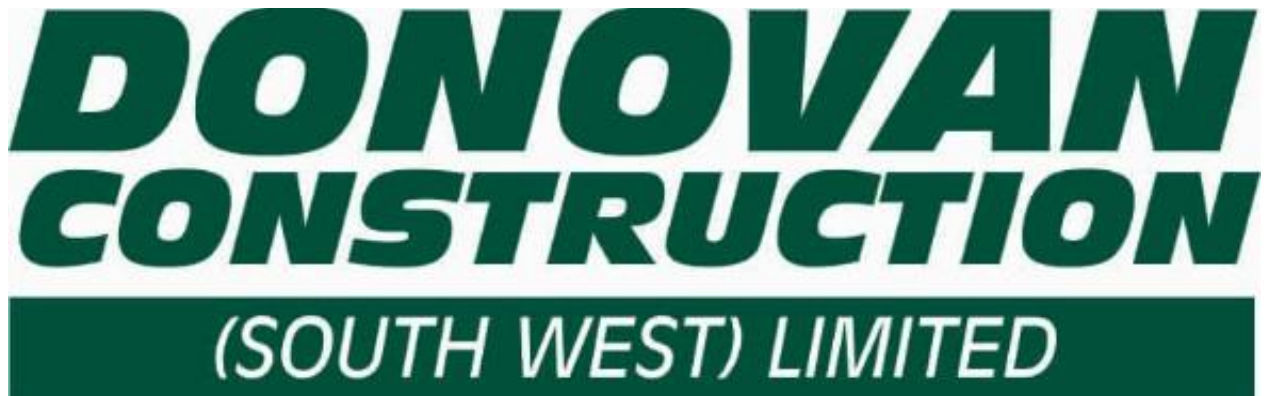


# HEALTH, SAFETY & ENVIRONMENTAL POLICY



Valid From: January 2022

*Created by*



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# ATLAS SAFETY MANAGEMENT

## Certificate of Appointment

### Donovan Construction (SW) Ltd

Have appointed Atlas Safety Management as their External Health and Safety Consultants to provide:

- Health and Safety Policy
- Ongoing Safety Advice
- Audits and Inspections
- Safety Documentation
- Risk Assessments
- Legal Guidance

Appointment Date

January 2022

Expiry Date

January 2023



Oliver Beynon, Director

Signed on behalf of

ATLAS SAFETY MANAGEMENT LTD



## Health and Safety Policy Statement of Intent

It is the intent of Donovan Construction (SW) Ltd to demonstrate an ongoing and determined commitment to improving health and safety at work throughout our organisation.

Donovan Construction (SW) Ltd will ensure the health and safety at work of all our employees and any other people who may be affected by our work activities. We will comply with the requirements of health and safety legislation.

This policy reflects our commitment to ensuring that health and safety at work is paramount to the business and that effective health and safety actively contributes to our success.

Adequate resources will be provided to ensure all our employees and any sub-contractors are aware of this policy and committed to its effective implementation.

Donovan Construction (SW) Ltd will identify our workplace health and safety hazards. We will inform our employees and any sub-contractors of these hazards.

The Directors will demonstrate leadership in health and safety as well as undertake regular monitoring to ensure that health and safety issues are identified, assessed and managed.

Donovan Construction (SW) Ltd will assess the risks associated with health and safety hazards in the workplace. We will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents.

The Directors will actively and openly, review and report on our health and safety performance against objectives and targets. Improvement plans will be developed to support the delivery of these objectives and targets.

Donovan Construction (SW) Ltd will constantly encourage, develop, review and share "health and safety good practice" both internally and externally.

Donovan Construction (SW) Ltd will ensure the policy will be delivered by generating a culture that does not tolerate threats to health and safety.

This policy will be reviewed and amended on an annual basis or at any significant change within the Company.

Sign:

A handwritten signature in black ink, appearing to be "M. J. O'Connell", written over a circular stamp or mark.

Date: **January 2022**



## Environmental Policy Statement of Intent

Donovan Construction (SW) Ltd believes that businesses are responsible for achieving good environmental practice and operating in a sustainable manner.

We are therefore committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods.

It is our priority to encourage our customers, suppliers and all business associates to do the same. Not only is this sound commercial sense for all; it is also a matter of delivering on our duty of care towards future generations.

Our policy is to

- Wholly support and comply with or exceed the requirements of current environmental legislation and codes of practice.
- Minimise our waste and then reuse or recycle as much of it as possible.
- Minimise energy and water usage in our buildings, vehicles and processes in order to conserve supplies, and minimise our consumption of natural resources, especially where they are non-renewable.
- Operate and maintain company vehicles (where appropriate) with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate.
- Apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community.
- As far as possible purchase products and services that do the least damage to the environment and encourage others to do the same.
- Assess the environmental impact of any new processes or products we intend to introduce in advance.

Sign:

A handwritten signature in black ink, appearing to be "M. J. O'Connell".

Date: **January 2022**



## COVID – 19 and Infectious Diseases Policy

Donovan Construction (SW) Ltd understands the need for strict control measures for Coronavirus (COVID – 19) and other infectious diseases that their staff and/or people that come into contact with Donovan Construction (SW) Ltd can become subjected to.

The company will endeavour to follow all government guidance, produce documentation, and implement control measures to mitigate the risk of contracting infectious diseases so far as is reasonably practicable.

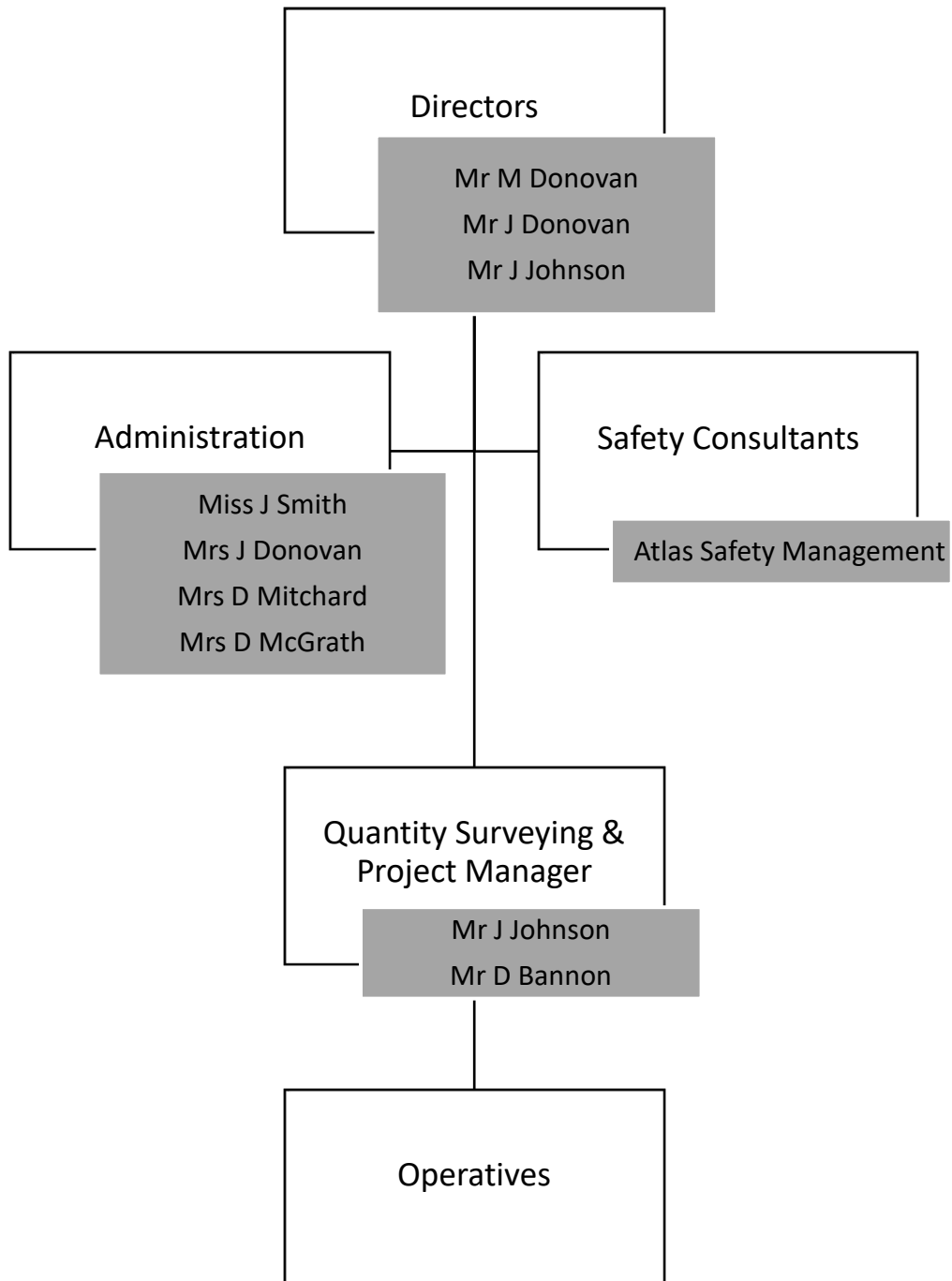
Donovan Construction (SW) Ltd will ensure that:

- Employees are aware of this policy and fully understand its contents.
- Risk Assessments are produced for all areas of the business, with specific regard to the particular working environment
- Welfare and hygiene practices are in place as per the provided current guidance
- Social distancing will be implemented both inhouse and when with clients or members of the public
- Where possible and practicable employees work from home and the company will take all reasonable steps to facilitate this.
- Specific risk assessments will be produced for works that require employees to be within two metres of each other whilst working.

Furthermore, Donovan Construction (SW) Ltd will ensure that this policy is regularly updated as and when new guidance or work situations progress.



## Organisational Structure



## Director Responsibilities

The Director is responsible for the overall arrangements and for ensuring that the company's operations are executed at all times in such a manner as to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and others who may be affected by its operations.

The Director will:

- 1 Ensure there is an effective company policy for health and safety and that all employees, contractors and temporary workers are made aware of their individual responsibility.
- 2 To understand and ensure, through the appointment of competent persons, that the company's responsibilities as employers under the Health and Safety at Work etc. Act 1974 and any relevant Acts of Parliament and Statutory Instruments are met.
- 3 To appoint a Person responsible for safety.
- 4 To ensure that all Managers understand and fulfil their responsibilities with regard to health and safety.
- 5 Arrange for funds and facilities to meet the requirements of company policy and legislation.
- 6 Make provision for adequate and appropriate training to be given to all employees.
- 7 To ensure that notification and reporting procedures to the relevant statutory authorities are carried out.
- 8 Set a personal example on all matters of health and safety.

## Safety Consultants Responsibilities

Atlas Safety Management Ltd will:

- 1 Assist the person responsible for health and safety by overseeing the implementation, compliance and monitoring of the application and review of this policy across the full extent of the business and its operations.
- 2 Make themselves known to all sections of Donovan Construction (SW) Ltd and offer advice as required.
- 3 Ensure periodic inspections of site(s) are carried out according to policy arrangements, covering all operations, ensuring that risks to health are being minimised.
- 4 Report to the Board on all aspects of Health and Safety as it affects the Company's operations, its employees, the general public and visitors to the Company.
- 5 Ensure, to the best of their endeavours that the Company, its employees and visitors are kept up to date with current Health and Safety legislation and best practice.
- 6 Ensure that the quality of Health and Safety training is of a high degree for the purpose for which it is intended, to the benefit of Donovan Construction (SW) Ltd and the employees.
- 7 Assist with the completion of all safety documentation.  
To include:
  - Risk Assessments
  - Method Statements
  - COSHH Assessments
  - Fire Risk Assessments
- 8 Evaluate/conduct investigations of accidents and incidents approve the recommendations to prevent reoccurrence and actions taken.
- 9 Report details of RIDDOR related incidents or accidents to the HSE



## Employees Responsibilities

All employees are directly responsible for:

Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.

Co-operating fully with their Manager or Responsible Person on all matters pertaining to their health and safety at work.

Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that have been provided in the interests of their health and safety at work.

Reporting promptly, in the first instance to their manager or Responsible Person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill health.

Report to the relevant Manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.

Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.

Observing safety rules, complying with codes of practice, corporate health and safety policy and guidance, and adhering to safe working procedures at all times.

Acquainting themselves with, and complying with, the procedure to follow in case of a fire or other emergency.

Employees are empowered to challenge any unsafe acts or conditions that they see. If they feel that any task allocated to them is unsafe, they can stop the job, and raise their concerns with their line manager.

Employees show respect for fellow workers and managers by accepting constructive intervention in a positive manner when any member of staff regardless of appointment takes action to stop an unsafe act.

## All Personnel's Responsibilities

The Management of Health and Safety at Work Regulations 1999 (M.H.S.W.R.) re-enacts the Health and Safety at Work etc. Act 1974, which places responsibilities on the employer and employees alike. In this connection, Donovan Construction (SW) Ltd reminds employees of their duties under Section 7 of the act: to take care for their own health and safety and that of others who may be affected by their acts or omissions. Additionally, employees must also co-operate with Donovan Construction (SW) Ltd to enable it to discharge its own responsibilities successfully.

Furthermore, all employees are expected to: -

- 1 Carry out assigned tasks and duties in a safe manner, in accordance with instructions, and to comply with safety rules/procedures, regulations and codes of practice.
- 2 If aware of any unsafe practice or condition, or if in any doubt about the safety of any situation, consult their supervisor.
- 3 Obtain and use the correct tools/equipment for the work and not to use any that are unsafe or damaged. All tools, equipment and personal protective equipment must be stored in the approved place after use.
- 4 Ensure that all guards are securely fixed, and that all safety equipment and personal protective clothing/equipment provided are used.
- 5 Not to operate any plant or equipment unless authorised.
- 6 To report any accident, near-miss, dangerous occurrence or dangerous condition to their line management.
- 7 To switch off and secure unattended plant or equipment.
- 8 To avoid improvised arrangements and suggest safe ways of eliminating hazards.
- 9 Not to participate in horseplay or place fellow employees in danger by their actions.

## Sub-Contractors Responsibilities

- 1 All Sub-Contractors must comply with the aims of this policy as a condition of their subcontract and will be required to forward a copy of their Safety Policy and Safety plan for the work of this company for scrutiny.
- 2 Sub-Contractors will at pre-contract meetings or other time as may be stipulated, submit Assessments, Test Certificates and Method Statements to comply with statutory requirements.
- 3 All Sub-Contractors and their employees must respond to, and promptly comply with, any instruction issued by this company's employees where it effects health and safety.
- 4 Operators certificates of competence and test certificates for the various types of plant and equipment to be used will be presented to site management before the operation commences.
- 5 Every Sub-Contractor will be responsible for providing his employees with all necessary personal protective clothing and equipment.
- 6 All portable tooling and other plant and equipment will be maintained and in good working order and in the case of lighting appliances and electrical equipment evidence must be produced as to the correct testing and certification.
- 7 Any hired ride on plant will only be operated by persons appointed as being competent and trained for the plant in question.
- 8 All electrical equipment will be rated at 110 volts or lower and be operated through a centre transformer. Any other electrical equipment must be notified to the site manager who will require evidence of the additional circuit and equipment protection measures to ensure the safety of the operatives.
- 9 Any materials or substances brought onto the site must be correctly labelled and in approved containers or packages. Such materials or substances must be advised to the site manager together with an appropriate COSHH. assessment to ensure that the substance poses no risk to health or safety of those affected by its use and that the correct storage and fire precautions are adequately catered for.
- 10 Sub-Contractors will be responsible for ensuring that the personnel placed on site are fully trained and competent in the work to be undertaken. Evidence of training will be required at the tendering stage and may be requested during site safety inspections/audits.
- 11 Sub-Contractors will ensure that they maintain their workplaces in a safe condition and that their storage areas are kept clean, tidy and free from hazards.
- 12 Further conditions on any other health and safety matters will be contained in the conditions of order/contract and will form part of this policy's requirements.

# Health, Safety and Environment Arrangements

Alcohol and Drug Abuse.....	13
Asbestos .....	15
Confined Space Work.....	16
Consultation .....	17
Contractors Duties Under CDM 2015.....	18
Contractors .....	19
Control of Noise at Work .....	21
Control of Substances Hazardous to Health - COSHH.....	22
Display Screen Equipment (DSE) .....	24
Electricity at Work.....	25
Environmental Management.....	26
Fire Safety .....	27
First Aid .....	28
General Safety Arrangements.....	29
Ladders And Steps .....	30
Lifting Operations And Lifting Equipment .....	32
Lone Working .....	33
Manual Handling .....	34
Monitoring And Review Of The Health And Safety Policy.....	35
Personal Protective Equipment (PPE).....	36
The Provision And Use Of Work Equipment.....	37
Reporting Of Injuries, Diseases And Dangerous Occurrences.....	38
Risk Assessments.....	39
Safe Systems Of Work.....	40
The Control of Vibration of Work.....	41
Training.....	44
Violence At Work.....	45
Waste Management.....	47
Welfare And Wellbeing (Occupational Health).....	48
Welfare Facilities .....	49
Work At Height.....	50
Young Workers.....	52

# Alcohol and Drug Abuse

Employees who are under the influence of alcohol or drugs at work clearly present a health and safety risk to themselves and others. In addition, Donovan Construction (SW) Ltd may be held criminally liable if it knowingly allows or tolerates the misuse of controlled drugs on Company premises. For this reason, Donovan Construction (SW) Ltd has adopted an alcohol and drug abuse policy. Acceptance of and adherence to the Company's alcohol and drug abuse policy form part of every employee's contract of employment.

## Alcohol and Drug Abuse Policy

The following document sets out the policy of Donovan Construction (SW) Ltd on alcohol and drug use. It is important that every employee is aware of their obligations under this policy, and any queries should be addressed to the manager.

### Alcohol Abuse Policy

1. The Company's policy is to forbid the consumption of alcohol on the Company's premises.
2. If any employee is found to be intoxicated at work or is found consuming alcohol on the Company's premises, that employee will face disciplinary action on the grounds of gross misconduct under the Company's discipline procedure.
3. Donovan Construction (SW) Ltd has the right to conduct regular health checks to establish whether there are any alcohol or drug problems amongst employees who have safety critical roles.
4. Applicants (internal as well as external) for jobs which are safety critical, may be requested to undergo a medical examination conducted by the Company's medical advisor which will seek to determine whether the applicant has an alcohol abuse problem or has taken a controlled drug.
5. If an applicant refuses to give consent to such an examination or refuses to undergo the screening Donovan Construction (SW) Ltd has the right to reject his/her application and/or immediately withdraw any offer of employment made.

### Drug Abuse Policy

1. Donovan Construction (SW) Ltd strictly forbids the possession, use or distribution of drugs for non-medical purposes on the Company's premises.
2. An employee who is prescribed drugs by their doctor which may affect their ability to perform their duties should discuss the problem immediately with their manager.
3. Where it is suspected that a breach of the prohibition on substances has taken place, or if it is suspected that an employee's work performance or conduct has been impaired through substance abuse and the employee is employed in a job where there is a risk to the health and safety of the employee and/or others, or it is a safety critical activity, Donovan Construction (SW) Ltd reserves the right to require an employee to undergo a medical examination to determine the cause of the problem.
4. Where any employee at such a request refuses to undergo a medical examination, such refusal will amount to gross misconduct in accordance with the Company's disciplinary procedure.
5. Donovan Construction (SW) Ltd reserves the right to search an employee or any of an employee's property held on the Company's premises at any time if Donovan Construction (SW) Ltd has reasonable grounds to believe that the prohibition on substances is being or has

been infringed. The search will be carried out in accordance with the Company's search procedure.

6. If an employee refuses to comply with these search procedures, such action will normally be treated as amounting to gross misconduct and will entitle Donovan Construction (SW) Ltd to take disciplinary action.
7. Donovan Construction (SW) Ltd reserves the right to inform the police of any suspicion it may have with regard to the use of controlled drugs by any of its employees on the Company's premises.

## Asbestos

As required by the Control of Asbestos at Work Regulations 2012 Donovan Construction (SW) Ltd will ensure that all premises from which the company operates (unless its age deems it unnecessary) will be surveyed by a specialist approved asbestos contractor, samples taken and analysed as appropriate and a report produced, this will be carried out by the Principal Contractor prior to working on the site.

The report findings will form the basis of Donovan Construction (SW) Ltd premises/workplace asbestos register. Any contractor employed to carry out work on a Donovan Construction (SW) Ltd premises or workplace will be given access to the register prior to commencing work.

The report findings regarding any asbestos discovered and the recommendations regarding its removal, encapsulation or monitoring will be acted on accordingly.

All employees will be informed of the existence of any known asbestos within their workplace, and where known asbestos exists, but is deemed to be of low risk (due to its location or encapsulation etc.) this will be indicated by the presence of an approved sticker.

The nominated competent person will be responsible for ensuring that:

- An asbestos survey is carried out.
- That the asbestos register for each premise is kept up to date.
- Ensuring that the monitoring of any known asbestos is undertaken on a regular basis.
- Contractors are made aware of any known asbestos containing materials within the premises or workplace prior to commencing work.
- Employees are informed of the existence of any known asbestos onsite or at the workplace

All employees that may encounter asbestos containing materials in the course of their duties, will receive as a minimum, asbestos awareness training with periodic refresher training as deemed appropriate in accordance with Control of Asbestos Regulations 2012.

Donovan Construction (SW) Ltd employees are prohibited from:

- Taking samples of known or suspected asbestos containing materials for analysis.
- Any other works that may involve the disturbance of asbestos containing materials.

The only exception to the above rule is for employees that have undertaken specific suitable training and are certificated to undertake the task safely.

## Confined Space Work

A number of people are killed or seriously injured in confined spaces each year in the UK.

The people killed are not only those carrying out the task but in some instances those who maybe trying to rescue them.

Confined space work is considered a high risk task and as such employees of Donovan Construction (SW) Ltd are prohibited from carrying out any tasks that involve entering confined spaces on the grounds that the risk to their health and safety, and possibly others, is too high and cannot be controlled or managed to a lower level.

The only exception to the above rule is for employees that have undertaken specific suitable training and are certificated to undertake the task safely.

For the purpose of this document a confined space can be any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen).

Some confined spaces are fairly easy to identify:

- Tanks
- Silos
- Vessels
- Drains
- Sewers

Others may be less obvious:

- Open topped chambers
- Vats
- Ductwork
- Unventilated/poorly ventilated rooms

It is not possible to provide a comprehensive list of confined spaces. Some places may become confined spaces when work is carried out, or during their construction, fabrication or subsequent modification.



## Consultation

Donovan Construction (SW) Ltd has a duty to consult with our workforce on matters affecting their health, safety and welfare whilst at work.

We also recognise that employees also have a duty to consult with all stages of our company on matters relating to health, safety and welfare.

As a company we try to promote a positive health and safety culture within the workplace by involving our employees in all matters on health and safety and taking on board ideas and recommendations that are brought forward.

The Directors will inform and consult with all employees, sub-contractors and anyone else that is involved with our company on the following matters:

1. The introduction of any measure which may substantially affect their health and safety at work, for example the introduction of new equipment or new systems of work.
2. Arrangements for getting competent people to help them comply with health and safety laws.
3. The planning and organisation of health and safety training.
4. The health and safety consequences of introducing new technology.

### Employee Briefings

The Directors will regularly brief employees on health and safety related matters and this can be done through the following methods.

1. Inductions
2. Toolbox Talks
3. Memos
4. Staff Meetings
5. Team Briefs

Toolbox talks are received on a monthly basis from Donovan Construction (SW) Ltd These will be distributed to our employees in our monthly safety briefings. When the toolbox talk has been delivered, all employees are required to sign to say they have read and understood the contents of the toolbox talk.

Toolbox talks are also available as and when needed from Atlas Safety Management Ltd

## Contractors Duties Under CDM 2015

Donovan Construction (SW) Ltd recognises that Contractors and their employees are those actually doing the construction work and are most at risk of injury and ill health.

Donovan Construction (SW) Ltd has identified that they have a key role to play, in cooperation with the Principal Contractor, in managing the work to ensure health and safety.

Donovan Construction (SW) Ltd has a part to play in ensuring that the site is a safe place to work. The key to this is communication and co-operation between all those involved. In addition to their duties under CDM 2015, it is important that contractors understand and comply with other relevant health and safety law.

As a Contractor, Donovan Construction (SW) Ltd must:

- Have the skills, knowledge, training and experience with regard to health and safety to do the work
- Manage health and safety on site during the construction phase
- Consult with workers to identify issues, raise standards and commitment and to make sure health and safety controls are practical
- Liaise with the Principal Contractor, Client and Principal Designer in both the Pre-Construction and Construction phases
- Co-operate with the Principal Contractor and other Duty Holders in planning and managing work, including complying with directions and site rules
- Ensure that those carrying out your work have suitable skills, experience and training
- Manage your work in respect of health and safety of your workers and any other workers or Duty Holders on site.
- Ensure that those carrying out your work have appropriate plant, tools, equipment and PPE
- Ensure that workers have sufficient time and resources to carry out the work
- Inform the Principal Contractor of issues with the Construction Phase Plan
- Provide details to the Principal Contractor of any Contractor engaged in connection with carrying out the work
- Consult with workers regarding health and safety matters of workers and others and pass information to other Duty Holders
- Provide any information needed for the health and safety file
- Inform the Principal Contractor of reportable accidents, diseases and dangerous occurrences
- If you are the only Contractor on site, you must prepare the Construction Phase Plan, ensure appropriate welfare facilities are available, ensure site inductions are provided, ensure the site is secure and provide appropriate site supervision

## Contractors

Any contractor employed to undertake work in any premises under the control of Donovan Construction (SW) Ltd will be required to sign in / out in the visitor's register held at reception.

Where applicable all health and safety information will be communicated to contractors prior to any work being commenced.

This may consist of but is not limited to:

- Emergency evacuation procedures.
- Asbestos management plan and asbestos register.
- The premises Health and Safety File, if one exists
- Any permit to work system in operation.

Donovan Construction (SW) Ltd will endeavour to employ only competent Contractors, who will be selected through the completion of our Pre-Qualification Questionnaire.

They will be subject to a pre-assessment of their health and safety management procedures and competencies. This shall be carried out by a competent person.

### **Management of Contractors: COMPETENCE AND MONITORING**

There are two situations that could exist:

- Donovan Construction (SW) Ltd is the employer of the contractor
- The client is the employer of the contractor, but the contractor is managed by Donovan Construction (SW) Ltd

#### **Donovan Construction (SW) Ltd is the employer of the contractor**

When contractors are employed by Donovan Construction (SW) Ltd out measures are to be taken to ensure that they have satisfactory systems in place to manage health and safety, before they are appointed.

Contractors shall:

- Submit their health and safety policy for approval.
- Provide organisation and arrangements for communication with Donovan Construction (SW) Ltd
- Inform Donovan Construction (SW) Ltd of any enforcement action within the previous three years.
- Provide accident statistics covering the previous three years.
- Provide evidence of competency of employees.
- Provide evidence of how they manage sub-contractors.
- Monitor and review health and safety performance.
- Have a current certificate of Public Liability insurance.
- Have a current certificate of Employers Liability insurance.

The Contractor will be assessed and monitored by a representative of Donovan Construction (SW) Ltd on a regular basis while carrying out sub contracted works.

**The Client is the employer of the contractor, but the contractor is managed by Donovan Construction (SW) Ltd**

The Client is ultimately responsible for the performance of the contractor, but Donovan Construction (SW) Ltd also has a statutory and professional responsibility to the Client and contractor.

Donovan Construction (SW) Ltd shall:

- If requested advise the Client on the competency of contractors.
- If requested advise the Client on the competency of designers employed by the contractor on any project.
- Ensure that there are satisfactory arrangements for communication with the contractor.
- Monitor and review a contractor's health and safety performance.
- Keep the client advised on contractor's health and safety performance.

### **Migrant Workers**

#### **Communicating with sub-contractors whose First Language is not English**

Donovan Construction (SW) Ltd shall ensure that all sub-contractors are adequately trained to carry out the work set out for them regardless of ethnicity or language skills.

To assist in communications with sub-contractors whose first language is not English we will undertake the following when communicating, in Inductions and training sessions:

- Provide a translator for the sessions or translate the documentation into the required languages
- Oral presentations supported by the use of maps and diagrams, posters, lists on flipcharts, and/or a video.
- Use of plain simple English
- Safety Handbook with visible pictures of PPE etc. and Safe Systems of work
- Ensure all sub-contractors sign to say they have undertaken and understand the Induction
- Demonstrate tasks and actions
- Use gesture to clarify meaning
- Check back for understanding after an instruction or explanation has been given
- Encourage the workers to ask questions
- Use workers with the most English to support those with little English
- Give instructions the day before, orally and in writing, so that the workers have time to work out what needs to be done the next day

Donovan Construction (SW) Ltd will keep new sub-contractors with low levels of English away from possible dangers such as electric cables or falling bricks and would watch them closely until satisfied they can undertake their duties in a safe manner.

## Control of Noise at Work

Donovan Construction (SW) Ltd fully accepts the requirements placed upon them by these regulations.

To enable Donovan Construction (SW) Ltd to fulfil the obligations placed upon them they will:

- Assess the risks to our employees from noise at work
- Take action to reduce the noise exposure that produces those risks
- Provide employees with hearing protection if noise exposure cannot be reduced enough by other methods
- Make sure the legal limits on noise exposure are not exceeded
- Provide employees with information, instruction, and training
- Carry out health surveillance where there is a risk to health

The Company will ensure that work process is monitored and assessed to ensure that employees are not exposed to unacceptable levels of noise.

When the noise levels reach 80db(A) hearing protection will be made available.

When the noise levels reach 85db(A) the use of hearing protection will be enforced and the wearing of it will be monitored.

It is Donovan Construction (SW) Ltd policy to ensure that tools and equipment purchased and used by employees has noise reduction built into the design where reasonably practicable.

Several different types of hearing protection will be available for employees to choose from, they will be shown how to correctly use the hearing protection and ensure that they fit correctly to ensure they are being used to their full potential.

Operatives will be supplied with hearing protection on site as well as in the workplace, operatives are required to look after all PPE and keep it well maintained in the event of an operative losing or breaking their hearing protection then new ones will be supplied at no cost to the employee.

## Control of Substances Hazardous to Health - COSHH

Donovan Construction (SW) Ltd will ensure that all substances and chemicals used within the scope of their works will be recorded and Material Safety Data Sheets will be obtained, the Material Safety Data Sheets will then be formed into COSHH Assessments.

COSHH Assessments will provide the employee with the required information on how to use the substance or chemical safely, it will also indicate the effects that the substances can have on a person and how to deal with the effects if they occur.

Donovan Construction (SW) Ltd will seek a competent person to assess the chemical or substance and the associated data sheet to form the COSHH Assessment, once the assessment has been carried out the document will be issued and kept on file.

COSHH Assessments will be provided along with any required Risk Assessments for each Task When Substances Are Used.

Donovan Construction (SW) Ltd will ensure that any PPE required as a result of the COSHH Assessment will be provided and available for their employees, employees are expected to keep the PPE that is issued to them maintained at all times.

Routes of entry for most substances are:

- Ingestion
- Direct Entry
- Injection
- Inhalation

Training will be provided to all employees on the safe use of the substances they use, the training will cover:

- Safe Application
- Use of PPE
- Disposal Measures

Donovan Construction (SW) Ltd will provide adequate control of exposure to substances by:

Applying the eight principles of good practice

- Design and operate processes and activities to minimise emission, release, and spread of substances hazardous to health.
- Take into account all relevant routes of exposure – inhalation, skin absorption and ingestion – when developing control measures.
- Control exposure by measures that are proportionate to the health risk.
- Choose the most effective and reliable control options which minimise the scope and spread of substances hazardous to health.
- Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
- Check and review regularly all elements of control measures for their continuing effectiveness.
- Inform and train all employees on the hazards and risks from the substances with which they work, and the use of control measures developed to minimise the risks.

- Ensure that the introduction of control measures does not increase the overall risk to health and safety.

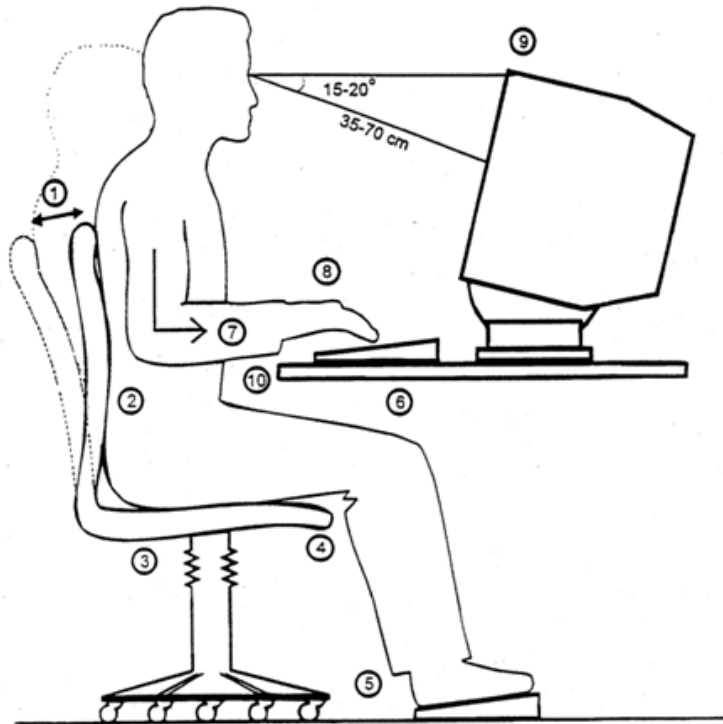
Donovan Construction (SW) Ltd will ensure that the Workplace Exposure Limit is not exceeded.

As part of an ongoing process, when new substances are identified these will be assessed and suitable control measures introduced to control the risk to staff.

## Display Screen Equipment (DSE)

Donovan Construction (SW) Ltd will ensure that any operatives that are required to use display screen equipment will undergo a Display Screen Assessment, this will generally be carried out through a self-assessment.

With this assessment employee will be given the follow guidance of how a workstation should be set up.



1. Seat back adjustability
2. Good lumbar support
3. Seat height adjustability
4. No excess pressure on underside on thighs and back of knees
5. Foot support if required
6. Space for postural change, no obstacles under the desk
7. Forearms approximately horizontal
8. Minimal extension, flexion or deviation of wrists
9. Screen angle and height to allow comfortable head position
10. Space in front of keyboard to support hands/wrists during pauses in typing

All equipment will be provided by Donovan Construction (SW) Ltd and will comply with the current standards.

Any defects in the employee's workstation or any significant finding within the self-assessment will be rectified and new equipment will be provided where required.

Donovan Construction (SW) Ltd will cover the costs of eye tests for all employees that use display screen equipment as part of their employment.



## Electricity at Work

Donovan Construction (SW) Ltd use 230-volt electrical equipment and will undertake all necessary and reasonable measures to ensure that such equipment, is appropriate, in serviceable condition and safe to use.

Safe working systems are observed to reduce the reduce the likelihood of an adverse electrical occurrence to as low as reasonably practicable. Such measures include trained operatives, recognised working practices, safe working environment and maintenance of equipment.

Operators of such equipment will undertake visual checks to identify any obvious damage or defects.

With the electrical equipment disconnected completely from its power source, the visual inspection will include checks to establish the following:

- **Plug condition**, that it is undamaged and secure (including the cord-grip).
- **Cable condition**, that it is undamaged, fully intact, no repairs undertaken (tape etc) no visible wiring.
- **The cable** is firmly and properly secured to the plug and equipment.
- **Equipment condition**, the casing is undamaged and fully contains/covers all internal electrical components.
- **The equipment and plug** does not display signs of overheating, usually indicated by the presence of burn marks ('staining').

Employees identifying defects or damage, or who are concerned about the safety of the equipment, are required to immediately withdraw it from use and report the matter to a nominated and authorised staff member to establish best course of action.

Electrical equipment (including, where applicable, fixed-wiring) will be periodically inspected and tested for electrical safety at appropriate and recognised frequencies.

Where it has been deemed as necessary, an RCD Unit will be used to further improve electrical safety.

All maintenance and repair work will be undertaken by competent personnel only.

## Environmental Management

Donovan Construction (SW) Ltd will ensure that all staff are trained in the Environmental Policy and are given ongoing information, instruction and training to ensure its implementation in all company operations.

Management is responsible for the implementation and monitoring of the Environmental Policy and for dealing with any complaints in connection with environmental issues which may arise in the course of Donovan Construction (SW) Ltd work activities.

Current environmental legislation will be regarded as setting the minimum standards of environmental performance for the company.

Donovan Construction (SW) Ltd will implement measures to ensure that the business makes the most economic use of transport. Sharing of company vehicles will be optimised and travel to Donovan Construction (SW) Ltd premises will be minimised to reduce the company's use of fuel.

Waste will be minimised through careful planning of design and use of materials.

Donovan Construction (SW) Ltd will comply with the Duty of Care Regulations at all times and all services used for the disposal of waste will be checked to ensure that the appropriate licences are held.

Donovan Construction (SW) Ltd will attempt through its purchasing policies to eliminate or reduce the use of ozone depleting chemicals and timber sourced from forests that have not been independently certified as sustainable.

Donovan Construction (SW) Ltd wherever possible will attempt to use suppliers who are willing to take away packaging for re-use or recycling.

Donovan Construction (SW) Ltd will attempt to reduce energy and water consumption and to minimise carbon dioxide emissions.

Donovan Construction (SW) Ltd will also promote the use of energy efficient products and source its energy from safe and sustainable sources.

Donovan Construction (SW) Ltd will ensure that its operations do not cause a nuisance to the community through the generation of dust, noise or odour.

In the office environment paper will be used sensibly with increased use of electronic communication to reduce the need for paper use. Paper and cardboard will be recycled whenever possible.

Donovan Construction (SW) Ltd will check areas in which work takes place for endangered species, protected plant species, trees subject to a tree preservation order and protected archaeology before work takes place.

Control measures will be introduced to reduce the environmental impact of company work activities to a minimum and to comply with all environmental safeguards required.

Sub-contractors will be selected on the basis that they aspire to comply with these environmental commitments and agree to be bound by Donovan Construction (SW) Ltd Environmental Policy.

## Fire Safety

Donovan Construction (SW) Ltd will at their own premises make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Regulatory Reform (Fire Safety) Order 2005.

The External Health and Safety Advisor will conduct fire assessments and Donovan Construction (SW) Ltd will implement control measures to reduce the risk.

The Fire Action Notice will be published on the office and buildings notice board.

The nature of the assessment will vary according to the type and use of the premises, the persons who use or may use the premises, and the risks associated with that use.

A risk assessment will be reviewed regularly by the Health and Safety Advisor to keep it up to date, valid and to reflect any significant changes that may have taken place.

Following the risk assessment, Donovan Construction (SW) Ltd will make and implement all required arrangements for the planning, organising, controlling, monitoring and review of the preventative and protective measures required by the Order.

Initially Donovan Construction (SW) Ltd will create an emergency plan including the measures for ensuring the effective operation of the plan and for ongoing checks of the appropriateness of the plan and other measures.

Donovan Construction (SW) Ltd will ensure fire procedures and provisions will be under the control of the Fire Wardens, assisted by the External Health and Safety Advisor.

Donovan Construction (SW) Ltd will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of fire provisions within the premises area. These will include the emergency alarm, emergency lighting, escape routes, signage, and extinguishers.

Personnel working at customer premises or sites must observe all Fire Precaution Notices and Fire Prevention Measures put in place and make themselves familiar with Site Fire Evacuation Procedures.

## First Aid

It is the responsibility of The Director to ensure that Donovan Construction (SW) Ltd has adequate provisions for first aid for its employees within the workplace.

It is the responsibility of Donovan Construction (SW) Ltd for making sure that all employees receive immediate attention if they are taken ill or are injured at work.

We understand that accidents and illness can happen at any time and first aid can save lives and prevent minor injuries from becoming major ones.

As a minimum, Donovan Construction (SW) Ltd will ensure that:

- A suitably stocked first-aid box is in place
- An accident book is present
- There are adequate first aiders
- Training is provided to meet the current legislation
- Means of contacting the emergency services are in place

The number of first aiders needed will be determined on the number of employees within the company, this will be reviewed continuously with the correct number of first aiders applied.

## General Safety Arrangements

Although every day is different there are a number of issues central to the way we manage health, safety and welfare.

For these, we can plan in advance and develop arrangements for the control of the risks that arise. They are set out in the following Arrangements.

Our workforce has been made aware of them at induction or during team and individual briefings.

We will monitor and review the operation of these arrangements from time to time making changes to the procedures identified as necessary.

This will support one of our key objectives – to work continuously to prevent work related injury and ill-health to our employees and other people.

All our workers are required to follow documented safe working procedures (where these have been adopted) and to report hazards.

## Ladders And Steps

A number of workers are killed or injured each year while using ladders or steps when carrying out tasks on ladders for periods of 30 minutes or less. The three main causes of these accidents are:

- Poor or inadequate securing and placing of the ladder. This accounts for 50% of all ladder accidents.
- Climbing ladders while carrying loads.
- Over reaching and over balancing.

This guidance is intended for Donovan Construction (SW) Ltd employees who may in the course of their duties be required to use ladders or steps belonging to the company.

Ladders belonging to Donovan Construction (SW) Ltd will be procured through approved and established routes and should be used as a means of access and egress only.

### Guidance for Employees Using Ladders.

- Always visually inspect a ladder before use. Check for damage to the stiles and rungs.
- Ensure that plastic caps and or rubber fittings are not missing.
- Never use a ladder that is damaged or attempt to repair the damage.
- Report damaged ladders immediately to your line manager.
- Make sure the rungs are clean and dry.
- Make sure the rungs are not wet, greasy or icy before using.
- Ensure your footwear is suitable i.e. clean, firm soled, flat and have a good grip.
- Check that there are no overhead hazards near where you intend to work, e.g. electric cabling, piping, bulkheads etc.
- Ensure the foot of the ladder is on a firm, level base and the top are resting against a solid surface (not a plastic gutter or narrow window sill etc.).
- Never use a ladder outside in high winds or place one close to the corners of structures.
- Ladders should extend at least 1 metre (3 rungs minimum) above any landing area and should be placed at 75 degrees to the horizontal plane i.e. One measure out for every four measures up.
- Do not use ladders horizontally to bridge gaps.
- Ladders supplied by Donovan Construction (SW) Ltd are for use by company employees only and should never be lent to non-employees.
- Always face the ladder and use both hands to ascend or descend.
- Never over-reach, move and re-secure the ladder if necessary. Keep your body within the stiles.
- If possible, a second person should be used to foot the ladder but never have more than one person on the ladder at any one time.

Prior to their use Line Managers must ensure that employees are fit to transport and use the ladders provided.

Employees should report any health issues temporary or permanent that may preclude them from using ladders.

These may include:

- Recurring dizziness
- Epilepsy
- Psychiatric conditions (Inc. fear of heights)
- Heart condition
- Severe lung conditions
- Alcohol and drug abuse
- Significant impaired joint function
- The taking of any medication that may impair an employee's ability to function normally.
- Any muscular skeletal disorder that may restrict an employee from carrying, erecting or using ladders.

Any ladder found to be defective must be clearly labelled or marked as such and removed from use until replaced or repaired.

## Lifting Operations And Lifting Equipment

Donovan Construction (SW) Ltd will ensure the competence of their personnel by checking documentation and certification and ensuring they are fully trained.

Donovan Construction (SW) Ltd will ensure that lifting equipment where required will be subjected to an assessment to ensure the equipment is suitable for the intended task.

This assessment will ensure that lifting equipment provided for use at work is:

- Strong and stable enough for the particular use and marked to indicate safe working loads
- Positioned and installed to minimise any risks
- Used safely, i.e. the work is planned, organised and performed by competent trained operatives
- Subject to ongoing thorough examinations and, where appropriate, inspected by a competent person, with 6-monthly inspections for the equipment used to move people and 12-monthly inspections for other lifting equipment.

Lifting equipment includes any equipment used at work for lifting or lowering loads including attachments used for anchoring, fixing, or supporting it. A wide range of equipment is covered by these regulations including, cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms and vehicle inspection platform hoists.

The definition also includes lifting accessories such as chains, slings, eyebolts, etc.

Records of inspections and test certificates for all lifting equipment will be kept on site until project completion and then logged.



## Lone Working

Lone workers are those who work by themselves without close or direct supervision. Specific to Donovan Construction (SW) Ltd these people can be.

- Homeworkers
- Those who may be required to work outside normal hours for whatever reason
- Employees who in the course of their duties need to visit unoccupied premises or construction sites.
- Similarly employees who visit domestic, educational or commercial premises.

Lone working, by its very nature will involve the individual employee in additional risks beyond those associated with their normal duties.

This may include, isolation, unfamiliarity of the area or premises visited, exposure to unknown hazards (eg asbestos, structural instability, sharps etc.).

It may also result in individuals being exposed to violence or aggression from third parties.

Donovan Construction (SW) Ltd will therefore carry out a Lone Workers Risk Assessment on individual tasks requiring any employee to work alone.

### **General guidance for employees required to carry out lone working duties:**

- Staff must not assume that having a mobile phone and backup plan is sufficient safeguard itself.
- Staff should take all reasonable precautions to ensure their own safety and be aware of their environment at all times.
- It is the responsibility of staff to assess the risk continuously while out on visits.
- Before working alone, an assessment of risks involved should be made in conjunction with the Line Manager.
- Staff must inform their line manager or other nominated person when they will be working alone, giving accurate details of their location and following an agreed plan to inform that person when the task is completed. This includes occasions when a staff member expects to go home following a visit rather than returning to base.
- Staff that are delayed or expect to return to the office later than agreed must inform the office.
- If violence is threatened and staff, feel that they are in danger, they should leave immediately.
- Ensure that you have all the necessary personal protective equipment and appropriate equipment such as ladders, torch etc. that may be required to carry out the task safely.
- Staff must ensure that any mobile phone, paging device or personal alarm provided is fully charged or that battery life is not low prior to making a lone visit. It is also advisable for lone workers to ensure that mobile phones are programmed with a quick dial number for emergencies.

## Manual Handling

Donovan Construction (SW) Ltd recognises that under Section 2 of the Health and Safety at Work etc. Act 1974, every employer has the duty to provide a safe place of work, a safe environment and safe systems of work, so far as is reasonably practicable. This duty includes the need to minimise risk arising from manual handling tasks.

Under the Manual Handling Operations Regulations 1992 (MHOR), manual handling is interpreted as the transporting or supporting of any load.

Donovan Construction (SW) Ltd will ensure that procedures are in place to avoid the need for hazardous manual handling activities, so far as is reason to practicable. Where it is not possible to eliminate hazardous manual handling, an assessment will be undertaken to determine the level of risk.

Suitable controls will then be introduced to reduce the risk of injury to the lowest extent reasonably practicable. This may be achieved by the use of automation, mechanical aids or redesigning the system of work or even the workplace itself.

An assessment will take into consideration the tasks, the load, the individual, the environment and any other factors which may affect its safe lifting and carrying (for example the use of personal protective equipment). Assessments will be reviewed when there is a significant change in:

1. the activity or process
2. the working environment
3. the numbers or abilities of personnel
4. the nature of the load(s) to be handled.

Reassessment may also be required where accident/absence statistics show that the original control measures were not sufficiently effective.

Where appropriate Donovan Construction (SW) Ltd is also under a duty to provide employees with information on the weight of the load and the centre of gravity, where this is not positioned centrally.

There is no maximum weight that a person can be required to handle. Tasks will be assessed on the basis of an ergonomic approach to manual handling operations in the workplace, i.e. fitting the task to suit personal abilities and limitations.

## Monitoring And Review Of The Health And Safety Policy

Donovan Construction (SW) Ltd will ensure that the health and safety policy will be formally reviewed at least every 12 months, following major incidents and when legislation dictates.

The Health and Safety Committee or the person responsible for health and safety will establish or amend health and safety policies to ensure ongoing compliance with legislation and best practise standards.

Health and safety policy and performance will be a regular item for discussion at health and safety meetings.

All accidents, incidents or near misses will be reviewed at the Health and Safety meetings.

All employees are encouraged to bring to the notice of their line management any areas where Donovan Construction (SW) Ltd Health and Safety policy appears to be inadequate. Where appropriate the suggestions will be passed to The Directors for consideration.

The External Health and Safety Advisor will visit all sites, at regular intervals as agreed, and shall report on hazards, defects or breaches of regulations observed during the visit with a view to both public safety and the safety of Donovan Construction (SW) Ltd employees. A report of the inspection will be sent to senior management directly after the inspection.

All Managers, supervisors and employees will regularly report on health and safety matters within Donovan Construction (SW) Ltd including the progress in achieving our objectives and performance against health and safety key performance indicators, to their external safety advisor.

The objective of Donovan Construction (SW) Ltd at all times will be to learn by the mistakes of others and be aware of potential hazards and deal with them proactively.

## Personal Protective Equipment (PPE).

Where risks to health and safety cannot be eliminated through other workplace controls then Donovan Construction (SW) Ltd has a duty to provide suitable PPE free of charge to its employees.

Donovan Construction (SW) Ltd will issue the following PPE to all employees that may be required to visit or work on sites:

- Suitable protective footwear.
- Head protection.
- A high visibility clothing.
- Safety Glasses.
- Gloves.
- Dust Mask.

Any other requirement for specific items of PPE identified through risk assessments or method statements will be provided as and when necessary.

Additional PPE will be provided so as to ensure compatibility with other previously supplied items of PPE.

### **General guidance for employees:**

- All protective clothing supplied to employees remains the property of Donovan Construction (SW) Ltd
- Hard hats will be replaced prior to the hat's expiry date.
- PPE must be worn and used in accordance with the instructions provided.
- Employees must take reasonable care of any PPE provided to them.
- PPE must be visually examined by the employee before each use.
- Employees are reminded that under The Personal Protective Equipment at Work Regulations 1992 it is an offence for them to deliberately damage or misuse any PPE provided.
- Any loss, accidental damage or obvious defect must be reported immediately to their supervisor.
- All employees will be required to sign for items of PPE that have been issued to them.
- On termination of employment the employee will be required to return ALL assigned PPE.

## The Provision And Use Of Work Equipment

It is The Company's responsibility to ensure suitable equipment is provided and an assessment of risk is carried out.

This will be completed by management and assisted if required by their External Health and Safety Advisor.

The assessment will consider the current provision of protection and preventative measures. All personnel will ensure the equipment and tools are regularly maintained and in good working order with suitable records in place.

All users will be suitably trained and made aware to check the equipment and tools prior to use and report any defects to their Supervisor.

On occasions Donovan Construction (SW) Ltd may need to hire equipment due to specialised work or quantity of work.

Donovan Construction (SW) Ltd and their External Health & Safety Advisor will identify suitable equipment and tools which will only be obtained from approved hire companies which supply the appropriate training and supporting documentation to ensure all employees and sub-contractors are suitably trained in the use of the equipment.

Donovan Construction (SW) Ltd will ensure any new plant and equipment has been identified as being suitable for the operations and meets current health and safety standards before being purchased.

## Reporting Of Injuries, Diseases And Dangerous Occurrences

Accidents (no matter how minor an injury may be), incidents, and near misses must be recorded in the Accident Book located in the office or on site.

Donovan Construction (SW) Ltd Accident Reporting Procedure will be followed.

An initial investigation will be carried out by a nominated competent person and assisted by the external Health and Safety Advisor.

If the incident is of a type where the actual or underlying cause needs to be established or where reoccurrence is likely, a detailed investigation will be conducted supported with a full report and corrective actions communicated to Donovan Construction (SW) Ltd personnel and sub-contractors to prevent further accidents.

Donovan Construction (SW) Ltd recognises their legal duties under RIDDOR that require them to report and record some work-related accidents by the quickest means possible.

The Health and Safety Advisor WILL report:

- Deaths
- Major injuries
- over 7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital
- Some work-related diseases
- dangerous occurrences – where something happens that does not result in an injury, but could have done.

RIDDOR applies to all work activities, however not all incidents are reportable. If an accident has occurred in a work situation The Directors will contact the External Health and Safety Advisor who will advise whether the accident is reportable.

## Risk Assessments

We undertake risk assessments of all identified hazards related to work undertaken by our workforce.

We eliminate these risks wherever possible. Where we cannot achieve this, we implement suitable and sufficient control measures, based on these assessments, to reduce and manage, so far as is reasonably practicable, the risks to our workers and others.

Our risk assessments are reviewed periodically, and new work activities are risk assessed, as above. We have listed the specific activities undertaken by our employees that are likely to carry significant risk.

We have considered the risk from each of these activities and assessed whether the control measures are adequate or whether further action is necessary.

The results of all significant and completed risk assessments have been made known to our employees and are available for their reference.

Risk Assessments are carried out for each job, these are made specific to the works being carried out to ensure that all the risks that are present have been assessed and adequate control measures have been put in place to reduce the risk to our employees and others that may be affected by our works.

In the event of works changing employees will stop work and review the current Risk Assessments and adapt them to suit accordingly, once the Risk Assessments have been changed these will then override the original documents. All employees will be briefed on the changes and sign to say they understand them.

Risk assessments are reviewed annually and updated as required. They are also reviewed whenever circumstances have changed and following the investigation of any accidents or incidents that may occur.

When we produce our Risk Assessments, we follow the “5 Steps to Risk Assessment” theory.



## Safe Systems Of Work.

A Safe System of Work (Method Statement) is a systematic method of looking at work activities, considering all the activities within a work process, what procedures, risk and COSHH assessments are in place and deciding on suitable control measures to prevent loss, damage or injury in the workplace.

- The methodology to be used is as follows:
- Identification of Scope of works and Responsibilities
- Identification and notification of Emergency procedures, emergency numbers and nearest hospital
- Identification of hazard associated with the scope of work and assessments
- Inclusion of any drawings or site mapping
- Identification of specialised hazards (such as lifts and lifting plans) associated with the scope of work and specific assessments (i.e. LOLER)
- Identification of COSHH hazard associated with the scope of work and assessments
- Identification of plant and tools hazard associated with the scope of work and assessments (i.e. PUWER-Vibration)
- Identification of personal Protective Equipment required as a result of control measures associated with the scope of work and assessments
- Describe methods for inductions and training
- Identify sub contracted elements and qualifications required of sub-contractors
- Review Safe System of work and update if necessary.

A suitably competent person will carry out a suitable and sufficient safe system of work in some cases this may be carried out by the external safety advisor.

Any control measures introduced will be proportionate to the risk.

Positive action will be taken where significant risks are identified with action for low risks being lower priority. In all cases though, those at risk will be informed of the risks involved.

Safe System of Work will be reviewed on a site by site analysis or when required by a competent person.

All employees will be required to fully co-operate with the health and safety requirements of the premises or site they are visiting.



# The Control of Vibration of Work

Donovan Construction (SW) Ltd will ensure a suitable risk assessment is carried out to assess the risk of both hand arm and Whole-Body vibration to its employees.

The risk assessment will identify the control measures that Donovan Construction (SW) Ltd need to implement to ensure that exposure levels are reduced to an acceptable level to both Hand Arm Vibration Syndrome (HAVS) and Whole-Body Vibration Syndrome (WBVS).

As a minimum Donovan Construction (SW) Ltd will:

- Ensure that suitable tools with vibration reduction features are used
- Ensure working patterns are established to rotate and limit the time spent using vibratory tools
- Supply and train employees in the correct use and storage of anti-vibration gloves.
- Check for and encourage employees to report any signs of symptoms of HAVS/WBVS
- Provide information and training to avoid unnecessary exposure to vibrations.

The main symptoms of HAVS or WBVS are:

## HAVS

- Whitening of the fingers
- Joint pain or stiffness
- Tingling and numbness in the fingers (which can cause sleep disturbance).
- Not being able to feel things with your fingers.
- Loss of strength in your hands (you may be less able to pick up or hold heavy objects).

## WBVS

- Stomach aches
- Chest pain
- Headaches
- Nausea and poor balance
- Back pain (displaced and injured discs)

Whole Body Vibration Syndrome can also have an effect on the digestive, circulatory and respiratory systems.

The table below is a 'ready reckoner' for calculating daily vibration exposures.

All you need is the vibration magnitude (level) and exposure time.

The ready-reckoner covers a range of vibration magnitudes up to  $40\text{m/s}^2$  and a range of exposure times up to 10 hours.

The exposures for different combinations of vibration magnitude and exposure time are given in exposure points instead of values in  $\text{m/s}^2 \text{ A (8)}$ . You may find the exposure points easier to work with than the  $\text{A (8)}$  values.

- Exposure points change simply with time: twice the exposure time, twice the number of points
- Exposure points can be added together, for example where a worker is exposed to two or more different sources of vibration in a day.
- The exposure action value (2.5 m/s<sup>2</sup> A (8)) is equal to 100 points
- The exposure limit value (5 m/s<sup>2</sup> A (8)) is equal to 400 points

		Exposure Time, <i>T</i>																		
		5 min	15 min	30 min	1 h	1.5 h	2 h	3 h	4 h	5 h	6 h									
Vibration Magnitude, (M/S <sup>2</sup> )	40	265	800																	
	30	150	450	900																
	25	105	315	625	1250															
	20	67	200	400	800	1200														
	19	60	180	360	720	1100	1450													
	18	54	160	325	650	970	1300													
	17	48	145	290	580	865	1150													
	16	43	130	255	510	770	1000													
	15	38	115	225	450	675	900	1350												
	14	33	98	195	390	590	785	1200												
	13	28	85	170	340	505	675	1000	1350											
	12	24	72	145	290	430	575	865	1150	1450										
	11	20	61	120	240	365	485	725	970	1200	1450									
	10	17	50	100	200	300	400	600	800	1000	1200									
	9	14	41	81	160	245	325	485	650	810	970									
	8	11	32	64	130	190	255	385	510	640	770									
7	8	25	49	98	145	195	295	390	490	590										
6	6	18	36	72	110	145	215	290	360	430										
5.5	5	15	31	61	91	120	180	240	305	365										
5	4	13	25	50	73	100	150	200	250	300										
4.5	3	10	21	41	61	81	120	160	205	245										
4	3	8	16	32	48	64	96	130	160	190										
3.5	2	6	13	25	37	49	74	98	125	145										
3	2	5	9	18	27	36	54	72	90	110										
2.5	1	3	6	13	19	25	38	50	63	75										
2	1	2	4	8	12	16	24	32	40	48										
1.5	0	1	2	5	7	9	14	18	23	27										
1	0	1	1	2	3	4	6	8	10	12										

	Above Exposure Limit
	Likely to be at or above limit value
	Above exposure action value
	Likely to be at or above action value
	Below exposure action value

Using the ready reckoner:

1. Find the vibration magnitude (level) for the tool or process (or the nearest value) on the grey scale on the left of the table.
2. Find the exposure time (or the nearest value) on the grey scale across the bottom of the table.
3. Find the value in the table that lines up with the magnitude and time. The illustration shows how it works for a magnitude of 5 m/s<sup>2</sup> and an exposure time of 3 hours; in this case the exposure corresponds to 150 points.
4. Compare the points value with the exposure action and limit values (100 and 400 points respectively). In the example the score of 150 points lies above the exposure action value.
5. The colour of square containing the exposure points value tells you whether the exposure exceeds, or is likely to exceed, the exposure action or limit value:

	Above Exposure Limit
	Likely to be at or above limit value
	Above exposure action value
	Likely to be at or above action value
	Below exposure action value

If a worker is exposed to more than one tool or process during the day, repeat steps 1-3 for each one, add the points, and compare the total with the exposure action value (100) and the exposure limit value (400).

## Training

Donovan Construction (SW) Ltd recognises their duties as employers and will provide training to all employees that work for the company, training sessions will be selected for an employee based on their role within the company.

Donovan Construction (SW) Ltd will provide information, instruction, training and supervision for all their employees so far as reasonably practicable, to ensure the health and safety of his workforce.

On commencement of employment any new employee will receive an induction to the company, they will be given the basic knowledge of the risks and hazards within the company, at the induction stage it will be determined what extra training needs to be carried out for the employee to ensure that they are adequately trained to carry out their role safely.

Training will be carried out through various methods as follows:

- Monthly Toolbox Talks
- Trade Training
- Competency Assessments
- H&S Training Courses

No employee will be expected to carry out works that they have not been adequately trained in.

A Training Matrix will be kept for all of Donovan Construction (SW) Ltd employees, this will be kept up to date, and any training that is due to expire will be completed prior to the expiry date.

Donovan Construction (SW) Ltd will use their external safety advisor to assist them with the selection of training required for his employees where required.

## Violence At Work

Violence and aggression at work is defined by the Health and Safety Executive as any incident in which an employee is abused, threatened or assaulted by a member of the public, pupil, service user or their family in circumstances arising out of the course of their employment.

This may include:

- Verbal abuse
- Threatening behaviour
- Serious or persistent harassment
- Physical assault.

Donovan Construction (SW) Ltd does not condone the above nor does it wish any of its employees to encounter such situations as the above. Should any employee encounter any of the above they should distance themselves immediately from the situation and report the incident to their line manager immediately.

They in turn will organise an investigation of the incident by a competent person, who will produce a report including recommendations, actions etc.

### Employee Support

- Line Managers must understand and accept their role in providing support to employees and will be sufficiently trained to do so.
- Line Managers will provide debriefing and support for all employees who have been victims of a violent or aggressive act.
- Their absence from work is believed to arise from a violent or aggressive incident, any such absence will be treated as special leave rather than sickness absence.

### Police Involvement

- The Line Manager will report the matter to the police at the employee's request.
- A decision to report the incident to the Police should be in accordance with the nature and severity of the assault and, if possible, with the approval and consent of the employee but Donovan Construction (SW) Ltd reserves the right to report the matter to the Police without the employee's consent.

### Return to Duty

Where an employee has been absent from work following a reported violent incident, the Line Manager concerned shall ensure appropriate support for the employee is given, where appropriate.

Prior to the employee returning to work, the Line Manager, in consultation with The Directors and the employee shall consider:

- Whether referral of the employee to the Occupational Health Nurse, either prior or immediately following his/her return to work, is appropriate
- Whether the employee should be temporarily transferred to other duties
- Whether it would be appropriate for the employee to initially return on a part-time basis

- Whether refresher training is required as part of returning to work
- Whether there should be a temporary restriction in the range of duties being undertaken by the employee

## Waste Management

Donovan Construction (SW) Ltd do not generate excessive amounts of waste from their activities onsite.

Where possible any materials will be reused on site or removed back to the yard where a competent person will inspect and check the materials and equipment that can be recycled.

Any materials which cannot be recycled will be disposed of through licensed waste carriers.

In carrying out these activities Donovan Construction (SW) Ltd will take all reasonable steps to ensure that:

All waste from the site is dealt with in accordance to our client's preferences and materials will be handled efficiently and waste managed appropriately.

Donovan Construction (SW) Ltd will ensure that waste is suitably segregated and where possible waste is:

- Re-used (and whether this was on or off site);
- Recycled (and whether this was on or off site);
- Sent for another form of recovery (and whether this was on or off site);
- Sent to landfill.

Any sub-contractors engaged on our projects will adhere to the protocols detailed above.

## Welfare And Wellbeing (Occupational Health)

Donovan Construction (SW) Ltd has a legal duty to protect the health, safety and welfare of everyone in the workplace.

To this end Donovan Construction (SW) Ltd will ensure that all premises under its control have:

- Adequate ventilation
- A comfortable thermal environment (minimum 16 degrees Celsius).
- Sufficient lighting to enable people to work and move about safely.
- Separately powered automatic emergency lighting.
- A regularly cleaned and maintained workplace.
- Sufficient individual workspace and circulation space.
- Workstations, including furniture and seating suitable for the people using them.
- Suitable and sufficient sanitary conveniences and washing facilities including shower facilities and a constant supply of hot and cold water, soap and towels or other means of cleaning and drying. Together with dedicated disabled facilities.
- A separate supply of wholesome drinking water.
- Rest facilities.
- Food preparation and storage facilities.

### On site Facilities – Checklist to be undertaken prior to commencement of work

- Portakabin -Adequate light and Ventilation-Electricity
- Emergency Equipment-Extinguisher-First Aid
- Suitable and sufficient sanitary conveniences and washing facilities and a constant supply of hot and cold water, soap and towels or other means of cleaning and drying.
- A separate supply of wholesome drinking water.
- Rest facilities
- Workstations, including furniture and seating suitable for the people using them
- Kettle/Microwave/Cups
- Cleaning Materials

### Occupational Health

- Annual Lung function testing
- Hearing Tests
- Eye test for dedicated Display Screen Users
- Dermatitis Monitoring
- Vibration Monitoring



## Welfare Facilities

Donovan Construction (SW) Ltd recognises our responsibility under the Workplace (Health, Safety and Welfare) Regulations 1992, and has set out this arrangement to detail how they intend to comply with it.

Donovan Construction (SW) Ltd will ensure that:

- Enough toilets and washbasins for those expected to use them
- Where possible, separate facilities for men and women, failing that, rooms with lockable doors will be provided
- All facilities are kept clean
- A supply of toilet paper and, for female employees, a means for disposing of sanitary dressings
- Facilities are well lit and ventilated
- Facilities are supplied with hot and cold running water
- Enough soap or other washing agents are provided
- A basin large enough to wash hands and forearms if necessary is in place
- A means for drying hands, e.g. paper towels or a hot air dryer
- Showers where necessary, e.g. for particularly dirty work

Donovan Construction (SW) Ltd will also ensure that:

- Storage facilities are provided for protective clothing
- A rest room is provided
- Changing facilities are accessible
- Lockable storage facilities for personal belongings are in place

# Work At Height

## Preventing falls from ladders

A large, independent installer of digital terrestrial and satellite equipment recognised it could be doing more to tackle falls, especially as engineers were installing aerials and dishes at a variety of heights from portable leaning ladders and roof ladders.

## The solution

They took measures including making sure ladders were secured using an eyebolt and ratchet strap, and equipping appropriately trained workers with specialist kit, such as a flexible safety line that can be attached to the secured ladder.

Trained workers now wear a fall-arrest harness that can be attached to the line and the ladder. This means that the ladder cannot slip during use and, even if the engineer slips and falls from the ladder, the fall will be stopped.

The Company will ensure work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the job. Donovan Construction (SW) Ltd will use the right type of equipment for working at height.

Donovan Construction (SW) Ltd will take a sensible approach when considering precautions.

Donovan Construction (SW) Ltd will at first assess the risks.

Factors that will be taken into consideration include the height of the task, the duration and frequency, and the condition of the surface being worked on.

Before working at height, we will assess the following points

- Avoid work at height where it's reasonably practicable
- Where work at height cannot be easily avoided, Donovan Construction (SW) Ltd will prevent falls using either an existing place of work that is already safe or the right type of equipment
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated

The Company will at first consider measures that protect everyone at risk, this is known as (Collective Protection)

If Collective Protection cannot be utilised, then measures will be taken to protect each individual this is known as (Personal Protection)

Collective protection is equipment that does not require the person working at height to act for it to be effective. Examples are permanent or temporary guardrails, scissor lifts and tower scaffolds.

Personal protection is equipment that requires the individual to act for it to be effective. An example is putting on a safety harness correctly and connecting it, with an energy-absorbing lanyard, to a suitable anchor point.

Donovan Construction (SW) Ltd will ensure:

- As much work as possible is carried out from the ground
- Workers can get safely to and from where they work at height
- Equipment is suitable, stable and strong enough for the job, maintained and checked regularly
- Precautions are taken when working on or near fragile surfaces
- Protection from falling objects is taken into consideration
- Emergency evacuation and rescue procedures are in place prior to working at height

Donovan Construction (SW) Ltd operatives will not:

- Overload ladders
- Overreach on ladders or stepladders
- Rest a ladder against weak upper surfaces, e.g. glazing or plastic gutters
- Use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time)
- Let anyone who is not competent work at height

Donovan Construction (SW) Ltd will avoid working at heights wherever possible. However, if working at height is unavoidable a specific risk assessment will be carried out for working at height to identify specific hazards and the degree of risk present.

We will ensure that:

- All work at height is properly planned and organised
- Those involved in work at height are competent
- The risks from work at height are assessed
- Appropriate work equipment is identified, selected, and used
- The risks from fragile surfaces are properly controlled
- Equipment for work at height is properly inspected and maintained by a competent person
- Personnel who work at height will be trained in working at height and in the use of equipment

## Young Workers

The phrase 'young worker' means a worker who is under 18 years old. An individual risk assessment will be carried out for all employees including full time, part time and work experience personal who fall into the category of young persons.

Donovan Construction (SW) Ltd understands that any risk assessment undertaken to ensure the health & safety of young workers must take into account their inexperience, lack of awareness of existing or potential risks and their immaturity.

The Management of Health and Safety at Work regulations 1999 requires employers to:

- Assess risks to young persons before they start work
- Take into account their inexperience, lack of risk awareness and immaturity
- Address specific factors in the risk assessment
- Provide information to parents of school-age children about the risk and control measures applied
- Take account of the risk assessment when determining whether the young person should be prohibited from certain work activities, except when they have left school and it is necessary for their training
- Where risks are reduced so far as is reasonably practicable
- Where proper supervision is provided by a competent person

Donovan Construction (SW) Ltd will also provide risk assessment information to the parents or guardian of school-age children on work experience before they start work, so they can agree to the risks undertaken and the control measures used.

### Manager's Responsibilities

Managers are responsible for the H&S of young workers and should ensure:

- They read and understand this procedure
- A risk assessment is conducted, and all control measures are implemented
- Maintain records of risk assessments
- Staff and safety representatives are consulted on the outcomes of risk assessment
- The risk assessment is explained and copied to the young worker before starting work (parents of school-age children should be sent the risk assessment before work starts).

### Young workers' Responsibilities

Young workers also have a responsibility to ensure they co-operate with H&S arrangements in the workplace.

Young workers must:

- Notify their managers of any hazards, accidents or incidents
- Assist their managers with the identification of workplace hazards
- Comply with the control measures identified in the risk assessment.