HEALTH AND SAFETY POLICY MANUAL

OF

BELFRY PROPERTY SERVICES LIMITED

Anglia House
Stannetts
Basildon
Essex
SS15 6DJ
Tel: 01268 494090
Fax: 01268 494091

Issued August 2015

HEALTH & SAFETY POLICY
CONTENTS

HEALTH & SAFETY ORGANISATION		
Health & Safety General Policy Statement of Belfry Property Services Limited		4
Company Organisation and Schematic Diagram		5 – 7
EMPLOYEE RESPONSIBILITIES		
The responsibilities of the Managing Director		8 – 10
The responsibilities of the Health and Safety Consultants		11 – 12
The responsibilities of the Contract Manager		13 – 15
The responsibilities of the Office Manager		16 - 17
The responsibilities of the Office based personnel		18 – 19
The responsibilities of the Project Manager		20 – 21
The responsibilities of the Site Supervisors		22 - 24
The responsibilities of the Employees and Subcontractors		25 – 26
Additional for All Staff		26 - 27
GENERAL ARRANGEMENTS		
Arrangements - Health and Safety Overview		28
Arrangements - Enforcement		28
Arrangements – Corporate Responsibility		29
Arrangements –Accident Procedures and RIDDOR		29
Accident Reporting		30
Accident Investigation		30
Alcohol, Drugs and Smoking		31
Asbestos		31
Communication		32
Confined Spaces		33
Construction Design & Management Regulations		34
Contractors		36
Control of Hazardous Substances, COSHH		36
Co-Operation and Care		37
Display Screen Equipment (DSE)		37
Documentation		38
Environmental Awareness		38
Fire Safety		39
Fire Fighting Equipment		39
First Aid		40
Hand Arm Vibration		40

Housekeeping		41
Insurance		42
Joint Consultation		42
Lone Working		42
Manual Handling		43
New & Expectant Mothers		44

Noise Surveys		44
Office Awareness		46
Personal Protective Equipment		46
Plant Safety		47
Protecting the Public		47
Risk Management		48
Risk Assessments		48
Safety Inspections and Audits		49
Staff Welfare Facilities		50
Safety Consultants		49
Stress at Work		50
Suppliers		51
Training		51
Work at Height		52
Work Equipment		52
Working with Lead		53
Workplace Transport Safety		53
Young Persons		54
Waste Management		54
APPENDICES		
APPENDIX 1 – Hand Arm Vibration Tables		55-56
APPENDIX 2 - Toolbox Talks List		57-58
APPENDIX 3 - Monitoring of Health and Safety Policy and Manual – Updates & Issues		59-60
APPENDIX 4 – Belfry Practical Guide to Health and Safety – The Practical Considerations Implementation		61
APPENDIX 5 – New CDM 2015 Regulations		62-65
APPENDIX 6 – New CDM Regulations 2015 – Annex K Interpretation re Legal series		66-68
APPENDIX 7 – List of Safet Issues Covered		69 - 100

HEALTH & SAFETY
GENERAL POLICY STATEMENT OF
BELFRY PROPERTY SERVICES LIMITED

It is the Company's firm intention to ensure that the highest practicable standards of Health, Safety and Welfare are achieved in respect of its operations.

The Company accepts in full its obligations to comply with all Legal and Statutory requirements and will adhere to applicable codes of good practice relating to Health, Safety and Welfare.

Management and supervisory staff have the duty and responsibility for implementing this policy in a manner, which ensures that Health, Safety and Welfare considerations are always given priority.

The effectiveness of the Company's Health and Safety Policy relies heavily on the co-operation of Company employees and the competency of those persons engaged by the company. Belfry Property Services Limited will ensure, through its training policy, the appropriate competence of employees and it is their duty and responsibility to do everything possible to prevent injury to themselves and to others.

The Company has an excellent record for Health and Safety at its places of work. It recognises that this is achieved through the active participation, of both management and those employed by the Company. It is a duty of employees to co-operate and identify (and report) hazards, dangers or unsatisfactory conditions and then taking positive action to control them.

The Managing Director is the person with overall responsibility for Health, Safety and Welfare, but day-to-day aspects of company health and safety will be delegated to appropriate senior management. It is a duty of senior management to ensure that suitable assessments of risk are made for all activities, that staff are suitably trained and competent and that plant and equipment under their control is suitably maintained.

The Belfry Property Services Ltd Health and Safety Policy Manual is available to all employees and outlines in full the company's strategy for health and safety. The Policy and Policy Manual will be reviewed and revised at regular intervals.

Mr Mark Fage
Managing Director
Belfry Property Services Limited Dated 5 August 2015

ORGANISATION FOR THE ACHIEVEMENT OF SAFE WORKING PRACTICES

The Senior Management team of Belfry Property Services Ltd recognises its duty of care to prevent accidents and cases of work-related ill-health to the people who work for and with the Company and to the local and wider community, within which it operates.

The purpose of our Health and Safety Policy, therefore, is to ensure that we define, promote and enforce the appropriate policy and procedures to adequately control health and safety risks arising from our work activities and relevant to the prevailing Health and Safety at Work legislation and regulations.

In acknowledgement of this responsibility the Company will ensure that all operations are carried out safely; to eliminate accidents, injuries, losses from fire or other hazards, and occupational illnesses resulting from its work activities. The Company is equally committed to ensuring that all employees throughout the organisation are involved to achieve these objectives.

In support of this policy the Company will:

- Maintain critical and up to date knowledge on legislation, codes of practice and other technical or guidance material relating to Company activities

- Take account of the Health and Safety factors when new methods, processes, production lines and machinery is installed in existing or proposed buildings, ensuring that these principles become an integral part of planning procedures – e.g. ergonomic study of the working environment to promote safety

- Proactively assess and take action to effectively manage and continuously monitor known risk factors

- Provide and maintain safe plant and equipment and ensure the safe handling and use of substances

- Effectively secure the business against losses from external causes

- To consult and communicate with the workforce, provide information, instruction and supervision for employees and enforce health and safety standards for people, products, equipment and facilities

- Supply the required protective clothing and/or equipment and medical facilities/qualified first aiders in accordance with legislation

The Director and company seniors having agreed this policy, will ensure financial provision for the cost of implementation and agree to revise the policy as required at suitable intervals.

The Managing Director and company seniors additionally request the cooperation of all employees in maintaining the policy since safety is of primary importance to all of the workforce and should not be entirely controlled by management.

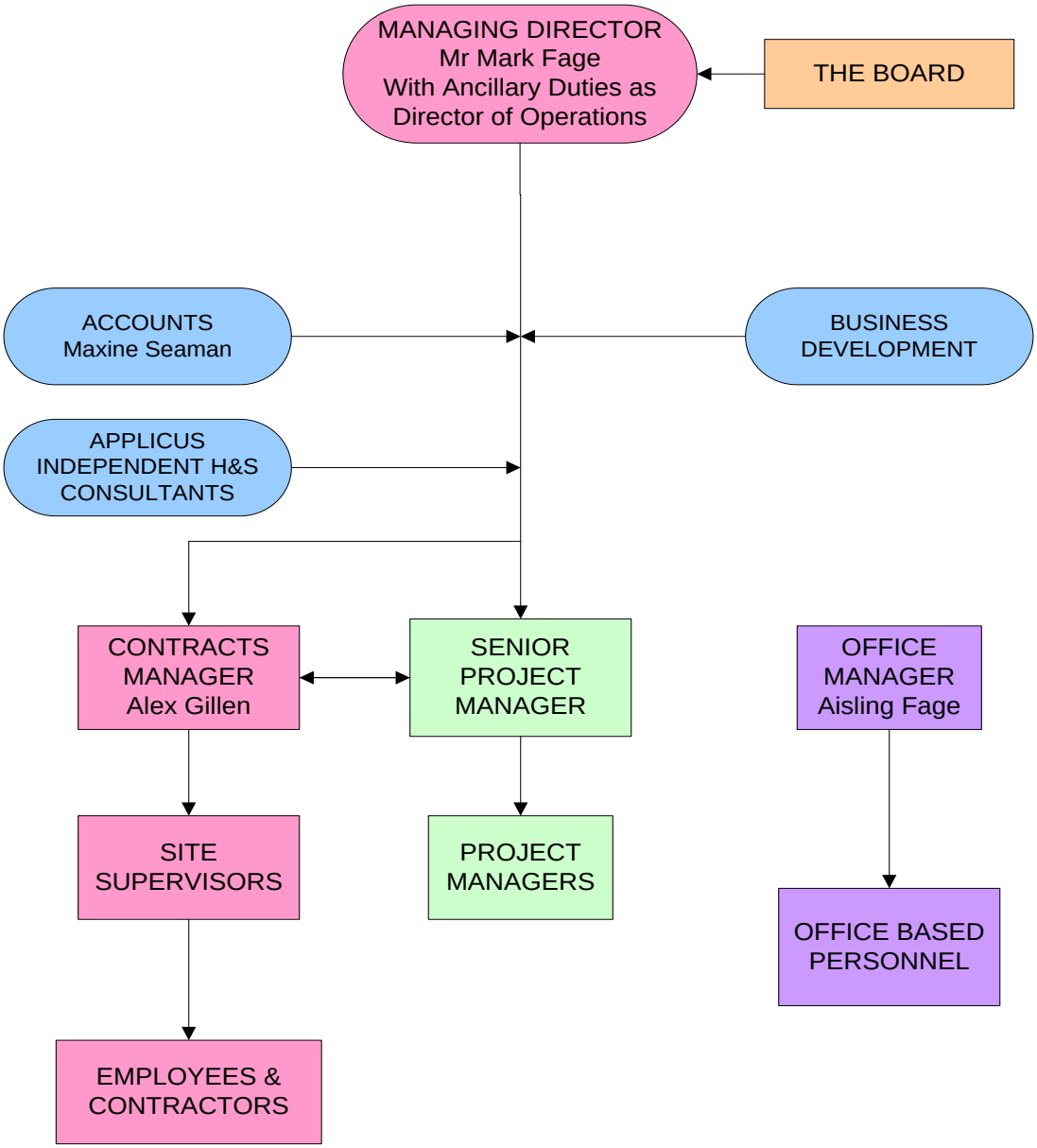
Belfry Property Services Limited will ensure that this Policy is applied and is adopted by all operatives and visitors to sites. In order that this can be achieved Belfry Property Services Limited has a management structure as outlined below with individual responsibilities detailed on the following pages.

Each individual person has a duty of care to themselves and other persons who may be affected by their actions. Any recognised breach of Health and Safety legislation or any potential hazard observed while at work is to be reported.

Employees are to regard any duty or requirement imposed on the Company or other person by or under any of the relevant statutory provision and to co-operate with the employer, so far as is practicable, to enable that duty or requirement to be complied with and are to act with all reasonable haste on advice and instructions given on matters of Health, Safety and Welfare.

Safety Organisation Chart

August 2014



THE RESPONSIBILITIES OF THE MANAGING DIRECTOR

Ultimate responsibility lies with the Managing Director, but specific duties will be delegated to others according to their seniority in the company and their experience and training.

The MD will also act as Operations Director ensuring that the Health and Safety Policy is applied throughout the whole company as well as being adopted by all operatives, contractors and visitors to premises where activities are being undertaken.

The Operations Director has a specific duty to:

- Initiate the Company's Policy for Health and Safety to prevent injury, ill health and dangerous incidents. To prevent accidents and to initiate the Company Health and Safety Policy for safe places of work.

- Ensure that the company's employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Health and Safety Policy Manual throughout the entire company.

- Communicate with our Independent Health and Safety Consultant to ensure new safety legislation is implemented and conveyed to all employees.

- Sanction the necessary resources for adequate welfare facilities and equipment and to allocate adequate time for training and all matters of Health and Safety to meet the requirements of the Company Policy.

- To ensure that the Company Health & Safety Policy is fully implemented.

- To ensure that at the outset of every project, the correct Health and Safety procedures are established.

- To ensure that Health and Safety training needs amongst staff are identified and fulfilled.

- To create and maintain a strong positive Health and Safety culture throughout the Company.

- To implement, co-ordinate and control the administration of Health and Safety matters within the Company.

- To discipline any employee who fails to comply with his individual responsibilities towards achieving safe places of work.

- To ensure that all accidents, dangerous occurrences and near misses are investigated thoroughly and that suitable remedial measures are introduced to prevent a similar situation in the future.

- To set a good personal example for others to follow.

- To ensure appropriate financial provision is made for safety equipment and health and safety training as necessary.

Ultimately to stay abreast of developments in Health and Safety legislation and good working practices and to ensure that any new developments are communicated both quickly and effectively to all Company staff.

Also the Operations Director or delegated deputy will determine at the project planning stage:

- The most appropriate order and method of working.

- That competent persons are available to undertake specialist work.

- The amount of time and resources to be allocated with adequate allowance for unplanned eventualities to ensure Health and Safety isn't compromised as a result.
- Arrangements to ensure the provision of adequate lighting, signage and means of evacuation in situations where site circumstances, the erection of scaffold or the works in general may compromise the safety of persons in occupied premises.

- The safety of third persons upon which the undertakings of Belfry Property Services Limited may impinge i.e. the general public.

- The availability of welfare facilities, fire precautions and first aiders.

- Any particular training or instruction for specific tasks and to ensure all employees, self employed and sub-contractors receive Company Safety Induction and Safety Awareness training before they start work for the company, in the office or on site.

- Provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences.

- Outline potential hazards at each stage and indicate precautions to be adopted. This may require preparation of written assessments as require under

new Management of Health and Safety at Work Regulations (Amended 2003). Ensure they are available to the Contract Supervisors and persons on site and that they are discussed fully and understood.

- Ensure, so far as is reasonably practicable, that work, once started will be carried out so long as to ensure the safety of all persons on the premises.

It is the policy of Belfry Property Services Limited to provide to, or request from third parties, method statements for all works that may be considered hazardous in nature. Belfry Property Services Limited will endeavour to outline the potential hazards at each stage of such operations and indicate precautions to be adopted. Written assessments will also be undertaken where hazards are suspected, as required under Statutory Regulations or at the request of other parties.

THE RESPONSIBILITIES OF THE HEALTH AND SAFETY CONSULTANTS

The responsibility of the Health and Safety Consultants is to monitor changing Health & Safety Legislation and good working practices with an aim of advising and recommending revisions, modifications and amendments to the existing Health and Safety Policy, documentation and systems of work to enhance the Health and Safety culture and comply with the existing and/or new work to enhance the Health and Safety culture and comply with the existing and/or new legislation.

In addition the Health and Safety Consultants will undertake to perform those duties laid out below when requested:

- To advise Management at all levels on the implementation of Health and Safety, i.e. relevant legislation, Codes of Practices and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.

- To monitor by inspection of the workplaces, workshops and accommodation, the Health and Safety performance of employees and to report back to the Directors on such inspections.

- To advise on and prepare, if requested, Health and Safety documentation.

- To prepare statistical analysis of accidents and causation classification, with recommendations on preventative measures to be implemented.

- To investigate and report major injuries, notifiable dangerous occurrences, other accidents and incidents and to attend and report on legal proceedings in which Belfry Property Services Limited may be involved.

- To promote good working relations with the Health and Safety Executive and other Enforcing Authorities and to strive at all times to achieve with the co-operation of the Management, compliance with current legislation.

- To advise fire precautions, signage and best practices with regards to fire prevention.

- To assist in the choice and suitability of safety equipment and methods of training in its use and storage etc.

- Give guidance on the correct reporting procedure with regards to accidents at work in accordance with RIDDOR 2012.

- To give guidance on training required ensuring continued competency and maintain a training programme.

- Undertake noise surveys when requested to ensure compliance with the Control of Noise at Work Regulations 2005.

The Health and Safety Consultant or his nominee is also empowered during an inspection to stop machinery, systems of work or processes which he considers presents hazards to the operators or to other personnel and to bring to the immediate attention of the Directors details of such actions.

THE RESPONSIBILITIES OF THE CONTRACTS MANAGER

- To monitor, control and correct the Health and Safety actions of the Supervisors and others under your jurisdiction to ensure Health and Safety is given top priority and that the Company Health and Safety Policy is fully understood and implemented by them.

- To read and understand the Company Health and Safety Policy and Policy Manual, and implement its requirements.

- To ensure that all who report to you are kept fully up to date on any matters relating to Health and Safety. This includes new legislation, good working practices, risk assessments and COSHH data.

- To pay particular attention to ensuring that Health and Safety matters are effectively communicated, by Supervisors, to those at the work face. This may involve checking at the Company's places of work.

- To provide the Managing Director with details of any areas where the Company Health and Safety Policy and actual Health and Safety practice differ.

- To make the Managing Director aware of any Health and Safety matters which are in any way unusual to those the Company normally deals with (i.e. where the risks or nature of the risks are greater or different to those normally encountered by the Company).

- To undertake positive vetting of the Health and Safety policies and practices of contractors whom the Company proposes to employ and to provide feedback to the Managing Director in the event that policies and practices are found to be unsatisfactory.

- To maintain a comprehensive head office accident log for the Company and to ensure that in the event of an incident occurring the circumstances are fully and accurately documented without delay. Furthermore to ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given without delay.

- To ensure that all activities carried out by company employees will not create a risk or hazard to customers, customers property, customers employees or visitors to the site nor the general public.

- **To determine at Project Planning Stage:**

- The most appropriate order and method of working.

- That competent persons are available to undertake any specialist work.

- The amount of time and resources to be allocated with adequate allowance for unplanned eventualities to ensure Health and Safety is not compromised as a result.

- Arrangements to ensure the provision of adequate lighting, signage and means of evacuation in situations whereby the erection of scaffold may compromise the safety of persons in occupied premises.

- The safety of third persons upon which the undertaking of Belfry Property Services Limited may impinge eg. members of the civic community.

- The availability of welfare facilities, fire precautions and first-aiders.

- Any particular training or instruction required for specific tasks.

- Provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences.

- Outline potential hazards at each stage and indicate precautions to be adopted. This requires the preparation of written assessments as required under the Management of Health and Safety at Work Regulations (Amended 2007). This is likely to include Risk Assessments where applicable and Method Statements as necessary and to ensure they are available to Supervisors and persons on site and discussed fully.

- Ensure, so far as is reasonably practicable, that work, once started will be carried out so as to ensure the safety of all persons on the premises.

*** To ensure at Contract Stage:**

- That all hazardous materials are properly marked, used and stored, as outlined in the COSHH assessment.

- That a tidy site is maintained and areas of works barriered off and adequate signage erected.

- The safe delivery and stacking of materials to prevent obstruction of access and egress routes.

- That arrangements are made between employees, sub-contractors and others at the premises to avoid confusion about areas of responsibility for Health, Safety and Welfare.

- That an adequate supply of appropriate personal protective equipment is available. PPE should always be considered as the last line of defence for a person

and is defined as *that equipment, including clothing worn for protection against the weather, which is intended to be worn or used to protect them against one or more health and safety risks to the person.*

- That all plant and equipment used by employees is safe, inspected regularly and persons are trained and competent to use it. Additionally, adequate information or further training should be available as necessary.

- Ensure that any accident on site, which results in an injury to any person, is reported in accordance with RIDDOR, if applicable, and entered into the accident book.

- Ensure that any near-misses reported are adequately investigated and corrective and preventive actions applied.

THE RESPONSIBILITIES OF THE OFFICE MANAGER

- To monitor, control and correct the Health and Safety actions of operatives, contractors and others who may be under your jurisdiction to ensure Health and Safety is given top priority and that the Company Health and Safety Policy is fully understood and implemented by them.

- To ensure that all who report to you are kept fully up to date on any matters of Health and Safety. This includes new legislation, good working practices, risk assessments, COSHH date, etc.

- To pay particular attention to ensuring that Health and Safety matters are effectively communicated to those at the work face.

- To be familiar with and provide the Managing Director with details of any areas where the Company Health and Safety Policy and Policy Manual differ with actual Health and Safety practice .

- To make the Managing Director aware of any Health and Safety matters, which are in a way, unusual to those the Company normally deals with i.e. where the risks are greater or different to those normally encountered by the Company.

- Report any accidents to the Managing Director and maintain an accident log for the Company to ensure that in the event of an accident occurring the circumstances are fully and accurately documented without delay. Furthermore to ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given without delay.

- Understand that the Company safety cultures is a serious one and that Health and Safety is paramount at all times. Know, understand and implement the Company Health and Safety Policy with the objective of ensuring a safe workplace.

- Ensure that all employees engaged under your control are treated equally with regards Health and Safety and have a good understanding of the risks associated with their activities.

- Ensure that risk assessments and method statements are issued or otherwise related to employees. Check that those who need to be aware of them, understand. Never to assume or leave Health and Safety matters to chance. Be pro-active and prevent accidents from happening.

- Office machinery and work equipment are all to be maintained in a fit state. All defects are to be reported immediately to the Managing Director with the piece of machinery etc. remaining safely out of use until such time as the repairs are made.

- Provide a briefing/induction to all those engaged to work supplying details of hazards that may arise and controls available. If, for any reason, you are away from work or unable to fully attend to Health and Safety responsibilities immediately refer the matter to your replacement. Wherever possible take responsibility for fully briefing whoever takes over on any safety matters. Take responsibility for fully briefing whoever takes over on any safety matters. Take responsibility for places of work, inducting your replacement if necessary.

- Arrangements are to be made at the places of work to avoid confusion about areas of responsibility for Health, Safety and Welfare.

- Stop any unsafe or potentially unsafe working practices or remedy any unsafe situations immediately. Never, under any circumstances, allow works to proceed in an unsafe manner and always prevent obstruction of access and egress routes by the safe delivery and stacking of materials.

- Use disciplinary procedures in consultation with The Managing Director on any employee or contractor who is careless with regard to their own or others safety.

- Take steps to restrain persons from taking unsafe risks, prevent horseplay and reprimand those who fail to consider their own well being and that of others around them.

- Visitors, Suppliers, Delivery Drivers etc. are to be made aware of the safety requirements and provided with PPE as required.

- To organise the periodic checking of computer equipment and personnel using it with respect to the Display Screen Equipment Regulations.

Above all else understand and accept that those whom you oversee are likely to have or be involved in accidents if you personally do not take positive steps to prevent them. In this respect your responsibility to others is considerable. Be safe rather then sorry. Failure to establish, maintain, monitor and control Health and Safety matters within your remit is regarded as extremely serious by the Company.

THE RESPONSIBILITIES OF THE OFFICE BASED PERSONNEL

- To understand the Company's Health and Safety Policy. Ensure that systems of work are planned in accordance with its requirements and that it is regularly examined to establish if improvements or additions should be made.

- To monitor, control and correct the Health and Safety actions of any persons under your control and to ensure Health and Safety is given top priority at all times.

- To ensure the free flow of information and that all whom report to you are kept fully up to date on any matters relating to Health and Safety.

- It shall be the duty of every employee while at work to take reasonable care for the Health and Safety of themselves and of any other persons who may be affected by their acts or omissions while at work.

- To pay particular attention to ensuring that Health and Safety matters are effectively communicated to those at the workplace.

- To help to maintain a comprehensive office accident log for the Company and to ensure that in the event of an accident occuring the circumstances are fully and accurately documented without delay.

- Ensure that safe systems of work are used and that there is perseverance towards the continual improvement in the Company's Health and Safety performance and those that the Company employs.

- To assist the Director to ensure that accidents and incidents are fully investigated and the causation discovered and to ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given and the records kept in good order,

- To ensure that the office is kept clean and tidy and that the escape routes are kept clear at all times and frequently inspect immediate working environments to ensure that if a hazard presents itself it is reported directly or immediately corrected, when possible.
- To become aware of emergency procedures and to ask for and expect to promptly receive assistance and guidance on any matter that relates to Health & Safety at work.

- Report any incidents that may, if not corrected subsequently cause an accident.

- To have read and understood and provide the director with details of any areas where the Company Health and Safety Policy and Policy Manual and actual Health and Safety practice differ and to highlight those areas where up to date refresher training may be required.

- When at any time standing in for another employee or assuming the duties of another employee to carry out those duties in accordance with the appropriate section of this Policy.

THE RESPONSIBILITIES OF THE PROJECT MANAGER

- To develop a strong concern for the safety of those that the company engages on its sites or within the company premises, and for those who may be affected by the activities of the Company. Understand that the Company safety culture is a serious one and that Health and Safety is paramount at all times. Know, understand and implement the Company Health and Safety Policy and Policy Manual with the objective of ensuring a safe workplace.

- To ensure that all employees and any sub-contractors engaged under their control are treated equally with regards Health and Safety and have a good understanding of the risks associated with their activities. Ensure that risk assessments and method statements are issued or otherwise related to employees. Check that those who need to be made aware of them understand. Never assume or leave Health and Safety matters to chance. Be pro-active and prevent accidents from happening.

- At the start of projects where significant or unusual risks become apparent, provide a briefing on Health and Safety issues to those engaged to undertake the works. Ensure that any operatives who join the project at a later date are similarly briefed. Frequently update operatives on Health and Safety matters.

- To never leave a site without undertaking checks on Health and Safety. Similarly within storage areas, regular checks on safe procedures are to be made. Stop any unsafe or potentially unsafe working practices or remedy any unsafe situations immediately. Never, under any circumstances, allow works to proceed in an unsafe manner and always prevent obstruction of access and egress routes by the safe delivery and stacking of materials.

- To ensure that each project under your control has planned emergency procedures, fire fighting equipment, rescue procedures and a first aid kit (and a fully trained First Aider or Appointed Person first aider where required) or that arrangements are made with the Principle Contractor for a shared usage of facilities.

- To provide a briefing/induction to all those engaged to work supplying details of hazards that may arise and controls available. If, for any reason, you are away from work or unable to fully attend to Health and Safety responsibilities, immediately refer the matter to your replacement. Wherever possible take responsibility for fully briefing

whoever takes over on any safety matters. Take responsibility for sites and places of work, inducting your replacement if necessary.

- Report any accidents to both the Belfry Property Services Limited Contracts Manager and Managing Director immediately after they happen. Ensure that any accidents are fully documented without delay.

- Arrangements are to be made at the places of work to avoid confusion about areas of responsibility for Health, Safety and Welfare.

Above all else understand and accept that those whom you oversee are likely to have or be involved in accidents if you personally do not take positive steps to prevent them. In this respect your responsibility to others is considerable. Be safe rather than sorry. Failure to establish, maintain, monitor and control health and safety matters within your remit is regarded as extremely serious by the Company.

THE RESPONSIBILITIES OF THE FOREMAN / SITE SUPERVISOR

- To monitor, control and correct the Health and Safety actions of operatives, contractors and other who may be under your jurisdiction to ensure Health and Safety is given top priority and that the Company Health and Safety Policy is fully understood and implemented by them.

- Read and understand the Company Health and Safety Policy and Policy Manual, and comply with its requirements.

- To ensure that all who report to you are kept fully up to date on any matters relating to Health and Safety. This includes new legislation, good working practices, risk assessments and COSHH date.

- To pay particular attention to ensuring that Health and Safety matters are effectively communicated to those at the work face.

- To provide the Project Manager, as designated, or MD with details of any areas where the Company Health and Safety Policy and actual Health and Safety practice differ.

- To make the Project Manager aware of any Health and Safety matters which are in any way unusual to those the Company normally deals with i.e. where the risks or nature of the risks are greater or different to those normally encountered by the Company.

- To undertake positive vetting of the Health and Safety policies and practices of contractors whom the Company proposes to employ and to provide feedback to the Project Manager in the event that policies and practices are found to be unsatisfactory.

- Report any accidents to the Belfry Property Services Limited Contracts Manager and maintain an accident log for the Company to ensure that in the event of an accident occurring the circumstances are fully and accurately documented without delay. Furthermore to ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given without delay.

- To ensure all employees, self-employed and sub-contractors receive Company Safety Induction and Safety Awareness training before they start work on site.

- Develop a strong concern for the safety of those that the Company engages and for those who may be affected by the activities of the Company.

- Understand that the Company safety culture is a serious one and that Health and Safety is paramount at all times. Know, understand and implement the Company Health and Safety Policy with the objective of ensuring a safe workplace.

- Ensure that all employees and any contractors engaged under your control are treated equally with regards to Health and Safety and have a good understanding of the risks associated with their activities.

- Ensure that risk assessments and method statements are issued or otherwise related to employees. Check that those who need to be aware of them understand. Never assume or leave Health and Safety matters to chance. Be pro-active and prevent accidents from happening.

- Ensure that adequate personal protective equipment is provided and worn when appropriate and that a tidy site and storage area is maintained and materials not needed on site are removed or stacked in an orderly fashion.

- Those areas of works that may be hazardous must have access barred. Ensure that where scaffolds and scaffold towers are erected and are not in a safe condition, incomplete notices are displayed and ladders removed.

- Plant and work equipment are all to be maintained in a fit state. All defects are to be reported immediately to the Contracts Manager with the piece of plant etc. remaining safely out of use until such time as the repairs are made.

- Ensure the working environment meets the safety requirement for operating plant, equipment and tools, so that heat, light and ventilation are adequate.

- Ensure that each project under your control has planned emergency procedures, fire fighting equipment, an extinguisher during hotworks and a first aid kit (and a trained First Aider where required) or that arrangements are made with the Principal Contractor for the shared usage of facilities.

- Provide a briefing/induction to all those engaged to work supplying details of hazards that may arise and controls available. If, for any reason, you are away form work or unable to fully attend to Health and Safety responsibilities, immediately refer the matter to your replacement. Wherever possible take responsibility for fully briefing whoever takes over on any safety matters. Take responsibility for site and places of work, inducting your replacement if necessary.

- Arrangements are to be made at the places of work to avoid confusion about areas of responsibility for Health, Safety and Welfare.

- To ensure the general public are not put at any risk from the company's operations and that security arrangements are kept in order at all times.

- Stop any unsafe or potentially unsafe working practices or remedy any unsafe situations immediately. Never, under any circumstances, allow works to proceed in an unsafe manner and always prevent obstruction of access and egress routes by the safe delivery and stacking of materials.

- Use disciplinary procedures in consultation with the Contracts Manager on any employee or contractor who is careless with regard to their own or others safety.

- Take steps to restrain persons from taking unsafe risks, prevent horseplay and reprimand those who fail to consider their own well being and that of others around them.

- Visitors, Suppliers, Delivery Drivers etc. are to be made aware of the safety requirements and provided with PPE as required.

THE RESPONSIBILITIES OF THE EMPLOYEES AND SUB CONTRACTORS

All employees of the Company are to comply with their individual duties under Section 7 & Section 8 of the Health and Safety at Work etc. Act 1974 and Regulation 14 of the Management of Health and Safety at Work Regulations (Amended) 2006 . That is to ensure their own safety and the safety of others and to generally co-operate with their Employer so as to enable the Employer to carry out his Health and Safety duties towards them. Failure to comply with Health and Safety duties and regulations on the part of the employee, may lead to dismissal from employment.

To ensure that the locations where work is undertaken remain safe places of work, all operatives and sub-contractors are requested to:

- Read and understand the Company Health and Safety Policy and Policy Manual, and comply with its requirements.

- Develop a personal concern for the safety of yourself and others who may by affected by your activities.

- Obtain a good understanding of the risks associated with your activities. Risk assessments will have been produced for any activity involving a significant risk. Ensure that they are seen, read and fully understood. In the event of any uncertainty stop work and ask for guidance.

- Regard Health and Safety information and training as your right. Do not start work until you are satisfied as to your competency. Ask for and expect to receive a toolbox talk on any work or Health and Safety matters you feel unsure about.

- Never, under any circumstances, work in an unsafe manner. If you feel you have been asked to do so – don't! Contact the Director immediately.

- Wear personal protective equipment when necessary but regard its usage as a means of last resort. Work to eliminate or control the risk first.

- Ensure that a suitable extinguisher is to hand when undertaking hotworks.

- Keep all tools and plant in good condition. Inspect them frequently and do not use them if they are damaged or inadequate for the job. Report any damaged plant or equipment.

- Be aware that site emergency procedures exist. They are for your benefit. Find out what they are and establish the location and how to use fire-fighting

equipment. Find out where First Aid equipment is kept and who the site First Aider is.

- All fire hoses, fire extinguishers, breathing apparatus, eyewash stations or other safety apparatus should be kept visible and nothing shall be permitted to obstructed them from view or use.

- Keep the workplace tidy at all times to make it a safer and healthier place to work. Be aware of trip hazards.

- Do not play dangerous practical jokes or partake in "horseplay".

- Report any injury to yourself, which results from an accident at work, even if the injury does not stop you working.

- Suggest safer methods of working and to ensure the general public are not put at any risk.

Above all else understand and accept that you are likely to have or be involved in an accident if you do not take positive steps to avoid them. In this respect your responsibility to yourself and to others in enormous. Be safe rather than sorry.

ADDITIONAL FOR ALL STAFF

The attention of all employees is drawn to their responsibilities under the Health and Safety at Work etc. Act 1974. These include the following in particular:

- It shall be the duty of every employee while at work to take reasonable care for the Health and Safety of himself and of any other persons who may be affected by his acts or omissions while at work.

- As regards to 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 reasonably practicable to enable that duty or requirement to be performed or complied with.

- No person shall intentionally or recklessly interface with or misuse anything provided in the interests of Health, Safety and Welfare in pursuance of any of the relevant statutory provisions.

- Employees are reminded here, that a breach of safety procedures could possibly result in disciplinary action being taken by the Company, and that provision is made in the Health and Safety at Work etc. Act 1974 for certain breaches to be actioned by the Health and Safety Executive.

- Employees should only operate plant and equipment for which they have been thoroughly trained and use the correct tools and equipment for the job. Ensure that all equipment is supplied to you accompanies with the operator's instructions and visually check that the item is safe to use.

- All equipment should be fitted with safety devices or cut outs and these should never be by-passed. All equipment has been tested and supplied in accordance with the current legislation. Defects in plant, equipment and tools must be reported immediately.

- Do not attempt to repair or maintain plant or equipment unless you have been properly trained to do so, particularly when it may involve electrical devices or the removal of safety guards. Ensure that the guard protection is always in place where required for the safe use of equipment.

- All faulty equipment is to be isolated immediately and warnings given to others who may be at risk. Inform the Site Supervisor and ensure that no work is carried out in a hazard area or with the faulty equipment until such time as the hazard has been cleared.

- All injuries to yourself must be reported to the relevant qualified First Aider immediately. Details are also to be entered into the accident book.

- Contractors are required to ensure that copies of all risk assessments, COSHH assessment's and safe working documentation are available for inspection by the site agent. Such assessments should be provided before work is due to commence and in sufficient time to allow submission to the client.

- Contractors are to provide appropriate protective clothing and safety equipment and to ensure that their employees use both clothing and equipment at all times when required by the PPE assessment.

GENERAL ARRANGEMENTS

ARRANGEMENTS - HEALTH AND SAFETY OVERVIEW

Under the Environmental Protection Act 1990 and the Health and Safety at Work etc. Act 1974, the Secretary of State is empowered to make regulations for a number of purposes, which are listed in the Schedules of the Acts. The Environmental Agency and the Health and Safety Commission may approve and issue Approved Codes of Practice and although failure to observe such a code would not in itself be illegal, it may be referred to in criminal proceedings to show that the failure to comply with the code of any provision of it, constitutes a contravention of any particular requirement or prohibition of the Act. All Acts, Orders and Regulations and ACOP's remain in force until they are notified or repealed.

ARRANGEMENTS - ENFORCEMENT

This is the responsibility of the Environment Agency and the Health and Safety Executive appointed by the commission, with the proviso that responsibility may be transferred in certain cases to local authorities. Enforcement Officers operate along the lines of the old Factory Inspectors but have considerable more power. If an inspector is of the opinion that a person is contravening a statutory provision or is likely to repeat a contravention, he may serve on that person an Improvement Notice requiring specified remedial action to be taken within a specified time. If an inspector considers the contravention involves a risk or serious injury, they may serve a Prohibition Notice having immediate effect if considered necessary, directing that the specified activities must not be carried on until the specific matters have been remedied. If an Improvement Notice or Prohibition Notice is not complied with, persons responsible are liable to imprisonment for up to six months (3 months under the Environmental Protection Act 1990) and a fine of up to £20,000.00. Either of these notices may (but need not) include directions as to the safe measures to be taken, except where a Notice has immediate effect it may be withdrawn by the inspector before the date specified, or on the other hand, the period specified may be extended. An inspector may seize any plant, article or substance he finds on any premises, if they consider it to be a cause of imminent danger.

An inspector may give to persons employed (or their representatives), factual information obtained by them relating to the premises and anything undertaken there and inform them of any action they are taking in connection with the premises.

A person found guilty of an offence under the Acts is liable to a fine, and on a conviction or indictment for certain offences, up to tow years imprisonment, and/or an unlimited fine. Continuation of an offence for which a person has been

convicted constitutes a further offence and that person is liable to a fine for each day on which the contravention continues.

ARRANGEMENTS - CORPORATE RESPONSIBILITY

The officers of the company are aware of their duties of care owed to employees and contractors, visitors to its occupied premises and in the operation of its business activities. Under the Corporate Manslaughter and Corporate Homicide Act 2007 an organisation can be guilty of corporate manslaughter if death is caused by a *gross breach* of its relevant duty of care and found to be substantially due to the way its activities are managed or organised by senior management. Under this legislation the failures of a number of managers can now be added together. Directors and senior managers may continue to be prosecuted for gross negligence manslaughter and/or a breach of section 37 of the HSAW Act 1974 and this is likely to be from the same incident and be heard at the same trial.

In order to strengthen its control measures to minimise such an occurrence, directors and senior management will pay particular attention to:

- Ensure the appropriate training of front-line workers, particularly if in safety-critical positions.
- Closely monitor front-line workers and junior management to ensure procedures are closely observed.
- Promote good management at operational level.
- Ensure contractors/sub-contractors have their roles and responsibilities closely defined.
- Understand that risk cannot be contracted out to another company.
- Ensure appropriate and adequate communication is applied to the workforce, including with contractors/sub-contractors.
- Apply effective management in the audit and review of safety systems, including those of contractors/subcontractors and consider that any KPIs adopted do adequately manage the risk.
- The reporting and attention given to *near misses.*
- Receiving correct and factual information from its managers and not what these managers think seniors want to hear.
- Being aware that H & S decisions must be made on complete and correct information and that budgetary constraints must not be allowed to affect safety considerations.

ACCIDENT PROCEDURES AND RIDDOR

In recognition of its duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), the Company has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive. In the first instance Belfry Property Services Limited will, so far as is reasonably practicable, provide and maintain a safe place of work, a safe

system of work, safe appliances for work and a safe and healthy working environment. Provide such information, instruction, training and supervision as may be necessary to ensure the Health and Safety at work of its employees and to promote awareness and understanding of Health and Safety throughout the workforce.

Belfry Property Services Limited will also, as part of its day to day arrangements:

- Ensure the safety and absence of health risks in connection with use, handling, storage and transport of articles and substances.

- Make regular risk assessments to employees.

- Take appropriate preventative/protective measures.

- Appoint only competent personnel to undertake tasks.

ACCIDENT REPORTING

All accidents are to be reported to Management and entered into the accident book and, where applicable, the statutory requirement to report under RIDDOR 95 must be complied with, including the new RIDDOR change requirements (April 2012) of 7-day absence and 15 day reporting time. Records will require as a minimum:

Name and address of injured person(s)
Date, time and place of accident(s)
A full explanation of the circumstances leading to the accident(s)
Name of injured person(s) employer(s).

Additionally the new requirements oblige the employer to maintain a recod of 3-day absences.

ACCIDENT INVESTIGATION

- All accidents, incidents/occurrences, near-misses and work related ill health shall be investigate to identified underlying cause in order to decide on the actions to be taken to avoid a reoccurrence. There is a statutory requirement to report certain Accidents, Dangerous Occurrences and Diseases to the HSE.

- There is also a need to provide a record of accidents, incidents, near misses and work-related ill health situations for The Company's insurers in the event of a claim and the HSE when required. This policy also relates to accidents, incidents, near misses or work-related ill health involving non-employees and members of the public.

- All accidents, incidents, near misses and work-related ill health shall be reported, investigated and recorded in accordance with Company Procedures. These are to be entered into the Accident Book held at reception or on a Belfry site.

- The depth of investigation will be determined by the Managing Director and will be dependant on the severity of the accident/injury. Copies of the any investigation reports, photographs, witness statements, etc will be sent to and held by the MD.

- The Company's response will depend on the severity and the situation, but when safe to do so, First Aid and medical attention must be given to any person injured or persons suffering from shock.

- **Fatal accident**, this must be immediately reported to the Police and HSE by the quickest means available with the involvement of the Managing Director, Projects Manager and Contracts Manager, as available. Except for making the immediate area safe nothing shall be disturbed without the permission of the HSE and the police

- **Serious accident**, this must be immediately reported to the Contracts Manager by the quickest means available. The Managing Director/Projects Manager/Contracts Manager, as available, will then report it to HSE as required. Except for making the immediate area safe and allowing any medical attention to be administered, nothing shall be disturbed until the Managing Director or representative has investigated or determined not to carry out an investigation.

ALCOHOL, DRUGS AND SMOKING

Anyone found under the influence of or in possession of alcohol or narcotics will be removed from the areas of work and may be subjected to appropriate disciplinary measures, which could include dismissal for serious offences. Anyone found smoking in a designated 'No Smoking' area will be instructed to extinguish the cigarette immediately and will be subject to disciplinary measures. The company has an Alcohol/Drugs Policy and a No-Smoking Policy.

ASBESTOS

The Control of Asbestos at Work Regulations 20012 requires those with responsibilities for repair and maintenance of non-domestic properties to investigate if there are, or may be, any asbestos containing materials (ACMs) present and to record their location and condition and pass on this information to anyone liable to disturb them.

Asbestos contains small fibrous particles that can be breathed in by nose or mouth, which may lodge in the lungs for many years and pose a health risk with consequences that include Asbestosis, lung cancer and Mesothelioma (cancer of the chest wall).

Belfry is clear in its policy that it will not undertake work on asbestos or asbestos containing materials. Under CDM (see below) it will be clear in the Construction Health and Safety Plan for projects being undertaken, if Asbestos is present and who the dutyholder is. Prior to any project commencing, Belfry top management will inspect dutyholder information, including any recent survey (1-3, Management or Refurbishment etc) undertaken and, under its duty of care, will assess the risk. Known asbestos or ACMs will be dealt with by specialist contractors (see below). If all other information deems the site to be clear, the project will be allowed to commence. However, depending on the survey type and age of the building, it could still be possible for ACMs to be present and staff involved will be given a briefing and Toolbox Talk No 46 on asbestos, with the associated booklet giving colour photographs of typical materials to be aware of and to look out for.

The company does not allow any staff or sub-contractors to work with asbestos or asbestos products. If staff or sub-contractors, in the course of working on a Belfry site or project, believe ACMs are present, they should report this to their supervisor or manager immediately and cease further work pending management advice.

Any work consequently performed on ACMs will be carried out by contractors licensed under the Asbestos (Licensing) Regulations.

COMMUNICATION

- Consultation with Employees - Where there is no trade union membership representation then the Health and Safety (Consultation with Employees) Regulations 1996 apply and extend to all employees the right to have consultation with their employers and be provided with information. It is the duty of the employer to consult with their employees in good time on health and safety matters. In particular :

* the introduction of any measure that will affect the health and safety of employees
* the arrangements for appointing or nominating the person(s) to assist the employer to comply with health and safety legislation
* the provision of relevant information as required under health and safety legislation
* any planning or organisation of training required by relevant health and safety legislation
* the health and safety implications of the introduction of new technologies into the employer's workplace

The Managing Director/Operations Director of Belfry Property Services Limited, see communications between workers as an essential part of effective Health and Safety management and will endeavour to communicate to employees Their

commitment to Safety and to ensure that employees are familiar with the contents of the Company Health and Safety Policy. Communication with employees will be in the form of directions, statements, meetings, documents and by example.

Documents are freely available and will include:

the Health and Safety Policy
this Health and Safety Policy Manual
Toolbox Talks – Volumes 1 and 2 (issued to all employees)
Belfry Site Safety Manual (issued to all employees)

Communication with employees on Belfry sites will commence with Induction Training and may include the Client's Induction, with opportunities for discussion and feedback. Communication will continue with Toolbox Talks, site briefings and occasional meetings.

For Head Office personnel, Health and Safety is an agenda item at the monthly meetings, which will include reports, projects and safety plans, recent Toolbox Talks given and training requirements as appropriate.

Belfry Property Services Limited aim to work with their Client's Health and Safety representatives and other employers to ensure that all information and documentation is shared regarding Health and Safety matters and is communicated to relevant employees in order to ensure safe working of all parties at all times.

Contractors working for Belfry are further required to ensure that copies of all risk assessments and safe working documentation are available for inspection by the Site Manager. Such assessment's should be provided before work is due to commence and in sufficient time to allow submission to the client.

Information on Health & Safety matters will normally be communicated via the staff notice board, by eMails or occasionally by information with wage slips.

CONFINED SPACES

Working in confined spaces is a high risk activity, causes a number of deaths or serious injuries each year and is subject to the Confined Spaces Regulations 1997. The company maintains a Working in Confined Spaces Policy. Company employees must avoid entry to confined spaces by doing work from outside, but if entry is unavoidable must follow a safe system of work by putting adequate emergency arrangements in place before commencing work – including a permit to work system as necessary. HSE Guidance note INDG 258 applies.

CONSTRUCTION DESIGN & MANAGEMENT REGULATIONS 2015

The CDM Regulations originally aimed to tackle the underlying cause of the industry's unsatisfactory Health and Safety Performance, thereby reducing the number of serious or fatal accidents and cases of ill health which occurred each year. Safety records in the industry have now markedly improved and new CDM Regulations have commenced in April 2015 to place the onus of safety responsibility on the client, who may delegate this to a 'principal designer', who replaces the role of the CDM Coordinator. Belfry undertakes to pro-actively apply any necessary arrangements to comply with the new CDM requirements including pre-construction health and safety planning and the construction phase health and safety planning. CDM will continue to apply to most construction works/projects but now additionally will apply to small domestic works, although the latter do not constitute part of the normal Belfry works portfolio. Typical projects will still include:

- Any construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration, cleaning using water or abrasives at high pressure.

- Demolition or dismantling of any structure and the removal of materials and waste.

- Site clearance, exploration, investigation, (but not site survey), excavation, laying or installing foundations for any structure.

- Assembly and disassembly of any prefabricated structures.

- Installation, de-commissioning, commissioning, maintenance, repair or removal of any mechanical, electrical, gas, compressed air, hydraulic, telecommunication, computer or similar service.

Under the new (CDM) 2015 Regulations sub-contractors are required to comply fully with the site rules of the principal contractor/client and the principal designer. If acting as Principal Contractor Belfry will liaise with the principal designer and produce the required 'Construction Phase Health and Safety Plan' for the project. If operating as a sub-contractor, Belfry will normally expect to complete and submit its own health and safety plan to comply with the Principal contractors required 'Construction Phase Health and Safety Plan' and, dependant on the contract, Belfry's own policy and rules may apply additionally if approved.

When the Company is working on a Client's site on the Client's behalf, the Company employees will adhere fully with the requirements of the Client's health and safety policy and rules. In these cases it is the Client's or principal designer's responsibility to ensure that a copy of the policy and rules are available.
The Safety Advisor will visit sites on request to provide help and advice.

The CDM requirements are met by the following provisions which have been covered in this Health and Safety Policy Manual:

1. Policy Statement

2. Management Structure for Health & Safety

3. Management Team responsibilities.

4. Health & Safety rules and responsibilities for all employees.

5. Safety arrangements for the control of contractors, sub- contractors and visitors to the site.

6. First Aid provision.

7. Fire and Evacuation Procedures.

8. Working guidelines to structure safe systems of work including where appropriate, specific information for method statements with regard to particular construction operations.

9. Requirements / procedures for reporting accidents and dangerous occurrences.

10. Requirements / procedures for identifying and managing training

11. Requirements for welfare facilities

Under the new Regulations, specific responsibilities as a contractor will additionally include:

- plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.
- for projects involving more than one contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.
- for single contractor projects, prepare a construction phase plan.

Where Belfry is acting as a Principal Contractor, its duties will include:

- plan, manage, monitor and coordinate health and safety in the construction phase of a project
- liaise with the client and principal designer
- prepare the construction phase plan
- organise cooperation between contractors and coordinate their work.

Ensure:

- suitable site inductions are provided
- reasonable steps are taken to prevent unauthorised access
- workers are consulted and engaged in health and safety matters
- welfare facilities are provided

CONTRACTORS

All Contractors will receive a copy of the Company Health and Safety Policy Statement and a list of Safety Rules and Requirements. Requirements laid down by the principal designer may form part of this or be a contractual document in its own right. The following paragraph may be inserted into contracts to Contractors.

"Please see a copy of our Company Policy Statement for Health, Safety and Welfare and a list of Safety Rules and Requirements for Contractors on this company's sites and clients Premises. Your acceptance of this contract will be deemed to include acceptance of the requirements of our Company Policy. Please contact Belfry Property Services Limited for any information on any matter in connection with Health, Safety and Welfare."

CONTROL OF HAZARDOUS SUBSTANCES

Due to the type of operations undertaken by Belfry Property Services Limited very few hazardous substances are used, however, we will endeavour through our buying policy to purchase only those substances that are not hazardous to health. Those substances that may be hazardous will be reduced to the lowest level reasonably practicable. The use of those substances purchased will be assessed under the COSHH Regulations 2002, restricted and strictly controlled. Assessments will be reviewed periodically and

whenever there may be reason to suspect that the assessment may no longer be valid. A full survey of all chemicals used within the Company an its work site will be carried out and maintained, in line with the COSHH regulations. The results of such findings will be communicated to employees together with controls. Protective equipment if required will be provided free of charge. It will be a disciplinary matter if staff do not adhere to the use of PPE and use controls identified as part of the assessment.

CO-OPERATION & CARE

If we are to build and maintain a Health and Safe working environment it is essential that there is co-operation between all employees. All employees are expected to co-operate and accept their duties contained in this policy. Employees have a duty to take all reasonable steps to preserve and protect the Environment and the Health and Safety of themselves and all other people affected by the Company's undertakings.

DISPLAY SCREEN EQUIPMENT (DSE)

The risks to users of DSE will be reduced to the lowest extent reasonably practicable to ensure that the Health and Safety (Display Screen) Equipment Regulations 1992 are complied with.

Belfry Property Services Limited or competent persons will undertake a regular assessment of all workstations staffed by employees who use DSE screens as part of their usual work and will ensure that all workstations meet the requirements put forward in the Schedule to the Regulations i.e. that

- The risks to users of DSE will be reduced to the lowest extent reasonably practicable.

- DSE users will be allowed periodic breaks in their work.

- Eyesight test will be provided for DSE users on request and free of charge.

- Where necessary DSE users will be provided with the basic corrective equipment such as glasses or contact lenses.

- All DSE screen users will be given appropriate and adequate training on the Health and Safety aspects of this type of work and will be given

- further training and information whenever the organisation of the workstation is substantially modified.

- DSE assessment will include aspects such as:

- Office Lighting, including daylight
- Location of the Display Screen, adjustment, brightness and contrast controls
- The type of Workstation used
- Durations of use

DOCUMENTATION

Belfry Property Services Limited will ensure that a complete copy of, or where appropriate, relevant extracts from the Company Health and Safety Policy are made available to Clients when requested for reference. A copy of the current Employers Liability Insurance Certificate will also be made available on request.

ENVIRONMENTAL AWARENESS

The company is aware of its obligations under environmental law and the CDM Regulations and has an Environmental Policy.

- The Company will seek to maximise energy efficiency in all existing buildings by implementing and acting upon the findings of energy efficiency studies, e.g. low energy lighting; PIR switching.

- The Company will seek to minimise harmful emissions by regularly maintaining and reviewing existing heating/cooling systems.

- Full consideration will be given to environmental issues when seeking to replace existing equipment, recycle paper, toner cartridges etc.

- In order to maximise fuel economy The Company will encourage the use of smaller petrol engines or their diesel alternatives. Commercial vehicles such as lorries and vans will continue to run on diesel fuel in order to maximise fuel efficiency.

- When purchasing equipment and supplies, environmentally friendly products will be given preference, and wherever possible use will be made of materials from sustainable FSC sources and those, which can be reused or recycled.

- Production of waste materials will be minimised.

- Re-cycling waste materials produced through normal activities will be promoted.

- The Company will seek to minimise the environmental impact of its work activities on the local community and those who may be affected. All practicable actions will be taken to safeguard those who may be adversely affected.

- In the case of an environmental incident i.e. major spillage, water or air-pollution, the individual responsible for the incident or the person recognising the incident shall, if safe to do so:-

- Stop the source if possible i.e., turn off the pollutant,

- erect where possible a barrier to stop the spread of the pollutant by using the emergency spill kit provided.

- Inform persons in the immediate vicinity of any exposure they may come into contact with and immediately inform the Contracts Manager/Project Manager/Foreman of the incident. The Company H&S Director shall investigate all environmental incidents.

- A conscious effort will be made to minimise noise by using the appropriate plant, equipment etc.

FIRE SAFETY

Fire safety is governed by the requirements of the Regulatory Reform (Fire Safety) Order 2005. A fire Emergency Plan is in operation and fire risk assessments have been undertaken.

All operative have a duty to ensure their safety and the safety of others that may be affected by their acts or omissions and a duty to report immediately any fire, smoke or potential fire hazard to the fire service (dial 999).

Operations within the premises must be undertaken in such a way so as to restrict and minimise the risk of fire i.e. this involves taking care when smoking, during "hotworks", keeping combustible materials separate from sources of ignition and avoiding the unnecessary storage of large volumes of combustibles.

Belfry Property Services Limited will, as part of their day-to-day arrangements, ensure that fire exit doors are unlocked when the premises are opened each day and that all equipment is maintained and fire exits will never be blocked or used as storage space.

FIRE FIGHTING EQUIPMENT

Adequate fixed and portable fire fighting equipment will be provided as necessary and maintained in accordance with the above order and the recommendations of the manufacturers and/or the company insurers.

Employees will be acquainted with the positions and means of operation of fire control in their working areas including fire extinguishers and fire blankets. Operatives will only be expected to tackle a fire themselves if it would pose no threat to their personal safety to do so. Under the Fire Safety (Employee Capabilities) (England) Regulations 2010 Belfry will ensure that appointed staff are able to use the appliances provided. If the situation is dangerous or potentially dangerous the employee should raise the alarm and
evacuate the building immediately. In this situation operatives are to meet at the pre-determined muster point.

FIRST AID

Belfry Property Services Limited will undertake risk assessments and ensure that there are sufficient competent trained First Aiders or Appointed Persons to meet the risk level requirements and they will ensure that all first aid facilities are well maintained in accordance with The Health and Safety (First Aid) Regulations 1981.

Risk assessments in accordance with The Health and Safety (First Aid) Regulations 1981 will examine:

- The number of employees
- The nature of the work in which they are involved
- The size of the operation
- How widely employees are distributed across a site
- The location of the site and its proximity to medical treatment

The first aid kit and its location shall be known by all personnel and its contents replaced as they are used or when an expiry date is exceeded. A regular check is to be made of the contents to ensure this. One person holding a current First Aid Certificate or an "Appointed Person" certificate will be responsible for the proper use and maintenance of the first aid box. Arrangements may be made with Sub-Contractors at projects for the
provision of, or shared usage of, such facilities when employees are working on site.

HAND ARM VIBRATION

It is the buying policy of Belfry Property Services Limited to ensure that the noise and vibration produced by work equipment is considered together with the price when new purchases are made with a view to lowering the risk when equipment is used. Belfry Property Services Limited will endeavour to purchase equipment that is advanced in technology and equipped with vibration absorbing features.

The Control of Vibration at Work Regulations 2005 require that employers take steps to assess the risks from hand-arm vibration (HAV) exposure and

then take measures to reduce and control the risks. The regulations require that action be taken to control the risks where daily exposure exceeds 2.8 m/s^2

A(8) EAV or Exposure Action Value. Also to prevent daily HAV exposure from exceeding the Exposure Limit Value (ELV) of 5m/s^2 A(8)

It is recognised that a common cause of hand-arm vibration is the prolonged use of rotating hand tools for cutting and grinding together with percussive hand tools used for riveting, chipping, hammering and drilling. In the first instance mechanical methods will be used for not requiring the exposure of the operative e.g. using a plant mounted "pecker" but should the operative be exposed the task will be allocated to a number of individuals to ensure job rotation and a reduction in the exposure time.

Belfry will comply with the requirements of the legislation by

- Assessing the need to use vibrating tools and look for alternative means of doing the work
- Considering ways of risk-assessing and then reducing the risk, being mindful of usage time, type of materials and weather
- Using the correct tool having low vibration and high efficiency
- Making sure that tools are in good repair and tool-pieces are sharp
- Users are trained and competent

To ensure that operatives are aware of the effects of hand-arm vibration they will be provided with adequate information on the hazard and controls and given information in order to reduce the risk.

Belfry has adopted the system of the Construction Confederation and the (tool) Hire Association Europe who, with HSE approval, have introduced a classifying 'traffic light' system for vibration and danger to health:

- Green (low),
- Orange (medium)
- Red (high)

Appendix I contains some examples of maximum usage for tools in order to prevent injury and ill health.

HOUSEKEEPING

Good housekeeping is an essential safety element in all company workplaces. Examples of bad housekeeping eg materials or waste obstructing walkways, materials not being neatly stacked or items not stored correctly on shelves can increase the risks of slips/trips/falls or falling objects. Good practice will ensure that:

- Stairways, passages and walkways are maintained free from boxes, materials, power leads or other obstructions
- Materials and equipment are kept clear of building/roof edges, access ladders, stairways, floor openings or rising shafts
- Commonly used items are stored within easy reach and not on shelves too high

- Tools and equipment do not form tripping hazards and are stored away if not in use
- Working areas/offices are clean and tidy
- Toilets, wash-up facilities, drinking water provision is maintained in a clean and sanitary manner

INSURANCE

In recognition of its statutory and common law duties the Company has taken out insurance with an approved insurer, with such certificate of insurance being prominently displayed so as to be available for inspection at all reasonable times by employees and regulatory authorities i.e. the Health and Safety Executive Inspectors.

JOINT CONSULTATION

There will be joint consultation with others who may be affected by undertakings and also with respect to, emergency procedures, first aid and fire fighting provisions already in place and any additional requirements that may be needed.

LONE WORKING

Lone workers work by themselves without close or direct supervision. On occasion Belfry employees will find themselves in this position. The lack of immediate help to hand is potentially hazardous and lone workers should not be at a greater risk than other employees. Such employees will be provided with adequate information of the hazards they are likely to be exposed to and given any additional training that may be required. They should have the necessary skill, knowledge and experience to carry out the task required of them.

Lone workers will be made aware of:

- The risks associated with the job
- Who is their immediate supervisor
- How and who to contact in an emergency
- The action to take in an emergency
- Understand the limits on what they can and can't do

If the task is rated as a medium to high risk, lone working should not be allowed and a supervisor should be present. If working alone on site, in an office or driving long distances, lone workers should:

- Keep in regular contact with a colleague or someone who can raise the alarm if contact is lost
- Have 2-way communications

- Have a Responsible Person or contact set-up and briefed to be the point of communication for the lone worker. Contact periods to be arranged for safety checks/re-assurance. Alarm to be raised if communication fails

- Not be under 18 years of age, a new or expectant mother
- Be medically fit
- Have a specific risk assessment carried out for the task
- Not work on live equipment
- Not work in confined spaces
- Not work with certain hazardous substances
- Work at height
- Be well acquainted with these lone-working requirements

MANUAL HANDLING OPERATIONS - STANDARDS REQUIRED

The following regulations apply to manual handling or lifting of materials:
The Manual Handling Operations Regulations 1992 as amended 2002
Construction (Design and Management) Regulations 2007

Planning

All work will be tendered for or negotiated taking into account the above Regulations. The Directors will ensure that materials are landed as close as possible by machine or truck to the work site. Where the use of a machine is available to handle any heavy or awkward loads, instructions must be issued to site on the handling of these loads. A manual handling assessment will be undertaken in all situations in which a risk remains after the implementation of controls in accordance with The Manual Handling Operations Regulations 1992.

All site staff will be given training in the correct methods of handling and lifting loads as part of their normal safety training.

Supervision

Operatives will be instructed in the correct handling and lifting of loads when mechanical means are practical and staff will ensure that there is a supply of suitable gloves available for issue as required for the handling of materials which cause injury to hands. Safety footwear will be worn at all times on site and the Directors will dismiss from the work site any employee or employee of a subcontractor wearing unsuitable footwear.

The Directors will not require any operative, particularly a young person, to lift without assistance, a load that is likely to cause injury.

Safe System of Work

The main injuries associated with manual handling and lifting are:

Back strain, slipped disc
Hernias
Musculoskeletal disorders
Lacerations, crushing hands or fingers
Tenosynovitus
Bruised, or broken toes or feet
Various sprains, strains etc.

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that accesses are safe is especially important. The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

Manual handling operations will be avoided as far as is reasonably practicable i.e. by delivering work equipment, as close to the area of intended works and by the use of lifting devices, but where a risk of injury still exists it will be reduced to the lowest level possible.

Where an avoidance of a manual handling task is not possible an assessment of the operation will be made taking into account the task, the load, the working environment and capability of the individual to perform the task in hand. An assessment will be reviewed if there is any reason to suspect that it is no longer valid. In the first instance all possible steps will be taken to reduce the risk of injury to the lowest level possible throughout the workplace.

NEW & EXPECTANT MOTHERS

- It is the responsibility of the employee to advise their Manager in writing that they are pregnant, or if joining the company, that they have given birth within the last 6 months or are breast-feeding.

- It is the manager's responsibility to carry out a full risk assessment of the work being done by the pregnant employee, focused on the need to protect the new or expectant mother and her unborn child.

- The manager must make any working accommodations deemed necessary and monitor the situation at least on a monthly basis, making changes as necessary – including to working hours, the work carried out or the need to drive.

NOISE SURVEYS

Reference: Control of Noise at Work Regulations 2005

All excessively noisy activities will be restricted to 2 hours in every 4 hours wherever possible. The company will respond to any reasonable request to reduce the duration of noise further if required with due consideration given to the client's requirements and undertakings within the building.

In the prevention of noise induced hearing loss in operatives, should noise levels reach 80dB (A) operatives are to be informed of the risks to their hearing and supplied (if requested) with either appropriately attenuated ear defenders or earplugs.

Should noise levels reach 85dB (A) or above, operatives will be informed of the risks to their hearing and supplied with appropriately attenuated ear defenders or earplugs and instructed to wear them during noisy operations. The contractors are to ensure compliance by carrying out regular active monitoring.

Applicus Ltd may undertake basic noise surveys as required, during requested site inspections. However, operatives will be informed that as a general rule, if they need to raise their voices when standing 2 metres away from a noise source, it is too loud and PPE must be worn.

Where noise levels are suspected of being above the statutory level the Company will inform its external Health and Safety Consultants and request that they carry out full noise surveys, the staff will then be informed of the results. Steps will be taken to reduce noise and as a final defence, suitable and sufficient hearing protection will be provided, free of charge, to the operatives.

Hearing damage results from over exposure to noise. Belfry Property Services Limited undertake, as far is reasonably practicable to:

- Reduce noise at source.
- Isolate the noise source.
- Reduce the time that operatives are exposed to the noise.
- Identify which employees are exposed.
- Keep adequate records of such assessment until a further assessment is made.
- As a long-term undertaking to reduce the noise levels to which employees are subjected.
- Provide the employee with such information as will enable him to carry out his statutory duties.
- To designate ear protection zones and post signage accordingly.

OFFICE AWARENESS

- Although Belfry offices are a relatively safe place of work, suitable clothing, including footwear, should be worn. Open toed shoes (sandals/flip flops) would not be considered sensible, nor would walking about in bare feet.

- Common hazards in the office environment may include but are not limited to:

Unsuitable clothing
Damaged furniture
Poor storage
Open drawers
Unguarded guillotines
Unguarded electric fans
Unsuitable/defective lighting
Poor posture when seated
Poor housekeeping
Storing items too high on tops of cupboards.
Unstable/open filing cabinets
Cables across walkways
Standing on swivel chairs
Carrying/lifting/moving objects
Cluttered workstation
Obstructed walkways/stairways
Unauthorised heaters
Spills on/wet floor
Keys in furniture locks
Stacking items insecurely

- To prevent the above from causing accidents within the offices, the Office Mamager shall assess the risks to persons being exposed to the above risks and any others specific to the Head Office.

PERSONAL PROTECTIVE EQUIPMENT

PPE identified as necessary after an assessment of the various activities will be supplied free of charge by the Company and will conform with the requirements of the Personal Protective Equipment Regulations 2002. Staff will be fitted with equipment, trained in its use and maintenance, advised of the possible results of non-use and the reporting procedures for faulty equipment. Belfry Property Services Limited will operate an on-going policy of monitoring equipment use. It will be a disciplinary matter if staff do not adhere to the use of PPE and the associated controls that are to be implemented as part of the risk assessment.

In accordance with legislation, PPE is considered as a last resort in controlling risks and company requirements are:

- Minimisation of risk is exhausted before PPE is considered
- Risk assessments are the basis for determining the need, type and usage of PPE
- The only PPE to be worn on site is that issued/specified by the company
- Employees shall be trained in the use of PPE, records maintained of what is issued to who and records kept of inspection/maintenance
- PPE is personal and should only be used by those it is issued to
- PPE must be worn as determined and instructed by management
- PPE will be
    - appropriate to the risk
    - provide effective control/protection
    - be suitable for the wearer – comfort, fit, adjustment
    - comply with relevant safety criteria
    - be stored correctly and looked after by recipients
    - CE standard (Kite Marked) where appropriate

PLANT SAFETY

Ref: Provision and use of Work Equipment Regulations 1998 (PUWER)

Belfry Property Services Limited will ensure that all plant supplied to operatives and customers is safely maintained and in a fit state i.e. is guarded and equipped with safety devices and tested in accordance with all the current regulations and in the case of electrical equipment has a current electrical test certificate. Regular tests, inspections and maintenance will be carried out on plant and equipment supplied to operatives.

To ensure that all unsafe plant defects noticed or brought to their attention are dealt with promptly, dangerous plant should be put out of service until it can be properly repaired by a competent person.

Belfry have a policy of not holding plant but hiring it. Users will ensure that hired plant has an appropriate certificate of test and safety, current for the period in use.

PROTECTING THE PUBLIC

All necessary measures required for the protection of others will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work etc. Act 1974. Considerations will be given at the planning stage to ensure the protection of others and when necessary, barriers, screens etc. will be provided to ensure their protection. Should it be required scaffolds will be fitted with mono-flex or netting and an operative will be placed as a "lookout" to guide movements of the Public.

Site/workplace security will be put in place to stop members of the public/third parties getting into a position where they are a danger to themselves or to operatives of Belfry Property Services Ltd. This will include working in occupied buildings where third parties are present. Within occupied premises those persons that require information will be notified of the parameters of the works and will be notified accordingly of any changes to those work parameters.

RISK MANAGEMENT

Risk management is the basis of the Company's objective of achieving safe working places. The risk management procedures the Company adopts are as follows:

1. **Preparation of method statements/identification of methods of working.**

2. **Identification of the risks.**
3. **Assessments of the risks.**
4. **Identification of methods and practices of working to reduce the risks.**
5. **Assessment of the reduced risk levels.**
6. **Implementation of practices and procedures identified in risk assessments.**
7. **Monitoring and control of risk and risk reduction procedures.**

The company will ensure it has trained and competent managers having an appreciation of practical Risk Assessment and writing Method Statements to adequately control the hazards and risks likely to be encountered during the company's activities.

RISK ASSESSMENTS

The company will carry out on-going risk assessments for internal and external operations. The risks and controls to be implemented will be communicated to all staff. This procedure will be continuous and assessments will be updated as required by situations or statutory requirements.

Risk Assessments are a legal requirement under Regulation 3 of the Management of Health and Safety at Work Regulations. The company is required to make 'a suitable and sufficient assessment' of the risks to Health and Safety which its employees are exposed to while at work, and additionally the risks to the Health and Safety of persons not employed by the company who may be affected by the activities or undertakings of the company.

Risk assessments (RAs) will be undertaken by the Contracts Manager in conjunction with the Project Manager and site foreman. RAs will be carried out which will detail the range of hazards associated with working operations. A

hazard is something with potential to cause harm. A **risk** is the likelihood of that harm actually occurring. An appropriate **control measure** may be employed to reduce the risk by elimination, reduction or isolation. All reasonably practicable measures will be taken to **control** these risks to an acceptable level. RAs will be discussed by management and employees to ensure they are capable of assessing and controlling the hazards and risks they are likely to encounter and are aware that these are formally documented.

Risk Assessments must be carried out in certain circumstances and for certain categories of employees eg:
Working at Height
Hot Works
Confined Spaces
Lone Worker
New and Expectant Mothers
Young Persons - between the age of 16 and 18 years of age.
Children under 16 (on school work experience).
Disabled employees.
An employee with an injury that may prevent them carrying out their normal duties**.**

Method Statements

* A method statement is a document that describes in a logical sequence exactly how a work activity is to be carried out and in a manner which is safe and without risk to health.
* Method Statements - shall be produced as and when required before the commencement of any work/contract, especially for work **where the hazards and risks are significant** and these should be updated, as necessary, as work proceeds. These method statements will ensure consistent safe working practices within the Company.
* Together with applicable Risk Assessments, the Method statements are to be read and understood by all employees on the job or project.

SAFETY CONSULTANTS

Belfry Property Services Limited retains Applicus (Health and Safety) Consultants to advise Management at all levels, when requested, on matters relating to Safety and Health ie. relevant legislation, codes of practice and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.

SAFETY INSPECTIONS AND AUDITS

Random inspections of work sites may be undertaken with results recorded to ascertain that all activities are undertaken in a controlled safe manner and with

due regard for statutory obligations and Approved Codes of Practice. Contractor's safety arrangements will also be vetted to ensure that they are working competently in accordance with the Company Health and Safety requirements, their method statements and to current legislation.

Our Independent Safety Consultants Applicus will on occasions be called upon to undertake independent inspections to cross reference with those undertaken by Belfry Property Services Limited. If at any time a Health and Safety Audit is deemed to be required this will be undertaken by Applicus at the request of the Directors.

STAFF WELFARE FACILITIES

Belfry will ensure that provision is made for staff working on premises or sites in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992. Line Management will ensure that staff are inducted onto site and will be advised of First Aid facilities and any emergency procedures including Fire Evacuation.

Staff will keep welfare facilities tidy, clean and in good order with all rubbish placed in the receptacles provided and access / egress kept clear.

All injuries, (even if slight) must be reported to Line Management and recorded in the Site Accident Book, as appropriate, and an entry made in the Maplin head office Accident Book.

Any person discovered abusing equipment intended for Health, Safety or Welfare will be excluded from the site and may be disciplined.

Operatives must be advised of the need for good personal hygiene and the risks from not washing hands prior to eating, drinking or smoking. To facilitate good hygiene, appropriate facilities will be made available.

Smoking will only be allowed according to the stipulations prevailing on the site and in accordance with the Health Act 2006 Smoke free Legislation.

STRESS AT WORK

All employees are requested to inform the Management if at any time they feel that they are suffering the symptoms and effects of stress while at work. This may be due to personal matters, the effects of workload in the office, a particular problem or an accumulation of all these matters. There is an open door policy at Belfry Property Services Limited to ensure that any person requiring help and assistance can approach management in order that a confidential meeting can be conducted and a suitable solution can be found.

Employees etc. are reminded that often stress is the result of an accumulation and build up over time whereby relief from the symptoms of stress will result in

immediate improvement, to wait often causes unnecessary anguish, which may result in long term effects.

SUPPLIERS

The following paragraph may be inserted on orders to suppliers or hire companies providing any article or substance for use at work.

"In accordance with Section 6 of the Health and Safety at Work etc. Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when properly used. Also, in accordance with the above, please supply details of any tests of examinations carried out and full instructions for the safe use of the article of substance. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998"

All information received from suppliers will be passed to the supervisors for implementation and reference by operatives. The company will maintain assessment procedures for the introduction of new work equipment and schedule the identified training needs for the stall allocated to the new equipment.

TRAINING

Safety training is regarded as an indispensable ingredient of an effective Health and Safety programme. It is essential that all persons be trained to perform his or her task effectively and safely. It is the opinion of the Managing Director that a task, if not undertaken safely, is not performed correctly. All workers will be trained in safe working practices and procedures prior to working on site.

All personnel will be trained to ensure their competency in all tasks to be undertaken. When necessary, refresher training will be given. When operatives are required to carry out keys tasks they will be provided with the necessary additional training to the required standard and provide proof of competency.

Belfry Property Services Limited will provide any additional specialised courses or training as is appropriate and necessary for the requirements of their duties.

All training deemed to be beneficial will be provided and paid for by Belfry Property Services Limited. In the interests of staff, Health and Safety training will be mandatory with records of training retained at our head office.

The Company has a firm commitment to the training of its employees in matters relating to absolute competency, Health, Safety and Welfare. The objective of this is to ensure that the obligations of the Company in these matters are not only fully complied with, but are exceeded in order that locations of works are as safe as is reasonably practicable.

Training and improvement in the understanding and application of Health, Safety and Welfare matters is seen as a continuous process. There is no defined training agenda but rather a flexible approach whereby training in provided and updated in whatever areas are required by individual employees.

Training is provided in both a formal and informal manner and all employees are encouraged to positively identify to the Supervisors, Senior Construction Managers or Directors any areas where they feel they require training or retraining in up to date methods of work / Health and Safety issues.

On site training may be provided in the form of induction courses and toolbox talks given by the Company. Time will be made available for this instruction and will, where necessary, include familiarisation with the place of work, provision and explanation of any information contained in risk assessments or method statements, it will also deal with the use of any personal protective equipment together with instructions on maintenance of the equipment.

WORKING AT HEIGHT

Belfry Property Services Limited will comply with the Work at Height Regulations 2005 and take effective measures to prevent:

- Any person falling a distance likely to cause personal injury.
- Any person being struck by a falling object likely to cause personal injury.

Any area from which this may occur will have the following controls applied:

- Edge protection for all hazards with reference to stagings/platforms /access walkways etc erected above or below ground level.
- Fixed ladders of sound construction properly maintained and securely fixed.

Belfry Property Services Limited undertake to use scaffolding in line with approved Codes of Practice and will ensure that the register is completed every 7 days and that visual checks are carried out regularly by a competent person. In the event of the scaffold being altered or after inclement weather, a thorough check to the whole structure will be made and the result of this check entered in the register.

The use of Mobile Elevated Work Platforms (MEWPS) or similar will be operated by users trained and certificated by a PASMA or equivalent course.

WORK EQUIPMENT

Belfry Property Services Limited will endeavour to provide a workplace that complies with the statutory provisions contained within the Provision and Use of

Work Equipment Regulations 1998 (PUWER). All work equipment within the workplace shall be visually inspected to ensure it is safe and suitable for the purpose for which it is to be used and will be maintained in good working order.

Workers will be provided with adequate information and training to enable them to use work equipment safely.

WORKING WITH LEAD

All work will be undertaken in accordance with the Control of Lead at Work Regulations 2002. Where possible the exposure to lead by operatives will be prevented and in situations whereby this isn't reasonably practicable adequate controls will be put in place to reduce the exposure to the lead.

All operatives will receive an induction and regular toolbox talks to raise awareness of the hazard. Old lead piping and flashing etc. will not be worked on in any way, which may produce poisonous dust and fumes. The aim will be to prevent the liberation of fumes and dust therefore operations will be performed using safe systems of work and PPE when necessary. Where highlighted by the assessment protective clothing will be supplied and will be laundered by the company. Welfare facilities supplied will be washed before the toilet is used and before eating and smoking in order to prevent ingestion and absorption of lead.

Should employees be liable to be exposed to lead they will be placed under suitable medical surveillance by a doctor where the exposure of the employee to lead is, or is liable to be significant, or if the blood lead concentration of the employee exceeds the amounts outlined in The Control of Lead at Work Regulations 2002.

WORKPLACE TRANSPORT SAFETY

"Workplace Transport" refers to any vehicle or piece of mobile equipment which is used by employers, employees, self employed or visitors in may work setting (apart from travelling on public roads). Belfry Property Services Limited will reference HS (G) 136 in order to ensure the safety and welfare of third parties at all if their work sites by the segregation of pedestrians and plant and the management of risks.

In order to ensure the competence of staff with regards to their use of plant, certificates will be checked and their operations supervised until it is established that they have the capability. The on site management of workplace transport will be assessed by the Site Manager and controls applied as required, including wearing seat belts if fitted. At the offices and warehouse of Belfry Property Services Limited the task will be allocated to the Office Manager.

YOUNG PERSONS

When the Company employs people under the age of 18, it will complete explicit risk assessments in respect of the young workers. The assessments will address the specific factors identified for the safety of the young persons and the other workers who may be affected by them while they are undertaking tasks.

The Company will inform the parents or legal guardians of the risk assessments and the control measures to be used to provide a safe working

environment as required by the Management of Health and Safety at Work Regulations (Amended) 2003. The Company will provide the appropriate supervision to ensure that the young persons undertake their tasks safely. No young person, under 18 years of age will be permitted to undertake any work unless they are directly supervised by a fully competent person.

WASTE MANAGEMENT

The Site Waste Management Plan Regulations 2008 originally required the company, when in the position of Principal Contractor on projects in excess of £300,000, to ensure the appropriate segregation of waste types and organize where applicable the effective re-use, recycling, recovery or disposal of them.

These Regulations were rescinded by Defra in December 2013 and there is no longer a requirement for Belfry to comply *unless* the project needs to comply with the BRE Environmental Assessment Method (BREEAM) certification for sustainability. However, there are good reasons why Belfry will liaise with clients or the Principal Designer on projects to minimize, re-use or recycle waste to reduce the carbon footprint and amount of waste to landfill, leading to improved sustainability.

APPENDIX 1
HAND ARM VIBRATION

Tool	Hand Vibration (m/s^2)	Maximum usage period in 8 hrs (Minutes)
Pole scabbler	24	3
Med-Heavy Duty Demo Hammer 11k	14	Assess Risk
2 – stroke breaker, Light Duty Demo 5k Hammer	10	38
Electric breaker (7kg)	9	46
Rotary/hammer drill (4kg)	10	38
Rotary/hammer drill (9kg)	14	19
7-9" Grinder + 12" Grinder	7.5	67
7.9kg Combi Hammer Drill	7.0	77
18" Petrol Compactor Plate	6.9	77
5.9kg Combi Hammer Drill	6.5	89
Vibrating Poker (Concreting)	5 - 7	77 - 151
Orbital Sander	5.0	151
Jigsaw	3.2	307
Wall chaser (twin blade)	2.5 - 4	235 - 480
Circular Saw 6" – 9" also Rotary Drill, Belt Sander, Floor Sander, Wood Plane Router, Laminate Trimmer, Mini-grinde	2.5	480

Please note these values are indicative only for modern equipment manufactured to latest specifications. Individual manufacturers' equipment may differ. Guidelines from the tool hire company or the manufacturer should be sought to accurately gauge the HAV rating.

DETAIL

Vibration White Finger is the common result of hand-arm vibration and can be a debilitating and distressing condition. It can lead to pain and long-term damage to hands and muscles. It is often the result of prolonged use of power tools and equipment that produce vibration. The 2005 Hand-Arm Vibration Regulations now apply to all use of such tools and require employers and users to recognise, assess and control exposure.

Maximum usage times of tools should not be exceeded. If in doubt of a tools specifications, manufacturer's guidance should be sought.

The following table is to be used for reference.

RED = High Vibration Risk
ORANGE = Medium Vibration Risk
GREEN = Low Vibration Risk

Figures derived from HSE approved guidance issued by the Hire Association Europe and the Construction Confederation.

Vibration values in m/s²	Exposure time required to reach action lev 2.8m/s² A (8)	
	In Minutes	In hours
2.8	480	8.00
3.0	418	6.97
3.5	307	5.12
4.0	235	3.92
4.5	186	3.10
5.0	151	2.51
5.5	124	2.07
6.0	105	1.74
6.5	89	1.48
7.0	77	1.28
7.5	67	1.12
8.0	59	0.98
8.5	52	0.87
9.0	46	0.77
9.5	42	0.69
10.0	38	0.63
10.5	34	0.57
11.0	31	0.52
11.5	28	0.47

APPENDIX 2
TOOL BOX TALKS

No 1- Health and Safety at Work Act 1974
No 2- Powers of the HSE
No 3- Legal Duties of Employees
No 4- General Safety Legislation
No 5- Benefits of Safety
No 6- General Site Health and Safety
No 7- Accident Reporting and Investigation
No 8- Accident prevention and Control
No 9- Young People on Site
No 10- COSHH
No 11- Health on Site
No 12- Weil's disease
No 13- Alcohol and Drugs
No 14- Needlestick Injuries
No 15- First Aid
No 16- Welfare Arrangements
No 17- Personal Hygiene
No 18- Manual Handling
No 19- Safe Stacking of Materials
No 20- Slips, Trips and Falls
No 21- Risk Assessments and Method Statements
No 22- Safety Inspections and Consultation
No 23- Ladders
No 24- Trestles and Stepladders
No 25- Hoists and Hoist Towers
No 26- System Scaffolds
No 27- Mobile Scaffold Towers
No 28- Tube and Fittings Scaffolding
No 29- Safe Working at Height
No 30- Safety nets and Suspension Equipment
No 31- Mobile Elevating work Platforms
No 32- Safety with Steelwork
No 33-Working over Water
No 34- Abrasive Wheels
No 35- Cartridge-operated Tools
No 36- Portable, Hand-held Electrical Tools
No 37- Lifting Equipment and Operations
No 38- Lifting Accessories
No 39- Signallers and Slingers
No 40- Plant and Equipment

No 41- Mobile Plant
No 42- Site Transport
No 43- Security on Site
No 44- Woodworking Machines
No 45- Chainsaws
No 46- Asbestos
No 47- Buries Services
No 48- Control of Dust and Fumes
No 49- Electricity on Site
No 50- Excavations
No 51- Lead Hazards
No 52- Safety in Demolition
No 53- Hydro Demolition
No 54- Piling
No 55- Water Jetting
No 56- Trackside Safety
No 57- Working in Confined Spaces
No 58- Road and Street Works
No 59- Personal Protective Equipment
No 60- Control of Noise
No 61- Protection of Eyes
No 62- Protection of Skin
No 63- Sun Safety
No 64- Vibration
No 65- Waste Management
No 66- Pollution Control
No 67- Fire Prevention and Control
No 68- HFLs and Petroleum-based Adhesives
No 69-LPG and Other Compressed Gases
No 70- Vehicles Fuels

APPENDIX 3
MONITORING THE POLICY MANUAL

HEALTH AND SAFETY POLICY
DOCUMENTATION REVIEW

To ensure that we comply with the requirements imposed by the Health and Safety at Work etc. Act 1974, our Health and Safety Policy Statement and Documentation will be reviewed periodically and at least annually.

DATE OF REVIEW	REVIEWED BY	BRIEF DESCRIPTION OF CHANGES	REVIEW NEX
October 2000	M.E.L. (Health & Safety) Consultants Ltd	Initial Policy	October 2001
December 2001	M.E.L. (Health & Safety) Consultants Ltd	Check legislation, Company details and Organisati schematic diagram. Added additional responsibilities.	December 2002
May 2003	M.E.L. (Health & Safety) Consultants Ltd	Check legislation, Company details and Organisational schematic diagram. Added additior Arrangements.	June 2004
May 2004	M.E.L. (Health & Safety) Consultan Ltd	Check legislation, company details additions to responsibilities.	May 2005
April/May 2005	Applicus Ltd H&S Consultants	Reviewed, no changes. Separate new Fire Safety Plan.	June 2006
June 2006	Applicus Ltd H&S Consultants	Review and update, incorporating new legislation.	June 2007
June 2007	Applicus Ltd H&S Consultants	Review and update, incorporating new legislation & extra CDM, HAV & Fire Safety information.	June 2008
April 2008	Applicus Ltd H&S Consultants	Review and update incorporating Corporate Manslaughter Act 2007.	April 2009
August 2008	Applicus Ltd H&S Consultants	P12 Noise Regs now 2005, 2m rule p45 extracted a obsolete.	April 2009
June 2009	Applicus Ltd H&S Consultants	Clarification to Safety Arrangements p9. Change para 1 p25 to show amendment 2006. Addition p38 indicating Manual Handli Regs amended 2002. Additional section p39 re Noise legislation. PUWER legal ref added to Plant Safety p41. Additional info p41 to WAH Regs re MEWPS and PASMA training. New section r Asbestos p47. New section outlining CDM responsibilities p47.	April 2010
June 2010	Applicus Ltd H&S Consultants	Addition p 33 re Employees covering Fire Safety (Employees Capabilities) (Englan Regulations 2010. New Environmental aspect inclusion p 49 covering Site Waste Management Planning	June 2011

		Regulations 2008. Use of seatbelts now includ in Workplace Transport Safety	
June 2011	Applicus Ltd H&S Consultants	Page 8 para 2, delegation clarified. Page 9, Finance provision added to MD responsibilitie Page 13, new bullet point added re employees not causing hazard or risks. Page 15 additiona information on appropriate PPE and Plant and equipment safety. Page 37, new section coverir Housekeeping. Page 42, additional informatior re Risk Management.	
July – August 2012	Applicus Ltd H&S Consultants	Additions to Policy, Update Organogram, Nev section re Accident Investigation, additional clauses on communication, Additions to CDMRegs, New section on Environmental wareness, dditional bullet to Lone Working re contact, New section – New/Expectant mother New section Office Awareness, Ne sctions on Risk Asssments,Detailed clause on ibration White Finger in Appendix 1, New list of Toolb Talks Appendix 2.	June-July 2013
August 2013	Applicus Ltd H&S Comsultants	Organogram for H&S Responsibility amende p7 MD duties clarified p8 with delegation to Operations Director p9. Further duties of Operations Director or Delegated Deputy amended p9 Updated detail on Attendance Record Trainin File 9 P 91 Updated detail on Toolbox Talks records p92	August 2014
August 14	Applicus Ltd H&S Comsultants	Revision p4 to para 6 clarifying dities of MD ar Snr Management responsibilities. P6 – MD clarification. Organogram for MD and H&S Responsibility amended p7. MD duties clarified p8 with reference to additional duties as Operations Director. CDM p34 - possible changes mentioned with onus on Belfry to accommodate pro-actively any required duties. Site Waste Management Regs rescinded p 53.	August 2015
August 15	Applicus Ltd H&S Comsultants	General – reference re top management only made to Managing director or Director. Appointed Person first aid added p 20. Clarification made on maintenance requiremer of 3-day records re RIDDOR p30 Plant Safety p 46 – Hiring policy explained wit in-test certification required. Addition to SWMP 2008 as rescinded re Belfry and sustainability p53. New CDM Regs et al p34 New Appendix 5/6 – CDM 2015 Annex K re L	August 2016

APPENDIX 4

APPENDIX TO BELFRY HEALTH & SAFETY POLICY MANUAL

Belfry Practical Guide to Health and Safety

The Practical Considerations of Implementation

The following pages provide some practical guidance on working safely in the course of carrying out building work.

Although a large majority of the legal health and safety duties fall on employers, health and safety legislation does also place obligations on employees. These tend to be of a general nature and basically require employees to look after their own health and safety, and that of others, while working, to co-operate with employers in matters of health and safety, including properly using any equipment, procedures or protective measure provided and not to behave recklessly.

The prevention of accidents calls for a systematic assessment of hazards and risks, the selection and use of safe working methods and a real team working approach to hazard elimination.

People are by far the most important asset of our industry. The purpose of this index is to help people to work together safely on building work.

APPENDIX 5

Construction (Design and Management) Regulations 2015

Background

The previous 2007 CDM Regulations have been replaced to make it easier for everyone involved to understand what they need to do the job safely.

Small and medium size construction businesses now have to make a plan and manage health and safety under the Construction (Design and Management) Regulations 2015 which came into force on **6 April 2015**.

This means that for the first time any construction work whether it's a new bathroom fit out or an extension will need a **construction phase plan.**

Key changes of the new CDM Regulations 2015

- The revised legislation applies to all projects including for the first time **domestic jobs**
- All projects must have a written **construction phase plan**
- The role of **CDM co-ordinator** in the previous CDM Regs 2007 has been removed and replaced with a new role of **principal designer.**
- There is a duty to make sure all persons doing the job have the right **skills, knowledge, training and experience.**
- Some domestic and non-domestic projects will have to be **notified** to the Health & Safety Executive by the client.

The HSE have produced draft legal series guidance (L153) on the legal requirements for CDM 2015.

Summary of role and main duties

Client

The CDM 2015 defines a client as anyone for whom a construction project is carried out. The regulations apply to both **domestic** and **commercial clients**. This guidance document is for commercial clients.

A client has responsibility to make suitable arrangements for managing a project.

This includes making sure that:

- other duty holders are appointed
- sufficient time and resources are allocated
- relevant information is prepared and provided to other duty holders
- the principal designer and principal contractor carry out their duties
- welfare facilities are provided.

Domestic clients

They are included in these new regulations, but their duties as a client are normally transferred to:

- the contractor on a single contractor project or
- the principal contractor on a project involving more than one contractor

The domestic client can choose to have a written agreement with the principal designer to carry out the client duties. Domestic clients should read the separate guidance by the HSE called 'Want construction work done safely?'

Designer

The designer's role when preparing or modifying designs is to eliminate, reduce or control foreseeable risks that may happen during construction or maintenance and use of a building after it's been built.

The designer also provides information to other members of the project team to help them fulfil their duties.

Principal Designer

The principal designer is responsible for planning, managing, monitoring and coordinating health and safety in the pre-construction phase of a project. This includes:

- identifying, eliminating or controlling foreseeable risks
- ensuring designers carry out their duties.
- Preparing and providing relevant information to other dutyholders.

The principal designer also liaises with the principal contractor to help in the planning, management and monitoring of the health and safety in the construction phase.

Contractor

If you are a sole trader, self-employed worker, individual or business carrying out, managing or controlling work in the construction industry then this guidance is for you.

Anyone who directly engages construction workers or manages construction work is a contractor.

This includes companies that use their own workforce to do the work on their premises and duties apply to all workers be they employees, self-employed or agency workers.

The contractor's duty is to:

- plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.
- for projects involving more than one contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.
- for single contractor projects, prepare a construction phase plan.

Principal Contractors

The principal contractor's duty is to:

- plan, manage, monitor and coordinate health and safety in the construction phase of a project
- liaise with the client and principal designer
- prepare the construction phase plan
- organise cooperation between contractors and coordinate their work.

Ensure:

- suitable site inductions are provided
- reasonable steps are taken to prevent unauthorised access
- workers are consulted and engaged in health and safety matters
- welfare facilities are provided

Workers

As people working for or under the control of contactors on a construction site the workers have duties as well as their employers.

Workers must:

- be consulted about matters which affect their health, safety and welfare
- take care of their own health and safety and others who may be affected by their actions
- report anything they see which is likely to endanger either their own or others' health and safety
- cooperate with their employer, fellow workers, contractors and other duty holders

Definitions

For Definitions refer to APPENDIX 6 - Ref Annex K re L (legal) Series

APPENDIX 6

Belfry interpretation of Annex A – CDM 2015

CDM duty holders and their roles summarised

CDM duty holders* - Who are they? Summary of roles & main duties:

Clients - Organisations or individuals for whom a construction project is carried out.
Must make sure of suitable arrangements for managing a project. This includes making sure that:

- other duty holders are appointed
- sufficient time and resources are allocated.

Clients must also make sure that:

- relevant information is prepared and provided to other duty holders
- the principal designer and principal contractor carry out their duties
- welfare facilities are provided.

Domestic clients – Although Belfry does not currently undertake domestic projects, Belfry staff should note that it relates to people who have construction work carried out on their own home, or the home of a family member, that is not done in furtherance of a business, whether for profit or not. Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to:

- the contractor, on a single contractor project, or
- the principal contractor, on a project involving more than one contractor.

However, the domestic client can choose to have a written agreement for the principal designer to carry out the client duties.

Principal Designers** are Designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role. They have the duty to plan, manage, monitor and co-ordinate health and safety in the pre-construction phase of a project. Belfry will work with the client and/or the Principal Designer in safety planning. This includes:

- identifying, eliminating or controlling foreseeable risks

- ensuring designers carry out their duties. Prepare and provide relevant information to other duty holders. Liaise with the principal contractor to help in the planning, management, monitoring and co-ordination of the construction phase.

Designers – are those who, as part of a business, prepare or modify designs for a
building, product or prepare or modify designs to system relating to construction work.
When preparing or modifying designs, they should eliminate, reduce or control foreseeable risks that may arise during:

- construction – all phases
- the maintenance and use of a building once it is built - providing information to other members of the project team to help them fulfil their duties.

Principal contractors - Contractors appointed by the client to co-ordinate the construction phase of a project where it involves more than one contractor to plan, manage, monitor and co-ordinate the construction phase of a project. Belfry will often work in this role where their duties will include:

- liaising with the client and principal designer
- preparing the construction phase plan
- organising co-operation between contractors and co-ordinating their work.

They will ensure that:

- suitable site inductions are provided
- reasonable steps are taken to prevent unauthorised access
- workers are consulted and engaged in securing their health and safety
- welfare facilities are provided.

Contractors - Those who do the actual construction work. They can be either an individual or a company, like Belfry, who will plan, manage and monitor construction work under their control, so that it is carried out without risks to health and safety.

For projects involving more than one contractor, to co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor. For single-contractor projects, there will be a need to prepare a construction phase plan.

Workers - The people who work for or under the control of contractors on a construction site They must:

- be consulted about matters which affect their health, safety and welfare
- take care of their own health and safety and that of others who may be affected by their actions
- report anything they see which is likely to endanger either their own or others' health and safety

- co-operate with their employer, fellow workers, contractors and other duty holders.

* Organisations or individuals can carry out the role of more than one duty holder, provided they have the skills, knowledge, experience and (if an organisation) the organisational capability necessary to carry out those roles in a way that secures health and safety.

** Principal designers replace the role undertaken by CDM co-ordinators under CDM 2007.

APPENDIX 7

LIST OF SAFETY ISSUES COVERED

1. Access and Egress
2. Risk Assessment
3. Housekeeping
4. Scaffolding
5. Working at Height
6. Lifting Gear and Appliances
7. Protection of Eyes
8. Personal Protective Equipment
9. Welding and Cutting
10. Electricity
11. Manual Handling
12. Noise
13. Fire Prevention
14. Hand Tools
15. Site Transport
16. Abrasive Wheels
17. Compressed Air
18. Working with Hazardous Substances
19. Confined Spaces
20. Flammable Liquids
21. Cartridge-operated Fixing Tools
22. Accidents
23. First Aid
24. Asbestos
25. Environment
26. Safety Signs

ACCESS AND EGRESS

The majority of the accidents that occur at work are from people falling down, falling over, stepping on or striking against something during access or egress to a work site.

An insecure ladder, a fragile roof, a clutter of stock materials, a blocked gangway and general inattention all lead to accidents of this sort.

- Do not block recognised gangways unless a clear diversion has been provided.
- Only authorised routes are to be used to and from work sites.
- Do not remove ladders without blocking the former access if appropriate.
- Do not remove guardrails or barriers and leave the area unattended and unprotected.
- Use only proper and suitable equipment to reach your work. Improvisations cause accidents.
- Fire exit routes and doorways must be kept clear at all times.

Learn your safe route to and from your work site, plus a safe escape route in case of emergency.

RISK ASSESSMENT

All work of a hazardous nature must be covered by a suitable and sufficient assessment of:-

- The risk to the health and safety of employees to which they are exposed whilst they are at work.

- The risk to the health and safety of persons not in our employment arising out of or in connection with the work conducted by Belfry Property Services.

The risk assessment should:-

- Identify the significant risks arising out of work.

- Enable the employer or the self employed person to identify and prioritise the measures that need to be taken to comply with the relevant Health and Safety Laws.

- Be appropriate to the nature of the work and should remain valid for a reasonable period of time.

- Where possible, all risk assessments should be carried out using the Company Risk Management procedures.

- If you have not seen a risk assessment for the work you are undertaking ask your supervisor.

NOTES:

Hazard

A hazard is something with the potential to cause harm (this can include substances or machines, methods of work and other aspects of work organisation).

Risk

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

Extent
The extent of the risk covers the population which might be affected by a risk – the number of people who might be exposed and the consequences for them.

HOUSEKEEPING

Housekeeping is one of the most important single items influencing health and safety on site. Cleaning up as you go should be the rule so that it does not become a burden and a hazard.

- All stairways, passageways and gangways must be kept free of materials, supplies and obstructions of every kind.

- Materials and supplies must be kept away from the edges of hoistways, ladder access, stairways and floor openings.

- Spillages of oil or other substances must be cleaned up immediately using the appropriate procedure.

- Protruding nails in timber should be removed or hammered flat.

- Tools not in use should be placed in a tool box or tool bag and not strewn about to cause tripping hazards.

- Keep your job area clean. Remove scrap and rubbish regularly to the allocated containers or disposal points.

- Toilets, washing facilities and drinking water are provided for your use and comfort. Please help to keep these facilities clean and tidy.

- Keep mess rooms clean. Do not let soiled clothes, food scraps etc, accumulate.



A CLEAN SITE IS A SAFE SITE

SCAFFOLDING

The erection of scaffolds is a skilled task which should only be carried out by trained and competent scaffolders.

Prefabricated towers should only be erected or altered by competent persons.

All Belfry Property Services employees should attend a Tower Scaffolding training course.

- If a scaffold has been erected for seven days or more, or has been subjected to bad weather, make sure that it has been inspected by a qualified person and that any defects have been put right.

- Scaffold towers that have been in place for seven days or more must be inspected.

- A record of inspections must be kept.

- Unless you have been properly trained and authorised to do so, do not alter any part of a scaffold.

- When using scaffolds, be wary of unauthorised alterations by other people which may have left dangerous gaps in decking etc. Do simple visual checks on the scaffold yourself, as you carry out your job.

- Do not ignore warning signs – if a section of scaffold is blocked off, treat it as unsafe for use.

- Do not overload scaffolds. Find out what loads the scaffold was designed and erected for and don't exceed these.



WORKING AT HEIGHT

Every year many construction workers are killed or seriously injured as a result of falls from height. Most of these accidents are preventable by following these rules:

Use of Ladders Safely

- Inspect ladders before each use. Report defects to your supervisor.
- **Do not use defective ladders**
- Set ladders properly on a firm, level, base. Ensure that ladders are securely tied or footed and cannot slip outwards or sideways.
- Where possible use the 'one-in-four rule' i.e. one foot out at the base for every four feet of ladder height.
- Work safely from ladders at all times. Use both hands to climb and do not overreach when working off a ladder.
- Use a safety harness when you need to have your hands free for working.

Safe Work on Scaffolds

- Never alter scaffolds or remove scaffold boards. This work must be carried out by trained scaffolders.
- Report any missing guard rails, toe-boards etc, to your supervisor.
- Do not work off incomplete scaffolds.
- Obey warning signs posted on scaffolds.
- Ensure that working platforms are kept clean and clear from tripping hazards.
- Never move tower scaffolds with people on the platform.
- Lock castors on tower scaffolds to prevent movement when working.

Use Fall Arrest Protection

- Fall arrest protection – safety harness, inertia reel etc, is issued for your personal safety. Ensure that the equipment issued is worn and used at all times during work at height.
- Check the condition of all arrest equipment before you use it. Report any defects in this equipment to your supervisor.
- Ensure you know how to use and maintain this equipment.

REMEMBER – THE SAFE WAY TO WORK
IS THE RIGHT WAY TO WORK

LIFTING GEAR AND APPLIANCES

- Do not use the lifting equipment for any load exceeding its stated Safe Working Load (SWL).
- All hooks used for lifting must be fitted with a safety catch, or should be moused, or so shaped as to prevent the sling eye or load coming off the hook.
- The edges and corners of a load should be packed to prevent sharp edges damaging lifting ropes, chains, slings etc.
- Never lift with the point of any hook.
- Never drag a sling from under a load if it is not free.
- Never cross, twist, kink or knot any sling for any purpose whatsoever.

REMEMBER – SAFE SLINGING AND RIGGING REQUIRES THE CORRECT LIFTING EQUIPMENT TO BE USED AT ALL TIMES

PROTECTION OF EYES

The most common incident reported to the Health and Safety Department is eye injury. The eyes are very vulnerable and an accident or injury can change a person's way of life.

- When carrying out operations which expose you to flying particles, dust, chemicals or harmful rays, proper and suitable eye protection must be worn. These operations include welding, burning, chipping, grinding, working with hazardous chemicals and working on flanges.

- Report the loss or defectiveness of eye protection to your employer.

- Make sure that your eye protectors are suitable for you and for the work being carried out.

- Take care of eye protection issued to you.

- Keep it clean and protect it from damage.



REMEMBER, A SENSIBLE WORKER VALUES HIS SIGHT

PERSONAL PROTECTIVE EQUIPMENT

In some work activities personal protective equipment (PPE) has to be supplied and used whether it be a legal requirement or a condition of employment.

Sometimes PPE has to be used because there is no other way to protect you from the possible risks of the work. There is a wide range of PPE suitable for almost every work activity.

- If in any doubt ask your supervisor what, if any, PPE should be used for your work activity.
- Check that your PPE is suitable for your work.
- If necessary, such as with safety harnesses and respirators, ask for training in the use of PPE, before you start work.
- Make sure that the PPE is properly adjusted for comfort and compliance with the manufacturer's instructions.
- Ensure the necessary tests on your PPE are carried out regularly and the results recorded. Report defects to your supervisor for repair or replacements.









THESE ARE ALSO THE TOOLS OF YOUR TRADE
USE AND LOOK AFTER THEM

WELDING AND CUTTING

Introduction

Welding and cutting normally produce fumes, gases and heat and may result in ultra-violet and other radiations. For these reasons it is essential that safe working conditions are maintained and well-established procedures and safety precautions are followed.

The main sources of hazard likely to be encountered are:

- high temperatures causing burns and fires;
- electric shock, which could be fatal;
- fumes and gases, liable to cause injury to health;
- explosions, during the welding of tanks, drums and vessels;
- thermal radiation causing burns and arc eye.

High Temperatures

To guard against fire, burns and explosion:

- remove all combustible materials from the welding area;
- ensure that welding operations are not carried out where there are flammable substances or vapours etc;
- wear appropriate protective clothing, to suit the type of welding and the position of the weld, such as overalls made of flame retardant materials, gloves, helmets and shields to protect the eyes and face.

Electrical Safety

Ensure that:

- equipment is installed in accordance with the Institute of Electrical Engineers' (IEE) wiring regulations, relevant British Standards and the manufacturers' instructions;
- isolation switches are readily accessible;
- terminals and live components are adequately protected;
- all cables are inspected frequently to ensure insulation is intact;
- any damage to insulation of cables, torches, electrode holders, etc is immediately reported for repair or replacement;
- there is a separate earthing conductor in addition to the welding current return cable.

WELDING AND CUTTING

Fumes and Gases

Most welding and cutting operations give off fumes and gases to the surrounding air, which can be a hazard to health and are subject to the COSHH Regulations.

The best guard is effective ventilation, by either natural or mechanical means. When welding in the open, the fumes and gases will normally disperse harmlessly in the air. The welder should position himself upwind of the weld, with his head clear of the rising fumes. In a high-roofed workshop the general level of welding fumes and gases is likely to be low, though higher levels may exist close to welding operations and may then require use of Local Exhaust Ventilation (LEV) equipment.

The welder must be in possession of a COSHH Assessment.

Explosion

During the welding of tanks, drums, vessels, etc a fire may start if the three necessary conditions are brought together.

- the presence of flammable material
- a source of oxygen
- a high temperature ignition source

Clean air for the welder to breathe provides a source of oxygen and the process is invariably hot enough to cause ignition. So if any flammable material such as oil or grease is present it can catch fire. If it is confined within a tank or vessel, the resulting rise in temperature may cause the pressure to increase, ignition spreading very rapidly to cause a sharp pressure rise or explosion. The walls of the tank may rupture, causing widespread damage, injury or death. Very small quantities of material can lead to a serious explosion.

It is therefore recommended that:

If working on, near or in a tank or vessel which contains or has contained any liquid or vapour – check that the air has been monitored and that the liquid, the vapour and the residue are known to be non-flammable and non-explosive before starting work or that the vessel has been cleaned to remove all flammable residues:

- if this assurance is not available, seek expert advice on making the tank etc, safe.

WELDING AND CUTTING

Because of these risks, empty drums of oil etc should never be used as work supports. The risks are considerably increased when flame cutting, due to oxygen enrichment. Some fine dusts, such as those of coal or flour, can cause similar fire or explosion hazards.

Radiation

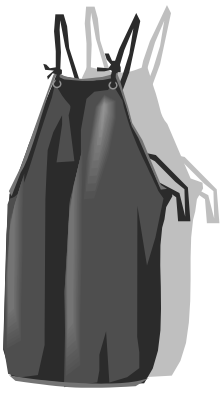
The visible light from the welding arc is extremely bright and to provide safe, comfortable viewing, a shaded filter glass must be used, which conforms to the appropriate British Standards.

As well as the visible light, there is also infra-red and ultra-violet radiation. The infra-red can cause cataracts or burn the retina; ultra-violet causes skin burning and arc eye, which is a temporary, sore, gritty sensation in the eyes, though prolonged exposure can cause more serious damage.

Protection for Welders and Other Personnel

- Ensure that helmets and hand shields are in good condition and are fitted with the correct grade of filter glass;
- When welding use protective clothing – eye protection, gloves, overalls, etc;
- Provide suitable eye protection to everyone who enters a welding area;
- Place non-reflecting screens (for example, matt green) around welding area, to shield other persons from the welding arc.





ELECTRICITY

Electric shock is a major hazard – it can cause physical injury and can KILL!
All work carried out on electrical systems must comply with the Electricity at Work Regulations 1989.

The following points are important:-

- Check that the plugs and cables of hand-held electrically powered tools are in good condition.
- Never interfere with any electrical equipment or wiring.
- Never improvise with electrical equipment.
- Never attempt repairs yourself.
- Report any defective or damaged electrical equipment immediately to your supervisor.
- Use only 110 volt electrical tools.
- Don't leave trailing electrical cables where they can be damaged or cause tripping hazards.
- Always assume that electrical systems are "LIVE". All electrical systems must be tested for dead.
- Take care that mobile towers, ladders, scaffolds etc, do not come anywhere near overhead cables.
- Switch off and isolate all electrical equipment after use.

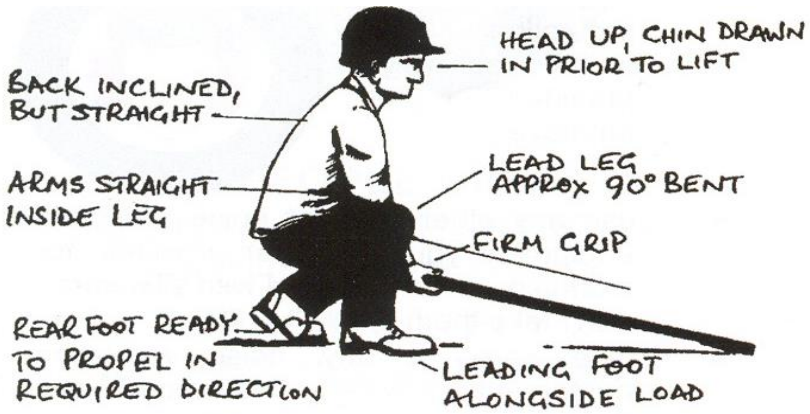


TO STAY ALIVE YOU HAVE TO STAY ALERT

MANUAL HANDLING

Over 22,000 back injuries are reported in industry every year. Twenty five percent of all industrial injuries are due to this problem.

- The person carrying out the lift should be close to the load with the feet about hip width apart and the lead foot slightly forward in line with the load.
- The knees should be bent so that the body is at the correct height. The load can then be lifted by straightening the knees, placing most strain on the muscles of the thighs and legs.
- The back must be kept straight i.e. canted to an angle not exceeding 20 degrees from the vertical.
- The head should be raised and the chin pulled in, to lock the upper part of the spine and avoid a sudden backward head movement damaging discs in the neck.
- The arms should be close to the body, to keep the load's centre of gravity within the body's base and the palms of the hands and upper parts of the fingers should be used to grasp the load.
- Body weight should be used to counterbalance the load by moving the rear leg a little further back as the load is being lifted.
- Check for rough or sharp edges.
- Always wear appropriate protective clothing including gloves.
- If the load is too heavy, seek assistance.



IF IN DOUBT,
ASK YOUR SUPERVISOR

NOISE

It is seldom possible in building services operations to eliminate noise at source.

The following steps should, however, help to reduce the risk of hearing damage:-

- If you feel uncomfortable about the noise level you are working in – see your supervisor.
- Wear the ear protection (ear muffs or ear plugs) provided by your employer.
- Use any other relevant noise reduction equipment your employer provides, for example, machines fitted with silencers – don't take them off.
- Take care of any noise reduction equipment provided and report any defects in it to your supervisor.

Hearing protection must be worn in all areas where the noise level exceeds 90dB (A) or where a mandatory sign is displayed.



IF PEOPLE HAVE DIFFICULTY SPEAKING TO EACH OTHER OVER APPROXIMATELY 2 METRES USING NORMAL SPEECH LEVELS, THEY MAY NEED TO BE PROVIDED WITH EAR PROTECTORS

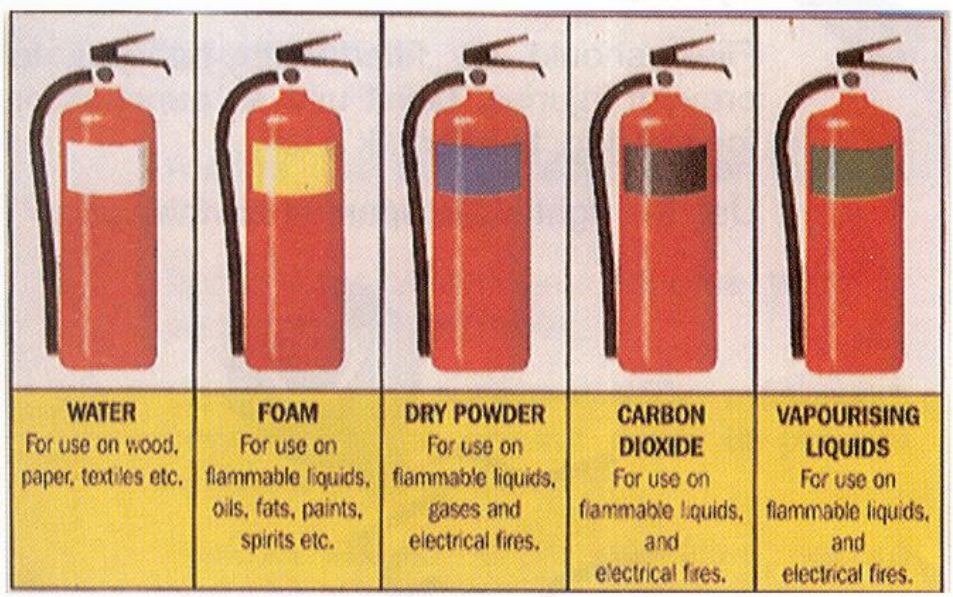
FIRE PREVENTION

The consequences of fire are obvious – not only lives and jobs are at risk but also the financial loss must be considered. The prevention of fires is everyone's responsibility:

- Obey 'NO SMOKING' signs.
- Never use unofficial heating, lighting or cooking appliances.
- Do not place clothes on or near heating appliances.
- Do not allow combustible materials and debris to accumulate.
- All hot work operations must be carried out under Permit to Work.
- Make sure that you know the position of fire extinguishers, how to identify the different types of extinguishers and their uses, how to operate them and also the procedure to obtain assistance in the event of a fire.

In the event of a fire:

- Keep calm
- Sound the alarm or report the fire immediately.
- Only attempt to put out small fires if you can do so without placing yourself at risk.
- On hearing the alarm, evacuate by the nearest fire exit route and report to the Assembly Point.



REMEMBER, FIRE COSTS LIVES!
REPORT ALL FIRE HAZARDS TO YOUR SUPERVISOR IMMEDIATELY

HAND TOOLS

- Keep hammer heads tightly wedged on their shafts and replace split or damaged wooden handles.

- Protect sharp edges of tools that are to be stored or covered. Uncovered Stanley knives kept in pockets cause many hand injuries.

- Files should be fitted with handles to prevent injuries. Don't use as punches or for levering, they break easily.

- Use the right sized spanner for the nut.



REMEMBER, GOOD TOOLS MEAN FASTER AND SAFER WORKING

Many accidents occur due to hand tools being poorly maintained or misused. Do not forget that a tool that can cut through steel can also cut through flesh and a hammered thumb is very painful.

Follow these rules:

- Always use the correct tool for the job, never 'make do'.

- Scrap tools when they become worn or damaged beyond repair.

- Chisels and punches with mushroom heads must be ground down to prevent splinters of metal flying off.

- Handles should be properly fitted, secure and free from splits.

- Keep edges of cutting tools, saws, chisels, drills etc, sharp and in good condition.

GOOD WORKMEN REQUIRE SAFE TOOLS

SITE TRANSPORT

Many accidents are the result of unsafe driving or operation of site transport.

- Only authorised and certified personnel are to drive site transport.

- Non – road vehicles, for example, dumpers and forklift trucks are normally designed to accommodate the driver only. No other person is to ride on such vehicles.

- Drivers of site transport must be properly trained and alert to continually changing site conditions.



- All damage by site transport must be reported and repaired immediately. A bent scaffold, a displaced ladder or broken drain cover can lead to somebody else's injury.

- Keep loose objects off the floor so that they do not impede control of the vehicle.

- If you leave a vehicle unattended, make sure that it is immobilised, remove ignition keys.

- On site, observe the principles of the Highway Code as you would off site.

- The movement of site transport can be unpredictable – keep your eyes open when you are a pedestrian.

ABRASIVE WHEELS

Many accidents involving abrasive wheel machines occur every year on sites. These accidents are usually due to the incorrect mounting and use of abrasive wheels during grinding and cutting work.

The following rules must be followed in order to ensure your safety and to protect others whenever abrasive wheels are used.

- You are only allowed to fit abrasive wheels if you have received approved training and have been formally appointed by your employer to carry out work of this kind.
- When fitting a new wheel make certain that the spindle speed does not exceed the permitted speed of the wheel.
- To protect yourself and others nearby the guards must always be properly in position while the grinder is in use.
- Eye protection must be worn when operating any type of abrasive wheel machine.
- Keep working areas clean and tidy and free from obstructions.
- Never use a machine which is not in good mechanical condition.
- Prevent hearing damage by wearing hearing protection during cutting and grinding operations.



IT IS IMPORTANT TO REMEMBER THAT UNDER 18 YEAR OLD OPERATIVES ARE NOT ALLOWED TO FIT ABRASIVE WHEELS EVEN IF THEY HAVE ATTENDED THE TRAINING COURSE

COMPRESSED AIR

There are many ways in which compressed air can be dangerous, for example it can enter body orifices such as the mouth and ears, causing severe and often fatal injuries and at high pressure it is capable of penetrating the skin.

Particles of oil carried in an airjet can damage the eyes while explosions may occur if oil-coke deposits in a system spontaneously ignite.

Vessels containing compressed air, even at comparatively low pressure, can explode violently once their integrity is lost and dirty or wet air can cause a system to fail, for example, by blocking safety related valves.

Remember the Following Safety Points

- Compressed air should never be used for cleaning clothing.
- Horseplay with compressed air is extremely dangerous and is strictly forbidden.
- When using compressed air tools the exhausting air should be directed away from the body.
- Compressed air should never be used near a naked flame.
- Any defects in equipment should be reported at once.
- Safety and monitoring devices should never be misused or abused.

SAFETY IS EVERBODY'S BUSINESS

HAZARDOUS SUBSTANCES

Belfry Property Services has procedures for compliance with the requirements of current rules and regulations on asbestos, lead and other hazardous substances. You should always adhere to these guidelines and follow the instructions of your supervisor.

Use Substances Safely

- Always ensure that you have a COSHH Assessment and safety data sheet before you use, transport or store any substance subject to the COSHH Regulations.
- Follow the instructions of the COSHH Assessment.
- Report any hazard or defect in the control measures to your supervisor – don't assume someone else will do it.
- Never mix substances together unless the instructions say it is safe to do so.
- Report any leakages or spillages to your supervisor.
- Use protective equipment detailed in the COSHH Assessment.
- Never put work substances and food or drink near each other.

A high standard of hygiene must be practiced when using hazardous substances – wash hands before eating, drinking or smoking.

Look out for these symbols on all substances you use:-



CONFINED SPACES

Introduction

Serious accidents can occur whilst work is being carried out inside confined spaces. A significant number of these are fatal and multiple fatalities are not uncommon.

Closed vessels and tanks, large ducts, enclosed effluent drains and process vessels are readily recognisable as confined spaces but any workplace in which gases, vapours etc could accumulate, or where there could be a shortage of oxygen, may be hazardous.

Included among these are open topped tanks and vats, large diameter open ended pipework,fabrications where heavier than air gases may be used, closed and unventilated rooms and enclosed work areas when welding or applying or using paints/solvents.

All entries into confined spaces must comply with the Confined Space Regulations.

Main Hazard Sources

The main risks are those associated with toxic and/or flammable gases, fumes and vapours. Examples are gas or vapour remaining from a process which has previously been carried on in confined space, gas or vapour which enters from adjoining plant from which it has not been effectively isolated and fumes and gases produced by the work being carried on inside the confined space or on pipes leading to it.

The types of activity where fume, gas or vapour are likely to arise include:

- welding
- burning
- cutting
- grinding
- use of chemicals, e.g. dye pentrant testing
- use of adhesives or solvents
- brush or spray paints or surface coatings
- the products of combustion or various fuels
- oxygen enrichment of the atmosphere caused by operations which involve an excess of oxygen or flammable gas or vapour.

CONFINED SPACES

Oxygen Deficiency

Dangerous situations can also arise in confined spaces where the atmosphere may be deficient in oxygen due for example to purging with inert gas, or where vessels, particularly of steel construction, have been left completely closed for some time. Oxygen deficiency can occur when a vessel has been chemically washed down or where sludge and effluent produce an asphyxiant atmosphere.

Safe Systems and Permits to Work

All entries into confined spaces must comply with the Confined Spaces Regulations.

In confined spaces where there may be a deficiency of oxygen depends entirely on strict adherence to a safe system of work.

Work must not commence on or inside a tank, pipe or vessel or other container which may have held a flammable gas, liquid or dust, until it has been purged and declared safe by a competent person.

Before work commences an adequate supply of fresh air and local fume extraction must be provided. The fresh air must be drawn from an uncontaminated region and the fume extracted must be discharged well clear of the fresh air supply. It is essential that such precautions are followed without exception on every relevant occasion. They are best set down in writing in the form of a ‘permit to work’ system.

A permit to work is essentially a system which sets out the work to be done, identifies the hazards and clearly defines the precautions to be taken. All entries into confined spaces must be under a permit to work. It predetermines a safe procedure, having established objectively any hazards, and it considers all foreseeable safety problems in advance, with all appropriate precautions taken in correct sequence.

A PERMIT TO WORK SYSTEM DOES NOT IN ITSELF MAKE THE JOB SAFE BUT IS TOTALLY DEPENDENT FOR ITS EFFECTIVENESS ON THE PERSONS CONCERNED CARRYING IT OUT CONSCIENTIOUSLY AT ALL TIMES

FLAMMABLE LIQUIDS

The conditions under which highly flammable liquids, including gases, are stored and used are controlled by legal standards. For the purposes of this booklet the term 'flammable liquid' will cover substances that are properly defined as 'extremely flammable', 'highly flammable' or 'flammable'. The following procedures apply to all three classes:

- Look for the warning symbol on the container label in the shape of flames on containers or the word '**flammable'**

- Do not open more containers of flammable liquids than are needed for immediate use.

- Do not smoke, and exclude all sources of ignition when using flammable liquids. Remember the vapours may be heavier than air and form low layers at ground/floor level. They can travel some distance undetected.

- Replace the lid on all containers when not in use. Supposedly empty containers or cylinders can catch fire or even explode.

- Use the correct method for the disposal of empty containers.

- Flammable liquids should be stored in a secure area protected from direct sunlight and at least 4 metres away from other buildings, store or boundary fences.

- Remove all combustible material from area where flammable liquids are used or kept.

- Return unused or partially used containers to the secure store nightly or when work is complete.

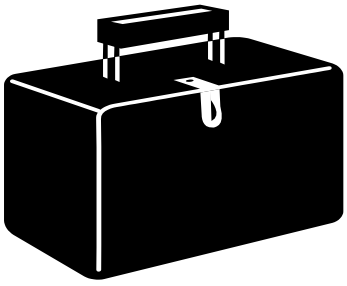
DON'T SMOKE NEAR FLAMMABLE MATERIALS!

CARTRIDGE – OPERATED FIXING TOOLS

Cartridge operated fixing tools are very similar to fire-arms in both construction and operation. Handled recklessly or carelessly they can be lethal.

In order to ensure the safe use of these tools the following procedures must be observed.

- Cartridge operated tools must be used only by trained and authorised operators.
- Tools must only be used in strict accordance with manufacturers' instructions.
- Before handling the tool make sure it is not loaded.
- Load the tool with the barrel pointing in a safe direction – away from you and other people who may be nearby.
- Never walk around site with a loaded fixing tool.
- Do not make adjustments to a loaded tool.
- Always wear a safety helmet, hearing protection and eye protection when operating these tools.
- When not in use tools and cartridges must be kept in a designated and secure storage place.



- All used and unused cartridges must be returned to the store.
- Ensure that that area of operation plus a safety zone is barricaded off to prevent unauthorised entry. This will help to avoid possible injury by ricochet.
- Do not use cartridge tools in any area where there are flammable gases, vapours or explosive dusts.

ACCIDENTS, DISEASES AND DANGEROUS OCCURENCES

General

Far too many avoidable accidents occur at work. It is from reports of all accidents and incidents, including minor accidents, and near misses, that we can develop safer working methods.

So, please:

- Report all accidents and hazards promptly.
- Report all accidents, however minor.
- Ensure an entry is made in the accident book.
- Know who your first aiders are and the location of the first aid kit.

In Case of an Accident

- Call or send for help. Only attempt a rescue if you can do so without placing yourself in danger.
- Protect the casualty from more harm.
- Report to your supervisor promptly.
- Administer first aid if trained.

In Case of Hazard

- Warn others and where possible take steps to prevent harm or reduce the risk.
- Report the hazard to your supervisor.
- Don't make repairs unless you've been trained and told to do so.

PLEASE NOTE – IT'S YOUR LEGAL DUTY TO REPORT ANY ACCIDENT OR HAZARD TO YOUR SUPERVISOR

REMEMBER, SAFETY IS NO ACCIDENT

FIRST AID

Employers are required to provide first aid facilities appropriate to the number of people employed and the particular risks of the work being undertaken.

- Make sure you know where and how to obtain first aid. Find out now before you need it.

- Have all injuries properly treated. Even a minor wound can become infected and lead to major surgery if not attended to properly.

- Some injuries, such as eye contamination, need specialist treatment. Don't let a well-meaning amateur worsen the injury – get proper treatment immediately.



Report all injuries to your supervisor and make sure details are properly recorded. Failure to do this may affect your entitlement to benefit.

YOU ARE NEVER TOO TOUGH FOR FIRST AID

ASBESTOS

The three main types of asbestos are commonly referred to as:-

Blue asbestos	Crocidolyte
Brown asbestos	Amosite
White asbestos	Chrysotile

Dangers

Asbestos is small fibrous particles that can be breathed in through the nose and mouth; tiny fibres can pass into the lower part of the lungs, remain in the lungs for many years and in some cases work their way through the lung lining.

Common Diseases associated with Asbestos

Asbestosis (scarring o the lungs)
Lung Cancer
Mesothelioma (cancer of the chest wall)

What should be done?

The Control of Asbestos at Work Regulation requires an assessment to be made of the likely exposures of employees to the substance and measures taken to prevent that exposure.

In simple terms, this means finding out if the building you are occupying or about to start work on contains any asbestos, its location, its form, condition and type.

A risk assessment can then be carried out to determine the likelihood or asbestos fibres being released into the air.

Belfry Property Services Policy

The Company does not permit its employees or sub-contractors to work with asbestos or asbestos products. No work will be permitted on low-density asbestos materials to which the Asbestos licensing requirements apply.

IF YOU ARE IN ANY DOUBT ASK YOUR SUPERVISOR

ENVIRONMENT

Environmental matters are of great importance in our daily lives and we need to pay attention to keeping our construction sites environmentally friendly.

Site Drainage

Do not discharge any chemicals or substances down the drains. Check with your supervisor for the correct disposal procedure.

Storage of Chemicals and Fuels

All chemicals including solvents and paints should be stored in designated bunded areas and the contents should be registered in the site offices. Refuelling site transport, compressors etc should be carried out in accordance with the site rules.

Oil and Chemical Spills

In the event of a spillage the aim should be to recover or contain as much material as possible before it enters the drainage system.

BE ENVIRONMENTALLY AWARE

Waste Disposal

A waste management system should be used to ensure that all classes of waste are disposed of in accordance with current requirements and site rules.

Contingency plans should be prepared on site.



BE ENVIRONMENTALLY FRIENDLY

SAFETY SIGNS

The Health and Safety (Safety Signs and Signals) Regulations 1996 require the use of a safety sign where there is a significant risk to health and safety that has not been avoided or controlled by other methods.

The use of a safety sign must Include a symbol or pictogram and be coloured so as to indicate a specific meaning.

Permanent Signs – must be used for:-

PROHIBITIONS, WARNINGS AND MANDATORY requirements, EMERGENCY ESCAPE ROUTES and to identify the location of FIRE FIGHTING EQUIPMENT and FIRST AID FACILITIES.

CONTAINERS used to store DANGEROUS SUBSTANCES or PREPARATIONS together with the associated PIPES and especially at VALVE JOINTS and DISPENSING POINTS.

STORE ROOMS, AREAS or ENCLOSURES used for the storage of significant quantities of DANGEROUS SUBSTANCES or PREPARATIONS.



Permanent Signs must be used:

Where there is a risk of COLLIDING WITH OBSTACLES OR OF FALLING (yellow/black or red/white striped markings) and for TRAFFIC ROUTES within workplaces.

Colours of Signs

Colour	Meaning or purpose	Instructions and information
Red	Prohibition sign	Dangerous behaviour
	Danger alarm	Stop, shutdown emergency cut out
	Fire fighting equipment	Identification and location
Yellow	Warning sign	Be careful, take precautions
Blue	Mandatory sign	Specific behaviour or action. Wear personal protective equipment
Green	Emergency escape, First aid, No danger	Doors, exits, routes, equipment Return to normal

SAMPLE TRAINING RECORDS

Record of Training Course Attendance for staff members, to be retained in Personnel files

In – House : TITLE -	**Yes Attended + date**
External : TITLE -	

SAMPLE

Record of TOOL BOX TALKS Attendance. To be Maintained in Personnel files

	Date
1. Good Housekeeping	
2. General Duties of Employees at work	
3. Fixed Scaffolds	
4. Safe Use of Ladders	
5. Fire Prevention	
6. Manual Handling of loads	
7. Step Ladders	
8. Portable Electric Appliances	
9. Eve Protection	
10. Being Safety Aware	
11. Working Safely with Electricity	
12. Tower Scaffolds	
13. Noise at Work	
14. Working with Hand Tools	
15. Openings and Edges	
16. Take Care of your Skin	
17. Selection of Use of Gloves	
18. Safe Stacking	
19. Heads and Feet	
20. Working on Roofs	
21. Demolition	
22. Slinging and Lifting	
23. Weld Safely	
24. Alcohol and Drugs	
25. Asbestos	
26. Lead for Plumbers	
27. Lifting Equipment	
28. Using and Caring for PPE	
29. Safety Signs and Notices	
30. Working in Confined Spaces	
31. Excavations	
32. Substances Hazardous to Health	
33. Use of Respirators and Breathing Masks	
34. Permit to Work Systems	
35. Working Outdoors	

Binding guard sheet only.
There are no entries on this page.