



COMPANY HEALTH AND SAFETY POLICY

September 2013

1538 High Road
Whetstone
London
NW20 9PT

Tel: 07563 949352
Email: aoncontracts@gmail.com

CONTENTS

GENERAL STATEMENT

SAFETY ORGANISATION STRUCTURE

COMPANY SAFETY RESPONSIBILITIES

1. Managing Director
2. Supervisors
3. Employees / Operatives
4. Drivers
5. Sub-contractors
6. Health and Safety Consultants

HEALTH AND SAFETY ARRANGEMENTS

1. Asbestos
2. Control of Substances Hazardous to Health (COSHH)
3. Construction (Design & Management) Regulations
4. Display Screen Equipment
5. Drugs and Alcohol Usage
6. Electricity
7. Emergency Procedures
8. Employment
9. Fire Equipment and Precautions
10. First Aid
11. Health Surveillance
12. Housekeeping
13. Incidents and Ill Health Reporting
14. Ladders / Stepladders
15. Lone Working
16. Manual Handling
17. Monitoring of Company Safety Policy
18. New Equipment, Plant, Machinery and Substances
19. Noise
20. Personal Protective Equipment (PPE)
21. Risk Assessments
22. Training
23. Vibration
24. Violence at Work
25. Welfare Facilities
26. Workforce Involvement
27. Working at Height

APPENDICIES

- Appendix A - Legislation Applicable
- Appendix B - Precise of RIDDOR
- Appendix C - Contents of First Aid Kits
- Appendix D - Program for Electrical Testing and Inspection
- Appendix E - Risk Assessments
- Appendix F - Activity Checklist
- Appendix G - Safe Working Practices

HEALTH AND SAFETY POLICY STATEMENT

1. As the Managing Director of AON Contracts Ltd (AON), I accept that I have moral and legal responsibility for the Health, Safety and Welfare of all employees and others who may be affected by the Company's operations. I recognise that injury, damage and loss can be avoided and that consideration for health, safety and welfare should rank equally with all other commercial considerations. Therefore I will ensure the full implementation of this policy and expect all employees to follow my example.
2. The policy of this company is that all work will be carried out in such a manner to safeguard, so far as reasonably practicable, the health, safety and welfare of all employees and others, this will include other contractors, visitors and members of the general public. In particular, employees can be rest assured that the company will:
 - a. Make their workplace safe and without risk to health, ensuring they have safe access and egress.
 - b. Ensure plant and machinery are safe and that safe systems of work are set and followed.
 - c. Give information, instruction, training and supervision necessary for their health and safety.
 - d. Ensure articles and substances are moved, stored, maintained and used safely.
 - e. Provide them with a safe working environment with adequate welfare facilities.
3. As a company we will consult with employees on health, safety and welfare matters, importantly to include:
 - a. Any change which may substantially affect their health and safety at work, such as information on procedures, equipment or ways of working.
 - b. The health and safety consequences of introducing new technology.
 - c. The information they require on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they have to deal with a risk or danger.
 - d. The planning of health and safety.
4. I will appoint competent people to assist the company in meeting its statutory duties including where appropriate, specialists outside of our organisation to provide the necessary proficient advice on health and safety matters.
5. I will take all measures to meet and develop all necessary requirements to continually improve on health and safety performance.
6. Adequate funds, time and other resources will be allocated to meet the objectives of this Policy.
7. This policy will be reviewed at least annually or as legislation demands and reissued. Where appropriate amendments are incorporated into this policy they will be brought to the attention of employees as new changes are implemented.
8. The allocations of duties, responsibilities and the arrangements for the implementation of this Policy are within this document. With your co-operation I am certain that we can achieve all that is required to meet with this, our company's health, safety and welfare objectives.

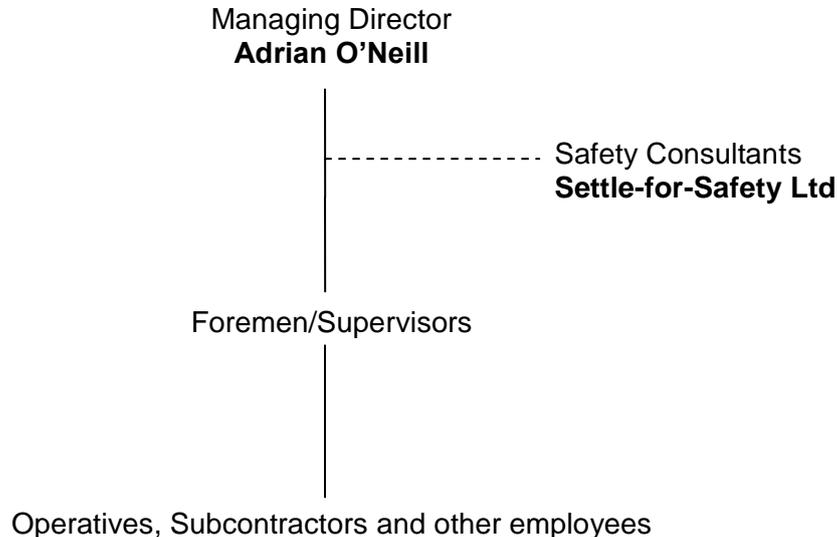
Signed:



Adrian O'Neill
Managing Director

Date: 8th September 2013

SAFETY ORGANISATION STRUCTURE



COMPANY SAFETY RESPONSIBILITIES

1. MANAGING DIRECTOR – Adrian O'Neill

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

1.2. He will ensure that the objectives of this policy are fully understood and observed by all involved in Company operations.

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

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

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

1.6. He will authorise the purchase of safety equipment and literature.

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

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

- a. Job or responsibility change.
- b. Introduction of new work equipment.
- c. A change in use of existing work or equipment.
- d. Introduction of new technology.
- e. Introduction of a new system of work or a change of one.

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

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

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

1.11. He will insist on sound working practices throughout all Company working activities and ensure such work is carried out in accordance with statutory provisions and as laid down by Approved Codes of Practice.

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

1.13. He will delegate, as appropriate, the necessary site/contract duties and tasks, and ensure that AON's workforce is competent to carry them out. He will ensure that Supervisors are fully aware of their responsibilities for safety, health and welfare concerning operatives, contractors and any other persons who could be affected by a project's work activity.

1.14. He will ensure that risk assessments in accordance with the Management of Health and Safety at Work Regulations are conducted for all work activities. Where risk is considered to be significant, this will be addressed in writing and a safe system of work devised to overcome the risk. He will prepare method statements and also ensure that Supervisors are fully conversant with the method statement's content before allowing any work to commence. They will ensure for all projects that:

- a. Only trained and competent personnel (including sub-contractors) are employed.
- b. Sufficient safe equipment, plant, materials and tools are provided which are fit for purpose.
- c. Emergency procedures are planned for each project's location.
- d. Sufficient welfare facilities and adequate first-aid facilities are provided.

1.15. He will ensure compliance with the Control of Substance Hazardous to Health Regulations (COSHH). When any toxic or hazardous material or substance is to be used, he will ensure all the requirements for storage; use and disposal are complied with. It is essential that manufacturers'

suppliers' technical data sheets, together with details of assessment, are available prior to usage, copies of which should be included in company and site/contract safety registers.

1.16. He will ensure that proper and safe provision has been made at every stage of a project/contract for the correct implementation and allocation of resources to meet with project/contract requirements. With assistance from Supervisors they are to ensure that contract activities are undertaken in a controlled safe manner with due regard to statutory obligations, Approved Codes of Practice and Company Procedures.

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

1.18. He will set a personal example when visiting workplaces by wearing appropriate personal protective equipment.

2. SUPERVISORS – *A supervisor may be a Manager or Foreman*

2.1. Shall as well as having a legal duty to work in a safe manner, be directly responsible to the Managing Director and be responsible for all work and safety practices delegated to them. They are directly responsible for the Company's work activities on site. They will arrange, coordinate and monitor all matters relating to health and safety.

2.2. They will ensure they and their team members know and abide by:

- a. Details of site/contract health and safety plan.
- b. Site/contract emergency procedures.
- c. Site/contract first aid and welfare facilities.
- d. Site/contract rules.

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

- a. Any unsafe, unhealthy or illegal working practice.
- b. Any accident, dangerous occurrence, event or near miss (in accordance with RIDDOR) and any consequence resulting.

2.4. They will ensure that all work is conducted in accordance with method statements and safe systems of working. All work will be assessed for risks before method statements are written. If work has to deviate from the plan, before it is carried out it must be discussed and agreed with the Managing Director.

2.5. They are to ensure that they and their team where appropriate, wear PPE as provided and in accordance with risk assessments/site rules and/or as dictated by statutory requirement.

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

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

2.8. They will set a personal example when on site by wearing appropriate personal protective equipment.

3. EMPLOYEES *An employee is any person employed by AON be they full, part time or casual workers, be they supervisors or persons treated as self employed (for tax and national insurance) working on the behalf of the Company.*

3.1. As an employee they have legal duties:

- a. To take reasonable care of their own health and safety and that of others who may be affected by what they do or do not do.
- b. To cooperate with their employer on health and safety matters.
- c. To correctly use work items provided by their employer, including personal protective equipment, in accordance with training or instruction provided.
- d. Not to interfere with or misuse anything provided for their health, safety or welfare.

3.2. All persons are reminded of their responsibility to cooperate with the Managing Director/Supervisors to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever they are aware of an unsafe condition, or notice a health and safety problem, which they cannot put right without putting themselves at risk, they are to report the matter to their Supervisor.

3.3. All employees are required to:

- a. Know the emergency procedures for the site they are working on, if in doubt they are to ask their Supervisor.
- b. Work in a safe manner at all times. Not to take any risks that could endanger themselves or others. Warn others, particularly young and/or new Operatives of known hazards.
- c. Wear safety footwear at all times on site and where necessary wear other personal protective equipment that has been provided.
- d. Use the correct tool/equipment for the job in hand, keeping tools/equipment in good condition and reporting any damage and/or defects to their Supervisor.
- e. Not use plant or equipment (unless supervised) for which they have not been trained or are experienced to use.
- f. Not play dangerous or practical jokes or engage in 'horseplay' whilst at work.
- g. Report any injury or illness to themselves that has been caused through a working incident, even if they consider it to be very minor and does not stop them working.
- h. They are all requested to suggest safer methods for working.
- i. Not work if they are unwell, under the influence of alcohol or substances.

- j. Keep welfare facilities clean and tidy, reporting to their Supervisor if welfare facilities are defective or of any person they see/know abusing the facilities which have been provided for all.

If any member of AON's workforce is in doubt on any of the above points they should ask the Managing Director for further explanation.

4. DRIVERS

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

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

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

- Brakes
- Tyres
- Steering
- Mirrors
- Windscreen washers and wipers
- Lights
- Indicators
- Horn
- First aid kit
- Fire extinguisher

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

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

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

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

4.8. Drivers are to regularly report in their whereabouts to Adrian O'Neill in accordance with the Arrangements Section of this Policy. They are to immediately inform Adrian O'Neill of any accidents that they may be involved in; be it a collision with a person, animal, other vehicle, object or property.

5. CONTRACTORS/SUB-CONTRACTORS

5.1. AON operates a policy of only employing contractors of which suitable enquires have been made, so far as is reasonable practicable, to ascertain their competency to undertake the work required.

5.2. Details of the Company Health and Safety Policy and its requirements will be made clear to contractors. All sub-contractors will be expected to comply with this policy. All work must be carried out in accordance with relevant statutory provisions, taking into account the safety of others.

5.3. Sub-contractors are to work in accordance with method statements, which will be agreed, prior to

commencing a project. All work is to be assessed for risks before method statements are written. If work has to deviate from the plan, this must before carrying out the work be discussed and agreed by Adrian O'Neill.

5.4. Before any plant, material or substance is brought in to AON's workplace it must be inspected and assessed for risk to health. All copies of COSHH assessments, statutory certificates and maintenance records are to be forwarded to AON in advance. No electrical power tools of greater than 110 volts are to be used and all transformers, generators, extension leads, plugs, and sockets must conform to latest standards for industrial use.

5.5. Contractors' employees will be required to report all injuries and dangerous occurrences immediately to a AON supervisor or Adrian O'Neill. This however, does not absolve any contractor of their responsibilities to report incidents to the Incident Reporting Centre in accordance with the Reporting of Injuries, Disease, and Dangerous Occurrences Regulations.

5.6. Suitable welfare and first-aid equipment in accordance with statutory requirements will be provided. Where AON does not supply these facilities it will become the contractors' responsibility to provide the necessary welfare facilities for their employees.

5.7. All contractors' personnel shall comply with AON's contract and site rules at all times.

6. HEALTH AND SAFETY CONSULTANTS - SETTLE FOR SAFETY LTD

6.1. Act as the Company's health, safety and welfare advisors and shall:

- a. Provide a telephone advisory service relating to health and safety.
- b. Compile health and safety policy and procedural documentation as requested
- c. If requested, assist with the writing of risk assessments and method statements.

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

HEALTH AND SAFETY ARRANGEMENTS

1. ASBESTOS

1.1. Asbestos is widely recognised as a material with a health hazard. Asbestos related diseases kill more people than any other single work related cause. All types of asbestos can be dangerous if disturbed.

1.2. Danger arises when asbestos fibres become airborne. They form very fine dust that is often invisible. Breathing asbestos dust can cause serious damage to the lungs and cause cancer. Asbestos diseases usually occur only as a result of prolonged exposure to asbestos dust at levels well above those found in British Industry. An isolated accidental exposure to asbestos dust for short duration is therefore unlikely to result in the development of an asbestos related disease.

1.3. The Managing Director acknowledges the health hazards arising from exposure to asbestos and will protect the Company workforce and other persons from being exposed to asbestos as far as is reasonably practicable by minimising exposure through proper control measures and work methods supported by information, instruction and training.

1.4. The presence of asbestos in most cases will not be obvious. It can be assumed that any building constructed or refurbished before the year 2000 will contain asbestos-based materials in some form or other. Operatives can be at particular risk through the pulling of cable in ceiling, floor and wall cavities, and during chasing-out and drilling operations.

1.5. Operatives are warned that no work should be carried out which is likely to disturb asbestos and expose people to risk unless adequate assessment of exposure has been conducted. This means that the buildings where work is to be conducted should be checked for the presence of asbestos. Where the building has an asbestos log and/or health and safety file these should also be consulted. Where Operatives suspect asbestos they must stop work and report their suspicions to their Supervisor or Adrian O'Neill and where applicable to Site Management who will take the appropriate action.

1.6. Some of the most common building materials containing asbestos are:

- Fuse boxes and risers.
- Boiler and pipe-work coatings, lagging and flues.
- Sprayed coatings providing fire and acoustic insulation.
- Insulation board.
- Cement-based boards, sheets and formed products;
- Ceiling (and some floor) tiles.
- Gaskets and paper products used for thermal and electrical insulation.
- Some textured surface coatings (artex).

2. CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS (CDM)

2.1. The construction industry covers a vast and diverse range of activities, hazards, materials, techniques, employment patterns and contractual arrangements. In these circumstances good management of construction projects is needed from conception through to execution if health and

safety standards are to be maintained. A committed approach to managing construction projects for health and safety is needed by all those who can contribute to the avoidance, reduction and controlling of health and safety risks in new build, maintenance, repairs, renovation, demolition or other construction work.

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

- a. Improve the planning and management of projects from the very start;
- b. Identify hazards early on, so they can be eliminated or reduced at the design or planning stage and the remaining risks can be properly managed;
- c. Target effort where it can do the most good in terms of health and safety; and
- d. Discourage unnecessary bureaucracy.

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

2.4. The Managing Director will ensure that as a Company we will apply the general principals of prevention when carrying out duties:

As Principal Contractor for notifiable projects:

- a. Checking clients are aware of duties and a CDM co-ordinator has been appointed and HSE notified before starting work
- b. Plan, manage and monitor construction phase in liaison with Contractors.
- c. Prepare, develop and implement a written plan and site rules (initial plan completed before construction work commences).
- d. Give Contractors relevant parts of the plan.
- e. Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase.
- f. Check competence of all appointees.
- g. Ensure all workers have site inductions and any further information and training needed for the work.
- h. Consult with workers.
- i. Liaise with CDM co-ordinator.
- j. Secure the site

As a Contractor:

- a. By checking client is aware of their duties.
- b. Planning, managing and monitoring our own work and that of others.
- c. Checking competence of our appointees and workforce.
- d. Complying with Part 4 of the regulations concerning
- e. Where applicable co-operating with the principal contractor in planning, managing work, site rules and providing information on any sub contractor we may employ.
- f. Ensuring there are adequate welfare facilities for our workforce.
- g. Where applicable co-operate with the Principal Contractor
- h. Where applicable informing the principal contractor of any problems with the plan and of any accidents, diseases and dangerous occurrences.
- i. Providing any information needed for the health and safety file.

As Designers:

- a. By checking clients are aware of their duties.
- b. Eliminating hazards and reducing risks during design.
- c. Providing information about remaining risks.
- d. Providing any information needed for the health and safety file.

3. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

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

- a. Know the product. Be familiar with the substance in advance, and obtain Product Health and Data Sheet. Manufacturers and suppliers are required by law to provide these sheets free of charge.
- b. Know the danger. Assess the potential risks to health and the exposure levels.
- c. Control or eliminate the hazard. Decide what action is required.
- d. Instruct operatives about the dangers.
- e. Provide the operatives with the appropriate personal protection equipment.

3.2. The COSHH Regulations require AON to prevent exposure to substances hazardous to health, so far as reasonably practicable. In order to comply with this requirement where practical and in order of preference the following steps will be taken:

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

- b. Replace the substance with a safer alternative.
- c. Use the substance in a safer form for example using ready mixed other than mixing components.
- d. Totally enclose the work activity / process.
- e. Partially enclose and use local exhaust ventilation.
- f. Provide general ventilation.
- g. Reduce number of persons exposed, or duration of their exposure.
- h. As a last resort where the exposure cannot be adequately controlled by measures above personal protective equipment will be provided.

3.3. The Managing Director will ensure compliance with the Control of Substance Hazardous to Health Regulations (COSHH). When any toxic or hazardous material or substance is to be used, they will ensure all the requirements of storage; use and disposal are complied with. It is essential that manufacture's/suppliers safety data sheets, together with details of assessment, are available prior to usage, copies of which should be attached to method statements.

3.4. Supervisors will before new substances are used, ensure COSHH assessments have been conducted and that any specific instruction and safety precautions are adhered to.

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

4. DISPLAY SCREEN EQUIPMENT (DSE)

4.1. The possible health effects of Display Screen Equipment work include musculo-skeletal discomfort, visual disturbance, fatigue and mental stress.

4.2. To reduce the potential of any such effects the Managing Director will endeavour to provide suitable safe working conditions and practises. Risks must be remedied, so far as reasonably practicable.

4.3. The Managing Director will carry out an assessment of the office workstation, taking into account the DSE, the furniture, the working environment and the user. As users of the office DSE, all personnel will to adhere to the following daily start-up checks before operating this equipment:

- Sit right back in your chair so that the back rest can support you.
- Form a relaxed curve in your lower back and adjust your backrest to provide support when in this position.
- Raise or lower your seat until your forearms are horizontal, make sure your wrists are straight when your hands are on the keyboard.
- Use a footrest if your feet do not comfortably touch the floor.
- Remove any obstacles under your desk that prevents you sitting in an upright position.

- Check your workstation has not become disorganised forcing you to sit in an awkward position.
- Set your display viewing distance to suit screen characters and copy stand text size.
- Position your copy stand close to the screen (e.g. same height and viewing distance and next to display).
- Adjust your screen and copy stand angle to suit your sitting position.
- Adjust the brightness control to suit the office lighting level.
- Adjust the brightness control if the light levels have altered since you started work, lower window blinds if sunlight is causing glare.

5. DRUGS & ALCOHOL USAGE

5.1. Operatives are warned that undertaking activities on behalf of the company whilst under the influence of alcohol or drugs can adversely affect the safety and health of themselves or other persons that may be affected by those activities. Therefore it is the Company policy that all personnel in our employ shall not be permitted to work on company undertakings whilst under the influence of alcohol or drugs. Any person known to be, or suspected of being under the influence of alcohol or drugs must be referred to a Supervisor or Manager who will arrange for the person to be removed from site.

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

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

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

- Do not come to work under the influence of drugs or alcohol.
- Do not bring non-prescribed drugs or alcohol onto company premises or sites.
- Check with your doctor or pharmacist about the side effects of prescribed medications
- Do not protect colleagues who you suspect of suffering from alcohol or drug abuse by keeping silent. Report your suspicions to Adrian O'Neill.
- Ask for assistance if you feel that matters are beyond your control.

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

6. ELECTRICITY

6.1. All electrical equipment and electrical systems installed and used by AON is subject to the

Electricity at Work Regulations. Electricity can not only cause shock, but also can cause burns and start fires. It should therefore never be treated lightly. All electrical equipment and systems within the workplace is/will be installed and maintained only by competent operatives.

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

6.3. Where work is to be carried out on live systems this will only be permitted if controlled by a permit to work (PTW).

6.4. If at any time a temporary electrical system is used this wiring must be as safe as a permanent circuit. The use of long extension leads must be avoided wherever possible. If a reel extension lead is used, the cable must be completely wound off the reel before connecting to main supply.

6.5. Some electrical faults, such as the loss of earth continuity due to wires breaking or coming loose within equipment, the breakdown of insulation and internal contamination will not be spotted by visual inspections. As well as testing as part of the planned maintenance program, combined inspection and testing will be carried out:

- If there is reason to suspect the equipment may be faulty, damaged or contaminated, but this cannot be confirmed by visual inspection.
- After any repair or modification to the equipment, which could affect its electrical safety.

6.6. Portable appliance testing will be carried out in accordance with Appendix D.

7. EMERGENCY PROCEDURES

7.1. AON will establish procedures to be followed by all, in the event of a situation presenting serious and imminent dangers. The aim will be to set out clear guidance on when operatives, sub-contractors and others at work, should stop what they are doing and be moved or guided to a place of safety.

7.2. These procedures will vary from site to site. However, they will set out as a basis and identify the role and responsibilities of competent persons nominated to implement action. To ensure the workforce is familiarised with the laid down procedures emergency drills will be exercised and tested to prove their effectiveness.

8. EMPLOYMENT

8.1. The Managing Director will ensure on engaging someone for employment and all existing operatives do not suffer from any illness, disability or are undergoing treatment or prescribed medication that would constitute, in the working environment, a hazard to them or others.

8.2. AON will only employ operatives that are competent to carry out the work for which they are engaged. Operatives will be provided with information, adequate supervision and given suitable training to enable them to conduct their work safely. Each member of the workforce will be made aware prior to the commencement of any work of all relevant legislation, codes of practices and/or guidance notes to comply with safe working practices.

8.3. It is the Managing Directors' intentions to update operatives on all health and safety matters as and when it is deemed necessary, and when change in legislation occurs.

9. FIRE EQUIPMENT AND PRECAUTIONS

9.1. Operatives are required to make themselves conversant with the fire precautions and drill for each particular area they are required to work in.

9.2. Fire precautions – the Managing Director will ensure that:

- Sufficient fire fighting equipment is available in AON's workplaces.
- Training and instruction is given to operatives in respect to means of escape, the use of fire fighting equipment and fire drill procedures.
- Records will be kept of items (a) & (b) above.
- That each Supervisor conducts a fire safety check of his workplace at the end of each working shift ensuring that:
 - i. electrical, gas and oil equipment not required for overnight is switched off, all gas is turned off at the cylinder and all unessential electrical equipment is unplugged from the mains;
 - ii. unprotected equipment in use over night is safe;
 - iii. fire doors and smoke stop doors are closed, buildings and site secured.

9.3. Lives and jobs are at risk if a fire starts. Fire prevention is vital. All operatives are warned never to smoke in "No Smoking" areas, and make sure that in other areas, smoking materials are put out before they are disposed of. Operatives must not:

- Allow combustible materials to accumulate especially in, corners or under workbenches.
- Overload electrical sockets or cables.

9.4. Everyone can help reduce the risk of fire by:

- Making themselves familiar with fire procedure; this means knowing how to raise the alarm, the position and use of fire extinguishers and routes of escape in case of an emergency.
- Keeping fire escape routes clear at all times, do not place tools, furniture, equipment, waste materials, or anything else in passages, especially those, which are, fire evacuation routes.
- Reporting any defective electrical equipment or frayed electrical flex or cables, overloaded electrical socket outlets, the misuse of heating appliances, and any leakage of flammable liquids.
- Reporting damaged or missing fire equipment.
- Keeping fire doors closed; if they notice them jammed open, they are to close; smoke is a major killer in fires and makes evacuation of the building slower and more dangerous.
- Extinguishing very small fires immediately on discovery; the first few seconds count, they are not to endanger themselves when fighting a fire; making sure that their escape route is free.
- Making their escape by the nearest route on hearing the alarm (if they are not directly involved) and proceeding to the assembly point as identified in the Emergency Procedures, making safe their work area if there is time.

10. FIRST AID

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

10.2. A suitable person as defined by the Regulations is someone who holds a current first aid certificate issued after successfully completing a training course approved by the Health and Safety Executive. It is fully intended that all Supervisors will attend an appropriate first aid course and qualify at least to the standard of first aid appointed person.

10.3. Company first aid boxes and vehicle first aid kits will contain sufficient quantities of suitable first aid equipment to meet most emergencies.

11. HEALTH SURVEILLANCE

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

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

- Checking the effectiveness of control measures.
- Providing feedback on the accuracy of the risk assessment.
- Identifying and protecting individuals at risk.

11.3. Present work activities carried out by AON does not necessitate the requirement for operatives to undertake regulatory health checks. However, during company induction training employees will be given 4 'private and confidential' forms appertaining to their health (hearing, skeletal pain, HAVS and Dermatitis) on joining the company which they may wish to complete and hand to the Managing Director for safe keeping.

11.4. Where as a result of health surveillance, an operative is found to have an identifiable disease or an adverse health effect which is considered by a doctor or occupational healthcare professional to be the result of exposure to AON's work activities:

a. The operative:

- Shall be informed by the doctor or other suitably qualified person on the result, which relates to him personally. He shall, in particular be given such information and advice regarding his condition.

b. AON will:

- Assess the work activity.
- Review the measures provided for to eliminate or reduce risk from exposure.
- Take into account the advice of the occupational healthcare professional in implementing any measures required to eliminate or reduce risk, including the possibility of assigning the operative to alternative work where there is no risk of further exposure. And
- Arrange continued health surveillance and provide for a review of the health status of any operative who has been similar exposed. In such cases, the doctor or occupational health care professional may propose that exposed persons undergo a medical examination.

12. HOUSEKEEPING

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

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

12.3. All operatives are responsible for ensuring that they do not allow waste material to accumulate in their working area and for keeping their work areas tidy.

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

- Check that the workplace is free of hazards at the beginning of each day.
- Always put materials/tools away immediately after use.
- Secure trailing leads out of harms way.
- Clear up any spillage, arisings, etc. immediately.
- Do not allow objects to protrude into passages, doorways, stairs, etc.
- Ensure that waste materials are properly stored and removed on a regular basis.
- Do not store materials or substances anywhere other than in their designated correct storage.
- Ensure the workplace is tidy and materials and substances are put away at the end of each and every working day.

13. INCIDENTS AND ILL HEALTH REPORTING

13.1. All injuries, disease, damage and/or 'near-miss' resulting from incidents related to AON's working operations, however minor, must be reported. Reports are to be made to Adrian O'Neill who will ensure that all appropriate first aid; reporting, corrective and emergency action is taken. The Managing Director will ensure that every incident is investigated to prevent re-occurrence. In the case of RIDDOR reportable incidents, they will task Settle for Safety to conduct an accident investigation and will implement any recommendations made.

13.2. On the completion of first-aid and emergency procedures, details of injuries are to be entered into the site (where applicable) accident book B1510 and copied in to AON accident book as soon as possible.

13.3. The Managing Director will ensure all reportable incidents in accordance with the Reporting of Injuries, Disease, and Dangerous Occurrences Regulations are reported. . Reports are to be made to the Incident Reporting Centre by telephoning 0845 300 9923 (in the case of death or major injury) or through the HSE's website (www.hse.gov.uk) for all other injuries.

14. LADDERS / STEPLADDERS

14.1. Operatives working from leaning or step ladders are especially at risk. Other persons working near to, or passing by operatives working from ladders could be in danger from tools, equipment or the person falling from height. Personnel will ensure that ladders / stepladders are only used as working platform where a more appropriate means (podium steps, mobile tower, etc.) can not where so far as is reasonable practical be used for accessing work at height

14.2. The Managing Director will ensure that all ladders issued to AON's operatives are of the correct type for the specific task and are subject to regular survey and maintenance, and meet appropriate legislative and equipment standards.

14.3. Only non-metal ladders or ladders classed as appropriate and safe to use during electrical work will be issued. Ladders will be free of paint or any other coating, which could hide cracks or splits.

14.4. Ladders will be marked with a unique number (to aid recognition for formal recording of

inspection) and with the ladder length. Ladders will be fitted with stand-off attachments where necessary.

14.5. Operatives should establish a safe zone around the bottom of the ladder before climbing to conduct work. This can be achieved by use of barriers and warning notices. A tool-carrying bag/belt should be used to leave operatives' hands free to hold on to ladder.

14.6. Ladders must be inspected before use, any defects discovered in the ladder or associated equipment must be reported immediately to a Supervisor who will ensure that the equipment is withdrawn from use immediately and is not used until it has been repaired and tested.

14.7. A third of all reported falls-from-height incidents involve ladders and stepladders. Many deaths and injuries are caused by inappropriate or incorrect use of this equipment. Supervisors are to ensure only Class 1 (Industrial) ladders are used on sites. If using leaning ladders the following will be considered:

- a. Work is of short duration.
- b. The work only requires one hand to be used.
- c. The work can be reached without stretching.
- d. The ladder can be fixed to prevent slipping.
- e. A good handhold is available.
- f. 3 points of contact on the ladder must be maintained at all times.

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

- a. Should not be used above 1.5 metres.
- b. The top 3 rungs should never be used.
- c. Not to be used if there is any significant manual handling of heavy, bulky or awkward loads, such as heavy ducting.
- d. Lone working should not be allowed.
- e. Must be Class 1 (BS EN 131) and in good condition and visually inspected daily.
- f. When being used they must be opened to the full extent of the spreader cords and never used like conventional ladders lent against the wall.
- g. 3 points of contact on the ladder must be maintained at all times.

15. LONE WORKING

15.1. The Managing Director will ensure, so far as is reasonably practicable, that operatives work in pairs. However, where this is impractical, operatives who are required to work alone or unsupervised for significant periods of time are protected from risks to health and safety. Lone working exposes personnel to certain hazards.

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

- The remoteness or isolation of workplaces.
- Any problems of communication.
- The possibility of interference, such as violence or criminal activity from other persons.
- The nature of injury or damage to health and anticipated "worst case" scenario.

15.3. Operatives will be given all necessary information, instruction and training to enable them to recognise the hazards and appreciate the risks involved with working alone. Operatives will be

required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures.

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

- The lone worker has full knowledge of the hazards and risks to which he is being exposed.
- The lone worker knows what to do if something goes wrong.
- Adrian O'Neill knows the whereabouts of the lone worker and what he is doing.

15.5. Where operatives or any other employee of AON are expected to work alone they must ensure their movements are logged with Adrian O'Neill / Supervisor. The Managing Director / Supervisors will endeavour to ensure they know the whereabouts of their workforce at all times.

15.6. It is the responsibility of all operatives working alone to regularly communicate with Adrian O'Neill / Supervisors via the telephone. Supervisors are to ensure they know that lone workers are accounted for before they themselves return home from their own work at the end of the working shift.

16. MANUAL HANDLING

16.1. AON has a duty to make evaluations and then assessments of manual handling operations. Where as far as it is reasonably practicable the need for the workforce to carry out manual handling operations, which may involve the risk of injury, will be avoided. Where this cannot be achieved AON will ensure the following:

- That appropriate steps are taken to provide the workforce who are carrying out manual handling operations with the general indications and, where reasonably practicable, information on the weight of each load.
- That they make, keep up to date, review and amend a suitable and sufficient assessment of all such manual handling tasks.
- That appropriate steps are taken to reduce the risk to operatives arising from any such operation to the lowest level reasonable practicable.

16.2. The Managing Director will provide operatives with information and training to ensure they operate with maximum comfort and hence maximum efficiency. They will be informed about hazards and risks; in the correct use of their own bodies, their tools, equipment; and in safe systems of work. All manual handling risk assessments will be conducted by Supervisors, as will all necessary training.

16.3. Training is important and will cover:

- How to recognise harmful manual handling.
- Appropriate systems of work.
- Use of mechanical aids.
- Good handling technique.

17. MONITORING OF COMPANY SAFETY POLICY

17.1. Suggestions on where and how safety arrangements that will benefit the workforce will be most welcome. Operatives are requested to pass on health, safety and welfare suggestions to the Managing Director.

17.2. At intervals of no less than 12 months, the Managing Director will assess the Company's safety performances, review this Company Safety Policy and implement change if required.

17.3. Workforce safety meetings will periodically be arranged or will be convened if so requested.

18. NEW EQUIPMENT, PLANT, MACHINERY AND SUBSTANCES

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

18.2. Before equipment is put to use, a competent person will ensure that the said equipment is maintained in an efficient state (in accordance with the manufacturers' specification) and is in safe working order.

18.3. Before operatives are expected to use plant and equipment they will be given training by a competent person in the correct and safe use of the said equipment. Operatives are not to use plant, equipment or substances, which they are unfamiliar with or have not been, previously trained to use.

18.4. Adrian O'Neill will ensure that all plant and equipment is logged within the company Plant Register and that all items are inspected by a competent person with the findings recorded within the Plant Record Sheets.

19. NOISE

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

19.2. AON will so far as is reasonably practicable, takes all steps to reduce noise exposure levels to operatives by means other than the use of personal protection. This will include use of reduced exposure time to ensure that noise action levels are not exceeded. The company accepts that the use of ear protectors is a last resort, and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

19.3. AON will provide suitable and effective ear protection to operatives working in high noise levels, as indicated to be necessary by the results of noise exposure assessments. AON will also provide for maintenance and repair or renewal of the protective equipment, and provide training in the selection and fitting of protectors and details of the circumstances in which they should be used.

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

- Avoid making unnecessary noise.
- Co-operate fully when any noise assessments are being carried out so that estimates of noise exposure levels are as accurate as possible.
- Correctly use all equipment and procedures designed to reduce noise exposure levels. They are not to interfere with or modify any such equipment without authorisation and cooperate to ensure that it is properly maintained.
- They are to always wear hearing protection provided when required to do so, e.g. in designated and marked Ear Protection Zones and to make sure that hearing protection is always fitted correctly and is properly looked after.
- They are to promptly report all situations that may lead to increases in noise exposure levels, such as defects in equipment or changes in work routine.
- They are to inform Management immediately of any problems caused by noise at work.

19.5. As a “rule of thumb” if persons can not conduct a conversation with someone that is 2m away or less without either shouting, due to noise from equipment they will require hearing protection. Action must therefore be taken to protect hearing and where practical, to reduce the noise.

20. PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

20.2. The Managing Director requires every member of the workforce who may be exposed to risk whilst at work, (except where any such risk is adequately controlled by other means that is equally or more effective) to wear PPE, which they will be provided with.

20.3. PPE will be supplied free of charge to all operatives who will then be responsible for this equipment. Supervisors will give appropriate information, instruction and adequate training to those who are required to use PPE. This training will include information on the risks the PPE will avoid or limit, on the purpose and manner it is to be used. Training will also be given on what action is required by the operative to ensure PPE remains and is maintained in working order, good state of repair and remains in a hygienic condition.

20.4. Operatives provided with PPE must take reasonable steps to ensure it is properly used in accordance with the training given. Any loss or defects is to be reported to a Supervisor.

21. RISK ASSESSMENTS

21.1. The Management of Health and Safety Regulations makes it a legal requirement for risk assessment to be carried out for every work activity.

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

21.3. Managers / Supervisors will conduct risk assessments. Once the risk assessment has been carried out the risk assessor will formulate control measures and make a judgement as to what preventive action is to be taken. As far as is reasonably practicable this judgement will weigh the costs (generally time, trouble, effort, money) of reducing the risk to health against the risk. Where the costs are shown to be grossly disproportionate to the benefits that would arise, it may not be reasonably practicable for the costs to be incurred. However, AON's workforce can be assured that they will not be put at risk or expected to take risks.

21.4. Risk Assessors may utilise AON's 'generic' risk assessment when collating general risk assessments. However, when establishing detailed control measures and writing safe systems of work for a specific operation, they will conduct the risk assessment at and for that proposed place of work. Risk assessors will make the assessment in relation to the additional hazards identified at this place or other work activities involved, paying particular attention to emergency procedures, site rules and local regulations.

21.5. Managers / Supervisors shall take appropriate steps to monitor that control measures identified by risk assessment remain adequate, are applied, and are working.

22. TRAINING.

22.1. Adrian O'Neill will ensure that all operatives receive training on health and safety, to assist them in undertaking their tasks safely and efficiently. Where necessary, external courses on specific subjects may be arranged.

22.2. Induction training for new operatives will cover the following information and be conducted by the Adrian O'Neill:

- The Health and Safety at Work Act.
- Company health and safety policy.
- Fire and emergency procedures.
- First aid arrangements.
- Company regulations concerning PPE
- Company regulations concerning manual handling.
- Company regulations concerning tools, COSHH, plant and other work equipment.
- General and specific hazards allied to and around AON's working environment.
- Risk assessments and safe systems of working.
- Procedures for reporting accidents, injuries and property damage.
- Welfare arrangements.

22.3. Adrian O'Neill will hold all records of training, together with any certificates awarded from outside agencies. No person will work on AON's projects without having received training suitable for the task involved as detailed in the safe system of work; unless it is for the purpose of training under close supervision.

23. VIBRATION

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

23.2. The Managing Director will take into account all work activities involving vibration during initial risk assessments as required under the Management of Health and Safety at Work Regulations. The use of various tools and operations can expose operatives to hazards from vibrations.

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

- The amount of vibration.
- How long the equipment is used and the conditions of use.
- The posture of the operative.
- The temperature at which work is carried out.

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

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

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

- Ensuring that any new tools have vibration controls built in. All tools, whether supplied by AON or hired, will be safe to use and handle, in compliance with the requirements of the Provision and Use of Work Equipment Regulations.
- Training operatives in the correct use of vibrating tools, they will be taught to recognise the vibration symptoms and the need to report them.
- Providing suitable clothing and gloves to reduce the effect of cold on the operatives' hands and other parts of the body.
- To reduce exposure period for the operative through a job rotation and regular rest periods.

24. VIOLENCE AT WORK

24.1. It is recognised that some employees may be exposed to risk of assault (be it verbal or physical) whilst at work. AON has therefore adopted a policy for dealing with violence to employees whilst at work. Under this policy the Managing Director is responsible for monitoring and ensuring the implementation of the policy within the Company. This can only be achieved if employees report all assaults and potential violent confrontations.

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

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

25. WELFARE FACILITIES

25.1. The Managing Director will ensure adequate facilities are in place for all AON workplaces, for the health and welfare of our workforce. Facilities will include: shelter and accommodation for clothing and facilities for taking meals, washing facilities and sanitary conveniences.

25.2. It is the responsibility of the Supervisor to ensure that the workplace welfare facilities are clean and maintained on a regular basis. Personnel are reminded that welfare facilities are provided for their benefit and should therefore be looked after and not abused. All are requested to keep the facilities clean and tidy.

26. WORKFORCE INVOLVEMENT

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

26.2. The Managing Director will consult with employees either directly or through elected representatives from within the workforce.

26.3 They will involve our workforce in a dialogue regarding any change which may substantially affect their health, safety and welfare, listening and acting on positive suggestion that will benefit all. Safety documentation will be in place on sites and made available as required for all to see before any work commences.

27. WORKING AT HEIGHT

26.1. AON is required to carry a risk assessment for all work conducted at height and to put in place arrangements for:

- a. Eliminating or minimising risks from working at height.
- b. Safe systems of work for organising and performing work at height.
- c. Safe systems for selecting suitable work equipment to perform work at height.
- d. Safe systems for protecting people from the consequences of work at height.

26.2. The risk assessment and action taken will be proportionate to harm that could occur if no action was taken. Supervisors will assess by careful examination what harm could be caused from working at height with the view to taking the necessary steps to reduce the likelihood of this harm occurring, either through avoiding the activity or, where this is not reasonably practicable, through carrying it out in a safe manner using the appropriate work equipment.

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

26.4. Notwithstanding the above the overriding principal is to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury. To achieve this, management are required to:

- Assess the risk to decide how to work safely.
- Follow the hierarchy for safe work at height – avoid, prevent, mitigate and give collective priority.
- Plan and organise work properly taking account of weather conditions and the possibility of emergencies.
- Ensure those working at height are trained and competent.
- Make use of appropriate work equipment.
- Manage the risks from working on or around fragile surfaces and from falling objects.
- Inspect and maintain the work equipment to be used and inspect the place where the work will be carried out, including access and egress.

APPENDIX A

LEGISLATION APPLICABLE

The following are just some of the Acts and Regulations that are. AON's undertakings will be conducted to the requirements of legislation and approved codes of practice, in particular to but by no means restricted to:

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

APPENDIX B

REPORTING OF INJURIES, DISEASE, AND DANGEROUS OCCURRENCES REGULATIONS (RIDDOR)

1. What is a reportable injury?

1.1. The following categories of injury must be reported to the Incident Contact Centre. All incidents can be reported online (www.hse.gov.uk/riddor), but a telephone service remains for reporting fatal and major injuries **only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm):

- a. Death of an employee, self-employed person or visitor on site. (Or if death occurs within 11 months of the injury) - report the death as soon as it is known.
- b. One of the specified major injuries:
 - i. Fracture of the skull, spine or pelvis.
 - ii. Fracture of a bone in the arm, wrist, leg or ankle (but not a bone in the hand or foot).
 - iii. Amputation of hand, foot, finger, thumb or toe.
 - iv. Loss of sight of an eye.
 - v. Penetrating injury to the eye or chemical or hot metal burn to the eye.
 - vi. Injury including burns requiring immediate medical treatment, or loss of consciousness due to an electric shock.
 - vii. Loss of consciousness due to lack of oxygen.
 - viii. Loss of consciousness or illness requiring medical treatment due to any substance, pathogen or infected material.
 - ix. Any injury resulting in hospital admission for 24 hours or more.

1.2. RIDDOR's over-three-day injury reporting requirement has changed. The trigger point has increased from over three days' to over seven days' incapacitation (not counting the day on which the accident happened).

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

Employers and others with responsibilities under RIDDOR must still keep a record of all over-three day-injuries – if the employer has to keep an accident book, then this record will be enough.

The deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the accident.

Reports are to be made via the HSE's website at www.hse.gov.uk/riddor.

2. What is a Dangerous Occurrence?

2.1. The following are specified dangerous occurrences, which must be reported to the Incident Contact Centre via the HSE website: www.hse.gov.uk/riddor:

- a. The collapse of, the overturning of, or the failure of any load bearing part of:
 - i. any pile driving frame or rig having an overall height, when operating, or more than 7 metres.
 - ii. any lift, hoist, crane, derrick or mobile powered access platform, but not any winch, teagle, pulley block, gin wheel, transporter or runway;
 - iii. any excavator.
- b. Explosion, collapse or bursting of any closed vessel including a boiler or boiler tube, in which the internal pressure was above or below atmospheric pressure, which might have been liable to cause the death of, or injury to, any person, or which resulted in the stoppage of the plant involved for more than 24 hours.
- c. Electrical short circuit or overload attended by fire or explosion which resulted in the stoppage of that plant involved for more than 24 hours and which, taking into account the circumstances of the occurrence, might have been liable to cause the death of, or injury to, any person.
- d. An explosion or fire occurring in any plant or place which resulted in the stoppage of that plant or suspension of normal work in that place for more than 24 hours, where such explosion or fire was due to the ignition of process materials, their by-products (including wasted) or finished products.
- e. The sudden, uncontrolled release of one tonne or more of highly flammable liquid from any system or plant or pipeline.
- f. A collapse or partial collapse of any scaffold which is more than 5 metres high which results in a substantial part of the scaffold falling or over-turning; and where the scaffold is slung or suspended, a collapse or partial collapse of the suspension arrangements (including any outrigger) which causes a working platform or cradle to fall more than 5 metres.
- g. Any unintended collapse or partial collapse of:
 - i. any building or structure under construction, reconstruction, alteration or demolition, or of any falsework, involving a fall of more than 5 tonnes of material;
 - ii. or any floor or wall of any building being used as a place of work, not being a building under construction, reconstruction, alteration or demolition.
- h. Incidents involving the escape of substances or pathogens, which could cause death or injury or ill health (includes releases from landfill sites or exploratory land drilling sites).
- i. Any ignition or explosion of explosives. Where the ignition or explosion was not intentional.
- j. Any incident where breathing apparatus malfunctions in such a way as to deprive the user of oxygen.
- k. Any incident in which plant or equipment either comes into contact with an uninsulated

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

3. What is an Industrial Disease?

3.1. The following diseases are to be reported to the Health and Safety Executive on form F2508A via the HSE website www.hse.gov.uk/riddor as soon as a written diagnosis is received from a doctor:

- a. Poisoning - acrylamide, arsenic, benzene, beryllium, cadmium, carbon disulphide, etc.
- b. Skin diseases - chrome ulcer, radiation skin injury and skin cancer from work involving exposure to mineral oil, tar, pitch or arsenic.
- c. Lung disease:
 - i. occupational asthma from work with isocyanates, fumes/dust, various resin hardeners, etc.,
 - ii. pneumoconiosis from work with silica rock, sand, and blasting, granite dust, slate operations, etc.,
 - iii. mesothelioma, lung cancer, or asbestosis from work with asbestos or its products.
- d. Infections - leptospirosis, hepatitis, tuberculosis, and other illness caused by pathogens.

4. Do I need to contact HSE out of hours?

4.1. The type of circumstances where HSE may need to respond out of hours are:

- following a work-related death
- following a serious incident where there have been multiple casualties
- following an incident which has caused major disruption such as evacuation of people, closure of roads, large numbers of people going to hospital etc

If your incident fits these descriptions ring the duty officer on 0151 922 9235.

CONTENTS OF FIRST AID KITS

Site First Aid Box:

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

Vehicle First Aid Kit

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

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

APPENDIX D

PROGRAM FOR ELECTRICAL TESTING AND INSPECTIONS

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

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

Managing the Electrical Test Programme

The Managing Director will manage a system that regularly inspects and tests electrical equipment. The essential elements of such a system are as follows:

1. Conduct a survey to compile a register of equipment to be tested.
2. Arrange for a competent person to inspect and test
3. Ensure the tested equipment is marked as safe after successful completion of the tests. A suitable label, which provides the user with the information that the equipment has been tested and is safe for use is applied to the equipment.
4. Keep a permanent office record of the date tested and the date that the next test is due.
5. Instruct all staff that no equipment may be used unless it bears a valid test label and the date of intended use is within the period shown on the label.
6. Monitor the effectiveness of the test programme by noting which equipment requires regular repair and investigate the reason for the failure or damage. Take corrective action if the required measures are within your control or refer the problem to the appropriate person.

ELECTRICAL TESTING INTERVALS OFFICES AND OTHER LOW-RISK ENVIRONMENTS

EQUIPMENT	USER CHECKS	FORMAL VISUAL INSPECTION	INSPECTION AND TESTING
Battery operated (less than 20V)	No	No	No
Extra low voltage (less than 50V)	No	No	No
PCs and VDU screens	No	Every 2 - 4 years	No (if double insulated), otherwise up to 5 years
Stationary photocopiers fax machines etc.	No	Every 2 – 4 years	No
Hand held double insulated equipment	Yes	Every 6 months – 1 year	No
Earthed equipment (Class 1)	Yes	Every 6 months – 1 year	Every 1 – 2 years
Cables and plugs connected to earthed equipment, and mains voltage extension leads	Yes	Every 6 months – 4 years (depending on equipment)	Every 1 - 5 years (depending on equipment)

APPENDIX E

RISK ASSESSMENTS

1.1. AON will conduct risk assessments for general work activities. Where appropriate these may be referred to as an aid to evaluate if specific risks are to be assessed.

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

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

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

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

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

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

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

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

a. Operatives.

b. Operatives of other employers – other trades.

c. Visitors - client, delivery drivers, trespassers.

d. Others - general public, neighbours.

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

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

$$\text{Hazard Severity} \times \text{Likelihood of Occurrence} = \text{Risk}$$

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

analysis of the risk involves consideration of the two factors of likelihood and severity.

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

- a. The number of people who may be affected in one incident.
- b. Individuals especially at risk because of disabilities or medical conditions.
- c. Concentration of a substance, speed, height, weight, amount of energy, etc.

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

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

- a. Minor - injury requiring medical attention and leading to absence from work for up to seven days.
- b. Major - RIDDOR major injury per event resulting in more than seven days absence from work.
- c. Severe - multiple major injuries, single/disability injury or occupational illness.
- d. Fatality - single or multiple fatalities per event.

1.10. The likelihood of the accident actually causing harm must be judged. It can be difficult to determine the likelihood of a hazard but it is important not to underestimate this and further guidance, e.g. accident statistics should be referred to if necessary. A number of factors should be taken into account:

- a. The number of times the situation occurs, e.g. once in the contract, or twice a day.
- b. The location and position of the hazard, e.g. workers in its vicinity, or at an isolated location.
- c. The clarity of the hazard, i.e. whether it is easily recognised as such or whether it is a hazard people may not normally expect.
- d. The amount of distraction from nearby activities.
- e. The duration of exposure to the hazard, i.e. continuous or infrequent.
- f. The environmental conditions, e.g. whether the chances of people slipping will increase following rain.

g. The quantities of materials used.

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

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

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

- a. Frequent - would be expected to occur more than once during the contract period.
- b. Likely - would be expected to occur once during contract period.
- c. Unlikely - may possibly occur during contract period.
- d. Remote - so unlikely, occurrence may not be experienced during contract period.

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

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

- a. High - review urgently required determining whether the risk can be removed or reduced, or the controls improved.
- b. Medium - risks not acceptable, hazards and controls need investigation to consider reasonable practicable improvements.
- c. Acceptable.

1.13. Having decided on the severity and the likelihood the risk rating can be determined.

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



COMPANY HEALTH AND SAFETY POLICY

- trivial
- adequately controlled
- not adequately controlled

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

1.16. The hazards and level of risk shall be noted and appropriate control measures introduced. The hazards control measures shall be made known to all those involved and instructions given that the control measures are to be implemented. Senior Managers/ Supervisors shall take appropriate steps to monitor that control measures remain adequate, are applied, and are working.



COMPANY HEALTH AND SAFETY POLICY

RISK ASSESSMENT

Hazard/Work Activity Assessed:

Location of Workplace:

Supervisor who will oversee & monitor the work on site:

H = High Risk Risk	M = Medium Risk	L = Low	Without Controls			With Controls			Who may be harmed ✓ As appropriate
			H	M	L	H	M	L	
RISKS									
1.									Operatives <input type="checkbox"/> Other contractors <input type="checkbox"/> Employer's staff <input type="checkbox"/> Official Visitors <input type="checkbox"/> General Public <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/>
2.									
3.									
4.									
5.									
6.									
7.									
8.									

Control Measures

Information, Instruction & Training Required

Personal Protective Equipment (PPE).

Head Protection <input type="checkbox"/>	Hearing Protection <input type="checkbox"/>
Foot Protection <input type="checkbox"/>	Eye Protection <input type="checkbox"/>
Hand Protection <input type="checkbox"/>	Respiratory Protection <input type="checkbox"/>
High visibility clothing <input type="checkbox"/>	_____ <input type="checkbox"/>

Name of person undertaking this risk assessment:

Date:
Review Date:



COMPANY HEALTH AND SAFETY POLICY

COSHH ASSESSMENT RECORD Reference No. _____

Activity/Product to be Assessed	
--	--

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

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

FORM OF PRODUCT	
DUST	VAPOUR
FUMES	SOLID
MISTS	LIQUID
GASES	

<u>LOCATION OF USE</u>
WELL VENTILATED AREA POOR VENTILATED AREA CONFINED SPACE

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

<u>WHO MAY BE HARMED</u>
OPERATIVES OTHER TRADES OCCUPIER GENERAL PUBLIC

RISK RATING WITH CONTROLS IN PLACE

LOW MEDIUM HIGH

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

<u>ADDITIONAL CONTROL MEASURES TO BE ADOPTED</u>

<u>FIRST AID</u>
MOVE TO FRESH AIR WASH AFFECTED AREA DO / DO NOT INDUCE VOMITING IRRIGATE EYE WITH WATER DO / DO NOT GIVE WATER TO DRINK REMOVE CONTAMINATED CLOTHES SEEK MEDICAL ADVICE

<u>WASTE DISPOSAL</u>
SITE COSHH SKIP NORMAL SKIP SEALED CONTAINER / BAG RETURN TO SUPPLIER RETURN TO COMPANY YARD

COMPLETED BY

SIGNATURE

DATE

ACTIVITY CHECKLIST

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

SAFE ACCESS

- * Are there arrangements to deal with visitors and workers new to the site?
- * Can everyone reach the place of work safely? Are there safe roads, gangways, passageways, ladders and scaffolds?
- * Are all walkways level and free from obstruction?
- * Is edge protection provided at all edges to prevent falls, especially when more than 2m?
- * Is the site tidy and are materials stored safely?
- * Are holes securely fenced or protected with clearly marked fixed covers?
- * Is wasted collected and disposed of properly?
- * Are there chutes for waste to avoid materials being thrown down?
- * Are nails in timber removed or hammered over?
- * Is safe lighting provided for work in the dark or poor light?
- * Are any necessary props or shores in place to make structure safe?

LADDERS

- * Are the ladders the right equipment for the job, or should a scaffold or other access be provided?
- * Are the ladders in good condition and properly positioned for access?
- * Are they on firm level ground?
- * Are ladders secured near the top (even if they will only be used for a short period of time)? If they cannot be secured at top, are they secured near the bottom, weighted or footed to prevent slipping?
- * Do ladders rise at least 1.05m above their landing place or highest rungs used? If not, are there adequate handholds?

SCAFFOLDING

- * Is there proper access to the scaffold platform?
- * Are all uprights properly founded and provided with base plates? Where necessary are there timber sole plates or is there some other way in which slipping and/or sinking can be prevented?
- * Is the scaffold secured to the building in enough places to prevent collapse and are ties strong enough?
- * If any ties have been removed since the scaffold was erected have additional ties been provided to replace them?
- * Is the scaffold adequately braced to ensure stability?
- * Are load bearing fittings used where required?
- * Have any uprights, ledgers, braces or struts been removed?
- * Are working platforms fully boarded? Are the boards free from obvious defects such as knots and are they placed to avoid tipping or tripping?
- * Are the boards fixed down if high winds are due?
- * Are there adequate guard rails and toe boards at every side from where a person could fall 2m or more?
- * If the scaffold has been design and constructed for loading with materials, are these evenly distributed?
- * Are there effective barriers or warning notices to stop people using an incomplete scaffold, e.g.

- one that is not fully boarded?
- * Does a competent person inspect the scaffold at least once a week and always after bad weather?
- * Are the results of inspections recorded, including defects that were put right during inspections and the records signed by the person who carried out the inspection?

EXCAVATIONS

- * Have all underground services been located (with locators and plans), marked and precautions taken to avoid them?
- * Has an adequate supply of suitable timber, trench sheets, props or other supporting material been delivered to the site before excavation work begins?
- * Is a safe method used for putting in and taking out the timbering, e.g. one that does not rely on people working in an unsupported trench?
- * If the sides of the excavation are sloped back or battered, is the angle of batter sufficient to prevent collapse?
- * Is the excavation inspected daily, and thoroughly examined weekly or after unexpected falls of materials?
- * Is there safe access/egress to and from the excavation, e.g. by sufficient number of long enough ladders?
- * Are there barriers to stop people falling in?
- * Is excavation affecting the stability of neighbouring buildings?
- * Is there a risk of the excavation flooding?
- * Are stacked materials, spoil or plant near the edge of the excavation likely to cause a collapse of the side?
- * If vehicles tip into excavation, are there properly secured stop blocks used?

ROOF WORK

- * Are crawling ladders or crawling boards used on roofs that sloop more than 10°?
- * If not do the roof battens provide a safe handhold and foothold?
- * Are there barriers or other edge protection to stop people falling from sloping or flat roofs?
- * Are crawling boards provided and used where people work on fragile materials such as asbestos cement sheets or glass?
- * Are warning notices posted?
- * Are suitable guardrails, covers, etc. provided where people pass or work near such fragile materials?
- * Are rooflights/fanlights properly covered or provided with barriers?
- * During sheeting operations, are precautions taken to stop people falling through edge of sheet? Are precautions taken to stop debris falling down?

TRANSPORT AND MOBILE PLANT

- * Is it kept in good repair? Do the steering, handbrake and footbrake work properly?
- * Have drivers and operators received proper training? Is it being safely driven?
- * Are vehicles securely loaded?
- * Are passengers prohibited from riding in dangerous positions?
- * Are there tipping lorries? Do workers know that raised bodies should be propped before reaching under?
- * Is there a system to control on-site movements to avoid danger including to pedestrians?
- * Where vehicles have to reverse, are they controlled by properly trained banksman following a safe system of work?

CRANES AND LIFTING APPLIANCES

- * Is the crane inspected weekly, and thoroughly examined by a competent person? Are the results of inspection recorded?
- * Is there a test certificate?
- * Is the driver trained, competent and over 18?

- * Are controls (lever, handles, switches, etc.) clearly marked?
- * Do driver and banksman find out the weight of the load before trying to lift it?
- * If it is a jib crane with a capacity of more than one tonne, does it have an efficient automatic safe load indicator that is inspected weekly?
- * If it is a hydraulic excavator being used as a crane, is the maximum safe load clearly marked and are hydraulic check valves fitted where required by the Certificate of Exemption?
- * Is the crane on firm level base?
- * Is there enough space for safe operation?
- * Has the banksman/slinger been trained to give signals and to attach loads correctly and do they know the lifting limitations of the crane?
- * If it can vary its operating radius, is the crane clearly marked with its safe working loads and corresponding radii?
- * Is the crane regularly maintained? Is the lifting gear in good condition has it been thoroughly examined?

MACHINERY

- * Are there any dangerous parts, e.g. exposed gears, chain drives, projecting engine shafts?
- * Are the dangerous parts adequately guarded? Are guards secured and in good repair?

ELECTRICITY

- * Are all portable electric tools and equipment supplied at 110V, or have special measures been taken to protect them from mechanical damage and wet conditions?
- * Are there any signs of damage to or interference with the equipment, wires, plugs and cable?
- * Are all connections to power points made by the correct plug?
- * Are all connections to plugs properly made so that the cable grip holds the cable firmly and prevents the earth wire from being pulled out?
- * Are there 'permit-to-work' procedures where necessary to ensure safety?
- * Are there any overhead electric lines? Where anything might touch the lines or cause arcing (cranes, tipper lorries, scaffolding, etc.) has the electricity supply been turned off?

CARTRIDGE OPERATED TOOLS

- * Are the makers' instructions being followed?
- * Does the operator wear goggles?
- * Has the operator been properly trained? Is the operator aware of the dangers and able to deal with misfires?
- * Is the gun cleaned regularly?
- * Is the gun and cartridges kept in a secure place when not in use?

RISK TO THE PUBLIC

- * Have all risks to members of the public off the site been identified, e.g. material falling from scaffolds etc. site plant and transport (access/egress) and precautions implemented, e.g. scaffold fans/nets, banksman, warning notices, etc.?
- * Is there adequate site perimeter fencing to keep out the public and in particular children?
- * Is the site secure during non-working periods?
- * Are specific dangers on site made safe during non-working periods, e.g. excavations and openings covered/fenced, materials safely stacked, plant immobilised, ladders removed?

FALSEWORK/FORMWORK

- * Is there a method statement and does it deal with preventing falls of workers?
- * Has a falsework coordinator been appointed?
- * Have the design and the supports for shuttering and formwork been checked?
- * Is it being erected safely from steps or proper platforms?
- * Are the bases and ground conditions adequate for the loads?
- * Are the props plumb, on level bases and properly set out?
- * Are the timbers in good condition?

- * Is it inspected by a competent person against the agreed design before permission is given to pour concrete?

FIRE

General

- * Are there adequate escape routes? Are they kept clear?
- * Does the site have the right number and type of fire extinguishers?
- * Do site operators know what to do in an emergency?

Flammable liquids

- * Is there a proper storage area?
- * Is the amount of flammable liquid on site kept to a minimum for the days' work?
- * Is smoking prohibited? Are other ignition sources kept away from flammable liquids?
- * Are properly constructed safety containers used?

Compressed gases, e.g. LPG, acetylene

- * Are cylinders stored properly?
- * Is the cylinder valve fully closed when the cylinder is not in use?
- * Are there 'hot work' procedures?
- * Are cylinders in use sited outside huts?

Other combustible material

- * Is the amount on site kept to a minimum?
- * Are there proper waste bins?
- * Is waste material removed regularly?

NOISE

- * Has an assessment been carried out of the noise risk?
- * Are noisy plant and machinery fitted with silencers/mufflers?
- * Do workers wear ear protection if they have to work in very noisy surroundings?

HEALTH

- * Have all hazardous substances, e.g. asbestos, lead, solvents, etc. been identified and the risks assessed?
- * Can safer substances be substituted?
- * Can exposure be controlled other than by using protective equipment?
- * Are safety information sheets available from the supplier?
- * Is safety equipment provided and used?
- * Are other workers who are not protected kept out of danger areas?
- * In confined spaces, has the atmosphere been tested and a fresh air supply provided if necessary? Are emergency procedures in place for rescue from confined spaces?

MANUAL HANDLING

- * Can it be avoided where there is risk of injury?
- * If not, have the risks been assessed and reduced?

PROTECTIVE CLOTHING

- * Is suitable equipment provided to protect the head, eyes, hand and feet where appropriate?
- * Do workers wear their protective equipment?

WELFARE

- * Has a suitable toilet been provided?
- * Is there a clean washbasin, hot/warm water, soap and towel?
- * Is there a room or area where clothes can be dried?



COMPANY HEALTH AND SAFETY POLICY

- * Is wet weather gear provided for those who have to work in wet conditions?
- * Is there a heated site hut where workers can take shelter and have meals with the facility for boiling water?
- * Is there a first aid box?

APPENDIX G

SAFETY RULES AND SAFE WORKING PRACTICES

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

Use safe practices

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

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

Your responsibilities

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

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

Control of Substances Hazardous to Health (COSHH)

Be aware of what this means to you:

- * Always ensure you are in receipt of or aware of the COSHH assessment for all materials you handle. This also means by-products of materials being used.
- * It is the responsibility of the Site Managers to provide these assessments.
- * Where hazards exist with any material being handled, you should be made aware of this and take proper precautions.
- * You must at all times make proper use of protective clothing or equipment provide for you to use.
- * If you find a defect in any clothing or equipment provided, inform your immediate supervisor.

- * You should at all times co-operate with your employer, with regard to any duty in law imposed by these regulations.
- * You must not intentionally, or recklessly interfere with or misuse anything provided in the cause of health, safety and welfare.
- * At all times make use of facilities provided in respect of industrial hygiene.

Wear safe clothing and equipment

Unsafe clothing can cause personal injuries:

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

Set up safely

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

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

Ladder safety

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

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

Handling materials safely

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

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

Site housekeeping

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

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

Safe handling of tools and equipment

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

- * Keep tools and equipment dry and in good condition.
- * Keep safety guards in place.
- * Do not operate tools or equipment if you do not know how.
- * Check that all electrical appliances operate from 110-volt supply or battery only.
- * Check that plugs and sockets are undamaged, correctly wired and that they are earthed.
- * Automatic cut-out switches (RCDs) must not be interfered with.
- * Always disconnect the power supply of a machine or tool that is being cleaned, repaired or adjusted.
- * Only repair or adjust tools if authorised to do so.
- * Do not force or overload tools and equipment.
- * Safety eye, ear and oral nasal protection must be worn when using disc type cutting tools.
- * A properly trained and certified person must always mount abrasive cutting discs.
- * Report all defective tools or equipment to the Site Manager.

Vehicle safety

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

- * Drive defensively; expect the unexpected.
- * Check and secure the load before you drive.
- * Do not overload and make sure the load is evenly distributed.
- * Be extra careful when carrying LPG cylinders.
- * Do not reverse a vehicle without an outside observer to watch the blind spots and warn others.
- * Drive to within the speed limit; obey the site speed limit.

- * It is the driver responsibility to:
 - keep vehicles clean and tidy and be sure they are fit to be on the road;
 - keep a check on tyres, brakes, lights, horn, oil, water and fuel;
 - report any defects immediately; your life and others may be at risk.
- * Ensure that the necessary paperwork is always carried in the vehicle.
- * Ensure that the vehicle has a first aid kit and fire extinguisher.
- * Check that permission has been given to carry any passengers.
- * Do not carry passengers outside of the vehicle cab.
- * Always wear seat belts as required by law.

Personal health and hygiene

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

- * Protect yourself at work by wearing clean clothing and footwear suitable for the weather and working conditions.
- * Use barrier creams on your skin before starting work in excessively dirty conditions.
- * Keep clean all safety personal equipment such as hard hats, goggles, respirators and other equipment that contacts with your skin.
- * Wash your hands before eating or smoking.
- * Always remove material residues from your hair and skin immediately you finish working.
- * Make sure you are fully aware of COSHH information for all materials being handled on site.
- * Be aware of and observe the rules governing asbestos.
- * Be aware of diseases, such as AIDS, which can be transmitted via body fluids, if you are called upon to administer any form of first aid.

Accidents and first aid

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

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

REPORT ALL ACCIDENTS OR NEAR MISSES TO ADRIAN O'NEILL