting the following information as is applicable

**Name of Site Installation Manager**

**Site Details:** Address

Telephone Number

**Telephone Facilities**

**Site layout, boundaries and security**

**Welfare facilities on site:** Canteen

- Toilet
- Drying/seating room

**Name of first aider and first aid facilities**

**Actions in the event of an accident and reporting procedures**

**Fire precautions on site and the actions in the event of an emergency, including escape routes, assembly points and instruction in the safe use of any fire fighting equipment**

**Scaffolding and the safe use of**

**COSHH details and other hazardous operations, which may affect other employees**

**Specific risk of the site, i.e. contaminated land, HV electricity, gas, confined spaces etc.**

**Compliance with HI-TECH PROPERTY SERVICES LTD site procedures**

**Machine operators training, competency, and certification**

**Isolation, immobilisation and parking of plant and equipment**

I confirm that | have viewed the content of this site-specific induction record and have received induction in the areas as are applicable to my presence on the site

Signed:

Print Name:

Date:

**APPENDIX AG 14**

**EMPLOYEE INDUCTION PROGRAMME**

Employee Name: ..... Date Employment Commenced:.....

Welcome to HI-TECH PROPERTY SERVICES LTD

This induction programme has been designed to help you as a valued Employee, settle into HI-TECH PROPERTY SERVICES LTD . There is a lot of information to absorb and understand; therefore we do not expect you to complete all the induction training within the first day. However, we are counting on completing it with you by the end of your or first week. If there are any areas about which you are unsure, please tell us. Finally, ensure that you keep your copy of this checklist with your own confidential details in a secure place.

**INDUCTION PROGRAMME**

Administrator or Site Installation Manager carrying out the induction activity to initial individual box on completion.

**Introduction to**

Organisational structure	<input type="checkbox"/>	Verbal
As appropriate Administrator, Managers, etc.	<input type="checkbox"/>	Verbal
Immediate work colleagues	<input type="checkbox"/>	Verbal

**Administration**

PAYE detail	<input type="checkbox"/>	Record
National insurance number	<input type="checkbox"/>	Record
Bank details	<input type="checkbox"/>	Record

**Terms and conditions of employment**

Discuss job detail	<input type="checkbox"/>	Verbal
Payment of wages/salaries, how and when	<input type="checkbox"/>	Terms of Employment
Payment for holidays	<input type="checkbox"/>	Terms of Employment
Absence/Sickness reporting procedure	<input type="checkbox"/>	Terms of Employment
Payment when sick (SSP).	<input type="checkbox"/>	Company Handbook
Disciplinary and grievance procedures	<input type="checkbox"/>	Company Handbook
Personal telephone calls	<input type="checkbox"/>	Company Handbook
Safety regulations in operation	<input type="checkbox"/>	Company Handbook
Personal protective equipment requirements	<input type="checkbox"/>	Full Health and Safety Policy

**Company knowledge**

Information on toilets, canteen, rest area etc.	<input type="checkbox"/>	Verbal
First aid facility and first aider's	<input type="checkbox"/>	Full Health and Safety Policy
Fire and emergency procedures	<input type="checkbox"/>	Full Health and Safety Policy
Health and safety policy statement	<input type="checkbox"/>	Full Health and Safety Policy
Quality policy	<input type="checkbox"/>	Company Notice Board
Applicable Operational Procedures/Documents	<input type="checkbox"/>	Management Control Systems

Employee (Sign): ..... Print Name; ..... Date: .....

**Note:** Site employees will additionally be inducted to each applicable site required to work at, through additional site specific – Induction

**APPENDIX AG 15**  
**VIBRATING TOOLS SAFETY PROCEDURE**

Employee Name: ..... Date Employment Commenced:.....

HI-TECH PROPERTY SERVICES LTD takes its health and safety duties seriously. In line with our commitment to emaintaining a healthy and safe working environment employee who’s work activity involves the use of vibrating tools will go through this vibrating tools safety procedure with a competent person before commencing work for the first time with such tools.

Person carrying out this safety procedure to  $\checkmark$  box on completion.

- Employee has been trained in the use of all vibration tools that they are expected to use
- Instruction given on how to identify basic faults in the tools
- Employee instructed who to report any equipment fault to
- Employee inform to report any numbness or tingling within 5-10 mins of using tools
- Employee informed of vibration white finger (VWF)
- Explanation given on how to hold and use tools correctly and minimise grip force

Employee (Sign): ..... Print Name; ..... Date: .....

Procedure explained by: ..... Position: ..... Date .....

**Note:** A copy of this procedure checklist is to be retained in the employees personnel file

**APPENDIX AG 16**

**Permit To Work**

To: (competent person) of (name of company)

Location of Works	Description of Works

**Precautions** (The person carrying out this check should tick as appropriate those precautions which have been taken)

	Yes	No		Yes
Will fire doors be open to works	<input type="checkbox"/>	<input type="checkbox"/>	If yes, will doors be closed at end of work	<input type="checkbox"/>
Is projection of finished surface required	<input type="checkbox"/>	<input type="checkbox"/>	If yes state type in comments section	<input checked="" type="checkbox"/>
Is work at height	<input type="checkbox"/>	<input type="checkbox"/>	If yes is fall protection in place	<input type="checkbox"/>
Any lone working	<input type="checkbox"/>	<input type="checkbox"/>	If yes is supervision in place	<input type="checkbox"/>
Risk assessment received	<input type="checkbox"/>	<input type="checkbox"/>	If no Do Not Issue	<input checked="" type="checkbox"/>
Plant checked and in good order	<input type="checkbox"/>	<input type="checkbox"/>	If no Do Not Issue	<input checked="" type="checkbox"/>
PPE required	<input type="checkbox"/>	<input type="checkbox"/>	If yes state type in comments section	<input checked="" type="checkbox"/>
Are live services to be worked on	<input type="checkbox"/>	<input type="checkbox"/>	If yes have safe isolation methods been agreed	<input type="checkbox"/>
Wind/weather effects checked	<input type="checkbox"/>	<input type="checkbox"/>	Enter N/A if not outside	<input type="checkbox"/>
Access/egress OK	<input type="checkbox"/>	<input type="checkbox"/>	If no Do Not Proceed	<input checked="" type="checkbox"/>
Will work effect/isolate fire alarm system	<input type="checkbox"/>	<input type="checkbox"/>	If yes Notify Applicable Personnel	<input type="checkbox"/>

**Additional Precautions/Comments**

**Validity of permit**

This permit is valid from: am/pm\* on / / / until am/pm\* on / / /

**Issue of Permit**

**The responsible person**

I have examined the area specified and permission is given for work to start.

Name (Printed):

Signed:

Date:

**The competent person**

I have read and agree to the conditions of this permit

Name (Printed):

Signed:

Dated:

**Completion**

**The competent person**

Time work completed/suspended\* am/pm\*

Time work area confirmed safe for return am/pm\*

Signed:

**The responsible person**

**THIS PERMIT IS NOW CANCELLED**

Signature:

Date:

Time:

am/pm\*

\* Delete as appropriate